

## KCTMO Procedure for dealing with LFB Deficiency Notices

### 1. Introduction

The London Fire Brigade's (LFB) Fire Safety Teams carry out periodic audits of our blocks to ensure fire safety standards are met, blocks are compliant and thereby ensure the safety of our residents and the LFB's operational staff. These audits can be either part of a proactive programme of planned, periodic visits or they can be undertaken following a fire.

### 2. Post Fire Audits

These are usually undertaken as quickly as possible following the fire - where possible within 24 hours. The Fire Safety Team will inspect the areas associated with the fire and the communal area of the block.

### 3. Planned Periodic Audits

The Fire Safety Team will generally turn up at a block unannounced and undertake a visual inspection the communal areas – they often confine themselves to the areas that are available for use by residents but they will occasionally want to inspect plant areas, roofs etc. as well.

### 4. Progressing issues raised by LFB

The Fire Safety Team will generally telephone the TMO Health & Safety Team following their audit to raise queries, request confirmation of maintenance arrangements, a copy of the Fire Risk Assessment and to outline any breaches. They will confirm if it is their intention to issue a Notification of Fire Safety Deficiencies or alternatively if they intend to send a letter confirming that they considered the block to be "broadly compliant" with no statutory breach at the time of the audit.

When a Notice is issued a paper copy is sent by post for the attention of the Health & Safety Team. Depending upon the nature of the breaches the H&S Team will send a copy of this notice to the relevant team(s) and discuss with them the necessary remedial action and timescale for this.

H&S Team monitor completion of the necessary works.

Deficiency Notices (and Broadly Compliant letters) and progress with completing the actions they raise are reported to the Health & Safety Committee. Further, a summary of these are provided in the Company's Annual Health & Safety Report.

Janice Wray

Health, Safety & Facilities Manager

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