

Fire Risk Assessment *for* Southern Housing Group

at

WCKLANEBLK2

Ducketts Apts Flats 5-12
Bow
London

E3 2NA

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SECTION ONE

ASSESSMENT SUMMARY

INTRODUCTION

1.1 Safety policy

It is the policy of Southern Housing Group to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The Company will provide and maintain safe working conditions, equipment and systems of work for all employees and to provide such information training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

1.2 Fire Risk Assessment Report Guidance

Testing

This Risk Assessment is only effective once all the Actions have been carried out and provided that no alterations to the layout of the premises or its processes have taken place since the assessment.

1.3 Relevant Fire Safety Legislation

- The following standards are referred to in this document (list not exhaustive).HSE Approved Code of Practice (ACOP) document L137 "Safe maintenance, repair and cleaning procedures".
- Regulatory Reform (Fire Safety) Order 2005
- British Standard BS5839 Part 1 (2002) "Fire Detection and Alarm Systems for Buildings".
- British Standard BS5266 Part 8 (2008) "Code of Practice for the Emergency Lighting of premises".
- British Standard BS5306 Part 8 (2000) "Code of Practice for the Selection and Installation of Portable Fire Extinguishers".
- In this report the term *fire resistant* means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476: Parts 20-23 (1987) achieve a minimum 30 minutes standard of fire-resistance, unless otherwise stated.
- Where reference is made to "Notices and Signs", they should be installed in accordance with the recommendations contained in BS5499: Part 1 (2002), Graphical symbols and signs. Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout, or a similar equivalent standard.

1.4 Fire Risk Assessors

Southern Housing Group employs its own team of fire risk assessors, they are appointed following satisfactory demonstration of the qualifications below:

- A member of the Institution of Fire Engineers or equivalent

- Can evidence continuing professional development
- Able to demonstrate competency as an assessor by belonging to a Body Registration scheme or Certification by a Certification Body that is UKAS accredited

1.5 Review

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 or if required to following enforcement action from a fire safety enforcing authority.

Assessment Summary

Site Address:	Ducketts Aptmts Flats 5-12,Bow,London,		
Ownership:	Block		
Date Due:	13/02/2021		
Date Assessed:	17/02/2021		
Risk Score	6		
Risk Description	Action required within 3 months.		
Validated By	shgroup\jonathan.simic		
Surveyed By	SHG - David Aston		
Assessment Notes:	Its recommended that this type 1 FRA is reviewed in 1 year unless there is a material change to the building, occupant characteristics, or there is a fire in the building.		

SECTION TWO

SIGNIFICANT FINDINGS

The significant findings of a fire risk assessment are the actions that have been or will be taken by the responsible person pursuant to the Regulatory Reform (Fire Safety) Order 2005 (RRO). This will detail the preventative and protective measures that have been or will be taken to secure the safety of relevant persons as defined in article 2 of the RRO.

The preventative and protective measures consist of:

- Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the
 - premises;
 - Measures in relation to the means of escape from the premises;
 - Measures for securing that, at all material times, the means of escape can be safely and
 - effectively used;
 - Measures in relation to the means for fighting fires on the premises;
 - Measures in relation to the means for detecting fire on the premises and giving warning in
 - case of fire on the premises; and
 - Measures in relation to the arrangements for action to be taken in the event of fire on the
 - premises, including;
 - (i) measures relating to the instruction and training of employees; and
 - (ii) measures to mitigate the effects of the fire.

SECTION THREE

RISK ASSESSMENT: SUMMARY BY AREA

Risk Assessment: Summary by Area

Area	Risk Category	Question	N/A	Answer	Risk	Action Due	Notes
All Areas	01. Buildings	01. Who is the Responsible Person?	No	CEO - SHG	Non-Scoring		
All Areas	01. Buildings	02. Person Consulted on Site?	No	Unaccompanied visit	Non-Scoring		
All Areas	01. Buildings	03. Building Description.	No	4-storey purpose-built general needs residential block with 8 self-contained flats, 2 flats per floor. The upper floors are served by a single protected staircase, with the final exit door discharging into an enclosed yard, used for vehicle parking and a cycle shed. There are secure gates that lead from the yard to the street. Each flat entrance door opens directly into the staircase enclosure. There is a dry riser inlet outside the main entrance, beneath a manhole cover. Mains-operated smoke detectors were noted in	Non-Scoring		

flats 12 & 11.

All Areas	01. Buildings	04. Approximate Age and Construction.	No	Built in approx. 2006. Of traditional brick and concrete construction, with a flat roof. There is a small amount of timber cladding on the external walls.	Non-Scoring		
All Areas	01. Buildings	05. What is the evacuation strategy for the building?	No	Stay Put	Low (4)	08/02/2022	
All Areas	01. Buildings	06. Is the building easily accessible to fire appliances?	No	Yes	No Risk (2)	08/02/2024	A fireman's drop-down key box is also installed for easy fire service access, this was serviceable at the time of assessment.
All Areas	02. Occupants	01. Are there any vulnerable residents who may be considered at risk?	No	No	No Risk (0)	08/02/2024	None noted during assessment or advised by SHG prior to assessment. No PEEPS were in fire documents box at the time of assessment.
All Areas	02. Occupants	02. Have individual person centred fire risk assessments been completed for appropriate residents?	No	N/A	No Risk (0)	08/02/2024	
All Areas	02. Occupants	03. Are there any known hoarders?	No	No	No Risk (2)	08/02/2024	
All Areas	02. Occupants	04. Is there provision for making the occupant and premises information available to the Fire Service on arrival?	No	Yes	No Risk (0)	08/02/2024	A fire safety documents box is in the ground floor staircase lobby. Relevant tenant information - pin codes - log books – PEEPs - PCFRAs - emergency numbers etc.

All Areas	02. Occupants	05. Is there a formal Management procedure to control the activities of Contractors?	No	Yes	No Risk (0)	08/02/2024	can be stored in this box by the HSM for fire service attention.
All Areas	03. Sources of Ignition	01. Is there evidence of smoking in the communal areas?	No	No	No Risk (1)	08/02/2024	
All Areas	03. Sources of Ignition	02. Are periodic mains electrical inspections carried out?	No	Yes	No Risk (2)	08/02/2024	It was confirmed by SHG that the fixed electrics in the common areas are being maintained in accordance with BS 7671 and that the current certificate is valid.
All Areas	03. Sources of Ignition	03. Is electrical equipment kept well away from combustible materials?	No	Yes	No Risk (2)	08/02/2024	Electric cupboards/risers were clear of combustible materials at the time of assessment.
All Areas	03. Sources of Ignition	04. Are portable electrical appliances subject to regular PAT testing?	No	N/A	No Risk (0)	08/02/2024	No portable electrical appliances noted in the common areas.
All Areas	03. Sources of Ignition	05. Is there a lightning conductor to earth?	No	N/A	No Risk (0)	08/02/2024	
All Areas	04. Sources of Fuel and Oxygen	01. Is general housekeeping satisfactory?	No	Yes	No Risk (2)	08/02/2024	
All Areas	04. Sources of Fuel and Oxygen	02. Are there any wall or ceiling hangings present?	No	Yes	No Risk (2)	08/02/2024	Fire resisting tamperproof notice board is hung in entrance foyer.
All Areas	04. Sources of Fuel and Oxygen	03. If combustible materials are in evidence are they stored	No	Yes	No Risk (0)	08/02/2024	Combustible materials were not being stored in the escape routes at the

		appropriately and away from escape routes?					time of assessment, there is no cleaners' cupboards in the escape routes.
All Areas	04. Sources of Fuel and Oxygen	04. Are waste materials placed in designated containers outside and away from the building?	No	Yes	Low (4)	08/02/2022	Suitable facilities are provided for the storage of refuse away from the building.
All Areas	04. Sources of Fuel and Oxygen	05. Is the gas equipment serviced and maintained by a competent engineer?	No	N/A	No Risk (0)	08/02/2024	SHG advised that they are not responsible for the maintenance of the gas boilers inside Shared owners/lease holders' flats. SHG should however put a procedure in place to request copies of lease/home owners gas certs annually to ensure the safety of all the residents in the building. A suitable Management procedure is in place for tenants identified as using medical gases in their flats, labels would be displayed on the flat entrance door or close by or info placed in fire documents box.
All Areas	04. Sources of Fuel and Oxygen	06. Are there procedures in place to inform the Fire Service of oxygen cylinders on site?	No	Yes	No Risk (2)	08/02/2024	
All Areas	05. Structural Features	01. Structural features that will allow the rapid spread of fire and smoke have appropriate controls?	No	Yes	No Risk (2)	08/02/2024	
All Areas	05. Structural Features	02. Are fire escape routes adequately protected?	No	Yes	No Risk (2)	08/02/2024	

All Areas	05. Structural Features	03. Is fire stopping between compartments satisfactory?	No	Yes	No Risk (2)	08/02/2024	
All Areas	05. Structural Features	04. Has there been appropriate Building Control approval for any recent building alterations?	No	N/A	No Risk (0)	08/02/2024	No recent alterations have been carried out in the common areas.
All Areas	06. Means of Escape	01. Are travel distances considered to be acceptable?	No	Yes	No Risk (1)	08/02/2024	
All Areas	06. Means of Escape	02. Are all escape routes and fire exits free from obstruction?	No	Yes	No Risk (2)	08/02/2024	
All Areas	06. Means of Escape	03. Are floor and stair surfaces in good condition and free from trip and slip hazards?	No	Yes	No Risk (2)	08/02/2024	
All Areas	06. Means of Escape	04. Are there sufficient fire exits to enable people to evacuate safely?	No	Yes	No Risk (1)	08/02/2024	
All Areas	06. Means of Escape	05. Are all fire resisting doors in good condition?	No	Yes	No Risk (2)	08/02/2024	
All Areas	06. Means of Escape	06. Are flat entrance doors compliant with BS476-22?	No	Yes	No Risk (2)	08/02/2024	Flat 11 - 12 entrance doors were inspected during this assessment, 44mm thick nominal fire door installed. Hung on 3 hinges, intumescent strips and cold smoke seals fitted with double chain perco closers fitted operating as designed. All flats in the block appear to be of the same spec.

All Areas	06. Means of Escape	07. Are any security grilles fitted to flat front doors?	No	No	No Risk (0)	08/02/2024	
All Areas	06. Means of Escape	08. Do the electrical intake cupboards in the common areas provide the necessary levels of fire resistance?	No	Yes	No Risk (1)	08/02/2024	
All Areas	06. Means of Escape	09. Are all final exits and intermediate doors easily openable from the inside without the use of a key or code?	No	Yes	No Risk (2)	08/02/2024	Push button exit buttons installed, manual door opening devices have also been installed
All Areas	06. Means of Escape	10. Do all final exits lead to a place of safety?	No	Yes	No Risk (1)	08/02/2024	
All Areas	06. Means of Escape	11. Are external escape staircases and balconies inspected on a regular basis?	No	N/A	No Risk (0)	08/02/2024	There are no external staircases or escape balconies in the communal areas.
All Areas	06. Means of Escape	12. Are all cupboards and storerooms locked shut at all times when not in use?	No	Yes	No Risk (1)	08/02/2024	
All Areas	06. Means of Escape	13. Are cables situated in the escape routes in fire resisting cable trays?	No	N/A	No Risk (0)	08/02/2024	No surface mounted cables noted in the escape routes.
All Areas	06. Means of Escape	14. Where necessary are refuges provided for persons with mobility impairments?	No	N/A	No Risk (0)	08/02/2024	
All Areas	07. Lighting	01. Are all escape routes provided with adequate artificial lighting?	No	Yes	No Risk (1)	08/02/2024	
All Areas	07. Lighting	02. Is emergency lighting provided in the premises?	No	Yes	No Risk (1)	08/02/2024	

All Areas	07. Lighting	03. Is emergency lighting provided at all changes of direction and level?	No	Yes	No Risk (1)	08/02/2024		
All Areas	07. Lighting	04. Is emergency lighting provided to illuminate firefighting equipment and fire alarm call points?	No	N/A	No Risk (0)	08/02/2024		
All Areas	07. Lighting	05. Is emergency lighting provided on external escape routes?	No	No	Low (4)	08/02/2024		
All Areas	07. Lighting	06. Is the emergency lighting system tested and maintained in accordance with BS5266?	No	Yes	No Risk (2)	08/02/2024	It was confirmed by SHG that the emergency lighting system is being maintained, annual 3 discharge test and 3 monthly flick tests in line with SHG testing regime. Directional signage not deemed necessary for this simple building with a single staircase/exit.	
All Areas	08. Signs and Notices	01. Are there sufficient fire exit signs identifying the escape routes and exits from the building?	No	Yes	No Risk (1)	08/02/2024		
All Areas	08. Signs and Notices	02. Are fire doors provided with appropriate signs?	No	No	Low (4)	08/02/2022		
All Areas	08. Signs and Notices	03. Are instructions for opening final exit doors clear and adequate?	No	Yes	No Risk (1)	08/02/2024		
All Areas	08. Signs and Notices	04. Are general fire action notices displayed and reflect the evacuation strategy for the building?	No	Yes	No Risk (1)	08/02/2024		
All Areas	08. Signs and Notices	05. Are "do not use lift in case of fire" signs displayed adjacent to all lift doors?	No	N/A	No Risk (0)	08/02/2024		No lift on site

All Areas	08. Signs and Notices	06. Is there "No Smoking" signage provided?	No	Yes	No Risk (1)	08/02/2024	
All Areas	09. Fire Alarms and Detection	01. Is a fire alarm and detection system required in the communal areas of the premises?	No	No	No Risk (1)	08/02/2024	
All Areas	09. Fire Alarms and Detection	02. Is a fire alarm and detection system installed in communal areas of the building?	No	Yes	No Risk (2)	08/02/2024	Part 6 mains wired smoke alarms are installed in the staircase at all levels
All Areas	09. Fire Alarms and Detection	03. Are all fire alarm call points unobstructed, clearly visible and signed?	No	N/A	No Risk (0)	08/02/2024	
All Areas	09. Fire Alarms and Detection	04. Are sufficient sounders provided to give adequate warning?	No	Yes	No Risk (1)	08/02/2024	
All Areas	09. Fire Alarms and Detection	05. Is there only one sound for the fire alarm system?	No	Yes	No Risk (1)	08/02/2024	
All Areas	09. Fire Alarms and Detection	06. Is the the fire alarm panel conveniently located for Fire Service access?	No	N/A	No Risk (0)	08/02/2024	
All Areas	09. Fire Alarms and Detection	07. Is the fire alarm system tested and maintained in accordance with BS5839?	No	Yes	No Risk (2)	08/02/2024	It was confirmed by SHG that the fire alarm system is being maintained quarterly in line with SHG testing regime.esting regime.
All Areas	10. Fire Fighting Equipment	01. Are fire extinguishers provided in the communal areas of the building?	No	No	No Risk (2)	08/02/2024	
All Areas	10. Fire Fighting Equipment	02. Are the provisions for smoke ventilation adequate for the building?	No	Yes	No Risk (2)	08/02/2024	Smoke ventilation is provided by manual opening windows in the

							staircases
All Areas	10. Fire Fighting Equipment	03. Are sprinklers or other fire suppression systems installed in the building?	No	N/A	No Risk (0)	08/02/2024	
All Areas	10. Fire Fighting Equipment	04. When a dry rising main is installed are outlet valves strapped and secured?	No	N/A	No Risk (0)	08/02/2024	There is no dry rising main installed.
All Areas	10. Fire Fighting Equipment	05. Are fire hydrants clearly marked and accessible by the Fire Service?	No	Yes	No Risk (2)	08/02/2024	
All Areas	10. Fire Fighting Equipment	06. All fire fighting equipment and installations are regularly tested and maintained?	No	Yes	No Risk (2)	08/02/2024	There is no firefighting equipment and installations installed in this simple building.
All Areas	11. Management of Fire Safety	01. Is a suitable emergency fire plan in place for the premises?	No	Yes	No Risk (1)	08/02/2024	Stay put notices displayed
All Areas	11. Management of Fire Safety	02. Are residents aware of the fire procedure for the premises?	No	Yes	No Risk (1)	08/02/2024	All residents are made of the fire procedure for the building, its understood that fire safety advise, and the evacuation strategy is included in the tenancy pack/letter. Fire action notices are also displayed that underpin the evacuation strategy.
All Areas	11. Management of Fire Safety	03. Are regular in house fire safety inspections carried out by staff and recorded?	No	No	Medium (6)	08/05/2021	

All Areas	11. Management of Fire Safety	04. Are fire evacuation assembly areas in safe locations?	No	Yes	No Risk (2)	08/02/2024	A designated assembly point is not deemed necessary in this building adopting a stay put evacuation strategy. Any persons that have evacuated the building in a fire situation should call 999 and not re-enter the building until the fire service has confirmed that it is safe to do so.
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SECTION FOUR

ACTION SUMMARY

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

No risk

Low risk

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.

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:

Unlikely (1) Likely (2) Very Likely (3)

- (1) **Unlikely:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
 - Only likely to occur once in a lifetime.
- (2) **Likely:** 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).
 - Could occur within a year.
- (3) **Very Likely:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
 - Could occur within a month.

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:

No risk Low Medium Significant Extreme

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

- (1) **Low:** 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).
 - Negligible or light smoke inhalation only.
- (2) **Medium:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
 - Light/Heavy smoke inhalation
- (3) **Significant:** Significant potential for serious injury of one or more occupants.
 - Heavy smoke inhalation risk of burns
- (4) **Extreme:** High potential for serious injuries or death of one or more occupants

Severity	1 Low	2 Moderate	3 Significant	4 Extreme
Likelihood				
1 Unlikely	No risk	No risk	Low risk, action within 12 months	Low risk, action within 12 months
2 Likely	No risk	Low risk, action within 12 months	Medium risk action within 2 months	Medium Risk action within 2 months
3 Very likely	Low risk, action within 12 months	Medium risk action within 2 months	High risk action within 7 days	Critical action immediately

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

No Risk Low Risk Medium Risk High Risk Critical

Risk level (hazard X harm)	Action and Timescale
No risk	No action is required and no detailed records need be kept.
Low Risk	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Medium Risk	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.
High Risk	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.
Critical	Building (or relevant area) should not be occupied until the risk is reduced.

Risk Assessment: Action Summary

Area	Risk Category	Action	Risk	Due Date	Complete Date
All Areas	07. Lighting	The emergency escape lighting should be tested and maintained in accordance with BS5266 with results recorded.	Medium (6)	14/05/2020	29/04/2020
All Areas	06. Means of Escape	Flat entrance doors should be replaced with FD30s self-closing fire doors.	Medium (6)	14/05/2020	18/11/2020
All Areas	09. Fire Alarms and Detection	Consider removal of the fire alarm system from the communal areas of the building.	No Risk (1)	17/02/2024	
All Areas	06. Means of Escape	Remove key locks from the final exit doors and provide thumb turn locks.	Medium (6)	14/05/2020	
All Areas	07. Lighting	Extend the existing emergency lighting system to cover the following areas:	Low (4)	17/02/2024	
All Areas	08. Signs and Notices	Self-closing fire doors should be signed "fire door keep shut".	Low (4)	17/02/2022	
All Areas	11. Management of Fire Safety	Ensure that regular "in house" fire safety inspections are carried out and recorded.	Medium (6)	17/05/2021	

SECTION FIVE

ACTION DETAILS

Action Details

Area	All Areas
Risk Category	07. Lighting
Action	The emergency escape lighting should be tested and maintained in accordance with BS5266 with results recorded.
Priority Number	2
Risk	Medium (6)
Originally Due	14/05/2020
Risk Now Due	14/05/2020
Risk Acknowledged Date	29/04/2020
Work Start Date	29/04/2020
Completion Due Date	14/05/2020
Completed date	29/04/2020
Relationship	Carried Over (Complete)
Quantity	1.00

Actions Notes

Action

There were no records available to view for the testing and maintenance of the emergency lighting in accordance with BS 5266-8. Untested emergency lighting may fail if not maintained.

Reassigned

cert uploaded job closed

Documents

Action Details

Area	All Areas
Risk Category	06. Means of Escape
Action	Flat entrance doors should be replaced with FD30s self-closing fire doors.
Priority Number	2
Risk	Medium (6)
Originally Due	14/05/2020
Risk Now Due	14/05/2020
Risk Acknowledged Date	20/02/2020
Work Start Date	20/02/2020
Completion Due Date	14/05/2020
Completed date	18/11/2020

Relationship	Carried Over (Complete)
Quantity	1.00

Actions Notes

Action

No access was made to the flats as tenants were either not answering or not at home. Its recommended that a fire door survey is carried out confirm that all the flat entrance doors are compliant with BS476-22.

Reassigned

Sent to Martin Reece to survey

Bulk update of status

Reassigned

Door Survey attached

Documents

Action Details

Area	All Areas
Risk Category	09. Fire Alarms and Detection
Action	Consider removal of the fire alarm system from the communal areas of the building.
Priority Number	4
Risk	No Risk (1)
Originally Due	14/05/2020
Risk Now Due	17/02/2024
Risk Acknowledged Date	13/05/2020
Work Start Date	
Completion Due Date	17/02/2024
Completed date	
Relationship	Carried Over (In Progress)
Quantity	1.00

Actions Notes

Action

The part 6 fire alarm system currently installed should remain as a compensatory measure until all the actions, especially the actions for balconies and cladding to the adjoining buildings have been closed out. The building fire evacuation strategy is stay put, this is displayed in the common areas and understood to have been communicated to the building occupants. Purpose built general needs block do not require a fire alarm system in the common parts as these conflicts with the evacuation strategy of the building, causes confusion when activated and is impossible to manage without an onsite building manager/caretaker etc. The fire alarm system can be considered for removal once all actions have been closed out. The building is of solid construction with concrete walls, ceilings, floors and stairs, so would have been designed to support a stay put policy.

Reassigned

on hold till other actions completed

Bulk update of status

Reassigned

Action Archived From FOU, from Job Manager

Outstanding action

The building fire evacuation strategy is stay put, this is displayed in the common areas and understood to have been communicated to the building occupants. Purpose built general needs block do not require a fire alarm system in the common parts (Purpose built block guidance) as these conflict with the evacuation strategy of the building, unless there have been issues raised around compartmentation of the building. A fire alarm system causes confusion when activated. Once all actions have been carried out from this assessment by competent 3rd party accredited contractors the fire alarm system can be considered for removal. The building is of solid construction with concrete walls, ceilings, floors and stairs, so would have been designed to support a stay put policy. The building occupants must be advised in writing when the common alarm system has been removed.

Documents

25604_Action_Consider removal of the fire alarm_04



Action Details

Area	All Areas
Risk Category	06. Means of Escape
Action	Remove key locks from the final exit doors and provide thumb turn locks.
Priority Number	2
Risk	Medium (6)
Originally Due	14/05/2020
Risk Now Due	14/05/2020
Risk Acknowledged Date	07/01/2021
Work Start Date	
Completion Due Date	14/05/2020
Completed date	

Relationship	Carried Over (Complete)
Quantity	1.00

Actions Notes

Action

There were records available to confirm that the green mushroom type push button access control system is being maintained. Push button access control systems require periodic servicing in accordance with BS 7273-4 Bulk update of status

Reassigned

Bulk update of status

Action Archived From FOU, from Job Manager

Completed action

Documents

Action Details

Area	All Areas
Risk Category	07. Lighting
Action	Extend the existing emergency lighting system to cover the following areas:
Priority Number	3
Risk	Low (4)
Originally Due	17/02/2024
Risk Now Due	17/02/2024
Risk Acknowledged Date	
Work Start Date	
Completion Due Date	17/02/2024
Completed date	
Relationship	Owning (In Progress)
Quantity	1.00

Actions Notes

Action

The lighting unit above the final exit to car park, external side is not emergency a lighting unit, recommended to be changed to E/L, limited borrowed light available.

Reassigned

job raised to sureserve ref 901738

job was raised to interserve not sureserve

FW: 5-12 Ducketts Apartments, E3 2NA - NCR 756254 Quotation FW/60364 902409

Documents

25604_Action_Extend the existing emergency ligh_05



Action Details

Area	All Areas
Risk Category	08. Signs and Notices
Action	Self-closing fire doors should be signed "fire door keep shut".
Priority Number	3
Risk	Low (4)
Originally Due	17/02/2022
Risk Now Due	17/02/2022
Risk Acknowledged Date	
Work Start Date	
Completion Due Date	17/02/2022
Completed date	
Relationship	Owning (Complete)
Quantity	1.00

Actions Notes

Action

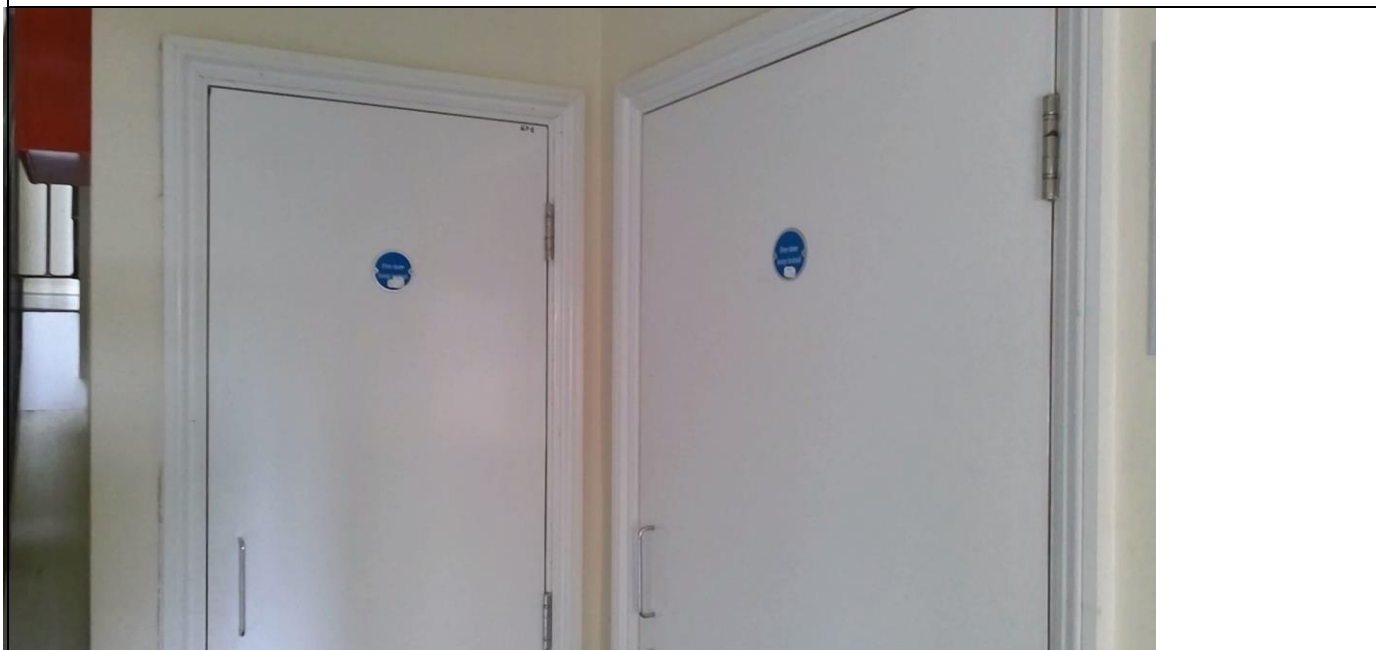
Fit an electrical hazard sign on electric intake cupboard door.

Reassigned

Works complete - see attached report from premier Safety Signs

Documents

25604_Action_Self-closing fire doors should be _06



Action Details

Area	All Areas
Risk Category	11. Management of Fire Safety
Action	Ensure that regular "in house" fire safety inspections are carried out and recorded.
Priority Number	2
Risk	Medium (6)
Originally Due	17/05/2021
Risk Now Due	17/05/2021
Risk Acknowledged Date	
Work Start Date	
Completion Due Date	17/05/2021
Completed date	
Relationship	Owning (Complete)
Quantity	1.00

Actions Notes

Action

The last record of fire safety inspections being carried out by SHG staff was October 2019. Periodic inspections (4 monthly) should be carried out by the HSM and recorded.
Reassigned

Documents

25604_Action_Ensure that regular in house fir_01

ESTATE INSPECTION SUMMARY REPORT FOR:
 Date: 8/10/19 Inspecting Officers: Lavonia Noel
 Block 5-12 Ducketts Apartments
 The inspection concluded that:
 the estate is good / OK / poor
 the estate is no change / improving / worsening
 If you would like to be involved in your estate inspections please contact me on: 0300 303 1773
 Good & Bad points from the inspection and actions to address them:

Action	Timescales	Cost
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FRA action

ESTATE INSPECTION SUMMARY REPORT FOR:
 No. of residents on inspection: 6
 Date: 26/02/21 Inspecting Officers: Lavonia Noel
 Block 5-12 Ducketts Apartments E3 2NA
 Resident involvement: Southern Housing Group
 The residents present at this inspection concluded that:
 • the current condition of the estate is good / OK / poor
 • the overall condition of the estate is no change / improving / worsening
 If you would like to be involved in your estate inspections please contact me on: 0300 303 1773
 Next Inspection On: TBC
 Next Inspection At: TBC
 Observations & Actions Good & Bad points from the inspection and actions to address them:

Issue	Action	Timescales	Comments	Improving Y/N
Cleaning - Good	N/A			
Repairs - MED Door + closer	Reported by Email to SMS	ASAP	Requesting an urgent job	
Fire Risk - Items in Meter Cupboards	Investigate with SHG + Residents to remove	ASAP	Residents, if yours, please remove urgently	
Lighting - Good	N/A			

Feedback from Previous Inspection
 Liaised with Flats 5+6 re personal items in Meter Cupboard -
 Fire Box installed
 Block has been painted - mint green

1. Estate Cleanliness
 Clearing of common parts
 Litter in block
 Litter in grounds
 Graffiti
 Bin Store

2. Block Exteriors
 Paintwork/decoration
 Estate Signs
 Brickwork/cladding
 Drains & gutters
 Drying areas

3. Block Interiors
 Entrance halls & stairways
 Doors
 Communal windows
 Lighting
 Lifts

4. Grounds
 External lighting
 Gardens & grassed areas
 Pledge & trees
 Fences & boundary walls
 Notice boards

5. Paved Areas
 Courtyards & paths
 Play areas
 Car parks
 Abandoned vehicles
 SHG owned roadways

6. H&S
 Fire door signs & equipment
 Emergency access routes
 Handrails on stairs
 Trip hazards
 Drop Keys

7. Other
 Meter readings
 CCTV monitoring
 Level access
 Unlocking the potential of people and places