Fire Risk Assessment

PAS 79-2:2020 Fire risk assessment - Part 2: Housing

Client Name:	Crawley Borough Council
Address:	
	Schaffer House, Proctor Gose, Crawley, West Sussex, RH10 7JQ
Date of assessment:	
Assessor:	
	February 2025

<u>Schedule</u>

Name

Position

Scope and Terms of this Assessment

1	The Regulatory Reform (Fire Safety) Order (if the relevant premises are in England or Wales) or the Fire (Scotland) 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 dient or other responsible person to comply with 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
5	
6	
7	
8	
a) b)	
c)	Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new
d)	to the processes of activities conducted at the premises, including the introduction of new
e) f)	
g)	
9	

10	
11	
12 a)	In this report:
b)	
c)	
d)	
e)	
f)	

g)

h)

4 FIRE LOSS EXPERIENCE

4.1 Is there a history of fire loss experience, if yes detail below:

No

No history of fire loss was brought to the attention of the assessor in preparation of this report.

5 OTHER RELEVANT INFORMATION

5.1 Is there any other relevant information:

Yes

This premises does not offer any level of care and has non resident management staff known as an Older Person Support Officer's. Access was not gained to individual dwellings, personal storage cupboards, and flat front doors were not inspected. No access to roof spaces or void areas. Crawley Borough Council is referred to as CBC within this report.

FRUK have been informed by the senior management team of CBC that as part of their overall management of fire risk in all CBC properties all relevant records of passive and active fire safety measures are held electronically in the Crawley Town Hall.

Due to the number of properties under the control of CBC and resources available in terms of staff it is not practical to arrange for all records to be made available for inspection by FRUK Fire Risk Assessors during any FRA.

CBC are committed to their obligations under the Regulatory Reform (Fire Safety) Order 2005 and have confirmed to FRUK that all CBC premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are subject to a suitable schedule of maintenance. All servicing is carried out by competent and qualified contractors selected from CBC list of approved contractors.

All record keeping is kept up to date and in accordance with the FSO.

The records held in the town hall include:

- Electrical installation inspections and gas/heating servicing
- fire alarm tests and maintenance
- emergency escape lighting
- fire extinguisher checks
- fire escape routes inspections
- any fixed installations inc: Dry risers, AOV, Photovoltaic Cell Systems, Lifts and Sprinklers.

ZELECTRICAL SOURCES OF IGNITION

7.1	Are reasonable measures taken to prevent fires of electrical origin?	No
7.2 (a)	Are fixed installations periodically inspected and tested?	No
7.2 (b)	Has portable appliance testing been carried out?	No

8.1	Yes
8.2 (a)	Yes
8.2 (b)	Yes
8.2 (c)	Yes
8.2 (d)	Yes

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

A Fire Safety policy is in place prohibiting smoking in the common areas of the building.

No discarded smoking materials were seen around the building. 'No Smoking' signage is in place throughout the building. Residents may smoke within the confines of their flats, but not in communal areas or close to the building. A receptacle for the disposal of waste smoking material is provided at the front of the building.

9 ARSON

9.1	Does basic security against arson by outsiders appear reasonable?	Yes
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for	Voo
	ignition by outsiders?	Yes

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

10	PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS	
10.1 10.2	Is there satisfactory control over the use of portable heaters? Are fixed heating and ventilation installations subject to regular maintenance?	N/A Yes
	Relevant information (including description of arrangements and deficiencies observed): No portable heaters are used in the common areas.	
	Heating in the common area is via a ground source heat pump with a back up gas boiler. This equ serviced annually and records are held with CBC. No records seen.	
	Assessor informed by CBC Compliance Team that the Gas Safety Checks are undertaken periodical party accredited contractor. Records are held electronically by CBC Compliance Team, no records A/Con site.	, ,
11	COOKING	
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
	Relevant information (including description of arrangements and deficiencies observed):	
	A communal kitchen is located within the lounge.	
	All appliances are of a domestic type (dishwasher, fridge, cooker and hob, etc) and are in good cotested periodically. Fire blanket & CO2 extinguisher installed. Users of the kitchen are responsible fire safety.	
12	LIGHTNING	
12.1	Does the building have a lightning protection system?	Unknown
	Relevant information (including description of arrangements and deficiencies observed):	
	It is unknown if a lightning protection system is fitted to the premises.	

13	
13.1 13.2(a) 13.2(b)	Yes Yes
13.2(b)	Yes
13.2(c)	Yes

Relevant information (including description of arrangements and deficiencies observed):
Housekeeping was found to be acceptable within the premises. The assessor identified handmade decorations suspended from the ceiling. This situation requires ongoing monitoring to prevent an excessive accumulation of these items.

Sore cupboards/risers are kept locked at all times to prevent unauthorised access.

Good housekeeping and storage, in and around the premise, is a necessary requirement. It is important (where possible) to minimise accumulations to suitable & sufficient levels, in order to minimise the potential fire loading (i.e. the amount of available combustible material for a fire to start and grow). Large amounts of combustible items and materials can significantly increase the capability for any fire to develop and rapidly spread. The storage and charging of electrically powered devices such as mobility scooters, E-Bikes and E-Scooters is prohibited.

14

14.1 Yes

External contractors are approved by the Client and are required to submit method statements, risk

The ongoing monitoring of the work of external contractors and internal maintenance staff on site is subject compliance with site safety rules.

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/Α

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 and non were observed in the building at the time of the assessment.

The tenancy/leasehold agreements of each dwelling should incorporate the prohibition of the storage or use of dangerous substances within the dwellings.

For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16	OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

None on the premises.

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

N/A

17 MEANS OF ESCAPE 17.1 Is the design and maintenance of the means of escape considered adequate? Yes 17.2(a)1 Are there reasonable distances of travel: where there is escape in a single direction? Yes 17.2(a)2 Are there reasonable distances of travel: where there are alternative means of escape? Yes Yes 17.2(b) Is there adequate provision of exits? 17.2(c) Do fire exits open in the direction of escape, where necessary? Yes 17.2(d) Are the arrangements provided for securing exits satisfactory? No 17.2(e) Is the fire-resisting construction (including any glazing) protecting escape routes and staircases Yes of a suitable standard and maintained in sound condition? 17.2(f) Is the fire resistance of doors to staircases and the common areas considered adequate, and are No the doors maintained in sound condition? Are suitable self-closing devices fitted to doors in the common areas? Yes 17.2(g) 17.2(h) Is the fire resistance of doors to meter cupboards/store rooms/plant rooms in the common areas considered adequate, and are they adequately secured and/or fitted with suitable self-Yes closing devices? Is the fire resistance of flat entrance doors considered adequate, and are doors maintained in 17.2(i) Unknown sound condition? 17.2(J) Are suitable self-closing devices fitted to flat entrance doors and, where fitted, maintained in Unknown good working order? 17.2(K) Are there adequate smoke control provisions to protect the common escape routes, where Yes necessary? 17.2(l) Are all escape routes clear of obstructions? No Are all fire exits easily and immediately openable?

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

Is it considered that the premises are provided with reasonable arrangements for means of

17.2(m)

17.2(n)

escape for disabled people?

The means of escape was readily identified and immediately available with the external escape route around the building clear of any obstructions. All final fire exit doors were checked and opened easily. Travel distances for occupants to reach a place of safety are within acceptable parameters (as provided in Approved Doc B, vol 1, Fire Safety.

Yes

Yes

Individual impairments are assessed by CBC before allocating people to this property.

One main entrance/exit to the front with 5 additional exits at ground floor level. 3 internal stairways to upper floors. 2 internal passenger lifts serving all floors.

The assessor had no access to private flats, therefore, cannot comment on the maintenance of any flat front doors. Some fire doors require attention, see Action Plan Report.

18

18.1

18.1(a) No

18.1(b) Yes

18.1(c)



22		
22.1 22.2		Yes Yes
23		
23.1		
24.1	None installed	
	Relevant information and deficiencies observed: N/A	
24.2		Yes
	Solar panels (Solar Photo Voltaic system) installed on roof. Controls and intake for the solar panel system located in an accessible location on the ground floor. The isolation point is clearly identifiable.	tem are

Relevant to life safety and this risk assessment (as opposed to property protection).

25		
25.1		
25.2		
25.3		Yes
25.4		
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):	

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 Orawley Borough Council Housing team staff. Fire safety training should be continuous, commencing with induction training and continuing in the form of regular (at least once per year) refresher training. The training should cover the roles and responsibilities of staff, fire actions and the emergency evacuation plan. Records not seen.

When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?

Yes

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

All contractors and maintenance personnel instructed by CBC are approved CBC contractors only and are familiarised with evacuation procedures. All contractors should submit RAMs prior to commencing any work which should include emergency procedures. Outside contractors are required to sign in and out using the visitor book located at the main entrance to Fairlawn House. In the event of a fire alarm sounding all outside

27	
27.1	Yes
07.0	V
27.2	Yes
27.3	Yes
27.4	Yes
27.5	N/A
None installed.	

27.6 N/A

27.7

Passenger lift on site, not a fire rated lift. Solar PV Installation.

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

Third party accredited contractors appointed to undertake periodic maintenance of the above installations.

28	
28.1(a)	Yes
28.1(b)	Yes Yes
28.1(a) 28.1(b) 28.1(c)	Yes

Relevant information (including description of arrangements and deficiencies observed):
All records for the premises are kept and maintained electronically by Crawley Borough Council at the Town Hall. All maintenance, servicing & test records must be held on file as these may be required for audit purposes by an authorised Inspecting Officer from the Fire and Rescue Service.

29.1 Is there a suitably located premises information box for the fire and rescue service? Yes 29.2 Are there arrangements to keep the premises information box up to date? Yes Relevant information (including description of arrangements and deficiencies observed): Located in the main entrance lobby area adjacent to the fire alarm panel.

30		
30.1 30.2	Is fire safety information disseminated to residents?	Yes Yes
	Relevant information (including description of arrangements and deficiencies observed):	

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

The Assessor has been informed that fire safety information and emergency procedures are issued to each new tenant when moving in to their residence and then annually, ongoing.

31	PREVIOUS RISK ASSESSMENT	
31.1	Has a Fire Risk Assessment been carried out previously?	Yes
31.2	Have all recommendations made in the last Fire Risk Assessment been satisfactorily addressed?	Yes
O	That's air recent international made in the rack rise rack because it is a called actionly additional in the rack rise rack research in the rack rise rack research in the rack rise rack	.00
31.3	Brief details of recommendations not yet implemented:	
01.0	·	o for
	OBC undertake fire risk assessments within Sheltered Schemes on an annual basis and are responsible	9 101
	addressing all action plans. Refer to Action Plan.	

Fire Risk Assessment

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

Potential consequences	Sight 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, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Medium

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

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

ignition.

Normal fire hazards (e.g. potential ignition sources) for this type of

Medium: occupancy, with fire hazards generally subject to appropriate controls

(other than minor shortcomings)

High: Lack of adequate controls applied to one or more significant fire hazards,

such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

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

Slight harm:
Outbreak of fire unlikely to result in serious injury or death of any

occupant.

Moderate harm:

Outbreak of fire could foreseeably result in injury (including serious injury)

of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

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

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following 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

improvements that involve minor or limited cost.

It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

Moderate Where moderate risk is associated with consequences that constitute

extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for

improved control measures.

Considerable resources might have to be allocated to reduce the risk. If the

Substantial 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 ABOVE 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 CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.

ItemRecommendationPriorityTimescale7.2 (a)Mains electrical installation has not been periodically inspected1Immediately

The electrical installation must be inspected (in accordance with current IET Wiring Regulations BS7671) and the relevant certification / documentation held on file by the dient. Any defects should be rectified within the specified timescales.

and tested

Note: Appropriate documentation was not available to confirm the condition of the electrical installation at time of inspection. It is advised that the intervals between electrical installation condition reports is no more than five years.

7.2 (b) No Portable Appliance Testing (PAT) undertaken 1 Immediately Portable Appliance Testing (PAT) must be carried out periodically in

17.2(f) F.n4 (er)2 (m)r2 (m)] 1 Short term

- 17.2(i&j) No access to flat front doors. See below for information.

 It could not be confirmed due to no access/supporting information that the flat doors were fire resisting to a FD30s standard.

 The following steps should be taken:
 - * All flat doors are to be inspected to ensure they have working selfdosing devices, and intumescent strips & seals installed
 - * Modern or replacement flat entrance fire doors should normally have test evidence demonstrating that they meet the performance requirement in Building Regulations guidance for fire resistance and smoke control from both sides. This should be obtained for each door, and confirmed if this is the case, via this evidence.
 - * Any test evidence for the doors used should be checked to ensure it is to the same specifications of the door sets being installed.
 - * Responsible persons should aim to replace existing flat entrance door sets if they suspect they do not meet the fire or smoke resistance performance, in line with Government guidance.
- 17.2(I) Escape routes not clear of obstructions

The following obstructions should be removed from the escape route and the area kept dear.

* A car was found obstructing the means of escape from the rear of the building.

Note: If there is a persistent issue with obstructions being left within the common area/means of escape then signage should be put up with words to the effect of 'This area should be Kept Clear of all Obstructions' and building occupants informed of the importance of comply-\$c)36d()-70)3al inf tt&t3b)-46)3mp)\$ly-(c)-

- 18.1(a) Lack of adequate levels of compartmentation between floors and 1 between flats and the common escape routes In order to prevent fire spreading from one compartment to another, either vertically or horizontally the following gaps/holes must be filled (fire stopped) with a suitable fire resistant or fire retardant material, such as fire resistant boarding, fillers and expansion foams:
 - * Ceiling of boiler room, Laundry room by flat 6, charging room wall.

Note: It is highly recommended that this work is carried out by a skilled third party accredited contractor.

1 Immediately

Short term

Short term

27.3 1 Immediately

Term	Definition
Access room	A room through which the only escape route from an inner room passes.
Accommodation	A stairway, additional to that required for means of escape purposes, provided
stairway	for the convenience of occupants.
Alterations notice	If your premises are considered by the enforcing authority to be high risk, they may issue an alterations notice that requires you to inform them before making any material alterations to your premises.
Alternative escape	Escape routes sufficiently separated by either direction and space, or by fire-
route	resisting construction to ensure that one is still available irrespective of the location of a fire.
Approved Document B (ADB)	Guidance issued by Government in support of the fire safety aspect 7 635.23 402.8

On many and 11 11 11	A booth the second of a booth the second state of the second state
Compartmentation	A building or part of a building comprising one or more rooms, spaces or storeys constructed to prevent the spread of fire to or from another part of the same building or an adjoining building. This is achieved through the provision of fire resisting walls and floors (commonly offering between 30 minutes and 120 minutes fire resistance) and will include special measures to address any openings in the compartment lines, such as doors, glazing, service penetrations and ductwork.
Competent person	According to the Regulatory Reform (Fire safety) Order 2005 Article 18 (5), a person is to be regarded as competent for the purposes of this article (Safety Assistance) where he has sufficient training and experience or knowledge and other qualities to enable him 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 storey
	exit, or fire-resisting route, ignoring walls, partitions and fixings.
Domestic premises	Premises occupied as a private dwelling, excluding those areas used in common
	by the occupants of more than one such dwelling.
Emergency escape	Lighting provided to illuminate escape routes that will function if the normal
lighting	lighting fails. Designed, installed and maintained in accordance with BS5266 and
	required as per article 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 a final exit.
Evacuation	A process whereby people leave premises in case of an incident e.g. fire and reach a place of safety.
Evacuation lift	A lift that may be used for the evacuation of people with disabilities, or others, in a fire.
External escape stair	Stair providing an escape route, external to the building.
External wall system	External construction of a building including external walls, dadding, insulation,
	filler materials, cavity barriers, etc.
Fail-safe	Locking an output device with the application of power and having the device
	unlock when the power is removed. Also known as fail unlock, reverse action or power locked.
False alarm	A fire signal, usually from a fire warning system, resulting from a cause other
	than fire. Known or referred to as 'Unwanted Fire Sgnals' or UFS.
Final exit	An exit from a building where people can continue to disperse in safety and
	where they are no longer at danger from fire and/or smoke.
L	

Fire alarm

A fire alarm system comprises of input devices (such as smoke & heat detection and manual call points) and output devices (such as sounders and visual alarm devices). 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

Fire drill

Fire watch (also referred to as a waking watch)

A system whereby staff continually patrol all floors and the exterior perimeter of the building in order to respond to a fire, assist in calling the fire service and assisting with the evacuation of occupants of the building. Hot works

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

have the potential to generate sufficient heat, sparks or flame to cause a fire. Hot work includes welding, flame cutting, soldering, brazing, grinding and the use of

Common types of hot work include:

- * Welding, brazing, and soldering.
- * Grinding and cutting.
- * Thawing pipes3(u)-4(t)-4(t)-4(in)-4(g.)] TJETQq151.7 516.19 402.82 270.5 reW* n

Place of reasonable safety

Records

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 cooperation and exchange of information made between employers and other responsible people for future 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 quality of records may also be regarded as a good indicator of the overall quality of the safety management structure. Your records should be kept in a specified place on the premises

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.

Relative safety

It is often necessary to devise a temporary place of safety, such as when evacuating high buildings. This may be defined as a place of comparative safety

resistance) between the person escaping and the fire. Examples are as vte.

Way guidance

Low mounted luminous tracks positioned on escape routes in combination with exit indicators, exit marking and intermediate direction indicators along the route, provided for use when the supply to the normal lighting fails, which do not rely on an electrical supply for their luminous output.

Where necessary

The Order requires that fire precautions (such as firefighting equipment, fire detection and warning, and emergency routes and exits) should be provided (and