

Janet Rhymes

From: Andrew Furness [andrewfurness@salvus-consulting.co.uk]
Sent: 26 August 2009 18:27
To: Janice Wray
Cc: Ann.Muchmore@rbkc.gov.uk; Janet Rhymes; Valerie Sharples; Liam Good; Adrian Bowman; Kim
Subject: RE: Fire Risk Assessments - high risk blocks KCTMO

Hello Janice
we are delighted you are appointing us to assist you.
I have received the email from Janet and look forward to receiving hard copy of the letter.

I am available for a meeting morning of the 7th, shall we say 09.30hrs?

I will ask my PA Kim to look through my calendar and liaise with a date to meet the LFB

I too am looking forward to working with you
best regards

Andy

Andrew P Furness
Managing Director

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From: Janice Wray [mailto:jwray@kctmo.org.uk]
Sent: 26 August 2009 12:16
To: Andrew Furness
Cc: Ann.Muchmore@rbkc.gov.uk; Janet Rhymes; Valerie Sharples; Liam Good; Adrian Bowman

27/08/2009

TMO00865098/1

TMO00865098 0001

Subject: RE: Fire Risk Assessments - high risk blocks KCTMO

Andrew

Thanks for coming back to me so promptly. I have consulted my colleagues and we are happy with your responses to our additional queries. I would advise that you will be hearing officially from our Professional Services Officer, Janet Rhymes, in the next few days. (I believe that she will send you a Letter of Intent electronically in the next 2 days and will follow this up with the appointment letter in the post early next week.) I would like to confirm the proposed start date of the 24th September.

I would be grateful if we could agree some dates with you to meet in advance of the programme commencing. Specifically, could you advise on your availability for the following -

1. Briefing meeting at our offices week commencing 7th September - preferably either monday 7th -am or Tuesday 8th -pm
2. Meeting with the local Fire Safety Officers - I have not yet checked their availability but can you advise which of the following you could make and then I will contact the FB to finalise a date & time -

Tuesday 15th Sept - am
 Wednesday 16th Sept - am
 Thursday 17th Sept - pm
 Monday 21st Sept - am
 Tuesday 22nd Sept - am or pm

Please advise

Look forward to working with you

Janice Wray
 Health & Safety Adviser

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From: Andrew Furness [mailto:andrewfurness@salvus-consulting.co.uk]
Sent: 25 August 2009 21:08
To: Janice Wray
Cc: Janet Rhymes; Ann.Muchmore@rbkc.gov.uk; Liam Good; Valerie Sharples; Adrian Bowman
Subject: RE: Fire Risk Assessments - high risk blocks KCTMO

Hello Janice

I am sorry not to be able to talk to you face to face as I am up here in Liverpool
 Having read through your email there appears to be no particular issues from our end, we did in fact have a team meeting following my brief conversation with Janet last week.
 with regard to you queries from ease I have indicated our responses in blue below, and trust that these will assist you in your selection process.

please do respond to this email if you have any further queries and I will respond tomorrow night.

I look forward to having the opportunity to hopefully working with you and your team in the future

27/08/2009

best regards
Andrew

From: Janice Wray [mailto:jwray@kctmo.org.uk]

Sent: 25 August 2009 12:16

To: Andrew Furness

Cc: Janet Rhymes; Ann.Muchmore@rbkc.gov.uk; Liam Good; Valerie Sharples; Adrian Bowman

Subject: Fire Risk Assessments - high risk blocks KCTMO

Andrew,

I believe that you are out of the office all week but you are contactable by e-mail and mobile. I wanted to raise a few points with you in relation to this project and I would appreciate it if you were able to let me have a written response by Thursday (e-mail would be fine). Specifically -

1. Plans

As discussed we will not be able to provide any plans for our buildings. We appreciate you were not initially anticipating having to produce plans for each block, however, can you please advise what is the likely impact of producing all plans? Specifically, does this mean that you will be unable to complete the work within 6 months? We held a team meeting on Friday last week to discuss this very issue of i.e. that of turning around the plans within the 6 month period. We believe that is within our capacity to include the plans within the 6 months, particularly as we will complete them as we undertake the risk assessments themselves with our electronic recording system.

We have no objection to a report being submitted in advance of its plan, however, in the same way as you have given us an undertaking to submit the reports within a fixed period of completing the assessment we would also like you to give us an undertaking for how soon we could expect to receive the completed associated plan. (We have some anxiety about keeping control of the project if there is too long a delay between receipt of reports and receipt of plans.) Please advise on what timescale you propose. I do believe that if you are able to accept a revised timescale of turning the FRA report around in 2 weeks instead of 1 week we can ensure that each FRA will be accompanied by a completed plan. NB There may be a slight delay for the Extra large sites but we anticipate a maximum of 3 working days.

If you are unable to move your position on the FRA report being to you in 1 week (as discussed we would provide you with a 'cautionary report' as an interim report should we find safety critical issues) I would expect delivery within 1 working week for vsmall and small premises, 10 days for Medium and large premises and 14 days for extra large premises (please note these are only estimations and we may well be able to turn the plans around more quickly).

2. Fire Brigade involvement

As advised we have had ongoing negotiations with the FB and they are still keen to monitor our progress in this area. In particular the FB have asked to meet our appointed consultant and to approve the proforma you intend to use in advance of the assessments commencing. Additionally, they would like us to submit to them a copy of the first four completed assessment reports (plus plans) and to meet with them 4-monthly so that they can monitor progress with assessment programme and also progress with implementing recommendations / action plans. Great idea, as we discussed at the meeting our format is known within the fire service - however we are continually looking to improve the format and we would like the LFB involved as much as you wish. Our objective is to ensure we deliver to your specification. Steve and I discussed the need to make contact with your specific enforcement team prior to starting the project.

Additionally, we have had some written correspondence with the FB in relation to some specific blocks and clearly we will provide you with a copy of this in advance of your assessment at each of these blocks. We will be pleased to make use of any information that you receive, we have a number of contacts within the LFB and will be pleased to make use of these in addition to any info you receive. We will include any priority rated high risk blocks within our programming.

3. Action Plans / Recommendations

As discussed previously we are keen to have the Action Plans set out to assist us to direct our limited resources at the areas of highest risk. Therefore, could you confirm that you will be sorting / colour-coding your Action Plans as follows ?

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TMO00865098/3

TMO00865098 0003

Legal – required by RRO these issues will be annotated Red (plus any significant life risk that we find)

Recommended – recommended by BS, good practice etc. these will be annotated Amber

Improvement – considered to enhance fire safety these will be annotated green

Additionally, can you confirm that you will maintain an electronic document (probably a spreadsheet) which lists all the Action Plans and that we will receive an updated copy of this on a regular basis - perhaps monthly. I can confirm that we can undertake this - I do have to say I did not cost this into our quotation but I will agree to include this in the time set aside for the monthly meetings.

4. Timescales for Action Plans / Recommendations

Clearly we cannot anticipate what actions will be required in advance of the assessments. However, there is likely to be a variety of remedial works required ranging from straightforward, cheap responsive repairs (which can be instigated immediately) to significant works to improve fire safety (e.g. new doors, new afd etc. where resources may have to be identified, leaseholders may need to be consulted, Building Regns etc. may need to be sought). We are keen that the timescales permitted for the actions are achievable as otherwise the FB will consider that the FRA is not suitable and sufficient. Can you advise how you would approach setting the timescales? Do you have examples that you have used for other residential landlords? please take a look at the sample of the residential FRA action plan that we provided - we have established a 1 - 5 prioritisation schedule and explanation (last page) We can amend the prioritisation based upon your requirements and any LFB guidance

5. Start date

We advised the FB that we would commence the programme of assessments asap and we are therefore seeking a September start date. Please advise what start date you consider achievable. - whilst we are quite busy at present I have made arrangements with the team to bring you FRA project forward in our calendar (a number of our existing clients are flexible regarding timescales) and therefore given our current workload we will be able to commence 24th September 2009 (dependant upon receiving confirmation of contract 29.08.09)

Look forward to receiving your response by Thursday (27th Aug).

Any queries please advise

Thanks

Janice Wray
Health & Safety Adviser

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