Fire Safety Policy

Prepared October 2020

To be reviewed annually – Next update due October 2021

Schaffer House
Sheltered Housing Scheme
Proctor Close
Maidenbower
Crawley
RH10 7TQ

1 General Statement of Policy

Crawley Borough Council are committed to ensuring the health and safety of everyone who works for us and also everyone who may be affected by the Councils activities, including residents, visitors, contractors and the general public. The Council aims to provide the optimum approach giving equal regard to the environment, health and safety, services, quality and cost.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable leg.3 (e)0.6-12.2 (a5.6-1.-11.5 (e.2 (y)1tt)-1.1 (

Action to be taken by a person discovering a fire

If a fire is discovered the alarm will be raised by breaking the nearest break glass call point and the alarm will sound throughout the entire building. When the Duty Officer is off site the alarm will also automatically alert Mole Valley Life Care Centre who will on all occasions call the Fire Service and ask them to attend.

Furthermore, there is automatic detection in all risk areas, including individual flats which will allow for a fire to be detected when an area is unoccupied hence giving an early warning.   When the Duty Officer is off site this automatic detection will agaitl-1.3.2 (v)-8.1 (i)isyoM

The annual testing of equipment will be carried out by a reputable company, in accordance with the manufacturer's instructions.

Extinguishers are located at various locations throughout the site.

8   Disabled Persons

Due to the design of the building, disabled access is available.

A list of all residents, including those with disabilities, is available next to at the fire panel in a locked box. Tenants who need assistance to evacuate the building are highlighted in red. This list is also sent through to West Sussex Fire Brigade when it is updated.

Crawley Borough Council is fully aware of the legal requirements under the Disability Discrimination Act 1995 (DDA). We ensure that the fire warning system takes into account the needs of the individual   u-45.9 (et)(g

All staff upon starting with Crawley Borough Council will have a recognised induction which includes Health & Safety Policy and Fire Safety Policy including evacuation routes and the sound of the fire alarm system.

All staff will be periodically trained in basic Fire Safety,

All hirers and users of the communal areas will be informed that any electrical equipment they bring into the building must be PAT tested and fit for purpose.

13   Test procedures and frequencies

Fire Extinguishers (for further information see B.S.5306 : Part 3)

A monthly

Emergency Lighting (for further information see B.S.5266 : Part 1)

Regularly inspect the system for cleanliness together with the battery bank and generators in accordance with the manufacturer's instructions.

Daily Visually check that all maintained lamp are operating and that all system healthy indicators on Central Power Supply Systems (sometimes called Central Battery Systems) are illuminated. Check that any recorded system fault is given urgent attention and record all corrective actions in the logbook provided.

Monthly Check all luminaires and other emergency lighting equipment are in a good condition, all lamps and light controllers are clean, undamaged and not blackened. Briefly test all emergency lighting equipment by simulating a failure of the normal lighting supply. The test should not exceed a quarter of the equipment rated duration. Check that all equipment functions correctly.
Check that, upon restoring the mains supply, all supply healthy indicators are again illuminated.

Six Monthly Carry out the inspection and testing as described in the monthly test schedule, but conduct a test of the equipment for one third of its rated duration.

Annually A full system test should be conducted by a competent service engineer. full rated duration Tested of the