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**From:** MCHUGH, MICHELE [mchugh, michele]  
**on behalf of** MCHUGH, MICHELE [/O=LONDON FIRE AND CIVIL DEFENCE AUTHORITY/OU=BRIGADE  
HQ/CN=RECIPIENTS/CN=MCHUGHM]  
**Sent:** 01/11/2016 11:56:02  
**To:** 'Janice Wray (jwray@kctmo.org.uk)' [jwray@kctmo.org.uk]  
**Subject:** FW: 36 Oxford Gardens, W10 5UQ

Hi Janice,

I carried out the audit of 36 Oxford Gardens yesterday so I would really appreciate seeing fire risk assessment as soon as possible please. If the significant findings or action plan are contained in a separate document could you also send that.

Kind Regards

Michele McHugh  
Fire Safety Inspecting Officer

Fire Safety Regulation  
London Fire Brigade Headquarters  
T [REDACTED]  
Mob [REDACTED]  
E [michele.mchugh@london-fire.gov.uk](mailto:michele.mchugh@london-fire.gov.uk)

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**From:** MCHUGH, MICHELE  
**Sent:** 18 October 2016 09:52  
**To:** 'Janice Wray (jwray@kctmo.org.uk)'  
**Subject:** 36 Oxford Gardens, W10 5UQ

Hi Janice,

I have made an appointment to carry out a fire safety audit on the above premises and I was informed by the manager, Sandra Anim Boadu, that I would need to get the fire risk assessment from you as it is a RBKC TMO Hostel.

If this is correct I would be very grateful if you could email it to me please.

Kind Regards

Michele McHugh  
Fire Safety Inspecting Officer

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London Fire Brigade Headquarters  
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