



## Housing Scrutiny Committee - Supplementary

**Thursday 27 July 2017 at 7.00 pm**  
Board Rooms 3, 4 & 5 - Brent Civic Centre

### Membership:

#### Members

Councillors:

Long (Chair)  
Colwill (Vice-Chair)  
S Choudhary  
Daly  
Harrison  
Hylton  
Kabir  
Naheerathan

#### Substitute Members

Councillors:

Conneely, Hector, Hoda-Benn, Jones, Nerva, Shahzad  
and Ketan Sheth

Councillors:

Davidson and Kansagra

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**The press and public are welcome to attend this meeting**

# Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members.

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# REGULATORY REFORM (FIRE SAFETY) ORDER 2005

## FIRE RISK ASSESSMENT

	Brent Housing Partnership
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General Information	
UPRN	5517040570-BLOCK
Address 1	Block B, 57-96 Watling Gardens
Address 2	
Address 3 (street)	Shoot Up Hill
Address 4 (area)	Cricklewood
Postcode	NW2 3UD
Fire Risk Assessor	T Upfold
Date of inspection	07/04/2017
QA carried out by:	J Davis
Suggested review date	01/04/2018

Executive Summary	
Responsible Person:	Brent Housing Partnership
Property Designation	GN over 5 storeys
Management Extent	Partially Managed Building - Manager or Senior Staff not regularly onsite.
No of Floors	= 11
No of Flats (if applicable)	= 40
Ground floor Area (m2)	= 300
Total Area of all Floors (m2)	= 3300
Recommendation count:	= 12
Priority counts:	
H - High	= 3
M - Medium	= 1
L - Low	= 4
R - Recommended	= 4
Recommended evacuation strategy:	Stay put
Premises Risk Rating:	<b>Moderate</b>
On satisfactory completion of all remedial works the risk rating of this building may be reduced to:	
Tolerable	

### Limitation of Report

It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this assessment seeks to advice on compliance with this statutory requirement.

The observations and recommendations are only pertinent to the conditions at the time of the Assessment. Regular inspections and review risk assessments are required to ensure standards are maintained.

BB7 was instructed to undertake a fire safety risk assessment of the premises stated in this report and relates only to those areas visited at the time of the site visit.

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This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 in respect of the common areas only of the above mentioned premises.

In order to carry out this fire risk assessment the Assessors have used their professional expertise and judgement and guidance contained in publicly available specification (PAS 79: 2012) and fire safety risk assessment guides issued by H.M Government. The recommendations made represent our assessment of the minimum fire safety standards considered necessary for the common areas to ensure the safety of both the residents and visitors to the premises. It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects.

Residential properties: Information for the completion of this assessment was obtained by a physical non-intrusive inspection of the common parts of the premises, which included only the visual inspection of flat entrance doors from the common area. No inspection within individual flats was carried out and as such the degree of fire resistance between flats and flats and the common areas has not been included within this assessment.

Changes generally introduced in the workplace may have an effect on potential fire risk and associated precautions e.g. changes to the premises layout, work processes, furniture, plant, machinery, or the number of people likely to be present in the workplace, including those persons with a temporary or permanent disability. Any of these could lead to a new hazard or increased risk and as such will require this assessment to also be reviewed and/or a new assessment to be undertaken.

Fire Risk Assessment

Responsible Person:

Brent Housing Partnership

General Information

UPRN
Address 1
Address 2
Address 3 (street)
Address 4 (area)
Postcode
Fire Risk Assessor
Date of inspection
QA carried out by:
Suggested review date

5517040570-BLOCK
Block B, 57-96 Watling Gardens
Shoot Up Hill
Cricklewood
NW2 3UD
T Upfold
07 April 2017
J Davis
April 2018

The Premises

Property Designation
No of Floors
No of Flats (if applicable)
Ground floor area (m2) (if applicable)
Total area of all floors (m2) (if applicable)
Building Description i. no of staircases, storeys ii. no of entrances/exits iii. lifts iv. stepped/level access v. ancillary usage
Building Construction i. approx. age / year built ii. building structure, floors, walls and roof
Extent of common areas (please describe common areas assessed)
Areas of the building to which access was not available

GN over 5 storeys
11
40
300
3300
The building is a purpose built residential dwelling block comprising ground and ten upper floors with some plant facilities located on the roof. The means of escape is served by a single protected staircase which discharges at ground level into the lift lobby from where two final exits are available. On the 1st to 9th floor there are four flats which are separated from the stair by a fire resisting lobby. On the tenth floor there are two flats and a lift motor room which open directly onto the stair landing. The two lifts open onto the common lobby and serve the ground to ninth floors only. The alternative exit at ground level is separated from the lift lobby by fire resisting partitions and gives access to two flats. The ground floor lift lobby provides access to the pram store. The ground floor plant facilities and the refuse collection room are accessed directly from the street. No other ancillary accommodation was identified in the building. The building has level access to the main entrance/lift lobby. It should be noted that the building was undergoing substantial refurbishment including new windows and external cladding works.
Concrete frame with concrete and masonry walls and concrete floors. The building envelope will be clad in a rendered/panelled/brick slip type system. We have however not undertaken any opening up or destructive works and are therefore unable to comment on the presence of insulation, fire stopping arrangements or ratings which we recommend BHP investigate further.
Stair, lifts and common corridors, plant rooms, roof, bin and pram store.
Access was not available to the flats, the pram store, the electrical intake room or room adjacent to the electrical intake room.  Type 1 – Communal areas inspected only. Type 1 risk assessment, as defined in the Local Government Group's Guide to Fire Safety in Purpose-Built Blocks of Flats, was carried out. Attempts were made to access various flats to assess the condition of the flat front entrances doors. An assessment of the compartmentation between dwellings was not undertaken. BHP has limited control over any privately owned leasehold flats in the block, and, as such, these flats are outside the scope of the risk assessment.

The Occupants
Management Extent
Details of any onsite management (hours onsite etc. if known)
Person managing fire safety in the premises (and position in Company)
Person consulted during the fire risk assessment
Number of occupants (maximum estimated)
Number of employees
Number of members of the public (maximum estimated)
Identify any people who are especially at risk
-sleeping occupants
-disabled occupants
-occupants in remote areas and lone workers
-young persons
-others

Partially Managed Building - Manager or Senior Staff not regularly onsite.
Unknown
Greg Birch (Head of service)
None
80
No employees based on site. Occasionally attendance by BHP staff, maintenance/cleaning staff and contractors
Not known. Limited to visitors and likely to be very low in numbers due to the building being in residential use.
Residents are the main risk group in the building. This risk assessment does not encompass the residential dwelling themselves as they fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005 (RRFSO). The assumption with general purpose residential blocks is that residents will be capable of escaping unaided in event of fire affecting them in their dwelling. Where the organisations become aware of tenants that may not be able to make their own way out their property if a fire were to occur, then they may wish to consider taking appropriate action to reduce the risk to individuals. This is an advisory note as the RRFSO does not extend beyond the common areas in residential dwelling blocks. Vulnerabilities of the occupants are not known. The building is designated 'General Needs' and therefore occupants are assumed to be typical for the general population. There were contractors working in the building at the time, arrangements for general fire precautions in the work areas should be identified in a separate assessment undertaken under the auspices of the CDM regulations. This assessment does not cater for the employees associated with the temporary work areas in use at the time of the assessment. The predominant occupant type within a residential dwelling is one that is familiar with the layout of the building they frequent on a daily basis. Visitors cannot be accounted for within any management procedures as their presence on the premises can occur at any time. The simple design and management of the building will precipitate escape for visitors if fire were to occur whilst they are in the common areas of the building

Other Information
Fire loss experience (since last FRA)
Any other relevant information

Not known
None at the time of inspection

Fire Safety Legislation
The following fire safety legislation applies to these premises:
Other key fire safety legislation (other than Building Regs 2000):

Common areas: Regulatory Reform (Fire Safety) Order 2005 Housing Act 2004. COSHH assessments may be required for general cleaning materials stored on site.
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Elimination or Reduction of Fire Hazards		
Electrical Ignition Sources		
A1	Is fixed installation periodically inspected and tested (annually if building is open to the public)?	N/K
	Comment: Date of last fixed electrical installation inspection	
	Recommendation:	

Response
According to BHP's records, fixed wiring tests are undertaken in accordance with the IET Wiring Regulations. Information on the testing regime is provided in the BHP database system. Information on the testing regime is provided in the BHP database system but was not available at the time of the inspection.
It is recommended that records are checked to ensure the fixed wiring installation certificate is valid.

Quantity

Photo

1

# Fire Risk Assessment

A2	Is PAT testing in common areas carried out (annually)?	N/A	
	Comment:	No portable appliances were noted in the common area. It is unlikely that BHP staff will use electrical equipment within the communal areas. The cleaning contractors are responsible for the PAT testing of any electrical equipment they may use within the communal areas.	
	Recommendation:		
A3	Is there a policy for personal electrical appliances?	N/K	
	Comment:	It is unknown if BHP has a policy formulated for the use of personal electrical equipment in the workplace.	
	Recommendation:	It is unknown if BHP has a policy formulated for the use of personal electrical equipment in the workplace. It is recommended that a policy is formulated and disseminated to all employees.	
A4	Is the use of adapters and leads limited?	N/A	
	Comment:	None noted in the common area.	
	Recommendation:		

Smoking Policies			Response	Quantity	Photo
B1	Are there suitable arrangements for those who wish to smoke? (state what the arrangements are)	N/A			
	Comment:	There is a no-smoking policy in operation throughout the areas covered by this report.			
	Recommendation:				
B2	Does the policy in relation to smoking appear to be observed?	Y			
	Comment:	No issues observed at the time of the assessment.			
	Recommendation:				

Arson			Response	Quantity	Photo
C1	Are premises secure against arson by outsiders? (Please state how)	N			
	Comment:	The building has electronic access controls on the main door providing access to the block. The rear exit from the stair is not openable from outside. The bin store was not locked (see C2).			
	Recommendation:				
C2	Are bins secured / stored in a suitable location? (Please state bin type, location, if and how it is secured)	N			
	Comment:	The bin store is left unlocked during the day.			
	Recommendation:	The refuse collection room was found to be unlocked at the time of the inspection and the refuse containers were unsecured. This is a common scenario for refuse collection/disposal facilities in Brent Housing Partnership buildings. The risk from arson has to be considered and Brent Housing Partnership has to be acceptant of the risk and acknowledge that if the building is identified as being at significant risk from arson then additional control measures will need to be considered. Where risk critical issues are identified by the assessor, BB7 will recommend additional, proportional, control measure as part of the general fire precautions for the building.			
C3	Is fire load close to the premises minimised?	Y			
	Comment:	No significant fire loads were observed close to the building.			
	Recommendation:				

Portable Heaters and Heating Installations			Response	Quantity	Photo
D1	If used, is the use of portable heaters regarded as safe?	N/A			
	Comment:	None noted at the time of inspection.			
	Recommendation:				
D2	Are fixed heating systems maintained (annually)?	N/A			
	Comment: <i>Date of last fixed heating system inspection</i>	The common areas are unheated, although there is a boiler which appears to provide hot water services to the flats.			
	Recommendation:	It is recommended that the boilers serving the block are serviced by a competent person at regular intervals and they are maintained in good working order.			

Cooking			Response	Quantity	Photo
E1	Are reasonable measures in place to prevent fires as a result of cooking?	N/A			



E2	Comment:	No cooking facilities were observed in the common areas.	
	Recommendation:		
	Are filters changed and ductwork cleaned?	N/A	
E3	Comment:	No additional comments.	
	Recommendation:		
	Are suitable extinguishing appliances available?	N/A	
	Comment:	No additional comments.	
	Recommendation:		

Lightning			Response	Quantity	Photo
F1	Does the building have a lightning protection system? (if 'No', is one recommended?)	Y			
	Comment:	A lightning protection system is provided and from the parts of the system visible at the time of the assessment appeared to be free from any obvious faults. It has been confirmed by Brent Housing Partnership that it has an active testing and maintenance regime in place for the lightning protection system. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to ensure the lightning protection system is maintained in good working order and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.			
	Recommendation:				

House-Keeping			Response	Quantity	Photo
G1	Is the property regularly cleaned to prevent the build up of combustibles?	Y			
	Comment:	Details of the housekeeping arrangements were not available. The common areas were clear of obstructions and combustible materials at the time of the inspection.			
	Recommendation:				
G2	Combustible materials not kept near sources of ignition?	Y			
	Comment:	No issues observed.			
	Recommendation:				
G3	Escape routes kept clear of items combustible materials or waste?	Y			
	Comment:	No additional comments.			
	Recommendation:				
G4	Escape routes kept clear of any trip hazards?	Y			
	Comment:	No issues observed.			
	Recommendation:				
G5	Any hazardous materials are stored correctly?	N/K			
	Comment:	No such materials were observed during the site visit.			
	Recommendation:				
G6	Are all other house-keeping issues satisfactory?	Y			
	Comment:	No other issues observed.			
	Recommendation:				

Hazards introduced by Outside Contractors and Building Works			Response	Quantity	Photo
H1	Are fire safety conditions imposed on outside contractors?	Y			
	Comment:	We are informed that fire safety conditions are imposed on outside contractors by Brent Housing Partnership.			
	Recommendation:				
H2	Is there satisfactory control over works carried out in the building by outside contractors (e.g. hot work permits)?	Y			
	Comment:	We are informed that fire safety conditions are imposed on outside contractors by Brent Housing Partnership.			
	Recommendation:				
H3	Is there satisfactory control over works carried out in the building by in-house contractors (e.g. hot work permits)?	Y			

Comment:	All BHP contractors are required to follow safe systems of work and carry out risk assessments site specific for the work being carried out.
Recommendation:	

Dangerous Substances			Response
I1	If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002?	N	
Comment:			This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Order to ensure the safety of relevant persons in the event of fire.
Recommendation:			

Quantity

Photo

Other Significant Hazards that might impact on General Fire Precautions			Response
J1	Are all issues deemed satisfactory? [1]	N/A	
Comment:			No issues observed.
Recommendation:			
J2	Are all issues deemed satisfactory? [2]	N/A	
Comment:			No issues observed.
Recommendation:			
J3	Are all issues deemed satisfactory? [3]	N/A	
Comment:			No issues observed.
Recommendation:			

Quantity

Photo

General Fire Protection Measures			
Means of Escape			Response
K1	Is escape route design deemed satisfactory? (Consider current design codes)	Y	
Comment:			<p>The building is a purpose built residential dwelling block comprising ground and ten upper floors with some plant facilities located on the roof. The means of escape is served by a single protected staircase which discharges at ground level into the lift lobby from where two final exits are available. On each of the 1st to 9th floor there are four flats which are separated from the stair by a fire resisting lobby. On the top floor there are two flats and a lift motor room which open directly into the stair landing. The lifts open into the common lobby and serve the ground to ninth floors only. The alternative exit at ground level is separated from the lift lobby by fire resisting partitions and gives access to two flats. The ground floor lift lobby provides access to the pram store. The ground floor plant facilities and the refuse collection room are accessed directly from the street. There was no known ancillary accommodation identified in the building.</p> <p>The ground floor lobby has access to the pram store from within the lobby area, access to this area was restricted and it could not be confirmed if two door protection is provided between the pram store and the escape route. It is recommended that the area is inspected and if two door protection is not afforded then reasonable justification is given in support of the reduced level of protection.</p> <p>The head of the stair is provided with ample ventilation that exceeds the minimum 1.0m<sup>2</sup> free area, recommended in nationally accepted guidance documents. It was noted that the ventilation apertures were temporarily covered with plastic sheeting. It would appear that the existing vents are due for replacement. It is recommended that existing levels of ventilation are maintained but it must be ensured that ventilation of a minimum of 1.0m<sup>2</sup> is maintained at the head of the staircase. The ventilation can be either be provided by permanently open vents, as existing, or by automatic opening vents supplement by a localised fire detection system.</p> <p>Travel distances are considered to be within the limits given in nationally accepted guidance documents.</p> <p>The refuse hopper doors open directly into the lobbies serving the flats. This situation is not compliant with current guidance but was accepted at the time the buildings were constructed. The hopper doors have been replaced and were found to be good condition at the time of the inspection with the smoke seals intact. The refuse room on the ground floor is open during the day and there is no fusible link shutter provided in the throat of the shaft. The refuse shaft has ventilation at its head. It is recommended that a fusible link shutter or a sprinkler head feed from the mains water supply is provided in order to reduce the risk to the means of escape (see Q7).</p> <p>The staircase is protected by two sets of Gerda fire resisting doors, with the exception of the eleventh floor. Nationally accepted guidance documents, both past and present, recommend that the staircase is protected by ventilation in the lobbies with a minimum free area of 1.5m<sup>2</sup>. This would require the existing widows to be changed for openings that give permanent ventilation or the provision of an automatic opening vent (AOV) system. The proportionality of providing ventilation to the lobbies has to be taken into account and the consideration of how much safer the residents would be if ventilation were to be provided when considering the quality of the existing doors sets providing protection to the staircase needs to be assessed.</p> <p>BHP should be aware that the building is not in accordance with nationally accepted guidance documents and for a reasonable level of compliance to be achieved the provision of ventilation in the lobbies protecting the staircase needs to be considered. However, when considering the existing levels of protection afforded to the staircase, consideration for an enhanced level of management and the protection afforded but the Gerda doors may be sufficient justification for allowing the current situation to prevail without further passive or active control measures being applied.</p> <p>It has been assumed that the block was designed with a "stay put" evacuation strategy. In the event of a fire within an individual flat, the occupants of that flat would be expected to alert others in the flat, make their own way out of the building using the common escape route and summon the fire and rescue service. All other occupants of flats not directly affected by a fire should be able to remain in their flats in relative safety, unless their flat subsequently becomes affected, or they are directed to evacuate the building by the fire and rescue service. This approach requires the block to have been designed with protected staircases and suitable protection between individual dwellings.</p>

Quantity

Photo



	Recommendation:		1 - The ground floor lobby has access to the pram store from within the lobby area, access to this area was restricted and it could not be confirmed if two door protection is provided between the pram store and the escape route. It is recommended that the area is inspected and if two door protection is not afforded then reasonable justification is given in support of the reduced level of protection. 2 - The head of the stair is provided with ample ventilation that exceeds the minimum 1.0m2 free area, recommended in nationally accepted guidance documents. It was noted that the ventilation apertures were temporarily covered with plastic sheeting. It would appear that the existing vents are due for replacement. It is recommended that existing levels of ventilation are maintained but it must be ensured that ventilation of a minimum of 1.0m2 is maintained at the head of the staircase. The ventilation can be either be provided by permanently open vents, as existing or by automatic opening vents supplement by a localised fire detection system.	2	
K2	Are the escape routes adequately protected? (Consider lobby protection to staircase, if needed)	Y			
	Comment:		The lobbies are separated from the flats by solid construction, except for vision panels and fan lights which are Georgian wired (see sections L and M).		
	Recommendation:				
K3	Is there adequate provision of exits, for the numbers who may be present?	Y			
	Comment:		Exit capacity is not considered an issue due to the stay put strategy employed in the building.		
	Recommendation:				
K4	Is there adequate exit width, for the numbers who may be present?	Y			
	Comment:		Exit capacity is not considered an issue due to stay put strategy employed in the building.		
	Recommendation:				
K5	Are doors on escape routes easily opened? (and are sliding or revolving doors avoided?)	Y			
	Comment:		The front door to the building is opened with a conventional door handle which mechanically overrides the electromagnetic access control system. The rear exit has a push bar. All doors on escape routes are either, free from fastenings provided with appropriate locks which can be operated from the escape side in a single action, without the use of a key and without undue delay.		
	Recommendation:				
K6	Do final exits open in the direction of escape where necessary?	N/A			
	Comment:		Inward opening door considered satisfactory due to low occupancy.		
	Recommendation:				
K7	Are travels distances satisfactory? (consider single direction and more than one direction)	Y			
	Comment:		Lobbies have a single direction of travel leading to the common stairway. Travel distances in the manually lobbies are within the recommended limit of 4.5 m.		
	Recommendation:				
K8	Are there suitable precautions for all inner rooms?	N/A			
	Comment:		No inner rooms observed.		
	Recommendation:				
K9	Are escape routes separated where appropriate?	Y			
	Comment:		The two exit routes at ground floor level are separated by a self-closing door.		
	Recommendation:				
K10	Are corridors sub-divided where appropriate?	Y			
	Comment:		See K9. There are no other areas in the building that require sub-division.		
	Recommendation:				
K11	Do escape routes lead to a place of safety?	Y			
	Comment:		The final exit doors lead to place of ultimate safety.		
	Recommendation:				

K12	Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)	Y	
	Comment:	There is a permanent vent at the head of the stair with a free area of approximately 2.5 m <sup>2</sup> . This corresponds to the requirements which were in place at the time of construction and exceeds the size of 1.5 m <sup>2</sup> which is recommended in current guidance. On the 1st to 9th floors the lobbies each have an openable window with limited ventilation due to the restrictors applied for health safety reason which reduces the openable areas to minimal levels (see K1 for further commentary). The lobby on the ground floor serving flats 57 and 58 has an permanent vent of approximately 0.1 m <sup>2</sup> . Current guidance would call for the vents to the lobbies on the upper floors to open automatically in the event of a fire, and it is likely that the lobbies were originally provided with larger permanent vents (See K1 for additional commentary).	
	Recommendation:		
K13	Are there suitable arrangements in the building for means of escape for disabled persons?	N/A	
	Comment:	Current guidance does not call for specific provisions to be made in 'general needs' blocks of flats. Physically disabled residents should be relatively safe in their own abode should fire occur elsewhere in the building. Should a fire occur in their flat the staircase enclosure will provide a reasonable degree of protection which should allow sufficient time for the intervention of the fire service before conditions become untenable.	
	Recommendation:		
K14	Are all other means of escape issues satisfactory?	N	
	Comment:	The external route from the rear door passes close to the windows of Flat 57. As two exits are available from the ground floor and the main exits is very likely to be the route used by most residents then the risk is considered minimal and no further control measures are considered necessary.	
	Recommendation:		
K15	Are all other means of escape issues satisfactory?	Y	
	Comment:	No additional comments.	
	Recommendation:		
K16	Recommended evacuation strategy for this building is:	Stay put	

Flat Entrance Doors			Response	Quantity	Photo
L1	Are flat entrance doors or doors / frames appropriately fire rated?	Y			
	Comment:	The flat entry doors have been replaced in recent years with modern Gerda FD30S fire doors. From a visual inspection, no issues with quality or installation were apparent. All doors are marked as being FD30s, fitted with self-closing devices, intumescent seals, cold smokes seals and three hinges. the doors and frames have been installed as full doors sets.			
	Recommendation:				
L2	Are fire rated flat entrance doors in good condition - not in need of repair?	Y			
	Comment:	The door to Flat 57 showed signs of forced entry.			
	Recommendation:	The door to Flat 57 showed signs of forced entry. It is recommended that the door be replaced.			
L3	Is all glazing to flat entrance doors appropriately fire rated?	N/A			
	Comment:	The doors have no glazing.			
	Recommendation:				
L4	Are fan lights above flat entrance doors appropriately fire rated?	Y			
	Comment:	Where transom glazing is provided it is of Georgian wired fabrication.			
	Recommendation:				
L5	Are side panels to flat entrance doors appropriately fire rated?	N/A			
	Comment:	None present.			
	Recommendation:				
L6	Are flat entrance doors fitted with adequate self-closing devices? (From sample inspection)	Y			
	Comment:	The flat entrance doors were provided with self-closing devices as part of the door set.			
	Recommendation:	It is recommended that all flat entry doors are checked to ensure the self-closing device are in place and in good working order.			
L7	Are flat entrance doors fitted with intumescent strips and cold smoke seals? (From sample inspection)	Y			

	Comment:	See L1.		
	Recommendation:			
L8	Are letterboxes satisfactory? (State only if missing, damaged or uPVC)	Y		
	Comment:	From a visual inspection the letter box appeared to fire resisting and has been fitted as part of the door set.		
	Recommendation:			
L9	Are all other flat entrance door issues satisfactory?	Y		
	Comment:	No additional comments.		
	Recommendation:			
L10	Are all other flat entrance door issues satisfactory?	Y		
	Comment:	No additional comments.		
	Recommendation:			

Common Area Fire Doors			Response	Quantity	Photo
M1	Are all common area fire doors and/or frames appropriately fire rated?	Y			
	Comment:	The doors to the stair and service risers, pram store, lift motor room, etc. have been replaced in recent years with modern Gerda FD 60S and FD 30S doors respectively. From a visual inspection, no issues with quality or installation were apparent. The hoppers to the refuse chute appeared to be fairly new, and were labelled as being four hour fire resisting and fitted with smoke seals.			
	Recommendation:				
M2	Are all common area fire rated fire doors in good condition - and not in need of repair?	Y			
	Comment:	No issues observed			
	Recommendation:				
M3	Is all glazing to common area fire doors appropriately fire rated?	Y			
	Comment:	The glazed elements were Georgian wired glass and secured in position with bevelled beading. From a visual inspection no issues were apparent.			
	Recommendation:				
M4	Are fan lights/side panels to common area fire doors appropriately fire rated?	Y			
	Comment:	The glazed elements were Georgian wired glass and secured in position with bevelled beading. From a visual inspection no issues were apparent.			
	Recommendation:				
M5	Are self-closing devices on common area fire doors adequate? (Where appropriate)	Y			
	Comment:	No issues observed. Riser doors were locked shut.			
	Recommendation:				
M6	Are intumescent strips and smoke seals provided to common area fire doors?	Y			
	Comment:	No issues observed.			
	Recommendation:				
M7	Are common area fire doors adequate otherwise? (Ironmongery, hold open hooks etc.)	Y			
	Comment:	No additional comments.			
	Recommendation:				
M8	Are all other fire door issues satisfactory?	Y			
	Comment:	No additional comments.			
	Recommendation:		1		

Emergency Lighting			Response	Quantity	Photo
N1	If emergency lighting is provided, is it in good working order?	N			
	Comment:	Emergency lighting is provided in the common lobbies and the stair. There were no discernible faults noted at the time of the inspection. It has been confirmed by Brent Housing Partnership that it has an active testing and maintenance regime in place for the emergency escape lighting system. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to ensure the emergency escape lighting system is maintained in good working order and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.			
	Recommendation:				



N2	If emergency lighting is provided, is coverage sufficient? (Internal and external)	N/K		
	Comment:		Illumination levels could therefore not be confirmed. Illumination levels should be verified during the routine testing.	
	Recommendation:			
N3	If EL not provided, is borrowed/artificial lighting sufficient for escape? (Internal and external)	N/A		
	Comment:		Emergency lighting is provided - see N1.	
	Recommendation:			

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Fire Safety Signs and Notices			Response	Quantity	Photo
O1	Is there adequate provision of fire safety signs and notices? (Consider directional, exits, stairs, fire action notices, fire equipment and 'do not use lift' signage)	Y			
	Comment:		Wayfinding signage and fire action notices are provided. All other signage appeared to be adequate at the time of the inspection.		
	Recommendation:				
O2	Is fire door signage adequate? (Consider 'Fire door keep shut' and 'Fire door keep locked shut' signage)	Y			
	Comment:		Flat entrance doors do not require 'fire door keep shut' signs.		
	Recommendation:				
O3	Are signs clearly visible?	Y			
	Comment:		No additional comments.		
	Recommendation:				

Means of Giving Warning in Case of Fire			Response	Quantity	Photo
P1	Has the building got a manually operated electrical fire alarm system?	N			
	Comment:		There is no requirement to provided automatic fire warning and detection systems in purpose built blocks of flats adopting a stay put evacuation strategy.		
	Recommendation:				
P2	If common area AFD and/or alarm system is installed, is it in good working order?	N/A			
	Comment:		No additional comments.		
	Recommendation:				
P3	If installed, is the common area AFD adequate for the occupancy and fire risk?	N/A			
	Comment:		No additional comments.		
	Recommendation:				
P4	If not installed, are the premises deemed safe without a common area AFD system?	Y			
	Comment:		The compartmentation and means of escape are considered appropriate to permit a stay put evacuation strategy. As such, a fire alarm system is not required in the common areas.		
	Recommendation:				
P5	If applicable, is separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?	N/A			
	Comment:		The flats are not considered to fall within the scope of the RR(FS)O, 2005, accordingly they were not included in this fire risk assessment and commentary will not be proffered on the suitability of the fire warning arrangements in the residential flats.		
	Recommendation:				
P6	Are all other AFD and alarm system issues satisfactory?	N/A			
	Comment:		No issues observed.		
	Recommendation:				



Limiting Fire Spread			Response
Q1	Is the level of compartmentation adequate? (Special consideration should be given to converted or non 'purpose built' premises)	N/K	
	Comment:		<p>A visual inspection of the accessible areas was undertaken as part of the assessment. A Type 1 Fire Risk Assessment, as defined in the Local Government Group Guide to fire safety in purpose-built blocks of flats does not accommodate an investigative survey of common shafts, and accordingly areas with restricted access, e.g. false ceilings and void areas, were only inspected where readily accessible. All escape routes are adequately separated. Service risers have been stopped at floor level and where services penetrate the risers. There were no obvious breaches in compartmentation noted at the time of the inspection. It was noted that mechanical extraction common ventilations shafts are provided in the building. The extraction shafts are located within the flats; the plant is located on the roof.</p> <p>It has been confirmed by Brent Housing partnership that works have been undertaken to restrict the passage of fire in riser shafts and other areas where compartment lines may have been breached; the full extent of the works undertaken is unknown and documentary evidence was not available at the time of the inspection. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to control the hazards and risk associated with breaches in compartmentation and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.</p> <p>BB7 will highlight any obvious breaches in compartmentation noted during the inspection and any other salient features that gives rise to serious concerns regarding the spread of fire in the building. It should be noted that a mechanical extract system is provided in the building most likely for extract from kitchens and or bathrooms. It should be ensured that suitable control measures are in place to stop products of combustion spreading from one compartment to another via the ductwork system associated with the extract system.</p> <p>As part of the refurbishment works being undertaken in the building the existing 'boxing in' of the pipework is being removed and replaced with non combustible metal cladding elements. From a visual inspection undertaken from the common areas the pipework where it breaches lines of compartmentation is adequately fire stopped, as there appears to be no work being carried out on the pipework itself the removal of the existing combustible elements of the 'boxing in' and subsequent replacement with non-combustible materials appears to be of benefit to the overall fire safety provision in the building.</p> <p>*Excerpt from the guidance document. Type 1 – Common parts only (non-destructive) "A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the FSO. The inspection of the building is non-destructive. But, as well as considering the arrangements for means of escape and so forth, the fire risk assessment includes examination of at least a sample of flat entrance doors. It also considers, so far as reasonably practicable, the</p>
	Recommendation:		<b>It should be noted that a mechanical extract system is provided in the building most likely for extract from kitchens and or bathrooms. It should be ensured that suitable control measures are in place to stop products of combustion spreading from one compartment to another via the ductwork system associated with the extract system.</b>
Q2	Are hidden voids appropriately enclosed and/or fire-stopped? (consider above suspended ceilings)	N/A	
	Comment:		<p>From visual inspection no issues were apparent. In particular</p> <ul style="list-style-type: none"><li>- there appeared to be no ceiling voids</li><li>- the electrical and plumbing service risers were fire-stopped at each floor level (see Q3).</li></ul>
	Recommendation:		
Q3	Are risers (shafts, ducts and cupboards) in the common area appropriately enclosed and/or fire-stopped?	N/K	
	Comment:		Cracks were noted between the electrical riser and the stair enclosure. The riser is fire-stopped at floor level with appropriate fire resitting materials.
	Recommendation:		
Q4	Is compartmentation maintained in the roof space?	N/A	
	Comment:		No roof space provided.
	Recommendation:		
Q5	Are electrics enclosed in fire rated construction? (Where necessary)	N	
	Comment:		See Q3.
	Recommendation:		
Q6	Is compartmentation maintained at electrical meter cupboards in flat walls?	Y	
	Comment:		See Q3.
	Recommendation:		
Q7	If required, are dampers provided? (Base of refuse chute, ductwork etc.)	N/K	
	Comment:		The shutter to the refuse chute was not designed to close automatically in the event of a fire.
	Recommendation:		<b>The shutter to the refuse chute was not designed to close automatically in the event of a fire. As the hoppers open directly into the stair lobbies, it is recommended that the existing shutter be replaced, e.g. with one which is fitted with a fusible link.</b>
Q8	Are wall and ceiling linings appropriate to limit fire spread?	N/K	

Quantity

Photo

1

1

	Comment:	The surface linings were concrete and masonry with a paint finish. It has been confirmed by Brent Housing Partnership that the surface linings have been tested for the presence of multiple layers of paint; the results of the test were not available at the time of the inspection. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to control the hazards associated with multiple layers of paint accumulating on walls and ceilings and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.	
	Recommendation:	Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to control the hazards associated with multiple layers of paint accumulating on walls and ceilings and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.	
Q9	Are soft furnishings in common areas appropriate to limit fire spread/growth?	N/A	
	Comment:	None were present during the site visit.	
	Recommendation:		
Q10	Are all other fire spread/compartmentation issues satisfactory?	Y	
	Comment:	No additional comments.	
	Recommendation:		
Q11	Are all other fire spread/compartmentation issues satisfactory?	N/K	
	Comment:	The building envelope will be clad in a rendered/panelled/brick slip type system. We have however not undertaken any opening up or destructive works and are therefore unable to comment on the presence of insulation, fire stopping arrangements or ratings which we recommend BHP investigate further.	
	Recommendation:	The building envelope will be clad in a rendered/panelled/brick slip type system. We have however not undertaken any opening up or destructive works and are therefore unable to comment on the presence of insulation, fire stopping arrangements or ratings which we recommend BHP investigate further.	
Q12	Are all other fire spread/compartmentation issues satisfactory?	Y	
	Comment:	No additional comments.	
	Recommendation:		
Q13	Are all other fire spread/compartmentation issues satisfactory?	N	
	Comment:	No additional comments.	
	Recommendation:		

Fire Extinguishing Appliances		Response	Quantity	Photo
R1	If required, is there reasonable provision of portable fire extinguishers?	Y		
	Comment:	None were provided or are considered necessary in the common areas. A CO <sub>2</sub> and two dry powder extinguishers were provided in the lift motor room. Their test labels were in date.		
	Recommendation:			
R2	Are all fire extinguishing appliances readily accessible?	Y		
	Comment:	No additional comments.		
	Recommendation:			

Other relevant systems and equipment		Response	Quantity	Photo
S1	If any other relevant systems / equipment is installed, state type of system and comment as necessary.	Y		
	Comment:	A dry rising main (DRM) is provided. The DRM appeared to be in working order; all outlets were secured with FB padlocks, and there did not appear to be any visible faults with the riser at the time of the inspection. It is understood that a regime of regular routine inspection and testing, including pressure testing, is in place.		
	Recommendation:			

Fire Safety Management		Response	Quantity	Photo
Procedures and Arrangements				
T1	Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures?	Y		
	Comment:	BHP has designated personnel in place to undertake the preventative and protective measures recommended in this report.		
	Recommendation:			



T2	Is there a suitable record of the fire safety arrangements?	Y	
	Comment:	BHP has a central database system where records are maintained.	
	Recommendation:		
T3	Are there appropriate procedures in place in the event of fire and are these documented?	Y	
	Comment:	An appropriate emergency action plan has been formulated and details have ben posted on every floor level in the building. Additional information given through. High rise fire guidance from LFB provided to all in October 2015.	
	Recommendation:		
T4	Are there suitable arrangements for calling the Fire Service, meeting them on arrival and providing relevant information?	Y	
	Comment:	As detailed in the emergency action plan.	
	Recommendation:		
T5	Are there suitable fire assembly points away from any risk?	N/A	
	Comment:	There is no requirement to provide a designated fire assembly point for a building adopting a stay put policy.	
	Recommendation:		
T6	Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?	N/A	
	Comment:	It is not considered necessary to provide disabled means of escape arrangements in the building. Where a stay put policy is employed in the building then any physically impaired person should be relatively safe within their own flat/s in event of fire elsewhere in the building.	
	Recommendation:		
T7	Are staff nominated and trained on the use of fire extinguishing appliances?	N/A	
	Comment:	There are no extinguishers located in the common areas of the building. Extinguishers are provided elsewhere in the building. BHP do not currently provide any training to staff.	
	Recommendation:	It is recommended that all employees employed to work in the building are given extinguisher training.	
T8	Are staff nominated and trained to assist in evacuation?	N/A	
	Comment:	The building management cannot be responsible for the evacuation of residents as there is no permanent management in place on the premises. It is recognised that the fire a rescue service will undertake evacuation procedures if required to do so.	
	Recommendation:		
T9	Is there appropriate liaison with the local Fire and Rescue Service?	Y	
	Comment:	BHP has a good working relationship with the fire service.	
	Recommendation:		
T10	Are routine in-house checks carried out? (control and indicating equipment normal, extinguishers in place and visible, lighting working, fire doors (frames/seals/closing), fastenings, final exits and escape routes clear)	Y	
	Comment:	Monthly inspections are undertaken by estate monitoring officers.	
	Recommendation:		
T11	Are all other fire safety management issues satisfactory?	Y	
	Comment:	No additional comments.	
	Recommendation:		

Training and Drills	Response	Quantity	Photo
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U1	Do staff receive adequate induction and annual refresher fire safety training? To include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm, location and use of fire extinguishers, calling the fire service.	N	
	Comment:	Fire safety training is not given.	
	Recommendation:	It is recommended that fire safety awareness training is given to all employees likely to frequent the building.	
U2	Are employees nominated to assist in the event of fire given additional training?	N/A	
	Comment:	The building management cannot be responsible for the evacuation of residents as there is no permanent management in place on the premises. It is recognised that the fire a rescue service will undertake evacuation procedures if required to do so.	
	Recommendation:		
U3	Are staff nominated and trained to use fire extinguishing appliances?	N/A	
	Comment:	See T7.	
	Recommendation:		
U4	Are fire drills carried out at appropriate intervals?	N/A	
	Comment:	There is no requirement to carry out fire drills in purpose built residential blocks adopting a stay put evacuation strategy.	
	Recommendation:		

Testing and Maintenance		Response		Quantity	Photo
V1	Is the fire alarm system tested weekly and periodically serviced?	N/A			
	Comment:	None provided			
	Recommendation:				
V2	Is the emergency lighting system tested monthly and annually?	N/K			
	Comment:	It has been confirmed by Brent Housing Partnership that it has an active testing and maintenance regime in place for the emergency escape lighting system. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to ensure the emergency escape lighting system is maintained in good working order and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.			
	Recommendation:				
V3	Are fire extinguishers serviced annually?	N			
	Comment:	See individual section for commentary.			
	Recommendation:				
V4	Are rising mains inspected six-monthly and tested annually?	N/K			
	Comment:	It has been confirmed by Brent Housing Partnership that it has an active testing and maintenance regime in place for the dry rising main system. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to ensure the dry rising main is maintained in good working order and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.			
	Recommendation:				
V5	Is the lightning protection system annually inspected and tested?	N/K			
	Comment:	It has been confirmed by Brent Housing Partnership that it has an active testing and maintenance regime in place for the lightning protection system. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to ensure the lightning protection system is maintained in good working order and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.			
	Recommendation:				
V6	Are all other systems serviced? (Consider fire-fighting lifts, sprinkler systems)	N/K			
	Comment:	It has been confirmed by Brent Housing Partnership that it has an active testing and maintenance regime in place for the Fireman's lifts. Brent Housing Partnership have been advised that it is their responsibility to confirm that suitable control measures have been applied to this block to ensure the Fireman's lifts is maintained in good working order and provide the appropriate documentary evidence in support of this fire risk assessment, if required to do so by the enforcing authorities.			
	Recommendation:	It is recommended that the boilers serving the block are serviced by a competent person at regular intervals and they are maintained in good working order.			

Records		Response		Quantity	Photo
W1	Is there a log book on the premises?	N/A			

	Comment:	Not required.
	Recommendation:	
W2	Are fire drills recorded?	N/A
	Comment:	Fire drills are not required in residential dwelling blocks adopting a stay put evacuation strategy.
	Recommendation:	
W3	Is fire training recorded?	N/K
	Comment:	None on site and no training provided see individual section.
	Recommendation:	
W4	Are fire alarm tests recorded?	N/A
	Comment:	There is no requirement to provided a fire warning and detection system in general purpose residential dwelling blocks.
	Recommendation:	
W5	Are emergency lighting tests recorded?	Y
	Comment:	BHP has a central database system where records are maintained.
	Recommendation:	
W6	Is testing/maintenance of any other fire protection systems recorded?	N/K
	Comment:	See S1.
	Recommendation:	

Any Other Information			Response	Quantity	Photo
X1	Are all issues deemed satisfactory? [1]	Y			
	Comment:		No additional comments.		
	Recommendation:				
X2	Are all issues deemed satisfactory? [2]	Y			
	Comment:		No additional comments.		
	Recommendation:				
X3	Are all issues deemed satisfactory? [3]	Y			
	Comment:		No additional comments.		
	Recommendation:				

Risk Ratings	
Y1	Likelihood of Fire:
Y2	Potential Consequences of Fire:
Y3	Premises Risk Rating
Y4	On satisfactory completion of all remedial works the risk rating of this building may be reduced to:

Medium
Moderate Harm
Moderate
Tolerable

## FIRE RISK ASSESSMENT

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:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

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:

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 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:

**Moderate 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 harmful: Outbreak of fire could foreseeably 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 likely to involve multiple fatalities.

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

**Moderate**

A suitable risk-based control plan should involve effort and 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 time table
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 that, although the purpose of this section is to place the 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.)





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Rt Hon Sajid Javid MP  
Department for Communities and Local Government  
2 Marsham Street  
London  
SW1P 4DF

13.07.2017

Dear Secretary of State

**Re: FIRE SAFETY IN TOWER BLOCKS**

The London Borough of Brent held its Council meeting on 10th July 2017. The main focus for discussion was Fire Safety in Tower Blocks, an issue which we take very seriously indeed.

The Council's own stock is not affected by ACM cladding though those of Registered Providers in the Borough are. A calm and very responsible approach has been adopted by ourselves and our partners in Housing Associations and the Fire Service. All of the Housing Association properties impacted are new builds and they have informed us that they have significant fire safety precautions such as sprinklers and smoke detection and extraction equipment installed, and so do not need to be decanted. The Registered Providers are committed to removing unsafe cladding.

However, though the council's own high rise stock is not impacted by ACM and the London Fire Brigade have confirmed that all of our fire safety arrangements in high rise blocks are compliant with legislative standards, it is older and does not have sprinklers or smoke alarms routinely fitted. In the light of recent events, the Council has agreed to undertake further fire safety works in our high rise stock over the course of the next year and has estimated the cost to be in the region of £10m. This will bring us to a standard of best practice as opposed to compliance with legal standards and is in addition to the £10m that has been invested in fire safety over the past 4 years, demonstrating how we have prioritised fire safety to date.

The funding of these improvements needs careful consideration. The Council will reach its Housing Revenue Account (HRA) borrowing cap for capital purposes in 2018/19. You will already be aware that your department's policy of reducing social housing rents by 1% per year until 2020 has put councils' HRAs under considerable strain - the cost of this policy change in Brent is in aggregate £23.3m to 2020. The impact of your department's policy on high value voids will also increase that pressure. The Council does not believe that social housing tenants should have to pay for these improvements to the stock through a de-prioritisation of both planned and reactive repair and maintenance works. For example £10m equates to 40 new homes or the replacement of 4000 boilers. As such, the Council resolved

to request the Government to provide the direct financial support to meet the costs incurred. This letter acts as our official request.

Looking forward and in the spirit of bringing to the fore issues aligned to this matter we raise that of permitted development. The Council is very concerned about the level of permitted development in the Borough. Whilst this was obviously brought about with the intention of increasing housing supply it does so with no recourse to the full and proper planning process. We will be concerned that people are living in converted office blocks for which design and safety standards are nowhere near as high as properties that have been through the full planning process. Prior approval will not consider levels of affordability nor indeed space standards and this is compromising the regeneration and safety of our communities. This has all the hallmarks of a future tragedy in the making if the proper governance, like that for all other planning applications, is not put in place. We strongly recommend that government revoke permitted development rights.

The Council also undertakes significant levels of enforcement against rogue private sector landlords. Indeed our work has been recognised as best practice and previous CLG Ministers have been present for raids that we have undertaken. It is of serious concern that the levels of overcrowding and lack of safety and, in some instances, homes that are not fit for human habitation are not more heavily regulated. The council believes that selective licensing is the best way to identify all privately rented sector properties in the Borough, making it easier to engage with the owners and to regulate the sector, including ensuring that all fire safety standards are met. Again we would ask Government to seriously consider reverting back to allowing councils that meet the criteria for the introduction of selective licensing to designate an area without confirmation from the Secretary of State. We shall be submitting an application for selective licensing next month and would ask that these wider considerations are fully taken into account when you determine the application.

And finally, of the (now) 8 buildings in Brent that have failed cladding, the majority have been nowhere near Brent's Building Control service. We are aware that one large Registered Provider only ever uses the same Building Control service nationally. This creates close relationships and has broken the impartiality and objectiveness of a regulatory service that is mandated within a Borough and in our view has compromised safety. We urge you to consider tightening regulation around Building Control to ensure that more transparent impartiality and objectivity, and so higher standards of safety, are returned.

As a Borough, the development of new housing and affordable housing remains our main priority. We are ambitious in our plans. In the past 4 years the number of new homes in the borough has increased by 6097. You mentioned in your speech to the LGA conference last week that you would like to meet and discuss plans with ambitious councils. We would be delighted to meet with you and look forward to hearing from you.

Yours sincerely,



Cllr Muhammed Butt  
Leader Brent Council



Carolyn Downs  
Chief Executive



Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ

Enter Name & Address here and then  
remove grey fill colour

[www.bhphousing.co.uk](http://www.bhphousing.co.uk)  
[info@bhphousing.co.uk](mailto:info@bhphousing.co.uk)

Dear Resident

Re: Fire safety update

Following the recent tragic fire at Grenfell Tower, we have received a lot of questions from residents about fire safety in your blocks and in your homes. I understand your concerns and would like to reassure residents that your safety is our priority. We have tried to respond to all your enquiries and have met residents at several meetings around the borough in the last few weeks. I am now writing to all our residents to make sure you are all aware of how seriously we take our fire safety responsibilities, and to inform you of the steps we are taking to continue to keep your homes safe.

We have enclosed a list of Frequently Asked Questions (FAQs), summarising the fire safety enquiries we have received over the last few weeks. Please read this document and share it with other members of your household so that everyone is aware of the importance of fire safety issues. In particular please note the item about not leaving buggies, bicycles and other items in communal areas. It is essential that all communal areas are kept completely clear so they can be used in the event of a fire. We have instructed all BHP staff and contractors to remove immediately any items that are left in communal areas. No notice will be given before removal, and the cost of recovery and storage will be payable if you want to reclaim the item. I hope you will appreciate why this measure is necessary in order to ensure the safety of all our residents.

We have understandably received several enquiries from residents about cladding on the outside of blocks and I can confirm that no council block has the type of cladding that was used on Grenfell Tower or any Aluminium Composite Material (ACM), which has been the subject of recent Government tests. Some of our blocks have external wall insulation panels that are completely safe, but if you would like more information about your block please contact our fire safety team who can provide more information about where you live.

As tenants and leaseholders have indicated that it would be helpful we are arranging drop-ins in all areas with high-rise blocks over the next two months, so that the residents of high-rise blocks can raise and discuss fire safety issues at the most local level possible with appropriate representatives including the London Fire Brigade. A further letter will follow for all residents of high-rise blocks to confirm the times and locations of the drop-ins near you.

BHP is already doing everything we can to make your home safe, and since 2012 we have invested almost £10million in fire safety works including replacement doors, fire separation between communal areas and dwellings, signage and emergency. BHP will also immediately review our fire management procedures in line with any recommendations made as a result of the public enquiry or changes to national fire safety advice but we are not waiting for the Government to make legislative changes.

At a meeting of Brent's Full Council on Monday (July 10) councillors voted to earmark £10million for a programme of enhanced fire safety measures in high rise blocks such as sprinklers, smoke detectors and fire alarms. Now that this funding has been agreed in principle, officers have started the detailed work to draft a report outlining the full programme and schedule of works which will be discussed in the autumn. We will keep you informed as things progress.

In the meantime, if you still have any concerns about your property regarding fire safety, please do get in touch with us by emailing [firesafety@bhphousing.co.uk](mailto:firesafety@bhphousing.co.uk) or phone 020 8937 2486.

Yours faithfully

A handwritten signature in black ink, appearing to be 'P.P. Hakeem Osinaike', written in a cursive style.

P.P. Hakeem Osinaike  
Operational Director of Housing

Brent Housing Partnership is committed to providing Best Value services to achieve continued customer satisfaction. Please contact the named officer on the letter should you require a translated copy.

### **Somali**

Iskaashiga Guriyeenta Brent waxaa ka go'an in bixinta adeegyada Value Best si ay u gaaraan qancinta macaamiisha sii. Fadlan la xiriiir sarkaalka ku magacaaban warqadda waa in aad u baahan tahay nuqul ka turjumay.

### **Tamil**

ப்ரெண்ட் வீடமைப்பு கூட்டு தொடர்ந்து வாடிக்கையாளர் திருப்தி அடைய சிறந்த மதிப்பு சேவைகள் அளிக்க கடமைப்பட்டுள்ளோம். கடிதம் நீங்கள் மொழிபெயர்க்கப்பட்ட நகலை தேவைப்படும் வேண்டும் பெயரிடப்பட்டது அதிகாரி தொடர்பு கொள்ளவும்.

### **Urdu**

برنٹ ہاؤسنگ پارٹنرشپ مسلسل گاہکوں کی اطمینان کے حصول کا بہترین کی قیمت کی خدمات فراہم کرنے کے لئے مصروف عمل ہے۔ خط آپ ترجمہ شدہ کاپی کی ضرورت چاہئے پر نام ظاہر افسر سے رابطہ کریں۔

### **Arabic**

وتلتزم الشراكة الإسكان برنت لتوفير أفضل الخدمات القيمة لتحقيق استمرار رضا العملاء. يرجى الاتصال ضابط اسمه على الرسالة يجب عليك الحصول على نسخة مترجمة.

### **Albanian**

Brent Partneriteti Strehimi është e angazhuar për ofrimin e shërbimeve më të mira Vlera për të arritur kënaqësinë e vazhdueshme të konsumatorëve. Ju lutemi të kontaktoni zyrtarin emrin në letër duhet të ju kërkojnë një kopje të përkthyer.

### **Farsi**

برنت مسکن مشارکت به ارائه بهترین خدمات را برای دستیابی به رضایت مشتری ادامه متعهد است. لطفاً افسر به نام در نامه اگر شما نیاز به یک نسخه کپی شده تماس بگیرید.

### **Gujarati**

બ્રેન્ટ હાઉસિંગ ભાગીદારી સતત ગ્રાહક સંતોષ મેળવવા માટે શ્રેષ્ઠ કિંમત સેવાઓ પૂરી પાડવા માટે પ્રતિબદ્ધ છે. અક્ષર તમે અનુવાદિત કોપિ જરૂર કરીશું નામ અધિકારી સંપર્ક કરો.

### **Punjabi**

Brent ਹਾਊਸਿੰਗ ਪਾਰਟਨਰਸ਼ਿਪ ਜਾਰੀ ਗਾਹਕ ਸੰਤੁਸ਼ਟੀ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਵਧੀਆ ਮੁੱਲ ਸੇਵਾ ਪ੍ਰਦਾਨ ਕਰਨ ਲਈ ਵਚਨਬੱਧ ਹੈ. ਪੱਤਰ 'ਤੁਹਾਨੂੰ ਇੱਕ ਦਾ ਅਨੁਵਾਦ ਕਾਪੀ ਦੀ ਲੋੜ ਹੈ ਤੇ ਨਾਮ ਅਧਿਕਾਰੀ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਜੀ.



### **Frequently Asked Questions: Fire Safety**

**Q: Has BHP checked all its high rise blocks for fire safety?**

*A: Brent Housing Partnership (BHP) would like to reassure all our residents that fire safety is a number one priority. All high rises blocks have a Fire Risk Assessment (FRA) completed every year. Every high-rise block was checked in March-May 2017.*

**Q: Have other blocks been checked as well?**

*A: Yes any block/property that has a shared common area has a regular FRA completed in line with the fire orders and local government guidance documents. These properties include all high, medium and low rise blocks and converted street properties where there is a shared entrance. For properties that are not high-rise, the FRA is completed every two years.*

**Q: what happens after the Fire Risk Assessment (FRA) is completed?**

*A: The FRA assesses the risk of fire and recommends actions for the landlord to take to reduce the risk. BHP manages a programme of works identified in the FRAs to make sure the works are completed in line with the recommended timelines from the FRA.*

**Q: What has BHP done in response to the Grenfell tower incident?**

*A: All high rise blocks are checked monthly by the Estate Inspectors. Following the Grenfell Tower fire all high rise blocks were visited by our Estate Inspectors to identify and report any further actions required that may have occurred since the FRA was completed. All further actions identified are being managed through our remedial works programme. Please anticipate notifications to be sent if your particular property needs a repair, e.g. front door requires repairing or replacing.*

*We have continued to work and liaise closely with the London Fire Brigade on any updates to guidelines on evacuating buildings.*

*We have set up a dedicated Fire Safety phone number 020 8937 2486 and a dedicated email box [firesafety@bhphousing.co.uk](mailto:firesafety@bhphousing.co.uk) so that residents can contact us with any inquiry or concern about fire safety.*

**Q: What else is BHP doing to minimise fire risk?**

*A: We carry out regular fire safety checks and this is ongoing. Further support and resources have been implemented to continue to complete works identified as required within the fire risk assessments.*

*A: We have met residents at local meetings to discuss fire safety and we are arranging drop-in sessions for high-rise residents. You will receive more information in your area about these drop-ins.*

**Q: What do residents do in the event of a fire?**

*A: Please check your local signage for fire safety advice in relation to your specific block and familiarise yourself with safety advice from the London Fire Brigade (LFB) <http://www.london-fire.gov.uk/>. Please do not use the lifts in the event of a fire.*

**Q: Who is responsible for electrical appliances inside my home?**

*A: It is residents' responsibility to ensure that portable appliance testing (PAT) is carried out and that appliances are gas safe.*

**Q: What can I do as a resident to help maintain a safe environment where I live?**

*A: Within your property: Check to make sure that all electrical items are turned off and unplugged when not in use. Do not leave appliances used for cooking unattended at any time. Replace any items that expose live wires or faulty when in use. Check your fire detection alarms.*

*A: Within your block: Be vigilant to fire risk. If you think something will be a fire risk, remove it. Ensure that all communal areas including escape routes and fire exits are kept clear at all times. If you identify a broken fire door or other issue that may be a fire hazard, report it to the fire safety team immediately.*

*A: On your estate: Always park considerately so that your vehicle does not obstruct access for fire engines. Take notice of any yellow lines and signs advising you of emergency access, so that emergency service vehicles can reach the building quickly if needed. And remind your visitors too.*

*A: Evacuation plan: think about how you would get out if there is a fire in your home. If you cannot get out unaided or would have difficulty with stairs, let us know so we can send you more information on Personal Emergency Evacuation Plans. For more information contact [firesafety@bhphousing.co.uk](mailto:firesafety@bhphousing.co.uk)*

**Q: Is it safe to leave items such as buggies and bicycles in the communal area?**

*A: No, you cannot leave any items in the communal areas. These following areas are to be kept clear **at all times** to allow for safe evacuation and so that the fire brigade have clear access if needed:*

- Corridors
- Stairwells
- Escape routes
- Fire exit doors

**Q: What will happen to items left in communal areas?**

*A: To ensure communal areas are kept safe and to reduce the risk of fire, any items left in communal areas will be removed without notice.*



**Q: Will you be putting sprinklers in blocks that don't have them?**

*A: The Government has announced a full public inquiry into the Grenfell Tower fire to get a full understanding of what went so wrong and how similar tragedies can be prevented in the future. However, we are not just going to wait for this review to conclude before we do anything. Councillors have earmarked £10million for a programme of enhanced fire safety measures in high rise blocks including sprinklers. Now that this funding has been agreed, officers have started the detailed work to draft a report outlining the full programme and schedule of works which will be discussed in the autumn. Once the public inquiry findings are known we will review and, if needed, amend our fire management process and strategy accordingly.*

**Q: Will you be installing emergency lighting on our estates?**

*A: Yes - where additional lighting is recommended in the Fire Risk Assessment for your block, the lighting will be installed within the timescale recommended.*

**Q: My high rise block has cladding, is it safe?**

*A: None of the BHP high rise blocks have any cladding installed. Only the blocks in Watling Gardens has External Wall Insulation (EWI) as part of the Rockwool System which is a non-combustible mineral wool material that would not promote the spread of flames externally and is in compliance with current British standards. The EWI used at Watling Gardens is completely different to the cladding used at Grenfell Tower. As it is mechanically fixed to the wall of the building and is encapsulated with two coats of cement based product which is incombustible.*

**Q: I live in a high-rise block, where can I find out more about fire safety?**

*A: BHP are arranging drop-in sessions for high-rise residents. You will receive more information in your area about these drop-ins.*

**Q: .How can I report a fire safety problem in my block?**

*A: Email [firesafety@bhphousing.co.uk](mailto:firesafety@bhphousing.co.uk) or phone 020 8937 2486*