

## **.RECORD OF SIGNIFICANT FINDINGS and ACTION PLAN.**

**PREMISES OCCUPIER:** The Tenants Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea  
**ADDRESS:** GRENFELL TOWER - 2014.10.17  
**COMPLETED BY:** MR C STOKES **DATED:**

### **GENERIC COMMENTS:**

**PRIORITY TIME SCALES:** **HIGH:** 2 to 3 WEEKS. **MEDIUM:** 2 to 3 MONTHS.  
**LOW:** 6 to 8 MONTHS.

\* 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

**Total per selected item: 45** **Total Overall: 3297**

Process No	ITEM	cdescription	PRIORITY	IDENTIFIED RISK OR HAZARD	A
172131		GRENFELL TOWER - 2014.10.17	High	Work is presently being undertaken to convert some areas on the lower 3 floor levels of this building into domestic dwellings along with other work and the over cladding of the whole building. Proposals have been submitted to the local Authority Building Control department under the	I w o u l d r e c o m
172134		GRENFELL TOWER - 2014.10.17	Information Only	Contractors are currently working in this building to construct some new dwellings on the floor levels previously used as offices etc.	I w o u l d
172136		GRENFELL TOWER - 2014.10.17	Information Only	When the construction/refurbishment work is completed on this building all information as required by the Building	D o c u m

172138		GRENFELL TOWER - 2014.10.17	Information Only	The service road/area on the right hand side of this tower block is used by the emergency services to park their vehicles, this area has been handed over to the contractors and is presently under their control. The contractors have stated that the LFB are happy with the current parking arrangements whereby the contractors are using part of the service road/area.	I w o u l d r e c o m m e n d t h i s
1721401a		GRENFELL TOWER - 2014.10.17	High	According to the contractors label on the main electrical	C a
1721411b		GRENFELL TOWER - 2014.10.17	High	At the time of this assessment the lighting was not working in the roof level	I w o
1721543a		GRENFELL TOWER - 2014.10.17	High	The locking mechanism on the entrance door to this building from the walkway level is damaged and this door cannot be secured locked shut.	T h e l o c
1721553a		GRENFELL TOWER - 2014.10.17	High	The fire fighter entry over ride device fitted to the entrance door of this building did not function and release the locking device on the door and open the door. This over ride device allows the Fire and Rescue Service to access the building in an emergency without the use of a key.	T h e fi r e fi g h t e r e n t r y o v e r

1721567		GRENFELL TOWER - 2014.10.17	High	At the time of this assessment there was some damage noticed to the installed lightning protection system in this building. At the time of the last service on this lightning protection system, 4th February 2014, the system was compliant.	I w o u l d r e c o m
1721598		GRENFELL TOWER - 2014.10.17	High	On the 19th and 20th floor levels push bikes have been	T h
1721609		GRENFELL TOWER - 2014.10.17	High	There is a secondary exit route from the basement boiler room area.	T h e l o c a t i o
17216112a		GRENFELL TOWER - 2014.10.17	High	There is a secondary exit route from the basement boiler room area. It is not known when this hatch was last opened and checked to see that it operated correctly.	C a n it b e c o n f i r m e d
17216312b		GRENFELL TOWER - 2014.10.17	High	The access door to the external roof from the internal corridor has had	I w o
17216412c		GRENFELL TOWER - 2014.10.17	High	The contractors are going to erect new cupboards on each of the residential flat/lift	C a n
17216812d		GRENFELL TOWER -	High	The fire door to the refuse	I
17216912e		GRENFELL TOWER -	High	The fire door to the staircase	I
17217012f		GRENFELL TOWER - 2014.10.17	High	On the 10th floor level the refuse chute hopper head is damaged - it's handle is	T h i
17217112g		GRENFELL TOWER - 2014.10.17	High	The door frame and door within the boiler room at the	I w
17217412h		GRENFELL TOWER -	High	The door handle of the	A
17217612i		GRENFELL TOWER -	Information	The following flat entrance	I

172177	14a	GRENFELL TOWER - 2014.10.17	High	There are two largish holes in the wall linings of the ground floor electrical room from the base staircase into the electrical room.	T h e s e h o l e
172180	14b	GRENFELL TOWER -	High	On the 2nd and the 15th	T
172182	15	GRENFELL TOWER - 2014.10.17	High	Some new emergency lighting units have been installed by the contractor on	C a n
172185	16a	GRENFELL TOWER - 2014.10.17	High	There are no fire action notices displayed in this building next to the break glass call points of the fire	F i r e
172187	16b	GRENFELL TOWER -	Medium	The floor number on	I
172190	16c	GRENFELL TOWER - 2014.10.17	Medium	The sign displayed in the ground floor level entrance lobby area of this building informing the emergency services which flats are located on which floor levels now needs to be moved up to the walkway level. This sign aids the fire service or other emergency service to	I w o u l d r e c o
172191	16d	GRENFELL TOWER - 2014.10.17	Information Only	When the new pipe work cupboards are constructed on each flat/lift lobby area the floor number on wall will be covered in by the cupboard. Floor numbers aid the fire service if there is an incident in this building.	I w o u l d r e c
172192	17a	GRENFELL TOWER - 2014.10.17	High	There is a fire alarm system installed in this building there	I w
172193	17b	GRENFELL TOWER - 2014.10.17	High	The contractor has moved the buildings fire alarm control panel up from the ground floor level to the walkway level.	I w o u l d r e c o m m e n

172195	17c	GRENFELL TOWER - 2014.10.17	High	The fire alarm control panel was showing faults in both zones 9 and 22 at the time	I w o
172201	17d	GRENFELL TOWER - 2014.10.17	High	In the old ground floor reception there are the fire alarm control panels for the fire alarm detection systems in the nearby TMO buildings.	C a n t h e T M O s u r v e
172203	17e	GRENFELL TOWER - 2014.10.17	High	When the new cupboards are constructed on the flat /lift lobby area the presently installed smoke detectors on these lift lobby areas will be inside the new cupboards in some cases.	C a n t h e c
172211	19a	GRENFELL TOWER - 2014.10.17	High	The lifts in this building are fire fighter/evacuation lifts, the entrance to this building is now from the walkway level. It is not known if the fire	H a v e t h
172213	19b	GRENFELL TOWER - 2014.10.17	High	There are fire fighting hose reels in the basement boiler room of this building, these	P l e
172214	19c	GRENFELL TOWER - 2014.10.17	High	The dry rising main in this building is overdue its service according to the last service	T h e

172215	19d	GRENFELL TOWER - 2014.10.17	High	The contractors, Rydon's are going to be working to upgrade the installed smoke extraction system on the flat/lift lobby areas and the refuse chute rooms of this building.	C a n it p l e a s e b e c o n f i r m e d w h
172230	19e	GRENFELL TOWER - 2014.10.17	Information Only	As part of the refurbishment work to be undertaken in this building the dry riser inlet is to be moved from its current located in the ground floor lobby area to an external position on the face of the building	W h e n t h i s w
172234	22a	GRENFELL TOWER -	High	There are contractors	I
172235	22b	GRENFELL TOWER - 2014.10.17	High	There are contractors working in this building refurbishing the lower floor levels, the street level to the walkway level, this includes constructing some new dwellings.	I w o u l d r e c o m m e n d t
172239	23a	GRENFELL TOWER - 2014.10.17	High	The emergency lighting system installed to cover the	I w

17224023b	GRENFELL TOWER - 2014.10.17	High	Are the monthly occupier tests and inspections of the emergency lighting system in the building being undertaken with records kept?	M o n t h l y o
17224223c	GRENFELL TOWER -	High	Are the weekly occupier's	W
17224523d	GRENFELL TOWER - 2014.10.17	High	Caretaker testing and inspections of the buildings structure etc.	C a n
17224623e	GRENFELL TOWER - 2014.10.17	Information Only	The fire alarm system installed in this building is	I w
172247	GRENFELL TOWER - 2014.10.17	High	The external face of this building is to be over clad. The piece of cladding fixed to the external wall at the moment is on timber battens.	I w o u l d r e c o m m e n d t h
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## INGS and ACTION PLAN.

MO) of the Royal Borough of Kensington and Chelsea

25 June 2020

MONTHS. **LOW:** 6 to 8 MONTHS.

m, from which these significant findings and action plan are the result of

ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED	ACTIONS TAKEN	COMPLETION DATE
I would recommend that the Building Control Officer's response to the proposed work being undertaken in this building is asked for. A copy of this proposal and the Building Control Officer's response should be kept with this Fire Risk Assessment. Building control application on file, approvals not due until all ..	Claire Williams		The Building Control officer has the full application and has met with the contractor, and is taking issues forward with the fire brigade as necessary.  We do not get approval until the end of the period.	25 March 2015
I would advise that when this construction project is completed that the premises Fire Risk Assessment is reviewed and that the layout drawings of this building are	David Williams		I agree, and will notify Janice Wray when handover of the project is undertaken - potentially end of Oct 2015.	25 March 2015
Documentation must include: 1. A Buildings Regulations completion Certificate as issued by the RBKC Building Control department.	Claire Williams	25 March 2015	The information above will all be part of the O&M manual or H&S file produced by the contractor at	25 March 2015



I would recommend that Rydon's, the contractors are asked to provide in writing that the LFB are happy with the current parking arrangements on this service road. This is so that if this building is audited by the Fire Authority under the Fire Safety Order documentation can be provided stating that agreements on Part B5 access arrangements of Approved Document B of the Building Regulations have been agreed with the LFB.	Claire Williams		Contractor Rydon had spoken to the fire brigade about the fact that the service road is within their compound. All watches had seen it and as the access was locked by an FB key, there were no issues with it.  An email from Rydon to the Fire Brigade confirming this situation, and the FB's response is in the housing part of W2.	18 June 2015
If there is no agreement or Can it please be confirmed whether the contractors or the	Alex Bosman		INSTALLATION TESTED AND CERT SUPPLIED	17 November 2015
I would recommend that the lighting units in this roof level area are repaired or replaced	John Tatham	16 February 2016	all necessary works completed on 201552556	16 February 2016
The locking mechanism on this entrance door to the building should be repaired or replace immediately so that this building has restricted access to authorised persons only.	Claire Williams		S&Mackman completed works end of Dec, but probs over Christmas meant revisit and works completed mid Jan 2015.	25 March 2015
The fire fighter entry over ride device fitted to the entrance door of this building should be repaired or replaced so that it releases the locking device fitted to the buildings entrance door. This over ride device allows the Fire and Rescue Service to access the building in an emergency without the use of a key.	Claire Williams	08 May 2015	Siobhan Rumble confirmed that this safety check should be undertaken regularly by her estates services team.  As a result of the latest report on 10/4 SR instructed Paul Steadman to carry out this check. Confirmed checked and working as at today's date 8 May 2015.  Please transfer to SR as regular monitoring is within her team responsibility	08 May 2015

I would recommend that the lightning protection system installed to cover this building is repaired immediately and then the whole system retested to ascertain that it is fully functional.  Rydon getting price. Ult new frame will be conductor	Claire Williams	25 March 2015	Held meeting with M&E team and Rydon.  Rydon said they would consider looking at items on servicing list, but none received.  CW passed back to Alex Bosman - before Christmas 2014.	25 March 2015
The dry rising main outlets must not be obstructed at	Siobhan Rumble		these have been removed	06 March 2015
The location of this secondary exit from the basement boiler room area should be emphasised to contractors who are working in this area. This secondary exit should not be blocked or obstructed at any time, this is internally in the boiler room and externally	Claire Williams		Secondary fire exit is now in place and unobstructed.  This is being monitored by Rydon's own H&S team because of ongoing works to the boiler basement.	18 June 2015
Can it be confirmed that regular inspections and checks are carried out to see that the hatch on this secondary route from the basement boiler room area works correctly and opens easily.  Rydons opened it - but lethal as v heavy, not sprung.	Claire Williams		The secondary access above is not being used.  A new access has been formed by a scaffold with ladder access that comes up on the west elevation close to the walkway. This was put in place with Rydon's H&S officer's agreement to overcome issues of the heavy hatch highlighted	18 June 2015
I would recommend that this door is repaired or replaced and that locks or a device is	John Tatham	22 December 2014	201554098	05 March 2016
Can it please be confirmed that these new cupboards will be a minimum of 30 minutes fire	Claire Williams	10 April 2015	RD confirm completion The new cupboards will be FD30 doors as described above.	10 April 2015
I would recommend that this	John Tatham	06 January 2015	RD confirm completion	22 February 2016
I would recommend that these	John Tatham	06 January 2015	RD confirm completion	22 February 2016
This hopper head to the rubbish chute on the 10th floor level should be repaired or	John Tatham	22 December 2014	201554019	05 March 2016
I would recommend that this door and door frame are	Claire Williams	25 March 2015	RD confirm completion Remedial works were completed Jan 2015.	25 March 2015
A new door handle should be	John Tatham	22 December 2015	RD confirm completion	01 February 2016
If any of these flat entrance	David Ward		None	08 December 2014

These holes should be filled in with a suitable fire rated material to maintain the fire rating of the structure of the building. I would recommend that in future checks are carried out after contractors have undertaken work in the	Claire Williams	25 March 2015	completed jan 2015.  contractor Rydon will check, and it is understood that Carl Stokes FR Assessor will liaise if at any visits any further issues arise.	25 March 2015
These covers should be fitted	John Tatham	22 December 2015	RD confirm completion	01 February 2016
Can a commissioning certificate for these newly installed emergency lighting units please	Claire Williams	08 May 2015	Certificate attached. Put in through 'housing' part of W2	25 March 2015
Fire action notices should be displayed next to each break glass call point of the fire alarm system installed in this	Janice Wray		Fire action notices now installed by handyman.	01 December 2014
I would recommend that the	Siobhan Rumble		all done	06 March 2015
I would recommend that the sign displayed in the ground floor level entrance lobby area of this building showing which flat numbers are located on which floor level is moved up to the walkway level.	Claire Williams	25 March 2015	As comment on 'action taken'  fire brigade have said they will enter thro the ground floor, and all watches have done familiarisation visits.  NFA required.	25 March 2015
Emergency services have said they will enter thro ground				
I would recommend that new floor numbers are displayed on the walls of each flat/lift lobby area opposite the lifts. These numbers must be in a large font and be easily seen at all times. Rydon will paint/fit numbers onto new cupboard doors	Claire Williams	25 March 2015	As actions - Rydon to paint or fit numerals onto cupboard doors.  Temporary signs proposed until final version installed when doors fitted and decorated.	25 March 2015
I would recommend that the fire alarm system in this	Janice Wray	20 August 2015	FA monitored by CAS / Tunstall Telecom	31 August 2016
I would recommend that a fire alarm completion certificate is obtained from the contractor to state that the fire alarm panel is in full working order.	Claire Williams	08 May 2015	Certificate stored on W2 under 'housing' part of system.  This says that the panel is in the same working order as it was taken over.  The assumption is that this is still being serviced by Chubb - please check with Alex Bosman's team.	08 May 2015
Rydon to provide Mid Dec 2014				

I would recommend that a fire alarm engineer is asked to visit site and clear the faults from	Claire Williams	25 March 2015	Panel now functioning as remedial works undertaken.	25 March 2015
Can the TMO surveyor responsible for this project please comment on how access to these control panels will be maintained throughout this project? Are these control panels and the smoke ventilation systems in the nearby TMO buildings being serviced and maintained in full working order?	Claire Williams	10 April 2015	Alex Bosman leading on getting smoke ventilation systems for nearby blocks working as connection with Grenfell severed and system clearly not been in full working order for a while.  AB looked at intro perm vent through atrium roofing, but outcome not known. AB to update.	10 April 2015
Mtg to be booked with CS to discuss fire alarm blocks				
Can the contractor please provide the scope of works for the new fire alarm detection installation for the smoke vents?  Detectors to be positioned	Claire Williams		As action to be taken comments.  smoke detection alarms to be 500mm distant from smoke vents or other obstructions.	25 March 2015
Have these two lifts been reprogrammed so that the fire service can control them from the walkway level? Have the fire service control switches been relocated to the	Claire Williams	25 March 2015	as 'actions to be taken', fire brigade enter building from gf, so the fire service override control stays in the same position.	25 March 2015
Please can it be confirmed that the fire fighting hose reels in the basement boiler room of	Alex Bosman		Confirmed fire hose reels will be removed during boiler works	01 December 2015
The dry rising main in this building should be serviced immediately with any defects	Alex Bosman		Chub satisfactory test cert held carried out 27.4.2015	01 December 2015



Can it please be confirmed what compensatory measures, if any are being put in place whilst the installed smoke extraction systems are being up graded? Once the new extraction system has been installed then a commissioning certificate for the system must be obtained stating that the smoke extraction system(s) is fully functional.  Liaison with LFB, agreement for no hot works, increased inspections etc.	Claire Williams	10 April 2015	Fire brigade informed that the smoke vent system being worked on, therefore not working. They have sent all watches to site to understand the set up.  Subsequently at a small fire, LFB turned up with breathing apparatus - so all were aware of situation.  Passive system due to be complete by end of May, new fans etc just received building control ok - completion summer when certification will be	10 April 2015
When this work has been undertaken then a new commissioning certificate for the dry rising main must be obtained stating that the main is fully functional and has passed its hydraulic test. Rydon will not move this until have cert showing in working	Claire Williams	25 March 2015	awaiting M&E team to provide certification on current dry riser before Rydon's touch it.  Alex Bosman leading on this.  Cert provided to	25 March 2015
I would recommend that the contractors, Rydon's are asked for a copy of their evacuation policy and procedure for a fire incident within the area of this building under their control. As a minimum this policy should have their procedure for the evacuation of their employees, how the TMO residents will be alerted to any incident in the contractors areas and how Rydon's will manage any incident. This includes information on incidents which might occur at night or the	Claire Williams Claire Williams	25 March 2015	attached Contractor has their fire risk procedure, which will be amended as works progress/issues change.  I attach a version of their risk assessment.  It is noted that Rydon H&S team visit site regularly, as well as their own site managers' responsibility for safety checks.	25 March 2015 08 May 2015
I would recommend that the installed emergency lighting	Alex Bosman	21 January 2016	AP confirmed service complete 9.12.2015	21 January 2016

Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing having been undertaken.	Siobhan Rumble		these were done by RGE 6 monthly under contract. inspectors check the block lighting to check if all bulbs and emergency lighting are working and records are kept	06 March 2015
Weekly occupier inspections of	Siobhan Rumble		being done by rydons	06 March 2015
Can it be confirmed that the caretaker is undertaking the tasks as per the caretakers	Siobhan Rumble		yes and these are available for inspection at any time	06 March 2015
I would recommend that the fire alarm engineers liaise with	Alex Bosman		complete - system no longer present	17 November 2015
I would recommend that the contractor provides 1. The scope of works covering how this cladding? How will the cladding be fixed to the building? 2. What fixings will be used? 3. The fire rating of the cladding and the fixings? 4. The Building Control Officers acceptance of this fixing system and the cladding used? Timber battens purely for mock-up.  Cladding has horiz cavity barrier to 20/20. Auto building	Claire Williams		The contractor has provided information on cladding, inc fixings, fire barriers. This is being inspected as work progresses by the Clerk of Works employed by the TMO as well as Building Control officer (John Hoban).  Building control payment for services attached. The final cert will not be issued by them until the end of the job	08 May 2015