

Minor updates
26 June 2017
19 July 2017
7 November 2017

Fire Safety Policy

Milton Mount
Pound Hill
Crawley
West Sussex
RH10 3DU

Revised version of policy. This revised version produced January 2017

Next update due January 2022

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Fire Safety Policy

Table of Contents

1. General statement of policy
2. Action to be taken by a person discovering a fire
3. The fire evacuation procedure
4. The assembly point
5. Roles and responsibilities
6. Firefighting equipment
7. Disabled persons
8. Staff training
9. Outside contractors
10. Communal areas
11. General
12. Testing frequencies/Fire Instruction

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1 General Statement of Policy

Crawley Borough Council is committed to ensuring the health and safety of all employees and everyone who may be affected by the Council's activities, including residents, visitors, contractors and the general public. The Council will give equal regard to the environment, health and safety, facilities, 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 legislation.

This policy can only be successful with the active co-operation of all residents & employees who have responsibility for taking care of themselves and others.

This policy will be reviewed every five years and revised as necessary in response to changes in legislation or methods of working.

A handwritten signature in black ink, appearing to read 'Karen Dodds', is written over a background of three horizontal bands: a light grey band at the top, a medium grey band in the middle, and a solid black band at the bottom.

Karen Dodds
Head of Crawley Homes

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6 Fire Fighting Equipment

A dry riser is installed throughout the building with outlets on each floor beside the refuse chutes and outside the bin store cupboards on the ground floor. The valves are kept locked in the closed position.

The refuse bin storage cupboards are equipped with a sprinkler/damper system.

7 Disabled Persons

A list of all residents that require special assistance in the event of an evacuation, will be sent to the fire service to include in their fire plan for Milton Mount. A copy will also be kept in a locked metal filing cabinet in the office, which is situated on the lower ground floor at the north end of the building

8 Staff Training

The onsite member of staff will receive appropriate fire safety training so they are aware of their responsibilities in a fire. Crawley Borough Council will provide this training.

9 Outside Contractors and Visitors

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The yellow hatched areas outside the entrance to the building are for emergency vehicles and should be kept clear at all times. This is stated in the Fire Safety Leaflet for residents. Reports of parking in the hatched areas from residents or staff are investigated by the area housing team and the Nuisance and Antisocial Behaviour team and appropriate action is taken.

11 Test procedures and frequencies

Emergency lighting