

RECORD OF SIGNIFICANT FINDINGS and ACTION PLAN.

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

ADDRESS: Barandon Walk, Lancaster West Estate, Grenfell Road, London W11 1WH

COMPLETED BY: Mr C Stokes

DATED: 6th November 2014

GENERIC COMMENTS: This is a 6 storey residential accommodation building with 128 self contained private domestic apartments within it, these are located on the ground to fourth floor levels, these are a mixture of single floor level and duplex flats, with the lower ground floor level of this building now used as offices and work areas. This lower ground floor level was originally a garage area for the residents but was converted into commercial units by the Council, this conversion went through the Building Regulations process. The residential area of this building is divided into 3 separate sections, which are interconnected and the access to the flats is from the 1st floor level, either from a raised walkway at one end of the building or ramps and steps into the other sections.

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
1a	Medium	The covers of some of the lighting units in the buildings are dirty, thus affecting the level of illuminating from the bulb.	I would recommend that the covers of the lighting units in the buildings are removed and cleaned or replaced if they cannot be cleaned thoroughly. This will improve the illumination levels in the staircases and on the balconies.
1b	Advice only	There are no contractor's labels on the electrical supply/distribution boards in electrical intake rooms 2 to 4 this building stating the last 5 year periodic test date and the retest date. The electrical asset list states that the fixed electrical wiring was last tested in November 2010 and is due for retesting in November 2015.	I would recommend that when the next electrical fixed wiring test is undertaken on the common parts electrical wiring in this building that the electrical contractors are asked to display contractors labels on each of the electrical supply/distribution boards in electrical intake rooms with the test and retest dates.

3	Low	There is no fire fighter entry over ride device fitted to the storey entrance/exit door between sections 4 and 5 by Grenfell Road on the 1 st floor level close to flat 507.	For consistency I would recommend that a fire fighter entry over ride switch/device is fitted to this storey entrance/exit door on the staircase side. All of the other entrance doors and storey entrance doors have them fitted.
8a	High	In electrical intake rooms 2 and 4 there is a lot of cardboard boxes being stored and old light fittings.	All this storage should be removed from these electrical intake rooms.
8b	High	Residents are storing items outside their flats entrance doors. 1. There is a table and a wooden storage unit outside flat 439. 2. There are items of furniture etc by the refuse chute next to flat 501.	I would recommend that the residents are asked to remove the items outside their flats. The residents should be reminder that the walkways should be maintained free of all items of storage so there is no fuel source for a fire and the fire loading is kept as low as possible.
12a	High	The lower ground floor exit door near flat 501 has had the push button release device removed so this door cannot now be opened. If anybody went down the stairs to this door to leave the build there is the potential for them to be trapped in this area as the exit will not open.	The push button release device should be refitted to this door so that it can be opened. Or the staircase to this door should be blocked off so that nobody could become trapped at the base of the staircase.
12b	For your information	Potentially restricting egress from flats 312, 438 and 510 by installing a metal security gate in front of the flat entrance door which could delay the evacuation of the apartment in an emergency.	This information has been passed on to the Fire Service in accordance with the policy agreement with them.
15a	High	There is presently an emergency escape lighting system installed in this building but the locations of these units and their positioning appears to be random and haphazard.	I would recommend that a full survey of the as installed emergency escape lighting system in this building is undertaken. This should then be compared to the requirements of BS 5266 and any deficiencies or lack of coverage then rectified.

15b	High	The covers of some of the emergency lighting units currently installed in this building are dirty. This means that the charger indicator light is not clearly visible as required by the British Standard.	I would recommend that the covers of the emergency lighting units currently installed in the building are cleaned, replaced or the charger indicator lights are replaced with brighter ones so that the neon indicators are easily seen. This will help the caretakers to undertake the monthly checking of the emergency lighting system.
16	High	There are no fire action notices displayed next to the break glass call points of this buildings fire alarm system. The call points are located in each of the electrical intake rooms. These notices inform the occupant on the actions to be undertaken in the event of discovering a fire.	Fire action notices should be displayed next to each break glass call point of the buildings fire alarm system, these call points are located in each electrical intake room.
17a	High	There is a fire alarm system installed in this building, which is limited to two different areas of the building, the electrical intake rooms and the roof areas. The automatic detectors operate the smoke vents in the roofs and cover the electrical intake rooms. There is no warning system and the locations of these installed devices and their positioning indicates that they are for a bespoke reason only. The control panel for this installed fire alarm system is located in the now disused reception area of Grenfell Tower. It is a serious offence under the Fire Safety Order not to maintain an installed fire alarm system.	<ol style="list-style-type: none"> 1. The reception area of Grenfell Tower is being refurbished, how is access to the fire alarm control panel being maintained? 2. It is assumed that the present fire alarm system is fully operational, if it is not repairs to the installed fire alarm system must be undertaken immediately. 3. Will the fire alarm control panel be relocated in the future? 4. To comply with the requirements of the Building Regulations the smoke vents located in the glazed roof areas of this building must be linked to local automatic smoke detection, how will this requirement be achieved? 5. How will the fire alarm system devices installed in the electrical intake rooms be controlled and monitored?
17b	High	How is the fire alarm system in this building being monitored now that the Grenfell Tower reception is not in existence.	I would recommend that the fire alarm control panel for the detectors of the smoke vents is connected to a monitoring stationed so in the event of an activation of the system the fire service or on duty caretaker can be informed.
17c	Advice	The old caretakers office, which is a TMO controlled building is covered by the fire alarm system installed in the Baseline Studio area, on the lower ground floor level.	Please see item 22a below, but the responsible person for this lower ground floor level of the building should be asked as part of the co-ordination process.

		All of the questions opposite should be covered in the Fire Risk Assessment for this area.	<ol style="list-style-type: none"> 1. Is the fire alarm system in this lower ground floor area being serviced? 2. Are weekly occupiers tests being undertaken? 3. What are the procedures for activations of this fire alarm system? 4. Who responds and controls any fire alarm activations in this area?
19a	High	The last service and test on the water ring main was undertaken by M and P Fire Protection Limited on the 29 th November 2013 according to the contractors label fixed inside the ring main box located under Grenfell Walk. But the last service date on the contractors labels on the ring main box doors in this building was the 8 th September 2012	Please can it be confirmed that the contractor service the water ring main in the lower ground floor level of this building in November 2013, all the other ring main outlets were tested and dated November 2013. If he did not then the ring main in this building should be serviced and tested immediately with any defects found rectified.
19b	High	There are dry riser mains in this building in light of the above can the contractor M and P Fire Protection Limited, confirm the last service date of these items, the dry riser for Grenfell Walk was last serviced/tested on 30 th December 2013.	Can the contract please supply the test records for the dry risers numbered 1 to 4 to confirm that they were tested and serviced along with the other dry rising main on this estate. If it is found that the dry risers numbers 1 to 4 were not last serviced/tested on 30 th December 2013 they must be tested and serviced immediately with any defects found rectified.
19c	High	Some of the padlocks securing/locking the boxes housing the water main and the dry riser outlets in the Baseline area at the lower ground floor level are missing or not Fire Brigade (FB) padlocks.	The boxes housing the water main and the dry riser outlets should be checked and any found not secured or without FB padlocks fitted to them should be fitted with and secured with FB padlocks only. As the Baseline area is a secure area vandalism of the installed fixed fire system is not a problem.
19d	High	There are automatic opening vents in the glazed ceiling of this building operated by smoke detectors. It is a serious offence under the Fire Safety Order not to maintain an installed fixed fire system.	Can it please be confirmed that these automatic opening vents are fully functional and in good working order? If they are not then a contractor should repair these automatic opening vents immediately.
19e	High	The reception area of Grenfell Tower is being refurbished and the control panel for the automatic opening vents in the glazed ceiling of this building and the other 2 nearby ones repositioned.	In the interim I would recommend that the fire service manual control switches located by the entrance door to each section of this building area checked and these are used to open the roof vents if needed. When the control panel for all of the automatic opening vents is repositioned then it should be fully tested before a

			commissioning certificate issue for it by the contractor. The control panel must be located/positioned so that it can easily be used and accessed but must not be in a location where it will be vandalised
19f	High	There are dry riser inlets in the lower ground floor level of this building, the Baseline area. How will the fire service get access to the Baseline area of this building and the dry riser inlets outside of normal office hours and at weekends etc.	The responsible person in control of this lower ground floor level of this building, the Baseline area should be asked what measures are in place to provide access to the fire service to the dry riser inlet valve located in this area. Once this information has been obtained it should be tested to see that the procedure works and then the information provided to the LFB at the next routine meeting.
19g	High	The door and box of the dry riser outlet located on the 1 st floor level of the 400 section, riser number 3, by flat 412, is damaged.	This damaged dry riser box and the door to it should be repaired or replaced.
21	High	There are automatic ventilation systems installed in this building.	Have the caretakers and any duty or on call managers/housing officers etc been given specific instructions on how to use the installed smoke ventilation system of this building? This instruction should also be included how to use the fire service manual control boxes located by the entrance doors to each section of this building.
22a	High	The responsible person in RBKC for the Baseline Studio area should be asked for the Fire Risk Assessments and significant findings for this area. This is so any hazards or risks identified can be assessed by the TMO and the information from this FRA gathered from that FRA	The responsible person in RBKC should be asked for the Fire Risk Assessments and significant findings for the Baseline Studios and if the information needed by the TMO is not contained within that FRA it should be asked for separately.
22b	Medium	The significant findings of this FRA should be passed on to the appropriate person within RBKC so that they can provide any additional information and then the 2 FRA should be co-ordinating.	A copy of these significant findings should be passed on to the appropriate person within RBKC so that the information can be provided and the 2 FRAs co-ordinated.
23a	High	There is a fire alarm system installed in this building.	Can the TMO electrical engineer and the electrical contractor please confirm that the installed fire alarm system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and

			any defects etc found rectified and then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.
23b	High	Are the weekly occupier's tests of the fire alarm system in this building being undertaken.	Can it be confirmed that the caretaker(s) are undertaking the weekly occupiers testing of the fire alarm system in this building, there were no records of any testing or a fire logbook available at the time of this assessment.
23c	High	There are automatic smoke ventilation systems installed in this building.	Are the automatic ventilation systems installed in this building being serviced, tested and maintained. If they are not, testing and servicing should be undertaken immediately and any defects etc rectified and then the systems placed on the contractors maintenance schedule for future servicing.
23d		Are the monthly occupier testing and inspections of the emergency escape lighting system, the fire extinguishers and the buildings structural inspections being undertaken?	Can it be confirmed that the caretakers are undertaking the occupiers monthly testing and inspections of the installed systems, as per the caretakers check list in these buildings? With the results completed records kept as proof of testing having been undertaken.