

**FIRE SAFETY TRAINING FOR ESTATE STAFF – 2nd December 2016 at 9.30am in
Portobello Rooms at Network Hub**

AGENDA

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|---|------------------|
| 1. Introduction | JW |
| 2. Adair Tower - summary of the fire on 31st Oct 2016 | JW |
| 3. Fire Safety Regns & Requirements | CS |
| 4. Question and answer session | CS and JW |

H&S Requirements

RRO Requirements

- Maintenance of communal areas - risk-free, free of obstructions, waste, flammable items etc

Communal Storage Policies

- **Zero Tolerance**
- **Managed Use**

What does each look like

Zero Tolerance Not items at all in the common parts of the building

Managed policy



Who decides on which is which is appropriate and what is considered when reaching this decision

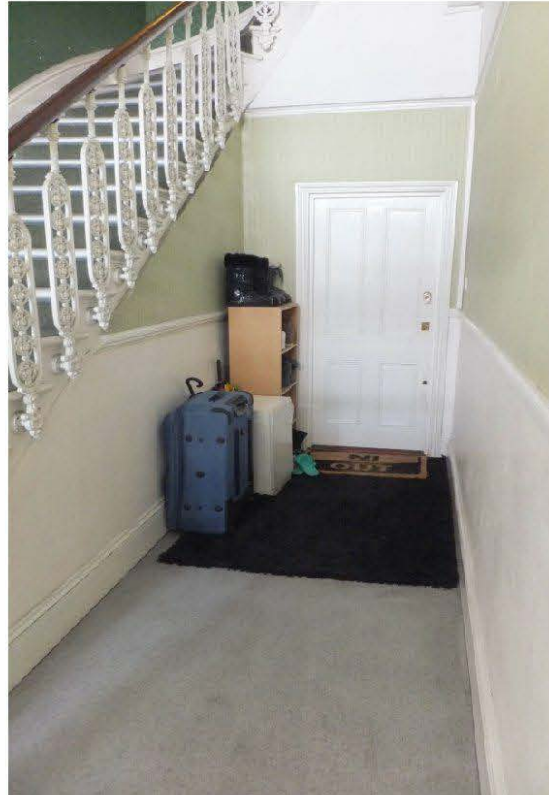
Managed Use Communal Storage Policy

What is permissible ? - door mat, picture / mirror, plants if not excessive or creating an obstruction, push chair or bike if not obstructing route and not piled with flammable items

Yes



No



What is NOT permissible ? – bulk refuse, flammable furniture, charging mobility scooters, petrol, diesel, LPG cylinders, paint, thinners or any other flammable chemicals, excessive amount of any stored items (whether flammable or not) that cause an obstruction to the escape route – even plants. No storage in steps.



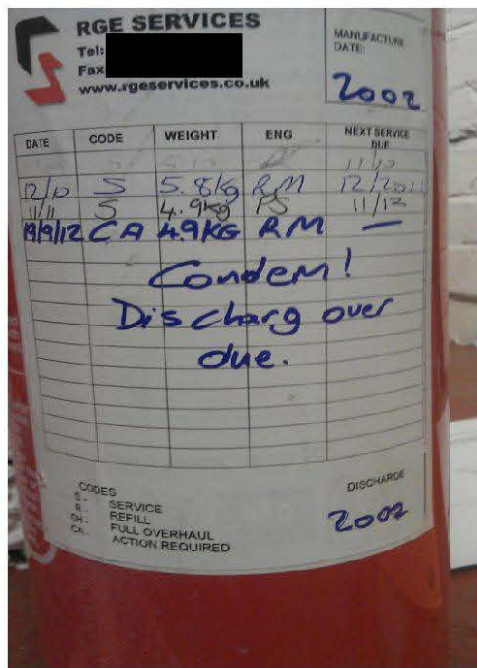
Contractors waste during a refurbishment in a basement area



How can ESAs assess / decide what can stay and what needs to go? What criteria can they apply? (*Ideally would like to get Guidance doc with photos criteria etc. drafted for issue at this session*)

Inspection requirements

1. **Extinguishers** - must have been inspected / serviced within the previous 12 months and must NOT be “CONDEMNED”, partially or fully discharged or out of date.



Purpose -

Where they are located in TMO blocks (as per TMO Policy) – plant rooms, workplaces, clubrooms, laundry rooms, communal parts of blocks with shared facilities such as sheltered schemes – on escape route etc., within hostel units

When they should be used – ONLY when staff are confident they can extinguish a VERY MINOR FIRE

2. **Dry Rising Fire Fighting mains (“Dry Riser”)** and **Wet Rising mains** – labelling in place to confirm last inspection, inspected within last 12 months, access unobstructed (to inlet & outlet), riser and housing maintained risk-free

– no broken glazing, secured with approved lock (FB padlock), no sign of vandalism, tampering, leakage etc.

Purpose – use by emergency services to fight a fire

Where they are located - inlet externally at ground (or lower ground) level and outlets internally - often on alternate floors. Tend to be in blocks of 6+ floors.

How do they operate? Both generally and also in case of the Lanc West finger blocks (explain hydrants etc)

3. Emergency Lighting (EL)

What is this? What does it look like ? - different examples in our stock

Show the ones on the ceiling in the Portobello Room and in the building.

Where is it required? – means of escape staircases, lobbies, plant areas??

What is required & when is there discretion about fitting in - what factors you consider when assessing locations where this is not currently installed? – Size of block ? layout of block? External lighting? borrowed light from public highway ?etc.??

Maintenance requirements – frequency of inspection & who needs to undertake the different specific checks (briefly what each visit type consists of)

ESA Responsibility – ongoing – to report defects, light outage, vandalism, diffuser obscured/ dirty/ sprayed & light levels affected & led not lit?

Monthly – “flick test” – put all EL on and walk block reporting any that are not lit & RECORD

4. Fire Alarms

Where we have these & what they consist of - communal area only?

Integrated with flats & communal area? Why we have them in those locations (Grenfell Tower, Flood Street, Sheltered Schemes, workplaces, Clubrooms – places of assembly) and not elsewhere?

Maintenance Requirements – brief overview of what the ppm contractors do and how often they attend

ESA Responsibilities

Ongoing visual checks – “supply healthy” and no defect highlighted in panel, not vandalised, damaged etc., no broken call points (break glass units), signage in place, Zone chart etc.

Weekly / Monthly testing and recording - set out detail of what is specifically required & why



5. AOVs (automatic openable vents) and OV (openable vents – manually opened)

Purpose of these & how they operate – examples (**photos**)

ESA Responsibilities

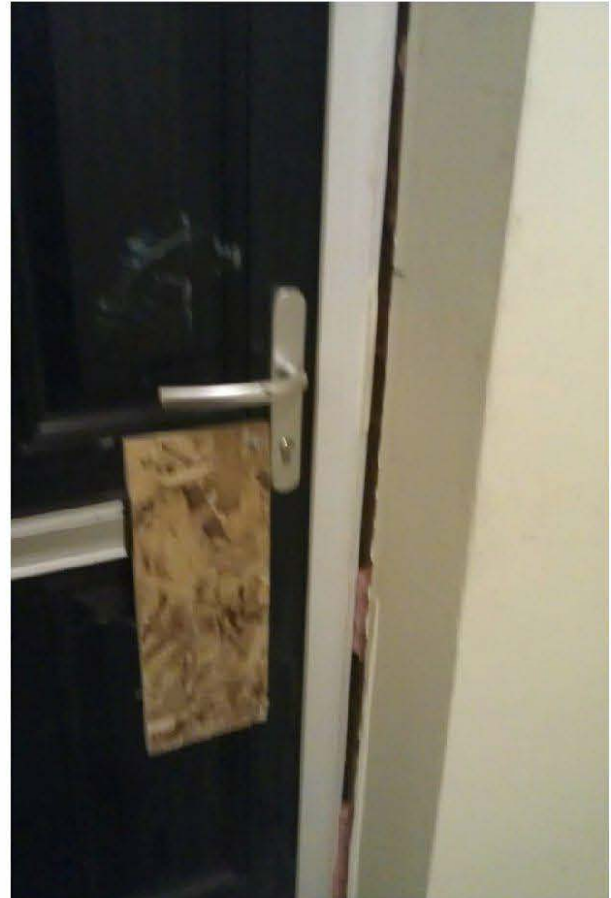


6. Flat Entrance Doors

Requirements – self-closing, nominally fire rated, meet current standards when replaced (explain what these are –

Show them the doors at the hub

Damaged flat entrance doors



ESA Responsibilities

Any damaged

Any replaced

Any temporary doors but yet to be replaced with permanent

Any signs of lessee alterations taking place?

7. Signage

Push bar signs

Fire exit signs

Fire Action Notices – where ? (pictograms -) Adair & Hazlewood, sheltered , hostels, clubrooms, workplaces – mention possible changes in policy

Fire Alarm signage – zone charts etc.



8. Fire Risk Assessments

Legal Requirement – RRO – communal areas (includes flat doors)

What is purpose?

What is covered? What is NOT covered?

TMO Policy – Assessment Report & Significant Findings & Action Plan, frequency of assessments, actions prioritised (RAG)

W2 Process - outstanding actions reported to H&S Committee (summary of actions outstanding per team with age profile)

Common issues being highlighted but the FRA Action Plan – WHAT DO ESAS THINK THESE ARE??

- Outstanding ppm checks e.g. extinguishers unserviced
- Excessive communal storage
- Mobility scooters being charged though letter boxes !
- Flat entrance doors changed – temporary or permanent replacement – fire-rated??
- Breaches in compartmentation
- Contractors rubble & belongings left in cupboards, plant areas etc.
- Obstructed access to risers
- Fly tipping
- Combustible waste - LPG cylinders
- Fire doors not self-closing

CASE STUDIES / SCENARIOS – GROUP WORK

Suggest one on communal storage

One where they have to consider what to escalate and why (and how)

QUIZ – in groups??

Evac Strategies – what they are, the differences, what we have adopted and why?

Stay PUT

Where

What Why

What determines which we adopt

One OUT all Out

Where and why

Publicity

Communication

Fire Action Notices

LIAISON WITH LFB

ENFORCEMENT BY LFB – brief summary of what they can do and what that means for us

INSPECTION REGIME – issues?

JW

How communal area fire safety by improved – ESA to advise of any suggestions

What can we do to support you ?

Training Evaluation

JW to draft