

Fire Risk Compliance Meeting

27th February 2013

Present:

Peter Maddison

Ricki Sams

Gary Mitchell

Janice Wray

Action Points

1. Fire Safety Asset Management

Ricki to pull together a comprehensive list of fire safety assets - including those in the RGE contract and those identified in the Fire Risk Assessments, by Friday 1st March. **Action: Ricki**

Ricki to check this against RGE certification to establish any areas where we are not compliant - also by Friday 1st March **Action: Ricki**

Ricki to pull together a flow chart showing how we manage the process, including: certification dates, data storage, dates of next survey, ordering and monitoring of follow on works, liaison arrangements etc. Deadline: Friday 11th March **Action: Ricki**

Meet early w/c 4th March to review **Action: All**

Gary to clarify certification of equipment at Darfield Way, Shalfleet Drive and Waynflete Square
Action: Gary

2. Fire Risk Assessments

Janice to produce a master list of FRA's by Friday 1st March including:

- Compliance (Red / Amber / Green)
- Actions and works required (urgent / desirable)

Action: Janice

John Borra to co-ordinate an action plan to ensure that all essential works are delivered.

Action: John Borra

In future FRA reports are not to be sent to residents without a check from Assets and Regeneration to ensure that all actions have been complete. **Action: All**

