



Call Point

the newsletter for Fire Safety Regulation

December 2013
Issue No. 207

Don't forget - if you have any questions or ideas for articles that may help clarify issues for Fire Safety Regulation staff, you can email the FSR Policy Team through the electronic link in Hotwire, or from the address book in Outlook.

News and future developments

FSR Fundamental review update: 09/12/13

Steve Turek has provided the following statement for the attention of all FSR staff:

I am writing to update you on the work that is being undertaken to progress the review of our department and its functions and working practices.

Introduction

In my email I outlined that in the next 6 months I intended to review a range of functions and working practices within the department in order that we maintain our regulatory responsibilities as well as ensuring we are providing the most responsive service to the communities and stakeholders we serve. This review would look at how we carry out our functions, how can we improve these to become more effective and would also be intended to give due consideration of the changing external environment we find ourselves working in and would encompass the principles of the Primary Authority Partnership schemes we are now linked to.

Background

All public sector organisations are under considerable pressure to deliver their services effectively, transparently, economically and in a way that supports the economic recovery and growth of the country. The London Fire Brigade is no different and is required to play its part and be able to demonstrate that it is providing its services in a value-for-money and effective way. This is not only in terms of our response services, but also in all other aspects of our service provision.

FSR is unique within the Authority in that it has the ability to influence so many spheres of society both in terms of its regulatory role and in our ability to interact with so many sectors of the community through advice and guidance. FSR is therefore pivotal in that it can have a major impact on the effectiveness of businesses, the safety of people at work and as they go about their day to day lives, and in ensuring the safety of all Londoners through effective enforcement of fire safety legislation. It is therefore important that we respond to this challenge by ensuring that every aspect of our department performs to these ideals.

The Review Process

To achieve the above, FSR Management intend to review all aspects of current FSR service delivery and support to ensure we provide a cost effective and responsive delivery model that will ensure the following:

- we meet our regulatory responsibilities,
- we will not expose the Authority to undue risk and
- we are responsive to business and the communities we serve.

For more information, email
Call Point

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To achieve this a number of initiatives are being undertaken that will inform and contribute to the review process. Currently a series of critical peer reviews are being conducted of all HQ groups including Petroleum, Transport Safety, Enforcement and Fire Engineering to identify where our services may benefit from improvement.

Other work that is already being undertaken includes a review of other fire service regulatory fire safety models (benchmarking), a review of other regulatory agencies models (enforcement), and a review of the current business environment (business engagement).

Two other important areas of review work to be undertaken are our working practices and support services which include recording and reporting processes, including mobile working.

Our review is also concerned with ensuring improvements in the following areas:

- that we are delivering effective regulatory services to the public and business.
- we are confident we are reducing the risk in London in the most effective manner
- we are responsive to emerging risks and are able to deal with them quickly. (wastewood issues etc.)
- we demonstrate value for money and effectiveness.
- our processes are responsive and fit for purpose.
- we contribute to the financial recovery by assisting business's and other stakeholders.
- our fire safety advice and guidance is accessible, comprehensive, up to date and easy to understand, and
- we are effective in providing leadership both locally and nationally on fire safety matters.

Your ideas and input

As it is important to us that everyone has the opportunity to provide their ideas and feedback on this important piece of work we are providing opportunities for you to contribute.

We are currently arranging the next round of area and HQ staff visits to be completed during January. The purpose of these visits is once again for FSR senior management to engage with all frontline staff on current issues, but also to give you the opportunity to contribute to this work particularly in the areas bullet pointed above.

We will also be providing a Sharepoint address so that you can contribute your views in writing and this will be communicated to you shortly.

Becoming 'better regulators'

A Team Leaders' workshop held at HQ on the 1st October briefly explored some internal and external influences that are going to have most impact on the Fire Safety Regulation (FSR) function over the coming few years.

Some recent documents outlining the focus of government and others were circulated at this workshop. These are the new 'Regulators Code' produced by the Better Regulation Development Office of the Department for Business Innovation & Skills, and a strategic statement from the Local Government Association.

At the workshop Team Leaders were invited to discuss this new focus - and the workshop explored their ideas on how FSR can evolve over the next few years to support it. These ideas and contributions have been collated and collected for information at this link.

Team Leaders are requested to circulate these documents and discuss them at their next team meeting to gather further ideas from their Inspecting Officers. We look forward to hearing these ideas during our next programme of visits to Teams during the New Year and we will feed them into the ongoing review of the FSR department.

Charging for Automatic Fire Alarms

From 1st January 2014 the Authority will be issuing a charge for attendance of false alarms where the premises is non-domestic (care homes will be exempt); and where there have been at least nine previous attendances to false alarms at the site within the preceding 12 months (counted from 1st January 2014).

This charge is being introduced following consultation under LSP5 and a need to implement a step change in the way responsible persons manage their automatic fire alarm systems.

FSR Admin staff will be responsible for raising invoices and responding to queries about charging. Finance will issue invoices and deal with chasing late payments and queries specifically related to the payment process.

Prior to charging, a warning letter will be issued by FSR Admin staff to a premises where there have been five Unwanted Fire Signals in 12 months.

We intend to issue the charge on the Responsible Person; this will be a single charge of £290 + VAT for each chargeable incident.

An appeals process will require an appeal to be submitted within 28 days from receipt of the . It must clearly state why it is believed the incident does not comply with the chargeable criteria detailed in Section 18C of the Fire and Rescue Services Act:

- (a) The report is of fire at premises that are not domestic premises;
- (b) The report is false;
- (c) The report is made as a direct or indirect result of warning equipment having malfunctioned or been mis-installed, and
- (d) There is a persistent problem with false reports of fire at the premises that are made as a direct or indirect result of warning equipment under common control having malfunctioned or been mis-installed

(Note: We expect to be able to substantiate a charge is payable in every instance we issue a charge. The legal department support the view that the terms malfunctioned and mis-installed do not impede our ability to sufficiently demonstrate this, if challenged).

Large complex premises consisting of multiple buildings will be treated as a single site unless they can demonstrate independent operation. This requires separate, non-linked alarm systems with separate fire alarm management practices, including placing calls to attend an incident that is a separate address to another site.

In order to help avoid initial complications, IOs have been asked to consider premises that are likely to be charged and to investigate and report on any that might need to be noted as being independent to other premises with the same post code. There are expected to be few of these premises. IOs have also been asked to identify where a complex site has particular addressee contact details for paying AFA invoices.

The Communications Department will soon be publishing relevant information on the Brigade's London Fire website. Articles for staff will also be published soon.

Related fire safety processes supporting false alarm and unwanted fire signal reduction have been updated and are currently out for consultation. These documents will be published towards the end of December.

Electronic building control consultations

FSR has secured funding to move towards electronic working for Building Control Consultations. This will allow Building Control Bodies to download consultations (including plans of any format type) to an external website. These consultations can then be reviewed by IOs (via the external hosted website) on a number of workstations within the four areas (the location of these workstations has yet to be determined). The workstations will comprise dual screen 22" monitors to assist in viewing plans - although for large/ complex buildings, paper plans may still be necessary. It is anticipated that the new procedures will be implemented during April 2014.

The current status of this development is that a user group has been established of representatives of all interested parties. We are also in the process of reviewing our internal building control processes and assessing the potential hosted website solution.

Call Point will keep you updated on the progress of the project as we move towards the implementation date.

If you have any queries please contact Adreena Parkin-Coates or Terry Marsh on x [REDACTED] or x [REDACTED]

RBS/Hampshire Primary Authority Partnership

The Royal Bank of Scotland Group currently have a Prime Authority Partnership with Hampshire Fire & Rescue Service. We have been advised that one item of assured advice agreed under this partnership is that, for commercial reasons, RBS would like to undertake weekly fire alarm testing outside of normal working hours. To supplement this, the alarm will be sounded during normal working hours every fourth week to maintain the occupants' familiarity with the alarm.

Dave Clements, Partnerships manager, Hampshire Fire & Rescue Service confirms that this proposal meets the functional requirements of the Regulatory Reform (Fire Safety) Order 2005 for the following articles:

- Article 13 - provision of a means to give warning in the event of fire.
- Article 17 - the maintenance of such a system.
- Article 21 - staff training.

We have been given advanced notification of this agreement, prior to it being posted on CFOA's website, because of the large number of NatWest and RBS branches and offices in the London area.

All Inspecting Officers should be aware of this arrangement when carrying out audits of RBS premises or in responding to related queries. If any issues arise on this arrangement please contact the Business Support Group via mail at fsrpartnerships.

FSR Hospital Team

Inspecting Officer Bob Tout from the FSR Tower Hamlets & City team has been the departmental lead for the FSR Hospital Team and healthcare premises for a number of years. In this role Bob has organised the Concordat/Healthcare Seminars and the Hospital Team meetings; disseminated healthcare information; and has been available to all other fire safety staff for advice in this area.

Bob has now stepped down from this position. AC Turek recently expressed his and the departments thanks for his dedication and support in leading on healthcare fire safety matters and for representing the Brigade when liaising with healthcare organisations. As a result of Bob's endeavours the department now has a sound basis on which to continue this important area of work within fire safety.

Phil Gibbs, the current acting Team Leader for the FSR Westminster West team, gained his MSc in Healthcare Fire Safety Management last year and will now take over from Bob as the lead officer for the department on healthcare matters. In his new role Phil is currently drafting an FSIGN to provide guidance on hospitals and the issues the Brigade has with this type of premises. Additionally, it has also been decided to create the role of Hospital Team

Liaison Officer : Inspecting Officer Lee Harvey from the FSR Croydon & Sutton team has taken up this position in addition to his inspecting officer duties. Lee has been involved with the Hospital Team for many years and is an active member of the National Association of Hospital Fire Officers (NAHFO); his knowledge and experience should prove invaluable in this new role.

This is also an appropriate time to review the structure and purpose of the Hospital Team and ensure it is fully recognised within FSR. Additional information, providing details about who is in the Hospital Team and its purpose; the dates/venues of future meetings; and the intended issue date for the FSIGN referred to above will follow shortly.

FSR Policy/Practice Updates

Building Control Consultation Response Letters

In a drive towards improving service delivery times for Building Control consultations, it has been agreed that IOs will be responsible for sending their own response letters by email directly to Building Control Bodies. This is a short term measure until the electronic building control consultation project is implemented in 2014. It is currently anticipated however, that the sending out of response letters via email by IOs will be included in the new procedures to streamline the new Building Control process subject to internal consultation.

The current response letter template has been amended to include the generic signature of AC Turek and must be converted to pdf format to preserve the integrity and authenticity of the response sent. Note: No paper copies will be sent unless specifically requested by the Building Control Body via the admin team mailbox.

It is anticipated that administrative staff will continue to quality assure response letters (after they have been sent out by the IO) with any individual training needs related to the quality of any letters being identified to relevant Team Leaders. Where a training need is identified, the Team Leader will support the individual with regard to this aspect of their role.

We are currently reviewing procedures and the building control response letters to ensure that they accurately reflect the changes to our protocols.

Further details will be sent to Team Leaders and the Administrative Team in due course.

If you have any queries with regard to the above please contact Adreena Parkin-Coates on x[REDACTED]

Leaseholder flat front doors - use of article 17

Where an Inspecting Officer identifies front doors to flats that do not meet the required standard, it will be for the person responsible for maintaining the common escape corridor (usually the landlord) to work with individual leaseholders in accordance with Article 17 of the Fire Safety Order (the Order) to achieve compliance. This is regardless of whether the landlord can recover costs from the leaseholder. Where there is a dispute, a copy of the lease should be obtained, using an Article 27 letter where necessary, and this should be referred to the Central Regulatory Enforcement Group (CREG).

Where leases provide for the doors to be part of the demised property (i.e. the flat) so that they are owned by the leaseholder, we expect the landlord to accept responsibility for enforcing lease covenants to ensure that the front doors are of the required specification. These covenants could be that the leaseholder will conform to statutory/regulatory requirements, or more general leaseholder covenants concerning the condition of their flat.

In those rare cases where the leases provide no effective way for the landlord to ensure relevant front doors are made compliant, our view is that the Local Authority should use its powers under the Housing Health and Safety Rating System (HHSRS) in the Housing Act 2004. This notice would be served on the leaseholder of the flat and therefore can still be issued by the local authority in blocks for which they are themselves responsible.

Where a block has tenants occupying flats on the usual secure tenancies of local authorities and other social landlords, the flats' front doors invariably remain owned and controlled by the landlord. The Authority will in these

cases expect such landlords to ensure their tenanted flats' doors comply, and will take enforcement action on the point if necessary. Consequently, for many local authority blocks the Authority would in any case be serving an Enforcement Notice on the local authority landlord alongside any served on leaseholders.

If you have any queries on this matter, please contact CREG on [REDACTED] or email the mailbox FSR Enforcement.

Multiple enforcement notice on same occupier

The Central Regulatory Enforcement Team (CREG) have been working with FSR Policy and Admin to identify a solution to an increasingly common issue. Where the IO has identified that more than one responsible person is responsible for non-compliance for different articles of the RRO for the same premises, there is now step-by-step advice on how this type of job should be completed available on from the link on the Call Point on Hotwire.

Contact CREG on ext. [REDACTED] if you have any further questions.

Visual alarm devices - BS EN 54-23-2010

BS EN 54-23 was introduced in 2010 and specifies the requirements, test methods and performance criteria for Visual Alarm Devices (VADs) in fire detection and fire alarm systems. To complement BS EN 54-23 and BS 5839-1, Loss Prevention Certification Board (LPCB) and the Fire Industry Association (FIA) have jointly published 'Code of Practice for visual alarm devices used for Fire Warning' (CoP 0001, available as a free download ([from this link](#)))

This document provides guidance and recommendations on the planning, design, installation, commissioning and maintenance of VADs in and around buildings, other than single family dwellings.

After 1st January 2014, any newly installed Visible Alarm Device (VAD) used as the primary means of warning as part of a fire alarm system must, under the Construction Product Regulation (CPR), conform to the standard.

The key driver behind the introduction of the new requirements is the Equalities Act. The product standard is designed to ensure that, as far as is practical, a fire system will generate an effective warning for all occupants of a building, particularly people with hearing difficulties, in the event of a fire.

Refurbishment of fire service lifts

Following a number of recent enquiries received from both a Building Regulations and a Regulatory Reform (Fire Safety) Order 2005 perspective, Inspecting Officers should be aware of the following department position statement that has been agreed in relation to the refurbishment of older, existing lift installations provided for fire service use. This is currently being communicated to both the lift industry and building control bodies.

Further to discussions with several stakeholders within the lift industry, London Fire Brigade (LFB) has been made aware that where older, existing lift installations provided for fire service use (often referred to as "Fireman's lifts") are being refurbished there is an opportunity to upgrade them and bring them more in line with the performance and functionality of a modern fire fighting lift designed and installed to BS EN 81-72.

Upgrading existing lift installations provided for fire service use can however prove to be complicated due to existing building infrastructure constraints, thus making it impractical for all functions and protection measures expected under BS EN 81-72 guidance to be provided. With this in mind, LFB has been asked to consider what minimum package of upgrade measures could be seen as reasonable in order to assist fire fighters to more confidently utilise these older installations when attending an incident (note, "Fireman's lifts" do not usually offer the same robustness or resilience as a modern standard fire fighting lift thus would be used with more caution by fire fighters).

Whilst LFB recommends that where practicable, building owners/ managers should strive to refurbish and upgrade existing lift installations provided for fire service use fully in accordance with BS EN 81-72 guidance, it is felt that where this cannot be achieved the minimum package of measures that could offer fire fighters a more practical installation includes the provision of:

- Primary and secondary power supplies
- Water protection measures (e.g. IP rated wiring and controls, drainage measures)
- Fire fighter recall switch at access level
- Fire fighter in-car controls
- Fire fighter communication system
- Floor indicators

LFB therefore recommends that building owners/managers and specialist lift contractors consider providing the above upgrade measures as a minimum part of any refurbishment of an older lift installations provided for fire service use in the London area.

Notwithstanding the above, where new fire fighting lifts are required to facilitate fire service access, these should be designed and installed to BS EN 81-72, with the additional relevant guidance in BS9999:2008 also being adopted as part of the building's fire strategy/ design.

For premises subject to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the maintenance of all provisions for fire fighters, including lifts provided for fire service use, should be fully accounted for by the responsible person(s) as part of the required premises fire risk assessment.

The above information should therefore be referred to by Inspecting Officers should they receive any enquiries in relation to the refurbishment of older, existing lift installations for fire service use.

Further guidance relating to this matter, and the other fire fighting lift articles that appeared in the March 2012 and September 2013 Call Points, can be obtained from Fire Engineering Group.

Smoke ventilation system shaft design

Use of electromagnetic holding devices, system logic and manual override switches

Further to several recent fire incidents, it has come to Fire Engineering Group's (FEG) attention that the design of some smoke ventilation shafts has led to system failure and/ or incorrect operation, resulting in the spread of the products of combustion to areas other than those immediately involved in a fire.

This has become of particular concern in residential buildings, where the maintenance of compartmentation is essential to supporting the 'stay in place' strategies often adopted in this type of occupancy.

Smoke shaft systems can be a very effective means by which smoke and the products of combustion can be ventilated from a building (for example, from lobbies or corridors). Typically, a fire rated smoke shaft will run through the full height of a building, with a ventilator being provided at each level that opens (upon activation of automatic smoke detection to BS5839: pt. 1) to this shaft in order to allow the products of combustion to vent to the exterior.

While it is accepted that historically there has been relatively minimal guidance available in relation to the design of smoke ventilation shafts, recent failure trends have highlighted that there is a need to pro-actively encourage responsible persons to review existing installations and potentially upgrade them in line with current industry best practice (such as that published by the Smoke Control Association – see the previous February 2012 Call Point). As part of this, the three main areas of concern that have been identified thus far are as follows:



However, current industry guidance states that electromagnetic holding devices should not be used in smoke ventilation shaft design as they have an increased potential to fail during a fire incident. This failure can occur due to a loss of power to the devices, or through the magnetic fields of the devices being weakened due to temperature rises. Because of this, ventilators on multiple floors are therefore susceptible to opening during a fire incident, increasing the likelihood of fire and smoke spread in a building, with no means to remotely re-set (i.e. close) the ventilators that have opened.

2. System logic

Modern smoke ventilation shafts should be designed so that only the vent(s) to the shaft on the fire floor opens, as well as those to the head of the smoke shaft and the head of any associated staircase. All other vents to the shaft should remain closed, even if smoke is subsequently detected on other non-fire floors, in order to maintain adequate compartmentation. For residential buildings, this is reflected in section 2.26 of Approved Document B Volume 2.

It has been identified however that many older, existing installations have not been programmed or configured in this manner, in that non-fire floor ventilators do not 'lock out' and there is potential for multiple vents on multiple floors to be opened during a fire incident.

3. Manual override switches

Smoke ventilation shafts are often provided with manual override controls for fire fighter use (e.g. yellow or deep orange control box/ break glass unit), with these being typically positioned adjacent to the ventilators or within the staircase enclosure at each floor level.

In most cases the manual override control is in the form of a simple switch. While functional for fire fighters, these switches can be vulnerable to misuse or tampering, which could lead to the wrong vents being open or multiple vents being open during a fire incident.

Current industry guidance advises that the need and type of manual override control should be carefully considered, with these being provided with clear signage (e.g. 'Smoke vent – fire fighter use only') and anti-tamper measures where required. Again, this may not have been assessed or implemented for older, existing installations.

Due to the potential consequences of the above issues, IOs are advised that where it is identified that smoke ventilation shafts are present in a building during the course of a fire safety audit, that they strongly recommend to the responsible person(s) of the premises to specifically consider the design, operation and functionality of the ventilation system as part of their premises fire risk assessment. The responsible person(s) may need to liaise further with a specialist contractor in order to do this, and to ascertain whether the above issues are relevant to their specific system.

Generally, Inspecting Officers should also recommend that smoke ventilation shafts are upgraded where possible in line with current industry best practice (for example, in accordance with Approved Document B expectations, and the Smoke Control Association guidance).

FEG are currently engaging with other industry stakeholders in order to promote awareness of the above issues on a wider scale. In order to assist this work, should Inspecting Officers become aware of any smoke ventilation shaft performance issues or failures through post-fire work, they should inform FEG at the earliest opportunity.

Consultations with FEG

Further to feedback received from several external sources, FEG politely reminds all Inspecting Officers that when formal consultations (Building Regulations or otherwise) containing fire-engineered design solutions are received at Area Fire Safety Teams that they must be forwarded to FEG for review/ comment. All submissions forwarded by Inspecting Officers to FEG should be completed using form SFS_I005_a5a, with this being completed fully in accordance with FSIGN 502. Should there be any doubt as to whether a consultation should be forwarded, please contact FEG via ext. [REDACTED] to discuss the individual case in question.

In addition, any proposals received where fan assisted/ mechanical smoke ventilation shafts are proposed (which are increasingly being applied as a design solution for residential buildings and fire fighting shafts) should be forwarded to FEG for review. Again, should there be any doubts/ queries, please contact FEG to discuss further.

Senior Fire Safety Officer update

FSIGN 208 – 'Role and responsibility of a Senior Fire Safety Officer (SFSO)' has been reviewed and updated. The key change is the introduction of the SFSO contemporaneous notes form. This has been trialed by SFSOs over the past 6 months under the moniker of FS_GEN_78.

To reflect the new standard of form numbering, this form will be published as FSIGN208_02.

In addition, the FS_GEN_77 form will be renamed as FSIGN208_01.

Both forms are available from the usual 'new office document' route from your desktop.

FSIGN 208_02 is a hand written form and is to be completed on-scene by the SFSO at every incident or event that they attend. These hand-written notes will form the basis of the FSIGN208_01 electronic reporting form. Where an Article 31 is considered, this form should be used to brief the DAC in conjunction with any photographic evidence obtained.

The completed FSIGN208_02 form should be forwarded to 'FSR Policy Team' as soon as practicable following completion. These forms will be stored at BHQ for a minimum of 12 months, at which point they will be placed in deep storage.

Where a premises has been subject to a prohibition notice, or prosecution is considered, the form must be scanned and uploaded to the premises file on the fire safety portal. The hard copy will still be stored at BHQ.

Significant Policy Changes

The following significant changes were made in regard to the following policies this month:

S500:D	Building Control Consultation procedure	New Email of FS_D_01 letter process
FSIGN 123	Fatal Fire Reviews	New document
FSIGN 208	Senior Fire Safety Officers	Total revision of contents
FSIGN 530	Repeal of Local Acts	New document

Please note that only significant changes to policies are recorded here. Changes from an old policy format into FSR Notes are also not recorded here (e.g.: PD_CERT_17 becomes FSIGN 777). A complete list of document changes is recorded in [Recent Issues](#).

Interim instructions

The following documents have been uploaded to the Interim Policies section since the last publication of Call Point:

- FSIGN 124 – Brigade & Team Duty Fire Safety Officer
- FSIGN 423 – Alleged Fire Risks
- S400_OH1 – Alleged Fire Risks procedure
- FSIGN 424 – Fire Safety in Shared Lives Schemes

Staff Update

Joiners and leavers

Since the last issue of Call Point we have said goodbye to the following FSR staff:

Brendon McKenna	Granville Harris
Brian Johnstone	

We welcome the following new members of staff to FSR:

John Yates	Stephen Dasgupta	Robert McTague
Glen Nicolaides	Michelle Brown	David Gregory
Richard Davidson	Kate Nicolaou	Mark Ripley
David Howard	Michal Kosierb	Jill Robinson
John Beard	Ben Dewis	David Eagling
		Charlie Freeman

Certificate in Fire Safety: achievers

Congratulations go out to the following people who have recently achieved the Level 3 Certificate in Fire Safety:

Stuart Matthews	Alison Marsh	Brian Harris
David Cadney	Katie Thompson	Joanna Rose
Steven Boulton	John Lalor	Andrew Richards
Michelle Jessop	Philip Brace	George Laing
Lee Percy	Paul Rajkumar	Clare Scawthorn

Congratulations go out to the following people who have recently achieved the Level 4 Certificate in Fire Safety:

Steve Willett	John Draysey	Pat Tuohy
Nina Schwartz	Iain Reid	Emma Wealleans
Earl Johnson	Steve King	Peter Degge
William Charles	William Horlock	Robert Gregory

Training & Development

Fire safety training modules

The Fire Safety training modules ('Smoke in building by engineering' and 'Fire Safety Transport Team') are now available, and can be accessed via the Training Support icon on your desktop:

Desktop > Training Support > Fire Safety Training > Fire Safety Presentations > Smoke in Building by engineering / Safety Transport Team

The modules have been designed to be given during your next regular team meeting.

The modules should be recorded against the Inspecting Officers' Individual Training Record (ITR) on STARS. To facilitate this, Team Leaders are to forward the names of team members who have completed the module to Susan Naylor who will arrange for the training records to be updated.

The modules are to be completed by the 24th January 2014.

Legal cases update

LFEPA Vs. Mr Munawar Ahmed and Chicken Inn and Takeaway

The owner of a Croydon chicken takeaway shop owner was recently [REDACTED]

The offences related to the two floors above the Chicken Inn and Takeaway on Church Street, (owned and managed at the time by Mr Munawar Ahmed) which were being used as sleeping accommodation.

Following fire safety concerns raised by Croydon Council housing enforcement team, IOs visited the premises in January 2011. They identified a number of serious fire safety concerns and issued a prohibition notice preventing the building's upper floors from being used for sleeping.

Concerns raised included:

- No smoke alarms in the building;
- No fire separation between the shared kitchen on the first floor and staircase;
- No fire resistant or self-closing doors to the bedrooms on the first and second floors;
- No emergency lighting on the escape route from the upper floors and combustibles such as mattresses and cooking oil drums stored within the staircase enclosure on each floor .
- No fire risk assessment had been carried out in the ground floor take-away or the common parts of the upper floors.
- A later inspection, in January 2012, found evidence that the prohibition notice had been breached.

Ahmed and the company Chicken Inn and Takeaway Limited [REDACTED]

LFEPA Vs. Mr Chodosh

A Haringey landlord has been [REDACTED]
[REDACTED] in a Muswell Hill house he was renting out.

[REDACTED] Chodosh, who owned the semi-detached property on Duke's Avenue, [REDACTED] and was sentenced at Tottenham Magistrate's Court on Wednesday 20th November. At the time of the offences the property was divided into nine separate flats and was being used as an unlicensed HMO.

LFB had been called to the three storey house following reports of a fire on 10 January 2011. Although there was no fire – just a poorly working dehumidifier [REDACTED]

A joint inspection carried out by IOs and Haringey Council found poorly maintained and fitted fire doors, no working fire alarm system and no emergency lighting. They also discovered that no fire risk assessment had been carried out for the building.

Mr Chodosh no longer owns the premises which has now been refurbished and no longer operates as an HMO.

There are currently seven other cases due before the courts and summonses are expected to be issued in two further cases over the next few weeks. Call Point will report on these when more information has been released.

Farynor update

Minor points of order

Following some recent data integrity checks on Farynor, a number of small areas have been highlighted:

It was found that some officers have completed jobs. Officers are reminded that they should not cancel or complete jobs on Farynor. Completing/cancelling jobs is part of the administrative role, as it enables staff to check the job is correctly attached to the right occupancy/file; that contacts data is accurate; and that all the necessary steps on the job are completed satisfactorily.

It was noted that some officers have not completed step 90.00/100.00 on the FS01 audit form. This step is a mobile step and must be completed on the mobile device. It has been, and still is, the responsibility of the officer completing the audit to complete either step 90.00 (Premises broadly compliant) or step 100.00 (Premises not compliant) so that the admin know how to proceed with the job. It is also very important so that the admin can prioritise the 'returned from mobile work' to ensure that Enforcement Notices and other enforcement jobs are dealt with promptly.

An analysis of the number of AFR jobs meeting the three-hour corporate target indicated that there is an issue with the completion of the AFR activity box. All staff are reminded that there is a format for completion of the activity box fields attached to the E03 job at step 50.00, as described in this document.

Electronic and mobile working guidance

Following on from a number of queries from recently appointed Team Leaders and discussions about future support for newly appointed fire safety staff about the mobile working solution staff are reminded that two training guides currently exist in Sharepoint for all staff to view and use as reference documents. The documents explain the process that inspecting officers follow to get and process mobile audit jobs and admin and Team Leaders' roles in progressing the mobile audit jobs through to completion.

These guides can be accessed via this link or from the following breadcrumb trail: Start>EDMS>FSR>common>electronic working

This area holds interim guidance on various aspects of electronic working. These training guides will be converted to Hotwire training manuals in the new year.

And finally...

Finally, Callpoint hopes all FSR staff have an enjoyable festive break and sends best wishes to you all for the New Year