

# Fire Risk Assessment

Date of assessment: 29th May 2024

Assessor: Mark Robinson MIFSM. MIFPO

Validated by: Mark Robinson MIFSM. MIFPO

Date: 3rd June 2024

Suggested Date of Review: May 2025

Reference Number: 057184

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Fire Risk UK Ltd are accredited to BAFE SP205 for Life Safety Fire Risk Assessment.  
This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005.  
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## Scope and Terms of this Assessment

- 1 The Regulatory Reform (Fire Safety) Order (if the relevant premises are in England or Wales) or the Regulatory Reform (Fire Safety) Act (if the relevant premises are in Scotland) require the responsible person to carry out a fire risk assessment of the premises they are responsible for.
  - 2 This risk assessment carried out is made to enable the client or other responsible person to meet the legal requirements summarised in Paragraph 1 above.
  - 3 This report is addressed to the client (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
  - 4 We have agreed with you that this assessment should be conducted by us in accordance with the basis and assumptions set out in this scope.
  - 5 The risk assessment should be available for inspection, at all times.
  - 6 We have not carried out an occupancy calculation as part of the assessment unless otherwise stated in writing.
  - 7 The assessment does not allow for the physical maintenance of any equipment or machinery.
  - 8 The fire risk assessment should be reviewed by the responsible person regularly so as to remain up to date and, in any event by the date indicated on the general information page of this report or at an earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical, organisational measures, or organisation of the work undergone significant changes, extensions, conversions. By way of example and without limiting the general statement made above the assessment should be reviewed following:
    - a) Significant changes to work practices or procedures.
    - b) A significant change in the number of people present or the characteristics of the occupancy including the presence of people with some form of disability.
    - c) Any significant structural or material changes to the premises (including the internal layout, processes or activities conducted at the premises, including the introduction of new equipment).
    - d) Significant changes to furniture and fixings and / or to displays or quantities of stock.
    - e) The introduction or increase in the storage of hazardous substances.
    - f) Any change in the fire precautions in the premises.
    - g) Any near miss or fire incident.
- and, in any event, at recommended intervals of no more than the review date highlighted within the report.
- 9 The hazards and / or risks identified (if any) in each section of this document increase / or property safety in and around the areas assessed.

- 10 The client, or other responsible person, should ensure that the additional fire safety recommendations and actions set out in this document are effected to bring the assessment standard that will ensure, so far as is reasonably practicable, the safety of any of his or other person lawfully on the premises or any person in the immediate vicinity of the premises from a fire on the premises.
- 11 The Regulatory Reform (Fire Safety) Order and the Fire (Scotland) Act, as applicable, impose other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees with comprehensive information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger.

- 12 In this report:
  - a) We confirm that the information shown is correct based upon a general 'walk through' of the premises, and discussions with both responsible management and staff. The contents of this report are based on the Assessor's knowledge, a true and fair review of the fire safety status of the premises and the clients responsibilities in carrying out a fire risk assessment under the relevant legislation. The inspecting Assessor has taken all reasonable care to ensure accuracy of the information shown. UK Ltd cannot accept legal liability for any loss (including loss of anticipated profits, loss of future business, or damage to goodwill), nor claims for damages in connection with this report.
  - b) Where relevant facts in relation to the premises were not visually apparent on the date of inspection, we have relied on the information and / or responses provided by or on behalf of the client or other responsible person.
  - c) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
  - d) Unless otherwise stated, we have assumed that at the premises -
    - (i) all fire safety equipment, including fire doors and fire resistant partitions and
    - (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by a competent person and in accordance with all applicable standards.
  - e) We have not looked in roof spaces or other hidden areas in the premises except where an obvious fire hazard which reasonably required further investigation.
  - f) We have assumed that information and documentation supplied to us by or on behalf of the client or other responsible person which has a bearing on this fire risk assessment is current, true and not misleading.
  - g) The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order and the Fire (Scotland) Act.
  - h) The assessment is non invasive i.e. there will be no penetration, changes or damage to the building.

Responsible person (e.g. employer) or person having control of the premises:

Person(s) consulted:

Job Title:

1

- |     |   |    |
|-----|---|----|
| 1.1 | Number of floors at ground level and above:   | 3  |
|     | Number of floors entirely below ground level:   | 0  |
|     | Floors on which car parking is provided:  | 0  |
| 1.2 | Number of flats:  | 24 |
| 1.3 | Brief details of construction and approximate age of the building:<br>Purpose-built (c 1980's) detached building constructed from steel, concrete, masonry, timber & glass floors and sloping tiled roof structures.<br>Premises has 23 individual flats. Corridors where flats are located have lobby door protection. |    |
| 1.4 | Occupancy, as defined in the Classification of Purpose Groups set out in Table 0.1 of Approved Document A (Fire Safety) 2019)<br>Sheltered Housing flats - Group 2(a)   |    |

## 2 THE OCCUPANTS

- |     |   |    |
|-----|---|----|
| 2.1 | Approximate maximum number of employees at any one time:              | 1  |
| 2.2 | Approximate maximum number of residents and visitors at any one time: | 40 |

## 3 OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- |     |   |     |
|-----|---|-----|
| 3.1 | Sleeping occupants:   | Yes |
| 3.2 | Occupants in remote areas and lone workers: Older Persons Support Officer | Yes |
| 3.3 | Others: Cleaner   | Yes |

## 4 FIRE LOSS EXPERIENCE

- |     |   |    |
|-----|---|----|
| 4.1 | Is there a history of fire loss experience, if yes detail below:<br>No history of fire loss was brought to the attention of the assessor in preparation of this report. | No |
|-----|---|----|









**15 DANGEROUS SUBSTANCES**

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? N/A

Relevant information (including description of arrangements and deficiencies observed):

The assessor has not been made aware that dangerous substances are stored or used on the premises observed in the building at the time of the assessment.  
The tenancy/leasehold agreements of each dwelling should incorporate the prohibition of the storage of dangerous substances within the dwellings.

**16 OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION**

16.1 Hazards:  
None noted within the assessed areas at time of assessment. The assessor was not made aware of any medical oxygen within the confines of residents dwellings.

Relevant information (including description of arrangements and deficiencies observed):

N/A



## 18 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1	Is it considered that there is/are:	
18.1(a)	Adequate levels of compartmentation between floors and between flats and the common routes?	Yes
18.1(b)		Yes
18.1(c)	As far as can reasonably be ascertained, reasonable fire separation within any roof space?	Unknown
18.1(d)	Adequately fire protected service risers and/or ducts in common areas, that will restrict fire and smoke?	No
18.2	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect common areas of escape against passage of fire, smoke and products of combustion in the early stage of a fire?	N/A

Relevant information (including description of arrangements and deficiencies observed):

The assessor had no access to private flats, therefore, cannot comment on the maintenance of any. Some compartment fire doors require attention and the ceiling lining of the cupboard containing the fire alarm control panel see Action Plan Report.

In line with the scope of this report the assessment is restricted to a general walk-through inspection of common areas only. The assessor cannot comment on the standard of the compartmentation between flats.





25 PROCEDURES AND ARRANGEMENTS

25.1 The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

CBC Compliance Manager.

25.2 Fire safety at the premises is managed by:

CBC Older Persons Support Officer

25.3 Is there a suitable record of the fire safety arrangements?

Yes

Relevant information (including description of arrangements and deficiencies observed):

Residents have their own responsibility for fire safety within their dwelling, personal evacuation and use of emergency services. Assessor understands that residents have been issued with evacuation procedures and fire action notices. Fire action notices are also summarised within fire action notices located throughout the building. Crawley Housing team regularly undertake routine inspections of the common areas. The fire safety policy update will be October 2021, this version is therefore out of date, see Action Plan Report.

25.4 The evacuation strategy is:

See below

Comment:

CBC have detailed fire evacuation procedures which are issued to residents when they move in and around the site. The fire safety policy (dated October 2020) details a two stage procedure where residents are put and prepare to evacuate. Stage two sees occupants at risk from fire being evacuated from the common areas. Persons within the common areas are expected to evacuate upon actuation of the fire alarm signal.

25.5 Are procedures in the event of fire appropriate and properly documented, where appropriate?

Yes

Relevant information (including description of arrangements and deficiencies observed):

Fire Action notices along with the fire procedures are displayed in the common area as an ongoing reminder for residents, and as instructions/guidance for visitors/contractors as per the Fire Safety Policy. The notices are displayed within the fire safety box adjacent to the fire alarm panel.

25.6 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? Yes

Relevant information (including description of arrangements and deficiencies observed):

## 26

26.1 Yes

Relevant information (including description of arrangements and deficiencies observed):  
In line with CBC policy, induction and subsequent refresher fire safety training is provided to all Cr Council Housing team staff. Fire safety training should be continuous, commencing with induction

26.2 Yes

27.1 Yes

27.2 Yes

27.3 No

27.4



27.6

N/A

27.7

28

28.1(N/A



## Fire Risk Assessment

The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences

	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, the hazard from fire (likelihood of fire) at these premises is:

Medium

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential of fire

Medium:

High:

Slight harm

Slight harm:

Moderate harm:

Extreme harm:

Accordingly, it is considered that the risk to life from fire at these premises is:

Tolerable

Comments:

Your attention is drawn to the glossary section of this report where definitions can be found and points when looking to improve standards or performance relating to fire safety and the protection of premises.

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The risk-based control plan is based on one advocated for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvement which might involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme risk, a further assessment might be required to establish more precisely the likelihood of harm and to determine the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS OF THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.



Item

Priority Timescale

17.2 (i&j)	<p>No access to flat front doors. See below for information. It could not be confirmed due to no access/supporting information flat doors were fire resisting to a FD30s standard.</p> <p>The following steps should be taken:</p> <ul style="list-style-type: none"> <li>* All flat doors are to be inspected by a third party accredited fire surveyor to ensure they have working self-closing devices, and intumescent strips &amp; seals installed</li> <li>* Modern or replacement flat entrance fire doors should normally have evidence demonstrating that they meet the performance requirements of Building Regulations guidance for fire resistance and smoke containment on both sides. This should be obtained for each door, and confirmed in the case, via this evidence.</li> <li>* Any test evidence for the doors used should be checked to ensure they meet the same specifications of the door sets being installed.</li> <li>* Responsible persons should aim to replace existing flat entrance doors if they suspect they do not meet the fire or smoke resistance performance in line with Government guidance.</li> </ul>	1	Short term
18.1(d)	<p>Lack of adequate fire protection (compartmentation)</p> <p>In order to prevent fire spreading from one compartment to another vertically or horizontally the following gaps/holes must be filled (or stopped) with a suitable fire resistant or fire retardant material, such as resistant boarding, fillers and expansion foams:</p> <ul style="list-style-type: none"> <li>* The ceiling of the boiler cupboard in the communal Laundry room and service penetration holes must be filled to prevent the spread of fire.</li> </ul> <p>This work must be carried out by a suitable qualified and competent contractor, holding third party accreditation.</p>	1	Short term
25.3	<p>Fire Safety Policy Review</p> <p>The Fire Safety Policy states it should be reviewed annually. All versions of the FSP the assessor found (both onsite and online) were identified with a version date of October 2020 and a review date of October 2021.</p> <p>The document should be reviewed by the competent persons for the client to ensure the information is relevant and to comply with The Fire Safety Order 2005 (as amended). Part of the review should include checks that the measures within the FSP are being adhered to.</p>	1	Short term
27.2	<p>Detection in excess of ten years old</p> <p>The detector within the kitchen by the hall appeared to be in excess of ten years old. The client should engage with the service provider and have a survey carried out to ensure that no detection is in excess of ten years old. Any found to be in excess of ten years old should be replaced. These should be replaced in the interests of safety and for the avoidance of unwanted alarms due to the gradual deterioration of integrity and performance.</p>	1	Short term

31.2	Review of fire risk assessment actions	1	Immediately
	A number of items within this Fire Risk Assessment report have previously identified in a Fire Risk Assessment. The assessor could what action, if any, has been taken. Failure to comply with any r		

## Glossary

The information below is for guidance and provides supporting information for the Action Plan to be read in conjunction with.

Term	Definition
Access room	A room through which the only escape route from an inner room passes.
Accommodation stairway	A stairway, additional to that required for means of escape purposes, provided for the convenience of occupants.
Alterations notice	If your premises are considered by the enforcing authority to be high risk, you must give an alterations notice that requires you to inform them before making any alterations to your premises.
Alternative escape route	Escape routes sufficiently separated by either direction and space, or by fire-resistant construction to ensure that one is still available irrespective of the location of the fire.
Approved Document B (ADB)	Guidance issued by Government in support of the fire safety aspects of the Building Regulations.
Arson	The criminal act of deliberately setting fire to property.
As low as reasonably practicable	Is a concept where risks should continue to be reduced until you reach a point where the cost and effort to reduce the risk further would be grossly disproportionate to the benefit achieved.
Assembly point	A designated place where people have been told to wait after evacuating a building in the event of a fire or other emergency. Note: An alternative assembly point that has protection against inclement weather may be required.
Automatic fire detection system	A means of automatically detecting the products of a fire and sending a signal to a fire alarm control panel.
Basement	A storey with a floor which at some point is more than 1,200mm below the finished ground level of ground adjacent to the outside walls, unless, and for escape purposes only, it has adequate, independent and separate means of escape.
Child	Anyone who is not over compulsory school age, i.e. before or just after their 16th birthday.
Class 0, 1 or 3 surface spread of flame	Classes of surface spread of flame for materials needed to line the walls and ceilings of escape routes.
Combustible material	A substance that can be burned.
Common parts	Those areas of a building that are not for the exclusive use of certain buildings or parts of buildings (e.g. common corridors, stairways, plant rooms, other ancillary areas, etc.).
Compartment wall and/or floor	A fire-resisting wall or floor that separates one fire compartment from another.



Compartmentation	A building or part of a building comprising one or more rooms, spaces or spaces constructed to prevent the spread of fire to or from another part of the building or an adjoining building. This is achieved through the provision of fire resisting walls, floors (commonly offering between 30 minutes and 120 minutes fire resistance) and doors. Measures include special measures to address any openings in the compartment line such as doors, glazing, service penetrations and ductwork.
Competent person	According to the Regulatory Reform (Fire safety) Order 2005 Article 18 (5) a person may be regarded as competent for the purposes of this article if the person has sufficient training and experience or knowledge and other qualities to enable the person properly to assist in undertaking the preventative and protective measures.
Dangerous substance	A substance which because of its physic-chemical or chemical properties and the way it is used or is present at the workplace creates a risk.
Dead end	Area from which escape is possible in one direction only.
Direct distance	The shortest distance from any point within the floor area to the nearest fire-resisting route, ignoring walls, partitions and fixings.
Domestic premises	Premises occupied as a private dwelling, excluding those areas used in common by occupants of more than one such dwelling.
Emergency escape lighting	Lighting provided to illuminate escape routes that will function if the normal lighting fails. Designed, installed and maintained in accordance with BS5266 and regulation 14.2 (h) of the Fire Safety Order 2005.
Enforcing authority	The fire and rescue authority or any other authority specified in Article 25 of the Regulatory Reform (Fire Safety) Order 2005.
Escape route	Route forming that part of the means of escape from any point in the premises to an exit.
Evacuation	A process whereby people leave premises in case of an incident e.g. fire at a place of safety.

Fire alarm	<p>A fire alarm system comprises of input devices (such as smoke &amp; heat detectors and manual call points) and output devices (such as sounders and visual alarm panels). The purpose of the system is to detect fire in its early stages and alert building occupants. The system can be interfaced with other systems such as fire shutters, gas extraction systems. The system is fitted with a battery back so in the event of a power failure the system will run on standby for a defined period of time to allow sounders and any auxiliary items to run for a minimum of 30 minutes.</p>
Fire compartment	<p>A building, or part of a building, constructed to prevent the spread of fire from one part of the same building or an adjoining building.</p>
Fire door	<p>A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and smoke to a predictable level of performance.</p> <p>It is essential that compartment fire doors fitted in the building meet the requirements of an FD30s specification fire door (as defined by BS 476: Part 1634 -1).</p> <p>These doors must:</p> <ul style="list-style-type: none"> <li>* provide 30-minutes fire resistance capability</li> <li>* have intumescent strips and cold smoke seals</li> <li>* close fully, unaided, onto the door frame and rebate</li> <li>* be kept shut, and fitted with the appropriate signage.</li> </ul> <p>Gaps along the sides/top should be 3 mm (+/- 1 mm) and the gap at the bottom should be no more than 10mm.</p> <p>Note: All fire doors must be kept shut, when not in use, and must not be obstructed by any obstructions. The only acceptable method for holding fire doors open is by means of automatic release door mechanisms, that meet the requirements of BS 7243: Part 1: 2004 (BS 5839:Pt.3). These are generally electro-magnetic release devices that are interfaced to the buildings main fire alarm system. These should not be installed on bedrooms (except in Care homes where need identified).</p>

## Fire drill

A fire drill is a simulated emergency procedure which aims to emulate the which would be undertaken in the event of a fire or other similar emergency, creating a situation which replicates what would happen if a real fire were usually with the inclusion of fire alarms, and requires your employees, and who may be within your property at the time, to evacuate.

Intended to make an evacuation in the event of a fire as simple, efficient & as possible, it involves running your employees through your evacuation procedure ensuring they are familiar with the plan and are able to get out quickly and also intended to make sure your relevant fire warden or fire safety supervisor knows exactly what they are doing and can act as incredibly beneficial practice if it is ever really needed.

Fire drills are also an important evaluation of your evacuation procedures.





Hot works Hot work refers to any work that requires using open flames, applying heat that may generate sparks or heat.

Hot work is any work that has the potential to generate sufficient heat, sparks or flame to cause a fire. It includes welding, flame cutting, soldering, brazing, grinding and the use of equipment that produces heat or sparks.

Common types of hot work include:

- \* Welding, brazing, and soldering.
- \* Grinding and cutting.
- \* Thawing pipes.
- \* The use of open flames, blow-lamps, and torches.
- \* Using bitumen and tar boilers.
- \* The use of hot air blowers and lead heaters.

This is not an exhaustive list, but it does include the most common examples and those that can pose significant risks without proper safety precautions.

Inner room A room from which escape is possible only by passing through another room (the access room).

Interim measures Urgent temporary measures which are to be put in place to address an unsafe situation to occupants of a building.

Kitchen extract and ducting cleaning The Heating & Ventilation Contractors Association (HVCA) has created an industry specification (TR19) which recommends hygiene and deep cleaning frequencies for grease extract systems in catering use. The frequencies are as follows:

- \* Heavy use of cooking equipment (12-16 hours/day) = 3 monthly
- \* Moderate use of cooking equipment (6-12 hours /day) = 6 monthly
- \* Light use of cooking equipment (2 - 6 hours/day) = 12 monthly.



Portable appliance testing	<p>Portable Appliance Testing or PAT Testing is the process of checking electrical equipment for safety through a series of visual inspections and electronic tests.</p> <p>There is currently no strict legal requirement for PAT testing. The Government has put regulations into place that pertain to the maintenance of electrical equipment and the most effective way to ensure that these regulations are met is through PAT testing.</p> <p>The UK Health and Safety Executive along with insurance companies will expect you to perform PAT testing to ensure that you are compliant with certain regulations under the Health and Safety at Work Act</p> <p>The Electricity at Work Regulations</p> <p>The Provision and Use of Work Equipment Regulations</p> <p>The Management of Health and Safety at Work Regulations</p>
Premises	Any place, such as a building and the immediate land bounded by any enclosure, any tent, moveable or temporary structure or any installation or workplace.
Protected lobby	A fire-resisting enclosure providing access to an escape stairway via two doors and into which no room opens other than toilets and lifts.
Protected route	An escape route which is adequately protected from the rest of the building by fire-resisting construction.
Protected stairway	A stairway which is adequately protected from the rest of the building by fire-resisting construction.
Records	<p>Keeping up-to-date records of your fire risk management can help you effectively manage the fire strategy for your premises and demonstrate how you are complying with fire safety law. It can be helpful to keep a record of any co-operation or information made between employers and other responsible people for reference. In larger and more complex premises, it is best to keep a dedicated record of all maintenance of fire-protection equipment and training. In all cases the records may also be regarded as a good indicator of the overall quality of your fire management structure. Your records should be kept in a specified place or</p>
Refuge	A place of reasonable safety in which a disabled person and others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to a fire-resisting escape route.





Staged fire alarms

Ultimate safety

Ultimate Safety

Ideally, this should be in the open air, where unrestricted dispersal away from the building can be achieved. Escape routes should never discharge finally into

Young person	<p>(a) A person aged 16 years, from the date on which he attains that age up to and including the 31st August which next follows that date.</p> <p>(b) A person aged 16 years and over who is undertaking a course of full-time education at a school or college which is not advanced education.</p> <p>(c) A person aged 16 years and over who is undertaking approved training provided through a contract of employment.</p> <p>For the purposes of (b) and (c) the person:</p> <p>(a) shall have commenced the course of full-time education or approved training before attaining the age of 19 years; and</p> <p>(b) shall not have attained the age of 20 years.</p>
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