

C S Stokes and Associates Limited

Mr C Stokes

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Subject: Employee Fire Training, Personnel Emergency Evacuation Plans (PEEP's) and the Lift Maintenance servicing and testing Policy in TMO Controlled Buildings.

Dear ■ Wray

After our meeting yesterday, Tuesday 22nd June 2010 at 10 30 am at the Hub 300 Kensal Road North Kensington I would like to clarify the following items and issues about employee induction and refresher fire training. The policies and documents covered today also have a relevant for fire warden training which is given to selected employees.

When completing any fire risk assessments for buildings under the control of The Tenants Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea in future and where TMO employees are present in the buildings the information in this letter will be used as a basis of the fire training and fire warden section of the document. The information on lifts will be used in the relevant section for fixed installations as well as in the section on disabled persons and their evacuation procedure when using lifts. The PEEP's documents again will be used as evidence in the disabled persons section.

Employee Fire Training

All new employees of the TMO receive induction training with information provided on the following topics:

- The fire risks in premises
- The fire safety measures applicable to that building
- The actions to be taken in the event of a fire
- The actions on hearing the fire alarm warning signal
- The method of operating the fire alarm system
- The location of fire extinguishers
- The means for summoning the fire & rescue service

Regular refresher health and safety training which includes fire training is given to TMO employees on an annual basis, this training is organized by the TMO Human Resources (HR) department based at The Hub 300 Kensal Road. The employees training records and dates of training given is stored with the HR department, the management and recording is maintained by the TMO asset management system.

Caretakers, wardens of buildings and office managers receive additional training so they can act as fire wardens/marshals, this training is reviewed and up dated on an annual basis and the training given by an external contractor. Again the HR department manages and records this training.

During our discussions you mentioned a management fire safety report conducted by an external contractor called "Salvus", would it be possible for you to E Mail an amended copy of this report to me to back up any fire related issues that may be raised in some of the reports.

Personnel Emergency Evacuation Plans (PEEP's)

The suite of Personnel Emergency Evacuation Plans (PEEP's) documents you showed me are the ones used as best practice in the H M Government guidance documents for risk assessment. So by using these documents you are following the guidance in the Government risk assessment guides and therefore best practice.

Lift Maintenance Policy in TMO Controlled Buildings.

The following information relates to TMO lifts serving accommodation blocks and other buildings over 18 meters in height: (copy of e mail from Mrs Wray)

1. Minimum car size (1100mm wide x 1400mm deep) for 8 persons capacity (630kg).
2. dedicated power supply serving lift (3 phase). Additionally, ancillary items such as lift alarm, lighting etc. are also served by their own dedicated power supply
3. 2-way communication on new lifts includes connection to Customer Service Centre / out of hours monitoring service when the lift alarm is activated
4. Firemans Control Switch fitted. When operated this causes the lift to return to ground floor and open to allow the fire fighters access. It stops landing calls being registered and allows the authorised person e.g. LFB operative to take control of the lift (by applying a constant pressure on any call button).
5. lift car and landing doors are composed of stainless steel than is not less than 16SWG thick and over 2 hours fire resistance.

Additionally, the TMO

6. has a comprehensive servicing and maintenance contract is in place for all lifts. This includes monthly inspections.

7. employs a dedicated Lift Engineer who is responsible for the supervision and monitoring of the contract / contractors.
8. has the Council's Insurers, [REDACTED], carry out 6-monthly inspections which include a full safety check.
9. Estate staff (caretakers, porters, inspectors) and Neighbourhood Officers carry out regular estate inspections which include visual inspection of the lift car and testing of the lift alarm.

From the information above the lifts in these building would be suitable to be used by disabled persons as a means of evacuating the premises and the TMO asset register/system holds all the premises address, servicing dates of the lifts etc. For buildings under 18 meters in height there is no requirement under the Building Regulations to provide fire fighting or evacuation lifts, so where lifts are installed in these buildings they are standard passenger lifts. In these buildings the criteria of the International Organisation for Standardisation (ISO) report on evacuation using lifts, called "*Lifts (elevators) – Study of the use of lifts for evacuation during an emergency*" will be used. This will enable the safe use of existing lifts in buildings to be used in the event of an emergency whether the type of emergency is fire, explosions and chemical or biological attacks. Lifts that are not evacuation or fire fighting lifts but on different electrical sub circuits can help persons with restricted mobility and other problems to evacuate buildings with relative ease and also significantly reduce general evacuation time.

I would like to thank you for all the help you gave to me yesterday because as we discussed during our meeting the items covered and policy and procedure documents you showed me will help tremendously to reduce the question I may have needed to ask and gave me a very good understanding of TMO operating policy in relation to Health and Safety issues.

Please feel free to contact me if you require any further assistance,

Yours faithfully

Carl Stokes