

RECORD OF SIGNIFICANT FINDINGS and ACTION PLAN.

PREMISES OCCUPIER: The Tenants Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea

ADDRESS: Adair Tower, Appleford Road London W10 5EA TMO Property reference number UPRN S217007970002

COMPLETED BY: Mr C Stokes

DATED: 11th November 2015

GENERIC COMMENTS: This is a standalone 14 storey tower block, square shaped purpose built, ground to thirteenth floor level with roof level lift motor rooms/plant areas, the buildings cold water tanks and mobile telephone masts, the residential accommodation is on the 1st to 13th floor levels with the ground floor of this building containing plant rooms, ancillary areas, a cleaners rest room area and a central boiler room. There are 78 self contained private domestic apartments in this building, six per floor level accessed from the lift/flat lobby area on each floor level.

PRIORITY TIME SCALES: **HIGH:** 2 to 3 Weeks. **MEDIUM:** 2 to 3 Months **LOW:** 6 to 12 Months (to start to action any works)

* The item number refers to the section number in the Fire Risk Assessment form, from which these significant findings and action plan are the result of, with a, b, c etc being used if there are more than one significant finding in this section.

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	TMO ACTION	DATE TO BE COMPLETED BY
No item number	Information	The fire in this building on the 31 st October 2015 was in flat 15 on the 3 rd floor level, this floor level is presently sealed off.	All of the dwellings on this floor level are to have work undertaken to or within and this includes the lift lobby area and lift doors. Once any work is completed documentation will be obtained from contracts and placed in the building file.		
7a	High	According to the information on the lightning protection certificate issued by Redpath Buchanan Limited this lightning protection system failed its last test on the 12 th February 2014 and no service/inspection was undertaken in February 2015. Keystone checked.	Lightning protection systems should be serviced and tested annually.	Lightning protection system was tested in February 2015	COMPLETE

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	TMO ACTION	DATE TO BE COMPLETED BY
7b	High	The contractors undertaking the work on the roof have removed whole sections of this buildings lightning protection system, which is thrown into one of the store rooms at the roof level.	This buildings lightning protection system should be reinstated immediately by an approved contractor and a pass certificate obtained for the work undertaken.	As the lightning protection system had been removed, an inspection was completed on 19 th November 2015. All necessary works to reinstate the system started on 19 th November 2015 and necessary commissioning and testing is programmed for 27 th November 2015	By 27 th November 2015
7c	High	There are mobile/radio transmission masts on the roof of this building, the contractors undertaking the roof work have removed all the doors at the roof level. The mobile phone transmission signage warning persons not to go out onto open roof areas were on the doors, so now there are no signs displayed. As part of the Health and Safety signage for mobile phone transmission masts warning signage must be displayed.	Displayed signage warning of mobile phone transmission signals immediately onto the open roof area of this building.	The original doors are unable to be refitted. Existing warning signage to be affixed to the roof access door until the new doors are fitted. New doors and signage to be fitted.	By 23 rd November 2015 By 27 th November 2015
8a	High	At the time of this assessment there was contractor's storage at the roof level.	All of the combustible materials etc at this floor level should be removed if possible and any other items stored neatly in the store rooms and these locked shut. All cabling should be re-fixed back to the walls	The area has been tidied and most materials have been removed or stored. Further work to complete scheduled.	Scheduled for 23 rd November 2015
8b	Medium	On the 6 th floor level lift lobby area there is a weights stand and a body building bench.	These items should be removed from this area.	Items agreed to be removed as requested	By end of 21 st November 2015
11a	High	All the doors to the open roof areas have	I would recommend that the doors are	As the existing doors were	By 27 th November

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	TMO ACTION	DATE TO BE COMPLETED BY
		been removed at the roof level by the roofing contractors. This has allowed pigeons to enter all the rooms and areas at the roof level including the buildings cold water tank rooms.	refitted at this roof level to stop the pigeons entering the building and all the pigeon mess/guano removed.	unable to be refitted, new doors have been ordered for fitting.	2015
11b	Advice	Some of the pigeon netting fitted to cover the flat balconies was damaged when the two persons were rescued from the flat balcony by the fire service. Also the netting of flat 15 was damaged and it was noted that the netting of some other flats is also torn and slightly damaged.	If any damaged or removed pigeon netting is replaced by the TMO this should be done correctly.	This work is being incorporated in the package of work to the fire damaged flat and lobby.	TBA
12a	High	All the doors to the open roof areas have been removed at the roof level by the roofing contractors. Please also see item 11a above.	I would recommend that all of the doors are refitted at this roof level.	Refer to 11a above	See 11 a above
12b	High	There are two crack panes of Georgian wired glass in the staircase doors, one of each staircase at the 3 rd floor level.	These cracked door panes should be replaced with new panes of fire rated glazing.	As this is on the 3 rd floor and access to the staircase doors is currently restricted, this work is being incorporated in the package of work to the fire damaged flat and lobby.	TBA
12c	High	There are approximately 17 flat entrance doors in this building, including the 6 doors of the fire floor level which are damaged. The 11 not on the fire floor were damaged by the fire service during the incident on the 31 st October.	All of these doors are to be replaced with new 30 minute self closing fire rated doors fitted with intumescent strips and cold smoke seals and meeting all the requirements of the Building Regulations.	Replacement doors to be fitted on 3 rd floor are incorporated in the package of work to the fire damaged flat and lobby. Replacement doors to replace the other damaged flat doors have	TBA By 11 th December 2015

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	TMO ACTION	DATE TO BE COMPLETED BY
				been ordered with fitting to commence as available on 24 th November. [Doors are of non-standard size]	
12d	High	The occupants of flat 42 have fitted a security camera outside their flat entrance door with the cable of the camera passing through the door frame. There is now a hole through this door frame.	I would recommend that the hole through the door frame of this flat entrance door is sealed up with a fire rated material so that the fire rating and protection to the flat/lift lobby area is maintained.	Agreed – the hole has been sealed.	COMPLETED
12e	High	There is a metal plate on the wall next to the refuse chute hopper at the 3 rd floor level, this metal plate is coming off the wall	Re-fix this metal plate back on the wall.	Agreed	COMPLETED
12f	High	The hoppers/flaps to the rubbish chutes are damaged or do not shut fully in the following locations: 1. 3 rd floor level landing 2. 4 th floor level landing 3. 5 th floor level landing 4. 9 th floor level landing	These hoppers/flaps to the rubbish chutes openings on these floor levels should be repaired or replaced so that they shut fully.	Metal work specialist to inspect and provide new hoppers/flaps as required. Inspected on 19 November and all chute openings are fully shut	23 November 2015
12g	Low	The flap is missing from the letter box of flats 10, 46 and 76 this could allow smoke to enter the lift lobby area from the flat.	I would recommend that a new letter boxes and flaps are fitted to these flats entrance doors.	New letter boxes and flaps to be fitted and will be dependent on being provided access by the tenants	By 27 th November 2015
12h	Low	The metal security gate are still fitted in front of the flat entrance doors of flats 19, 60 and 62, these could delay the evacuation of these apartments in an emergency.	These gates were mentioned on the previous FRA and I believe that the Fire Service have been told of this information, this is in accordance with the policy agreement presently in place with the LFB.	Regular updates sent to LFB Station Manager for Kensington & North Kensington Fire Stations. (Sept 15 and 20 th November 2015)	COMPLETED

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	TMO ACTION	DATE TO BE COMPLETED BY
12i	Strong Advice	The flat entrance doors in this building have rising butt hinges on most of them, a good percentage of the flat entrance doors in this building are to be changed for new doors, item 12c above.	I would recommend that any flat entrance doors in this building that do not have self closing devices fitted to them have self closing devices fitted.	TMO accepts this recommendation and is committed to progressing the installation of self-closing devices as a matter of urgency. It should be highlighted however, that leaseholders will be encouraged to fit these devices to their doors but there is no enforcement action we can take if they refuse. Program of inspection to all doors to start 30 th November.2015 with all works programmed for completion within 20 days of inspection.	Completion of works will be dependent on being provided access
12j	Advice	The self closing devices to the staircase fire doors have been well used in the past few days.	As a precaution I would recommend that each staircase door self closing device is just checked and adjusted as necessary.	Agreed – all door closures have been checked and adjusted	COMPLETED
15a	High	Outside of the building main entrance door in the ceiling lining there are inspection hatches which are open/hanging down.	These hatches should be secured back up and locked shut.	Hatches have been secured	COMPLETED
15b	High	There are parts of the boarded section of the separating wall, at high level between the lobby area outside of the ground floor electrical intake room and the water pump room missing.	This missing section of boarding should be replaced, this should be undertaken using fire rated boarding/materials to maintain the fire separation of these areas.	Inspection completed 20 th November 2015 potential asbestos identified. Asbestos testing booked 24 th November 2015 prior	TBA

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	TMO ACTION	DATE TO BE COMPLETED BY
				to works being programmed.	
16	High	There are no floor level numbers on the landings of the staircases of this building.	To aid the emergency services I would recommend that the floor number is displayed on each staircase landing wall. These numbers should be permanently fixed to the walls and in a large font.	Contractor commissioned and has inspected the staircases. Works programmed for completion by 26 th November.2015.	By 26 th November 2015
17	Information only	The boiler room of this building is fitted with a fire alarm detection and warning system, there are no TMO employees who work in this area. This system is not presently remotely monitored. There are on going discussions at the moment as to whether the installed fire alarm system in this boiler could be removed.	When the discussions are concluded the results will be inserted into this fire risk assessment.	Fire Assessor reporting back on feasibility of removing this fire alarm and has advised further research is required. Report to be provided mid December	By mid December 2015
19a	High	The dry riser water main outlet is obstructed at the roof level.	All contractors items and waste should be removed from in front of the dry riser outlet at the roof level.	Dry riser is now unobstructed and there is a clear route through the area.	COMPLETED
19b	High	The glass panel is missing from the dry riser inlet box on the external wall of the building, this is after being used by the fire service.	Replace the glass panel of the dry rising main inlet box.	Glass panel has been replaced	COMPLETED
23a	High	There are occupier's tests of the fire alarm and warning system installed in the boiler of this building being undertaken, but there is no logbook in the boiler room.	Please can it be confirmed where the tests and inspections of this buildings fire alarm and warning system are being kept?	Refer to 17 above. Contractor has been instructed to install and maintain the log book	COMPLETED
23b	High	According to the Allied Protection Limited certificate the last annual service of the installed emergency lighting was on the 7 th	Can it please be confirm that all the emergency lighting units that failed the discharge test have been	Remedial work has been programmed for completion by 30	By 30 th November 2015

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	TMO ACTION	DATE TO BE COMPLETED BY
		July 2015. According to this certificate a full discharge test was undertaken on this system and some units failed this test.	replaced. If they have not these units should be replaced immediately.	November 2015	
23c	High	The fire extinguishers located in the ground floor electrical intake room and the boilers water pump room were out of test date according to the contractors test/service labels attached to them. The last service date on the contractors labels was January 2014.	These out of service date fire extinguishers should be serviced immediately and it confirmed that they are on a contractor's maintenance schedule for annual servicing.	Contractor has confirmed that the maintenance has been completed and are on the annual maintenance schedule	COMPLETE