

## APPENDIX 1

### HOUSING & NEIGHBOURHOODS FIRE SAFETY IMPROVEMENT ACTION PLAN SUMMARY 2017-19

ACTION	DEADLINE	PROGRESS
Produce leaflet on fire safety for residents	Jan 2017	Complete
Produce poster on basic fire safety	Jan 2017	Complete
Sign up process amended to include fire safety advice	Jan 2017	Complete
Check and update records of vulnerable residents	July 2017	Complete (and ongoing)
Revise fire action and evacuation posters and include local variations as appropriate.	Sept 2017	Complete
Investigate presence and maintenance of lightening conductors	Sept 2017	Confirmed conductors are inspected annually by Nimbus Lightening Protection Ltd.
Have new notices installed in all blocks	Nov 2017	Complete Interim notices were installed in Autumn 2017. A separate project, to create permanent notices is being initiated by Property Services.
Review fire safety advice in Tenancy Handbook	Sept 2017	Complete. Review shows no inaccuracies. Relevant sections in handbook to be revisited as part of overall handbook review in late 2018
Develop communications programme on fire safety, including newsletter items, letters, Facebook posts, website updates, events etc	Oct 2017	Programme complete and being implemented
Write to all residents in City, telling them not to put out rubbish until day of collection as fire risk	Sept 2017	Complete. Included in FAQs
Secure funding for programme of tenancy visits	Nov 2017	Complete. Funding agreed
Revise fire safety protocol to include all communal areas. Develop standard procedure and enforcement letters	Dec 2017	Complete
Plan and implement tenancy visits project	July 2018	Team recruited and trained, visits have commenced and regular reports being presented to Housing Management & Almshouses Sub-Committee

Last revised August 2018

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Create Cigarette disposal comms campaign	August 2018	Piece to go in Autumn newsletter, highlighting recent fire
Review fire log books and make recommendations	Sept 2018	Log books being reviewed and updated as per FRA recommendations
Review sheds and garages agreement to be clear about storage of combustible items. Revise procedure to include inspections and key changes.	Sept 2018	Complete
Set up monthly FRA Monitoring Meeting with Property Services	Sept 2018	To begin shortly
Enhanced of programme of on-site training for cleaners	Oct 2018	Checklists for daily inspections being revised based on FRAs – training will to cover this.
Review and republish schedule of risk assessments and establish system for quality assuring	Dec 2018	Part of Estate Services Review
Review quality and monitoring of walkabouts and review daily, weekly, monthly checklists	Dec 2018	Part of Estate Services Review
Establish new process for updating information on vulnerable households and put into place any support plans needed	Dec 2018	Part of Estate Services Review and Tenancy Visits Project