

HIGH RISE TOWER BLOCK WOODLAND HOUSE, RUSHE PARK, NEWTOWNABBEY	
Date of Risk Assessment¹:	18/03/18 (REVIEW 1A) <ul style="list-style-type: none"> Further Site Assessment undertaken and findings recorded – 28/12/17 Desktop Review on Action Plan Progress undertaken – 18/03/18
Suggested Review date: <i>The assessment should be reviewed at a fixed date or when material changes occur</i>	December 2018
Date of last Review:	Definitive Fire Risk Assessment – 19/01/15 Review 1 – 15/06/17
Address of Premises:	WOODLAND HOUSE (Rushe Park) Newtownabbey
Name of Assessor:	Name: David Adamson BSc MRICS MCIQB Position: NIHE Fire Safety Manager / Fire Risk Assessor
Name of Appropriate Person(s)	Name: Clarke Bailie Position: Chief Executive - NIHE [REDACTED]

GENERAL INFORMATION

The Common Area of these Housing Premises are subject to the Fire & Rescue Services (NI) Order 2006, but in addition to the dwellings and other than the Office Area, are not presently required to undertake a Fire Risk Assessment. NIHE had previously anticipated a potential amendment to the current legislation and undertook Fire Risk Assessments for these "higher risk premises" and relating to the Landlord Common Areas. This Review, therefore, takes account of all the Landlord Common Areas.

This High Rise Block in North Region has been the subject of a Fire Safety Audit by NIF&RS under The Fire & Rescue Services (Northern Ireland) Order 2006 in regard to "the maintenance of measures that offer protection to fire-fighters". This has identified a signage issue in regard to the Dry Riser System – otherwise Block was considered "broadly compliant".

The FRA Review 1 was undertaken in response to the "unprecedented" fire that took place in GRENFELL TOWER in West London on 14th June 2017. This Review took account of all issues not previously addressed together with any new issues identified as part of detailed Assessment on 15th June 2017.

Fire Risk Assessment

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with the Fire and Rescue Services (Northern Ireland) Order 2006. The report does not address the risk to property or business continuity from fire.

¹ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs

LIMITATION(S)

The sole purpose of this re-assessment report is to assist to reduce the risk of fire to which the Tower Block may be exposed. This Fire Risk Assessment is not an acceptance of responsibility for any acts, defects or omissions which could lead to a fire situation and subsequent loss.

This Fire Risk Assessment Review relies on the observations made as a result of the REVIEW ASSESSMENT VISIT on 28th December 2017 and current information held on various internal systems and made available to NIHE Fire Safety Manager. This FRA Review reflects all fire-related issues associated with the Tower Block on the day of the evaluation and does not necessarily apply to changes in any conditions made after that date.

It is the responsibility of those persons and / or Teams named in FRA Action Plan to address the relevant Fire Risk Assessment issues and to advise the NIHE Fire Safety Manager when issues have been addressed for verification and completeness.

FIRE RISK ASSESSMENT DOCUMENT CONTROL SHEET

	FIRE RISK ASSESSMENT	DATE UNDERTAKEN	DATE OF ISSUE	REASON
1	Definitive Fire Risk Assessment undertaken by HBE Risk Management	19/01/15	16/01/15	Compliance with Fire Safety Regulations (NI) 2010 and previous FRA not "regularly reviewed"
2	REVIEW 1 of Fire Risk Assessment by NIHE Fire Safety Manager	15/06/17	25/09/17 Sharon Crooks Karen Rankin [Redacted]	New current issues as detailed in Action Plan
3	REVIEW 1A of Fire Risk Assessment by NIHE Fire Safety Manager CURRENT	18/03/18	20/03/18 Sharon Crooks Karen Rankin [Redacted]	Housekeeping issues identified as part of 28/12/17 Assessment Visit Desktop Review exercise associating with noting progress on Action Plan issues

Signed: David N. Adamson
 David Adamson – Fire Safety Manager / Fire Risk Assessor (NIHE)

Date: 20/03/18

Signed: John Morrison
 John Morrison – Compliance Manager (NIHE)

Date: 20/03/18

WOODLAND HOUSE (Rushe Park) – Key Data / Block Intelligence

Date of Construction:	1963	
Nature of Construction:	Reinforced Concrete frame with brick infill panels Open balcony arrangements on 2 x Elevations. Windows as PVCu	
Accommodation:	Current Units of Accommodation - 56	No of Storeys - 15
	Nature of Accommodation Units	All Self-contained Flats – 2 Bedroom
	Total Occupancy Factor	~120
	Current NIHE Managed Units	16
	Current Leaseholder Units	40
Evacuation Policy:	Stay Put Evacuate Flat if origin / source of Fire	
Block Configuration:	<ul style="list-style-type: none"> - Level 0 - Lift Lobby serving Tenants Stores, Dry Riser Cupboard, Electrical Cupboard, Secondary Lobby with 2 x Final Exits and linked to Fireman's Shaft / Single Escape Stair - Sleeping Accommodation on Levels 1 – 14 inclusive. - Escape Stair lobbied at each level - Lift Plant Room & Access to Roof (Level 15) - 4 Flats served off each Lift Lobby 	
Stair Configuration:	Single and acting as Fireman's Shaft	
Vertical Penetrations through Structure:	<ul style="list-style-type: none"> - Refuse Chute rises up through each level in an external (vented) location and direct bin chute access is available - Levels 1- 14 served by 2 x Passenger Lifts stopping at alternate floors – one for persons with disabilities, the other as a FIRE-FIGHTING LIFT – standby generator located in roof - Dry Riser Inlet (Levels 1 – 14) within Lift Lobby - Electrical Services Cupboard (Levels 1 – 14) within Lift Lobby - Rear Escape Stair with AOV (Automatic Openable Vent) at uppermost level 	
Block Access:	Sliding Door Arrangement linked to Key Fob Access	
Management of Block:	Caretaker presence only within normal working hours (8.30am – 5.00pm) Outside of caretaker, any Fire Alarm Panel alert reverts to NIF&RS <ul style="list-style-type: none"> - A CCTV link exists only with Braden Court Concierge (Rathcoole) 	
Current Fire-Fighting Strategy	Fire Document Box installed within GF Lift Lobby Fire fought from "within" utilising Fireman's Shaft (Escape Stair) and establishment of "bridgehead" generally 2 floors below seat of fire Non Fire Fighting lifts (2 off) revert to GF Lift Lobby <ul style="list-style-type: none"> - 2014 NIF&RS Survey confirmed that FF Override Switch available and working correctly - "Peek-a-Boo" facility reinstated; VOX facility in place but not tested as a result of collaborative survey on 09/01/18 <i>David N. Anderson</i> 	
Fire History:	A reasonably significant fire in 2012 in the adjacent Block whereby an outbreak of fire in a Level 1 Flat Hot Press resulted in smoke damage to flats directly above (in vertical plane)	
Fire Safety Upgrade(s):	A FIRE ENGINEERED SOLUTION was subsequently applied to the Block and designed as per the requirements of BS 9999. <ul style="list-style-type: none"> - This was predicated by the above fire - This fire / smoke spread was as a result of poor compartmentation (both vertically and horizontally) - Limited access and high percentage of leaseholder flats prevented the upgrading of the compartmentation to the requisite standard - This solution was proposed as a compensatory measure and designed by the provision of automatic detection strategically located within each individual flat and linked to the landlord common area system to give early warning of an outbreak of fire to the other residents - It was designed to initiate "simultaneous evacuation" relating to a "silo" of flats directly above the fire of origin. - The above approach was deemed to be a pre-requisite to compliance and regulatory approval by the then Newtownabbey Building Control and NIF&RS - System was subsequently configured and currently reflects as follows – <ul style="list-style-type: none"> o LOCALISED ALERT ONLY o ANY DETECTOR within a flat in alarm condition <ul style="list-style-type: none"> ▪ Sounders to sound evacuation tone within affected flat only o ANY DETECTOR OR CALL POINT within Landlord Common Area in alarm condition <ul style="list-style-type: none"> ▪ Sounders to sound evacuation tone on the affected floor level only 	

WOODLAND HOUSE (Rushe Park) – Current Fire Safety System Components & Arrangements

MEASURE(S)	ACTICE MEASURE EMPLOYED	CURRENT ACTIVE PROVISION(S)	MAINTENANCE OF MEASURES IN PLACE	IDENTIFIED ISSUES
Active Fire Protection / Suppression Measures (Currently relied on)	Fire Alarm & Detection System(s)	<p>Landlord Provision Installed as per requirements of BS 9999 with Landlord link to each individual flat by means of a heat detection; includes –</p> <ul style="list-style-type: none"> - Stairwell(s), Lift Shafts, Lift Plant Room, Tenants Stores and Electrical Riser Cupboard - MCP Provision - System configured as stated - Reversion to NIF&RS after hours - Audible Sounders <p>Tenant Provision BS 5839-6 compliance in regard to NIHE managed Flats</p>	Service / Maintain & User Checks as per M & E Facilities Maintenance Contract	<p>Previous History of Unwanted Fire Signals (UFS) from NIF&RS</p> <ul style="list-style-type: none"> • Refer to Action Plan
	Emergency Lighting	BS 5266 Part 1 Compliance On all escape routes and Final Exit Doors	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	No Issues
	Dry Riser(s) with Landing Valves	At each Lift Lobby level and for use by operational Fire-fighters	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	<p>Breach around each inlet pipe within cabinet and linked to Lift Lobby</p> <ul style="list-style-type: none"> • Refer to Action Plan
	Smoke Ventilation	Lift Lobby Ventilation System provided with AOV (Automatic Openable Vent) to open air incorporating localised smoke detection Stairway approach lobby provided with manually operated openable vents Automatic Openable Vent (AOV) in Escape Stair at uppermost point actuated by smoke detection with openable windows each level	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
	Fire Extinguishing Appliances	At each Lift Lobby level and housed within a Cabinet 1 x Water & 1 x CO2 provision	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
	Fire Hose Reels	On each Lift Lobby level within a cabinet and accessible by use of a key	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
	Fire Fighting Lift Cars (2 off)	Lifts open on alternate floors Reversion to GF Lift Lobby in an alert situation Both Lifts used for fire-fighting operations with “means of taking control” afforded to NIF&S by override switches within GF Lift Lobby; lifts in addition have Peek-a-boo and VOX Facilities	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
	Access Control / Sliding Doors	Key fob entry to GF Lift Lobby Emergency Door Release “Press to Exit” Override / Reversion to “fail-safe” on alert	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
Passive Fire Protection Measures (Currently relied on)	Compartmentation	By design both horizontally and vertically in terms of fire resisting walls and floors to prevent fire spread beyond room of origin		<p>No current inspection regime / records</p> <ul style="list-style-type: none"> • Refer to Action Plan

	Flat Entrance Doors	Accredited FD30s Fire Door-sets fitted with intumescent fire and smoke seals, fire rated hinges, fire-rated letter plate and appropriate fire rated glass		No current inspection regime / records • Refer to Action Plan
	Fire Door Definition to Escape Stair / Separating Lobbies / Electrical Cupboards	Accredited FD30s & FD60s Fire Door Assemblies with fire rated correct and compatible components and fire rated glass as per requirements of BS 8214		No current inspection regime / records • Refer to Action Plan
	Bin Chute Access Doors	Upgraded Bin Chute Access Doors providing required fire resistance and containment of any potential fire spread		No current inspection regime / records • Refer to Action Plan
	Lift Plant Room / Roof Access Door	Upgraded Access Door forming part of compliant separating floor arrangement and complete with appropriate seals		No current inspection regime / records • Refer to Action Plan
Management Systems / Provisions (Currently relied on)	Fire Risk Assessment	PAS 79 : FRA in place as per requirements of Fire Safety Regulations (NI) 2010	Undertaken by NIHE Fire Safety Team with option to mitigate through Regional Compliance Delivery Officers Verification of Works by Fire Safety Manager	
	FRA Reviews	Annual / Regular Review undertaken by NIHE Fire Safety Manager	Undertaken by NIHE Fire Safety Team with option to mitigate through Regional Compliance Delivery Officer Verification of Works by FSM	
	Fire Safety Audits	Ongoing with NIF&RS Fire Safety Team but in regard to "maintenance of measures that offer protection to fire-fighters" only	Premises were visited by NIF&RS on 04/05/17 – this was undertaken in line with The Fire & Rescue Services (Northern Ireland) Order 2006 and with a view to the "maintenance of measures that offer protection to fire-fighters". The findings were BROADLY COMPLIANT	Fire Safety Audit of Premises undertaken pre-Grenfell; Premises deemed "broadly compliant"
	Service / Maintain of Key Fire Measures (including protection of Fire Fighters) & Associated Records	M & E Facilities Maintenance Contract in operation with Carillion	Weekly & Monthly User Check Records Fault Identification & Records Remedial Action & Records Test Certification	
	Housekeeping Access / Egress of Outside Contractors Mitigation of Arson Mobility Scooters Storage of Combustibles on Balconies	Daily caretaker presence	CCTV Link with Braden Court Concierge Controlled Key Fob Access	Some Lift Lobbies remaining not sterile Mobility Scooters (1 off) present in one Lift Lobby and not managed – possibility that these are charged in-situ resulting in Fire Door-set compromise SIGNIFICANT FIRE RISK ISSUE • Refer to Action Plan
	Familiarisation Visits by NIF&RS	NIF&RS Fire Document Box within GF Lift Lobby holding key information on Block for operational Fire-fighters	Regular visits including training exercises by operational fire-fighters	

Emergency Telephone / Intercom System	N/A		
Periodic Inspection(s) of Fixed Electrical Installation & Electrical Heating Systems	Inspection on 5 yearly cycle	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
Portable Appliance Equipment (Landlord)	Test of Portable Electrical Equipment in use by Landlord subjected to PAT test in accordance with In Service Inspection and Test of Electrical Equipment 4 th Edition COP	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
Lightning Conductors	Lightning protection subject to periodic inspection and test	Service / Maintain & User Check as per M & E Facilities Maintenance Contract	
PEEP (Evacuation) Plan(s)	None	Persons need identified within Block with disabilities and who may require assistance	
Communications for Caretaker Tenants Leaseholders Outside Contractors	NIF&RS Community Information Bulletin No 23 – High Rise Accommodation NIHE Brochure – Fire Safety in High Rise Blocks	NIF&RS Guidance issue - 14/06/17 Every Lift Lobby NIHE Guidance issue - 15/06/17 Each Tenant / Leaseholder Recent Fire Safety Communications to all residents	
Access around Block / Facilities for NIF&RS and Fire-Fighting Operations	No security fencing Block defined by paving and grassed areas All parking is within defined parking bays	-	No Issues

FIRE RISK ASSESSMENT CLASSIFICATION

Woodland House (RATHCOOLE)

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

POTENTIAL CONSEQUENCES OF FIRE ⇒ LIKELIHOOD OF FIRE ↓	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, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW MEDIUM HIGH

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

LOW:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM:	Normal fire hazards (e.g. potential ignition sources) for this type of 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 building 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 Moderate harm Extreme 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 (other than an occupant sleeping in a room in which a fire occurs).
MODERATE HARM:	Outbreak of fire could foresee ably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve 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:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

Risk Classification based on –

- Limited compartmentation issues that have been identified and either not addressed or not addressed correctly
- Small number of Fire Door issues and in the context of fire-fighting operations
- Presence of Mobility Scooter

A suitable risk-based control plan should involve effort an urgency that is proportional to risk.

The following risk-based control plan is based on one advocated by BS 8800 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.
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 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.
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:

Although the purpose of this section is to place the fire risk in context, the above approach to fire 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 reviewed regularly.

FIRE RISK ASSESSMENT ACTION PLAN

Woodland House (RATHCOOLE)


It is considered that the following recommendations be implemented in order to reduce fire risk to, or maintain it at, the following level- TOLERABLE

LEGEND	DEFINITION OF PRIORITIES	TIMELINE
	High Priority Issue	Immediate & within 1 month
	Medium Priority Issue	1 – 3 months
	Low Priority Issue	3 – 6 months
LEGEND	ASSIGNMENT OF ACTION TO	TIMELINE
RM	Regional Manager	As Priority stated
AM, LHO	Area Manager, Local Housing Office	As Priority stated
FSM Fire Safety Compliance	NIHE Fire Safety Manager Fire Safety Compliance Team (HQ)	As Priority stated
SPM(A)M&E	Senior Project Manager (Acting) – M & E Facilities	As Priority stated
M&EFMC	Regional M & E Facilities Maintenance Contractor (as named)	As Priority stated
DLO (Elect)	Direct Labour Organisation (Internal) - Electrical	As Priority stated
Block Caretaker	Block Caretaker	As Priority stated

ACTIVE MEASURES	CURRENT ACTION PLAN ISSUES TO BE IMPLEMENTED	ACTION ASSIGNMENT	PRIORITY			VERIFIED AS COMPLETE BY:
			HIGH	MEDIUM	LOW	
Existing Fire Alarm & Detection System	Work with M& E Contract Manager to devise a protocol and arrangement specific to WOODLAND & BEECHWOOD HOUSES that eliminates, or at least reduces Unwanted Fire Signals to NIF&RS	FSM SMP(A)M&E				ONGOING / IN PROGRESS @ 07/03/18 <i>David N Adlamson</i>
Existing Fire Alarm & Detection System (Panel Display – Faults)	Address identified issue IMMEDIATELY (see specific issue below)	M&EFMC				ONGOING / IN PROGRESS @ 07/03/18 <i>David N Adlamson</i>
Existing Independent Domestic Detection System(s)	No issue					
Existing Emergency Lighting Provision	No current issues					
Breaches in Compartmentation relative to Dry Riser inlets	Address identified issue IMMEDIATELY (see specific issue below)	Fire Safety Compliance Team (HQ)				WORK IN PROGRESS @ 07/03/18 <i>David N Adlamson</i>
Activation and Testing of Smoke Ventilation measures	Ensure that user checks are being undertaken in regard to activation of these measures and records being updated. Any failures to be IMMEDIATELY addressed	M&EFMC				ONGOING / IN PROGRESS @ 07/03/18 <i>David N Adlamson</i>

PASSIVE MEASURES (Generally)	CURRENT ACTION PLAN ISSUES TO BE IMPLEMENTED	ACTION ASSIGNED TO	PRIORITY			VERIFIED AS COMPLETE BY:
			HIGH	MEDIUM	LOW	
Compartmentation in regard to - Lift Lobbies - Stair (Fireman's Shaft) - Bin Chute Room(s) - All Landlord Service Areas	Undertake an inspection regime with a competent contractor every 6 months of the specified areas to ensure that any new breaches are identified with and addressed correctly using appropriate fire-stopping materials and in turn effect the required level of fire resistance	Fire Safety Compliance Team (HQ)				INITIATED @ 07/03/18 To be undertaken by Fire Safety Technical Officer (HQ) in June 2018 <i>David N Adlamson</i>

Maintenance of the As Installed Fire Door-set Arrangements to all Flats	Undertake an inspection regime of the as installed Fire Door-set arrangements on a 6-monthly basis with "competent persons"; record findings and address through repairs or replacement criteria in accordance with NIHE COP L23(2) – Code of Practice for Fire Door-sets In addition, undertake and record findings - Visual Check in terms of all components, fire-glass provisions, door skin compromises, damaged or missing intumescent fire and smoke seals, damaged fire-rated letter plates - Visual check for Tenant / Leaseholder "additions" and subsequent compromise - Visual Check for any disengagement of overhead door closer - Visual Check for any in-situ "key-key locking arrangements" in lieu of an EOD (Internal Thumb-turn provision) or where a COT has taken place	Fire Safety Compliance Team (HQ)				INITATED @ 07/03/18 To be undertaken by Fire Safety Technical Officer (HQ) in June 2018 <i>David N Adkinson</i>
Maintenance of the As Installed Fire Door Assemblies to BS 8214	Undertake an inspection regime of the as installed Fire Door Assembly arrangements on a 6-monthly basis with "competent persons"; record findings and address through repairs or replacement criteria in accordance with NIHE COP L20(4) – Code of Practice for Fire Door Assemblies - Visual Check in terms of all correct and compatible components, fire-glass provisions, door skin / core compromises, damaged or missing intumescent fire and smoke seals, and label defining 3 rd party certification - Visual Check for any in-situ "key-key locking arrangements" in lieu of an EOD (Internal Thumb-turn provision)	Fire Safety Compliance Team (HQ)				INITATED @ 07/03/18 To be undertaken by Fire Safety Technical Officer (HQ) in June 2018 <i>David N Adkinson</i>
Bin Chute Access Doors	Inspect and maintain these key fire containment measures on a 6-monthly cycle; action as necessary	Fire Safety Compliance Team (HQ)				INITATED @ 07/03/18 To be undertaken by Fire Safety Technical Officer (HQ) in June 2018 <i>David N Adkinson</i>
Lift Plant Room / Roof Access Door	Inspect and maintain this fire containment measure on a 6-monthly cycle; action repairs / replacement as necessary Implement Lone Working Policy in regard to this area	Fire Safety Compliance Team (HQ)				INITATED @ 07/03/18 To be undertaken by Fire Safety Technical Officer (HQ) in June 2018 <i>David N Adkinson</i>

MANAGEMENT MEASURES	CURRENT ACTION PLAN ISSUES TO BE IMPLEMENTED	ACTION ASSIGNED TO	PRIORITY			VERIFIED AS COMPLETE BY:
			HIGH	MEDIUM	LOW	
Fire Risk Assessment & FRA Review Action Plan Issues	Ensure that any FRA / FRA Review Action Plan issues assigned are dealt with in line with the PRIORITY STATUS and Fire Safety Manager is advised once remedial action taken	All				IN PROGRESS across a range of identified issues @ 07/03/18 <i>David N Adkinson</i>
Fire Safety Audits	Ensure that any identified issues arising from a subsequent NIF&RS Audit are dealt with in line with PRIORITY STATUS and Fire Safety Manager is advised once remedial action taken	All with oversight by Fire Safety Compliance Team				COMPLETE @ 07/03/18 <i>David N Adkinson</i>
Service / Maintain of Key Fire Provisions & Record Keeping	Ensure that all fire measures as identified and within scope of M & E Facilities Maintenance Contract are being undertaken in line with Contract requirements and that any failures / issues being identified on a regular basis are being followed up and remedied in a timely manner. Ensure that all records, testing regimes, service & maintenance cycles are current and complete and where necessary supplemented with relevant Test Certificates	SPM(A) M&E / (Carillion)				IN PROGRESS across a range of identified issues @ 07/03/18 <i>David N Adkinson</i>
Housekeeping Issues - Access / Egress – - Outside Contractors - Mitigation of Arson - Mobility Scooters - Accumulation of Combustibles on External Balconies - Gas Cylinder Storage	Ensure that "daily checks" are initiated and undertaken by Block Caretaker to ensure that all Landlord Areas (including Stores and Electrical Service Cupboards) are kept sterile, free of combustibles and debris - Record non-sterile areas and subsequent action taken Ensure that any Outside Contractors are logged in / logged out of Block; Records should include details of visit and works to be undertaken including any Hot Working Ensure that all bins are kept within a secure Bin Storage Area Do not store in immediate vicinity of Block	AM, LHO Block Caretaker				IN PROGRESS @ 07/03/18 Concierge Training being undertaken and Fire Safety Manual & Log Book in operation; this includes a Log for Contractors signing in and out <i>David N Adkinson</i>

	<p>SIGNIFICANT FINDING – Mobility Scooters Consult with respective Tenants / Leaseholders who currently use and charge MOBILITY SCOOTERS within Lift Lobby Area; these can no longer be permitted to be stored or charged here at any time</p> <ul style="list-style-type: none"> - Fires associated with such can release large volumes of smoke and generate significant heat outputs - Common recorded causes are Arson, Electrical Wiring and Charging Equipment - A hierarchy of options need to be looked generally for the Tower Blocks and especially where identified – <ul style="list-style-type: none"> • External parking and storage • Purpose designed internal storage rooms with external level access and enclosed internally with fire-resisting construction <p>Based on CFOA (Chief Fire Officers Association) Guidance 2017</p> <p>SIGNIFICANT FINDING – Storage on External Balconies Issue advice to all Tenants and Leaseholders that storage / accumulation of combustible materials on external balconies is not permitted. In addition, undertake a visual inspection of all balconies</p> <p>SIGNIFICANT FINDING – Gas Cylinder Storage Under no circumstances must the Storage of a Gas Cylinder(s) within Landlord Areas or within the confines of a Flat be permitted. Gas Cylinder storage has the potential for explosion and devastating consequences</p>	AM, LHO Block Caretaker AM, LHO Block Caretaker			1 x MOBILITY SCOOTER RELATED TO FLAT @ 07/03/18 LHO in consultation with user and several options currently being appraised – one technical involving a GF “protected room” with charging point David N Pederson COMPLETE @ 07/03/18 David N Pederson COMPLETE @ 07/03/18 David N Pederson
NIF&RS Familiarisation	Establish what information NIF&RS currently holds within Fire Document Box and located within GF Lift Lobby Establish what additional Block “intelligence” is required	FSM / Fire Safety Compliance Team (HQ)			COMPLETE @ 07/03/18 David N Pederson
Periodic Inspections of Fixed Electrical Installation Electrical Heating Systems	Ensure that Fixed Electrical Inspections are “valid and current” with respect to the Block and that the appropriate Test Certificates are made available and fully completed Ensure that installation as tested reflects a stated condition; if UNSATISFACTORY, all C1 & C2 issues must be addressed Periodic inspection (as policy) to be undertaken on 5 yearly cycle	SPM(A) M&E			COMPLETE @ 07/03/18 David N Pederson
Portable Appliance Testing (relative to Landlord)	Ensure that all Landlord Portable Electrical Equipment supplied and employed within Block, either for use by Caretaker or for monitoring purposes is tested in accordance within Service Inspection and Test of Electrical Equipment 4 th Edition COP Hold a current and valid PAT test record	M&EFMC			COMPLETE @ 07/03/18 David N Pederson
Lightning Conductors		M&EFMC			COMPLETE @ 07/03/18 David N Pederson
PEEP (Evacuation Plans)	Establish any persons in Block in need of assistance and where determined, put in place a PEEP plan Particularly identify those Tenants / Leaseholders who use MOBILITY SCOOTERS	AM, LHO			COMPLETE @ 07/03/18 David N Pederson
Communications Fire Safety in High Rise Blocks	Further Communication in regard to Safety at Home in High Rise Accommodation	FSM			COMPLETE @ 07/03/18 David N Pederson
Access around Block / Facilities for NIF&RS for purposes of fire-fighting operations	Block Caretaker to ensure that all material times that ACCESS is available for Emergency Services with particular emphasis on NIF&RS; this should include access / egress relating to all Final Exit Doors	AM, LHO Block Caretaker			IN PROGRESS @ 07/03/18 David N Pederson

SPECIFIC ISSUES 14/06/17 Assessment & Review of Block	CURRENT ACTION PLAN ISSUES (TO BE ADDRESSED)	ACTION ASSIGNED TO	PRIORITY			VERIFIED AS COMPLETE BY:
			HIGH	MEDIUM	LOW	
Level 0 Lift Lobby	Fully addressable Fire Panel exhibiting Sounder Faults as following — Level 9 (Device Missing) — Level 11 (Device Missing) — Level 12 (Device Missing) - Main Fire Panel (Open Circuit)	M&EFMC				ADDRESSED @ 25/09/17 David N Pederson

Level 0 Tenants Store Area / Bin Chute Storage Area	Remove carpet storage within Tenants Storage Area	AM, LHO				COMPLETE @ 07/03/18 David N Adkinson
	1 hour Double Fire Door protection compromised with seals missing — add 15 x 6mm combined intumescent fire and smoke seals	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
	Provide "Shrouds" missing from MCP's (Manual Call Points) and EDR (Emergency Door Release) within this area	M&EFMC				
	Address breach at high level to Rear of Lift Shaft compartmentation and from within Store Area (service pipe penetration) Fire stop with appropriate material(s)	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
Level 0 Lift Lobby Dry Riser Cabinet	Address large breach around dry riser feed pipe within cabinet at each level	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
	Remove 4 x "out of service" Fire Extinguishing Appliances being stored Ensure cabinet "kept locked" and keys are available to NIF&RS	AM, LHO Block Caretaker				
Level 0 Levels 1 - 14 Lift Lobby Electrical Cupboard(s)	Access available with NO ISSUES NO ACCESS AVAILABLE					
Levels 0 – 14 Secondary Lobby Stair / Fireman's Shaft Final Exit Doors	Area(s) under consideration - STERILE AT ALL LEVELS					
Level 0 Secondary Lobby Stair / Fireman's S Final Exit Doors	LHS Final Exit Door to be "eased and adjusted" in terms of egress (outward opening)	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
	Within Stair, there is evidence of "Smoking" Tenants / Leaseholders to be reminded on risk issue and potential alerts	AM, LHO				ADDRESSED @ 25/09/17 David N Adkinson
	Provide "Shrouds" missing from MCP's (Manual Call Points) and EDR (Emergency Door Release) within this area	M&EFMC				
Level 1 Lift Lobby Ext Drying Area & Chute Secondary Lobby	Flats 1A & 1D have locking cylinder change — verify these have intumescent wrap to reflect door set arrangement / certification	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
	Add "Shroud" missing from MCP	M&EFMC				
	Address Emergency Lighting Failure within Lift Lobby	M&EFMC				ADDRESSED @ 25/09/17 David N Adkinson
	Fire Door Assembly linking Secondary Lobby to Stair to be eased and adjusted to latch correctly into frame	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
Level 2 Lift Lobby Ext Drying Area & Chute Secondary Lobby	Flat 2C has surface applied bell push — this is screwed fixed to ECOFRAME Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above Housekeeping Issue : Drying Area has a running machine – not sterile	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Adkinson
	Remove "scented sticks" located on top of Fire Extinguisher cabinet	AM, LHO				ADDRESSED @ 25/09/17 David N Adkinson

<u>Level 3</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above Housekeeping Issue : Drying Area is not sterile – many potted plants	Fire Safety Compliance Team (HQ) AM, LHO				ADDRESSED @ 25/09/17 David N Pederson
<u>Level 3</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
<u>Level 4</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Flats 4C has locking cylinder change – verify these have intumescent wrap to reflect door-set arrangement / certification Housekeeping Issue : Drying Area is not sterile – old furniture	Compliance Manager (HQ) AM, LHO				
	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
<u>Level 5</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
	Add "Shroud" missing from MCP	AM, LHO				
	Flat 5B observed as "wheelchair user" – LHO to consult; being stored in Drying Area	AM, LHO				
	Housekeeping Issue – remove cardboard box	Block Caretaker				ADDRESSED @ 25/09/17 David N Pederson
<u>Level 7</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
<u>Level 8</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Combustible Storage within Drying Area - remove	AM, LHO / Block Caretaker				
	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
	Observation – evidence of SMOKING in rear Stair	AM, LHO / Block Caretaker				ADDRESSED @ 25/09/17 David N Pederson
<u>Level 9</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Flats 9C has locking cylinder change – verify this has intumescent wrap to reflect door set arrangement / certification	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
	Combustible Storage within Drying Area - remove	AM, LHO / Block Caretaker				
	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
<u>Level 10</u> <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Complete fire stop around vertical riser (S&VP) to underside of soffit of Drying Area above	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Pederson
	Bike / Shoe Storage within Lift Lobby	AM, LHO / Block Caretaker				
<u>Level 11</u> <u>Lift Lobby</u>	No issues					

<u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>						
Level 12 <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	No Issues					
Level 13 <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Investigate and reapply cover to drop down smoke seal to base of Lift Lobby separating Fire Door Assembly	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Atkinson
	Flat 13B – Various Decoration Items located within Lift Lobby; such areas should be sterile and a “zero tolerance” approach adopted	AM, LHO / Block Caretaker				
Level 14 <u>Lift Lobby</u> <u>Ext Drying Area & Chute</u> <u>Secondary Lobby</u>	Flat 14A Fire Door set is significantly compromised in terms of door leaf, frame and fixing – replace immediately	Fire Safety Compliance Team (HQ)				Fire Safety Manager advised that new Fire Door-set has been provided by Local Housing Office Addressed @ 25/09/17 David N Atkinson
	Secondary Lobby separating Fire Door Assembly with Rear Staircase is similarly compromised in terms of the fire glass vision panel – replace immediately	Fire Safety Compliance Team (HQ)				ADDRESSED @ 25/09/17 David N Atkinson
	Electrical Cupboard not appropriately managed – not locked as per fire signage. This to be kept locked shut as per signage	AM, LHO / Block Caretaker				ADDRESSED @ 25/09/17 David N Atkinson
Level 15 <u>Lift Plant Room</u> <u>Ventilation Plant Room</u> <u>Roof Access</u>	Establish what “battery charging” facility is being used for This is currently unsupervised	AM, LHO / Block Caretaker				ADDRESSED @ 25/09/17 David N Atkinson