

## APPENDIX 2

No.	Coroners Recommendation	Detailed response	Timescale for completion
	<p><b>Information and guidance to occupiers of flats and maisonettes in high rise buildings</b></p>		
1	<p>Demonstrate to those who are about to enter into occupation of a flat or maisonette the fire safety features of their dwelling and of the building generally; this should include walking residents through relevant features such as escape balconies and demonstrating how to open fire exit doors and where these lead.</p>	<p><i>This will be undertaken and is fairly straightforward for non – complex blocks with a single means of escape, i.e. front door to a single staircase and exit. However for these and the more complex blocks there will be a need for the fire safety team to be involved in the process and it is considered that an additional fire safety surveyor will be required for 16 months.</i></p> <p><i>The additional FRA team resource will undertake an assessment of all high rise and complex blocks to develop information and guidance packs in relation to escape routes. This will be undertaken on an area basis. Upon completion packs will be passed to the lettings teams in Operations (training will be provided by the FRA team at the point of handover). The lettings team will incorporate this information into the ‘welcome pack’ and will go through the guidance with new tenants at the point of sign up. Tenants will be asked to sign to confirm they have had and understand the advice. The signed sheet will be stored on the council's electronic document management system, Info@Work, to ensure we have a record. For any particularly complex case, referrals will be made to the FRA team.</i></p>	<p>Commence June 2013 and complete October 2014</p>

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		<p><i>At the 6 weeks visit the resident officer will ask the new tenant to confirm they have had information and guidance in relation to fire and again a signature will confirm this. This record will also be stored on Info@Work.</i></p> <p><i>Throughout this programme the additional officer will provide fire safety support to the current lettings process by participating in the void works, viewings and sign-ups.</i></p> <p><i>It is also considered advisable to share the block specific literature/packs with all existing residents in the blocks.</i></p>	
2	<p>Give residents clear guidance as to how to react if there is a fire in the building, namely to explain whether they should attempt to get out of their flat or maisonette and leave the building, or whether they should remain in their flat; that guidance should explain clearly how to react if circumstances change, for example, if smoke or fire enter their flat or maisonette. This will also be reinforced through regular communications with residents.</p>	<p><i>Fire action notices (FANs) are being installed in common areas as part of the current fire safety works.</i></p> <p><i>This will be rolled out to any high rise and other blocks that sit outside the current fire safety works programme, and it is further proposed to increase the number of FANs installed to three per floor, where appropriate.</i></p> <p><i>To be managed and monitored through the Maintenance &amp; Compliance and Operations teams.</i></p> <p><i>FAN information will also form part of the blocks specific literature/pack in recommendation 1.</i></p> <p><i>Resident officers will also check as part of the tenancy check that residents are aware of fire safety guidance and information and will provide the information or make referrals to the FRA team as required.</i></p>	<p>Commence June 2013 and complete October 2013</p>

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3	Consider additional ways in which information might be disseminated to residents, for example, by fixing inside each flat and maisonette a notice about what to do in case of fire.	<p><i>The fixing of FANs to the inside of flats is not considered to be appropriate, particularly in light of actions to be undertaken in response to recommendation no. 2, and considering we cannot do so in dwellings sold leasehold without the owner's consent. It is therefore intended to issue all residents in high rise blocks with an expanded version of the fire action notices and stay put principles in booklet form.</i></p> <p><i>FAN information will also form part of the blocks specific literature/pack in recommendation 1.</i></p>	Expanded information to be completed and distributed by 30 June 2013
	<b>Signage in high rise residential buildings</b>		
4	Review signs in common parts of high rise residential buildings to ensure that these are sufficiently prominent and provide useful information. It is recommended that signage in common areas explain whether residents should normally remain in their flats or maisonettes or whether they should evacuate the building, in which case evacuation procedures should be explained.	<p><i>As indicated in the response to recommendation no. 2, fire action notices (FANs) are being installed in common areas as part of the current fire safety works.</i></p> <p><i>This will be rolled out to any high rise and other blocks that sit outside the current fire safety works programme, and it is further proposed to increase the number of FANs installed to three per floor, where appropriate.</i></p> <p><i>To be managed and monitored through the Maintenance &amp; Compliance and Operations teams.</i></p> <p><i>FAN information will also form part of the blocks specific literature/pack in recommendation 1.</i></p>	As in No. 2 above

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5	Provide clear information to residents to enable them to find escape routes.	<p><i>Directional signage was installed in the common areas of high rise blocks during 2010 and is being checked and replaced where necessary as part of the current fire safety works.</i></p> <p><i>This will be rolled out to any high rise and other blocks that sit outside the current fire safety works programme.</i></p> <p><i>To be managed and monitored through the Maintenance &amp; Compliance and Operations teams. following training by FST.</i></p>	Commence June 2013 and complete October 2013
6	Use pictograms to assist those for whom English is not their first language.	<p><i>The directional signage referred to above is already in pictogram form as the Regulations require. Any new signage will meet the same requirements.</i></p>	Completed and ongoing
7	Provide information to those in the emergency services which would assist them to understand a building's layout and enable them quickly to find a particular flat or maisonette once inside the building.	<p><i>We will carry out a review of all existing high rise block signage and undertake to ensure that it all complies with this recommendation. This will include the location of each flat on its floor and will require some replacement signage, the extent of which is as yet unknown. The signage will be placed at a level low enough to ensure visibility in smoke conditions. It is proposed that the review is carried out by Maintenance &amp; Compliance and Operations teams following basic training by FST.</i></p>	Commence June 2013 and complete December 2013



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	<b>Policies and procedures concerning fire risk assessment</b>		
9	It is recommended that your authority review its policies and procedures concerning fire risk assessments of high rise residential buildings	<i>The council completely reviewed its approach to fire risk assessments across its stock in the months following the tragedy at Lakanal. This resulted in the creation of a highly skilled and experienced in-house fire safety team, whose sole task relates to the fire safety and associated management of the stock. Officers will carry out a further review and will programme this to take place on an annual basis.</i>	Review to commence June 2013 and then annually
10	Prioritising such buildings for regular rigorous review	<i>This recommendation has already been completed and as part of the ongoing fire risk assessment process a suitable review is always specified and rigorously undertaken. The cycle of review for blocks is determined by the initial assessment of its risk. All of the council's housing stock has been fire risk assessed and a programme has been put in place which defines the timescale of review for each block. This can vary from 6 months to 2 years, dependant on the risk of the building.</i>	Completed
11	Considering the skills and experience needed to undertake an assessment of higher risk residential buildings.	<i>This recommendation has already been completed because the council has already centralised the responsibility to a specialist team and the in-house fire safety team is considered highly skilled and experienced, also offering a high degree of building design and construction knowledge.</i>	Completed



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		<ul style="list-style-type: none"> <li>• <i>Inspection of a sample of flats or maisonettes to identify possible breaches of the compartment.</i></li> </ul> <p><i>Subject to the response from DCLG we will continue with our current strategy.</i></p>	
14	<p>Ensuring that assessors have access to relevant information about the design and construction of high rise residential buildings and refurbishment work carried out to enable an assessor to consider whether compartmentation is sufficient or might have been breached.</p>	<p><i>Pursuant to the Construction Design Management Regulations, Health and Safety files arising out of major work projects will be electronically stored on the council's Northgate applications (Iworld and Information at Work) at the end of May 2013. These will be accessible to all Housing and Community Services staff including the in-house fire risk assessors, and will provide them with the necessary information relating to the building's design, construction and any recent refurbishment or replacement.</i></p> <p><i>Prior to every fire risk assessment being undertaken, the surveyor will be provided with a comprehensive brief on the layout of the building, records of any recent major works and any other design features or characteristics relevant to the building and its fire safety.</i></p> <p><i>In addition, Housing and Community Services operational and maintenance officers also undertake annual property checks to dwellings whereby information can be obtained regarding any authorised and unauthorised changes to the internal construction and/or layout. This information will be shared with the in-house fire risk assessors. The Operations team will also ensure a focus on those properties which do not have gas as these will not be entered as part of the</i></p>	<p>Due to complete 31 May 2013</p> <p>Commence May 2013</p>

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		<i>annual gas safety check.</i>	
	<b>Training of staff engaged in maintenance and refurbishment work on existing building</b>		
15	<p>Consider the training needs of personnel who will be involved in procuring or supervising work to existing high rise residential buildings – whether maintenance, refurbishment or rebuilding of parts of buildings – to ensure that materials and products used in such work have appropriate fire protection qualities. Staff should, for example, be trained to understand the significance of the compartmentation principle and to appreciate when Building Control should be notified about work to be undertaken.</p>	<p><i>This recommendation has been completed but is also an ongoing training issue. Maintenance (officers and relevant trades in the repairs service) and operational staff have had fire safety awareness and technical training, and regular refresher training is to be made available.</i></p> <p><i>In addition, a number of officers, both in the Maintenance and Compliance and Major Works Divisions, have been trained to a nationally accredited (NEBOSH - National Examination Board in Occupational Safety and Health) standard in relation to construction and fire safety.</i></p> <p><i>In addition, officers have identified the need for the council's contractors, including consultants, engaged in major works to be suitably experienced and qualified in fire safety requirements. All of the council's lead designers and consultants will be required to attain NEBOSH accreditation, and all of the council's contractors engaged in major works and day to day maintenance will be required to regularly demonstrate sufficient knowledge, experience and qualification in fire safety issues and requirements in construction.</i></p>	<p>Completed and ongoing</p> <p>Completed</p>

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		<p><i>We also have an internal process by which the in-house fire safety team signs off major works and other relevant specifications.</i></p> <p><i>In terms of Building Control, we will review the current process to ensure that there is liaison with the council's Building Control team in all major work proposals and completions, and that all necessary consents and sign-offs are obtained.</i></p> <p><i>We will also carry out a retrospective review of major works to ensure that the necessary consents are in place.</i></p>	<p>Completed and ongoing</p> <p>Complete review mid May 2013 and commence full liaison 01 June.</p> <p>Complete review 31 October 2013</p>
	<b>Access for emergency vehicles</b>		
16	Liaise with emergency services to consider access for emergency vehicles to high rise residential buildings, having particular regard to obstructions such as vehicle parking in locations which emergency services might need to use.	<p><i>Access for fire and other emergency vehicles is already a consideration within the fire risk assessment, to ensure that there is dedicated access space for emergency vehicles and that parking bays do not encroach on this space.</i></p> <p><i>There is also a process by which the vehicles that may be causing access difficulties can be removed through the council's parking enforcement contract.</i></p> <p><i>LBS has liaised with LFB and agreed a reporting/resolution process.</i></p>	Completed and ongoing

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	<b>Retro fitting of sprinklers</b>		
17	Consider the question of retro fitting of sprinkler systems in high rise residential buildings	<i>This is considered in detail in the main body of the report.</i>	