



## Housing Management and Almshouses Sub (Community and Children's Services) Committee

**Date:** MONDAY, 24 MAY 2021

**Time:** 11.00 am

**Venue:** VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

**Members:**

John Fletcher	Peter Bennett
Mary Durcan	The Revd Stephen Haines
Randall Anderson	Ruby Sayed
Marianne Fredericks	Caroline Haines
Susan Pearson	Deputy Jamie Ingham Clark
William Pimlott	

**Enquiries:** [Julie.Mayer@cityoflondon.gov.uk](mailto:Julie.Mayer@cityoflondon.gov.uk)

### Accessing the virtual public meeting

**Members of the public can observe this virtual public meeting at the below link:**

<https://youtu.be/IkuwnpNacLE>

This meeting will be a virtual meeting and therefore will not take place in a physical location. Any views reached by the Committee today will have to be considered the Director of Community and Children's Services after the meeting, in accordance with the Court of Common Council's Covid Approval Procedure, who will make a formal decision having considered all relevant matters. This process reflects the current position in respect of the holding of formal Local Authority meetings and the Court of Common Council's decision, of 15th April 2021, to continue with virtual meetings and take formal decisions through a delegation to the Town Clerk, and other officers nominated by him, after the informal meeting has taken place and the will of the Committee is known in open session. Details of all decisions taken under the Covid Approval Procedure will be available online via the City Corporation's webpages.

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

**John Barradell**  
**Town Clerk and Chief Executive**



# **AGENDA**

## **Part 1 - Public Reports**

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **ELECTION OF CHAIRMAN**

To elect a Chairman in accordance with Standing Order 29.

**For Decision**

4. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman in accordance with Standing Order 30.

**For Decision**

5. **MINUTES**

To approve the public minutes and non-public summary of the meeting on 22<sup>nd</sup> March 2021.

**For Decision**  
(Pages 7 - 14)

6. **ALLOCATED MEMBERS TO THE VARIOUS HOUSING ESTATES**

Town Clerk to be heard.

**For Decision**

7. **OUTSTANDING ACTIONS**

The Sub Committee is asked to note the Outstanding Actions List.

**For Information**  
(Pages 15 - 16)

8. **PORTOKEN COMMUNITY ENERGY PROJECT - ALDGATE SOLAR POWER (ASP)**

Report of the Director of Community and Children's Services.

**For Decision**  
(Pages 17 - 22)

9. **HOUSING POLICY REVIEWS - EXTENSION OF REVIEW DATES**

Report of the Director of Community and Children's Services.

**For Decision**  
(Pages 23 - 28)

10. **FIRE SAFETY UPDATE - HRA PROPERTIES**

Report of the Director of Community and Children's Services.

**For Information**  
(Pages 29 - 72)

11. **NO ACCESS POLICY FOR CYCLICAL ELECTRICAL TESTING**

Report of the Director of Community and Children's Services.

**For Decision**  
(Pages 73 - 80)

12. **HOUSING MAJOR WORKS PROGRAMME (MWP) - PROGRESS REPORT**

Report of the Director of Community and Children's Services.

**For Information**  
(Pages 81 - 90)

13. **FIRE RISK ASSESSMENTS FOR VULNERABLE RESIDENTS**

Report of the Director of Community and Children's Services.

**For Information**  
(Pages 91 - 94)

14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

16. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

## **Part 2 - Non-Public Reports**

17. **WATER CHARGE REFUNDS FOR SECURE TENANTS**

Report of the Director of Community and Children's Services.

**For Decision**  
(Pages 95 - 104)

18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

### **Confidential agenda**

20. **CONFIDENTIAL MINUTES**

To approve the Confidential Minutes of the Meeting held on 22<sup>nd</sup> March 2021.

**For Decision**

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**HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND  
CHILDREN'S SERVICES) COMMITTEE**  
**Monday, 22 March 2021**

Minutes of the virtual meeting streamed to  
<https://youtu.be/1W0UIBx-AYA> at 11.00 am  
(the recording will be available on the above link for 1 year after the date of the meeting)

**Present**

**Members:**

John Fletcher (Chairman)  
Mary Durcan (Deputy Chairman)  
Randall Anderson  
Peter Bennett  
Marianne Fredericks  
Alderman David Graves  
Susan Pearson  
The Revd Stephen Haines  
Ruby Sayed

**Officers:**

Paul Murtagh	- Assistant Director, Barbican and Property Services
Julie Mayer	- Town Clerks
Liam Gillespie	- Community and Children's Services
Jason Hayes	- Community and Children's Services

**1. APOLOGIES**

There were no apologies.

**2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN  
RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

**3. MINUTES**

RESOLVED – That the public minutes and non-public summary of the meeting held on 12<sup>th</sup> January 2021 be approved as a correct record.

**4. OUTSTANDING ACTIONS**

The Sub Committee received the Outstanding Actions list and noted updates in respect of the following:

**New Portsoken Community Centre.** The Community and Children's Services Committee would be receiving a report on Governance on 30th April 2021 and, as this would now fall within the remit of the Grand Committee, it could be removed from the Sub Committee's actions list.

**Fire Safety.** The Sub Committee had received a report in November 2020. A further Fire Safety Update report would be on the Agenda for the next meeting and include progress on major works, including the sprinkler project.

**Climate Action Strategy.** The Grand Committee had received a report at its last meeting (5.3.21) in respect of the housing aspects of the Climate Action Strategy. Members (of the Housing Management and Almshouses Sub Committee) agreed that the Sub Committee should receive a regular update report, bringing together the various strands of work which were contributing to de-carbonising the City Corporation's housing stock. The Assistant Director advised that work was underway with colleagues in City Surveyors, and a Consultant had been appointed to collate energy information in respect of the City's housing stock. This work would result in an action plan, fulfilling many of the Strategy's objectives, and Members would receive a progress report at their next meeting in May.

**5. DEBT RECOVERY POLICY**

The Sub Committee considered the first of three reports of the Director of Community and Children's Services in respect of Housing Management Policies, which were nearing the end of a review programme. Members noted that debt recovery concerned mainly former tenants, or service users with no on-going relationship with the City Corporation; i.e. - those who might have hired a community hall but not paid.

In response to a question, it was noted that more sophisticated hall hiring systems were coming on-line for the new Portsoken Community Centre and lessons had been learnt from the Golden Lane Community Centre. The officer explained that deposits were taken, but if halls were then left in an unsatisfactory condition, the service user would be pursued to cover cleaning costs, for example. The officer also advised that the IT infrastructure would need to be updated in order to take non-cash deposits.

RESOLVED, that – the Debt Recovery Policy for use by the Housing Service be approved.

**6. INCOME RECOVERY POLICY**

The Sub Committee considered a report of the Director of Community and Children's Services in respect of a new Income Recovery Policy. Members noted that this Policy governed the City Corporation's approach to recovering income from current tenants and leaseholders; i.e. - rent and service charges and dealing with arrears, and would only affect commercial users if they were to have a parking space, for example. Members commended an excellent, joined up approach.

In response to questions about the speed of recovery action, the officer advised that contact was made very soon after tenants fell into arrears and would increase if they accrued. The officer further advised that Income Recovery Officers worked to a specific patch of properties. Tenants with arrears were encouraged to seek support with their finances generally, and were referred to City Advice if necessary. Members noted that the responsibility for collecting



and monitoring service charges fell within the remit of both the Department of Community and Children's Services and Chamberlains, who produced regular reports on the status of accounts.

RESOLVED, that – Income Recovery Policy for use by the Housing Service be approved.

**7. SAFEGUARDING POLICY REVIEW**

The Sub Committee considered a report of the Director of Community and Children's Services in respect of a new Safeguarding Policy. The Sub Committee noted that this report sought agreement to a policy review, not a new policy.

RESOLVED, that – the Safeguarding Policy for use by the Housing Service be approved.

**8. CONCRETE TESTING & REPAIRS TO GOLDEN LANE AND MIDDLESEX STREET ESTATES - GATEWAY 6 - OUTCOME REPORT**

The Sub Committee considered a Gateway 6 Outcome Report of the Director of Community and Children's Services in respect of concrete testing & repairs to Golden Lane and Middlesex Street Estates.

Members noted that, whilst this project had been delivered successfully and under budget, lessons learnt in respect of grouping projects together under one contract would be applied to similar projects in the future. The officer advised that, whilst this process was more labour intensive in the earlier stages of a procurement exercise, it saved time further ahead when dealing with multiple contractors and their sub-contractors etc.

In response to a further question about poor contractor performance, Members noted that monitoring and quality control were very resource intensive. The Assistant Director advised that, unless there was a failure during the actual contract period, there were limited options for redress and this included the ability to exclude contractors from future tendering. The Procurement Team had been looking into how this might be mitigated, given the City Corporation's bad experiences in respect of poor performance, contractors withdrawing at a very late stage and the limits on taking legal action. Members noted that the economy was a factor in sourcing suitable contractors, and were pleased that the work of this Sub Committee had raised awareness about the challenges.

Members also noted that the Projects Sub Committee (of the Policy and Resources Committee) pooled all lessons learnt, in order for them to be shared across the whole of the City Corporation via the 'Project Academy'.

RESOLVED, that – the content of the report and the lessons learnt be noted, and the closure of the project be approved.

9. **DECENT HOMES WORKS TO PROPERTIES PREVIOUSLY OMITTED FROM PROGRAMMES (CALL-BACKS 2017-2020): GATEWAY 6 - OUTCOME REPORT**

The Sub Committee considered a Gateway 6 Outcome Report of the Director of Community and Children's Services in respect of works to properties previously omitted from programmes.

In response to a question, the Assistant Director advised that the target for achieving the Decent Homes Standard, which included replacement kitchens and bathrooms, had been set for 2010. Members noted that, when Saville's had carried out a stock condition survey a couple of years ago, the City of London Corporation's housing stock was 96% compliant with the Decent Homes Standard, with the remaining 4% failing mainly due to tenants refusing access. The Assistant Director also advised that, over the next 4-5 years, 25% more of our homes would be likely to fail the Decent Homes Standard if the current Major Works Programme was not completed.

RESOLVED, that – the content of the report and the lessons learn be noted, and the closure of the project be approved.

10. **HOUSING MAJOR WORKS PROGRAMME - PROGRESS REPORT**

The Committee received a report of the Director of Community and Children's Services which advised Members on issues affecting progress on individual schemes.

The Assistant Director advised that the bar chart reflected slippage from when the programme was first developed and, in response to a Member's request, agreed to consider how it could be more transparent in terms of the slippage over the last few years, and any additional costs incurred as a result. Members noted that the Major Works Programme would not lose budgets as a result of underspends year-on-year. However, one of the outcomes of project slippage was that the loan required to complete the Major Works Programme would not be drawn down until the next financial year. In response to a question about pressures on the capital programme, due to delays and inflation, the Assistant Director advised that inflation rates had been low over the past few years and some of the cost increases from inflation would have been offset by competition in the market. Members noted that, once the position was clearer, officers would be able to provide a year-on-year analysis of the impact of slippage on costs.

RESOLVED, that – the report be noted.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were three questions, as follows:

**1. Progress on the provision of vehicle charging points on Middlesex St and Golden Lane.** *The Chairman asked this question on behalf of Jason Pritchard, a former Member of the Sub Committee.*

The Assistant Director advised that the Department had, for some time, been participating in the Corporate Electric Vehicle Charging Project, in order to access funding for electric vehicle charging points across all of its housing estates. Recently, however, it had been prudent for the Department to make its own bid for funding, without reliance on the Corporate project. This approach had enabled the Department to make a successful bid for funding for the Barbican Estate. Officers were now working with the same, highly experienced Consultant to put together similar funding bids for all of the City Corporation's residential estates, including those out of the City with parking facilities. Members noted that it would still be possible to apply for funding this year, and the next meeting of the Sub Committee would receive a progress report.

Whilst accepting that there had been some initial problems on the Barbican Estate, the Assistant Director stressed that technology moved very quickly in this area. Members noted that the lessons learnt on the Barbican Estate would be taken forward on the HRA Estates, and the Consultant would be able to advise on the best use of available technologies. The Chairman asked if these points could be captured in the report presented to the Sub Committee.

## **2. The small strip of HRA land on the COLPAI development.**

The Chairman (of the Grand Committee) advised that a Planning Condition, in respect of deliveries and refuse removal, would need to be discharged by the London Borough of Islington and the City of London Corporation, before the building could be occupied. Members noted that the decision could only be implemented if a Licence were in place, and this had been the subject of a report to the Grand Committee on 5th March 2021. The Grand Committee Chairman further advised that, in order to avoid undue delay, authority to grant the Licence has been delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman (of the Grand Committee).

The Assistant Director advised that full consultation with residents, on those planning conditions that the City Corporation had agreed to consult on, had taken place over a couple of months last year, and the responses issued to all residents. The City Corporation and London Borough of Islington Planning Departments had agreed to allow residents until the 29<sup>th</sup> March 2021 to make any further comments. Members noted that, at this stage, it was not known whether the planning decisions would be taken under Officer Delegation or by full Committees.

## **3. Updates on major new build schemes.**

The Chairman advised that this fell within the remit of the Grand Committee, with the Sub-committee being consulted on individual projects. The Assistant Director offered to advise Members on queries relating to the wider capital programme outside of the meeting.

## **12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The Chairman advised that he would not be seeking re-election in April 2021, having served 3 years, and wanted to express how privileged he felt at having

served a Committee which worked so hard for the City of London's Residents. The Chairman thanked Members and Officers for their hard work, with particular tributes to the following:

- Mary Durcan, for being an excellent Deputy Chairman and having invaluable proof-reading skills.
- Randall Anderson, the Chairman of the Grand Committee for having such extensive knowledge.
- Paul Murtagh (Assistant Director, Barbican and Property Services) and the team for their support to both Residents and Members, particularly over the past year, and for coping with such complex tasks.
- Town Clerks for their support to all of the City of London Corporation's Committees.

In response, the Deputy Chairman and Members thanked John Fletcher for his excellent Chairmanship.

**13. EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

<b>Item</b>	<b>Paragraph</b>
17	1,2 & 4

**14. NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 12<sup>th</sup> January 2021 be approved as a correct record.

**15. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions.

**16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business whilst the public were excluded.

**17. REVIEW OF INVOLVEMENT AND ENGAGEMENT FUNCTIONS**

The Sub Committee received a confidential report of the Director of Community and Children's Services, which had been agreed by the Grand Committee on 5<sup>th</sup> March 2021.

**The meeting ended at 12:10 am**

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Chairman

**Contact Officer: [julie.mayer@cityoflondon.gov.uk](mailto:julie.mayer@cityoflondon.gov.uk)**

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**Housing Management and Almshouses Sub Committee (HMASC)  
Action Tracker**

<b>Date Added</b>	<b>Subject</b>	<b>Action Agreed</b>	<b>Responsible Officer</b>	<b>Target Meeting Date - HMASC</b>	<b>Update</b>
20/11/19	Fire Safety	Update on progress with sprinklers and other fire safety measures.	Paul Murtagh	May 2021	Fire Safety Update report to the next meeting – to include progress on major works, including the sprinkler project.
20/11/19	Member Estate Visits	Members to visit North and South Estates preferably before or after HMASC meeting.	Liam Gillespie / Town Clerk	As soon as possible after May 2021	Following election of new HMASC Members.
20/11/19	Great Arthur House – Cladding Works	Members to receive report on next stages in legal process including, legal costs to date and potential future costs.	Comptroller / Paul Murtagh	As soon as possible after decision of Supreme Court on whether to allow appeal.	Report presented to C&CS Committee and subsequently deferred until decision of Supreme Court is received.
30/09/20	Personal Emergency Evacuation Plan (PEEP)	Members to receive a report on PEEPS for our residents.	Paul Murtagh / Liam Gillespie	May 2021	Paper on agenda at HMASC on 24/5/21
30/11/20	Report of Climate Action Strategy - Funding	Following the discussions with the various Chairs, to agree a way forward in terms of reporting to the Committee.	Paul Murtagh	July 2021	Initial report went to C&CS Committee in March. Update report to Sub Committee in July.
30/11/20	Review Period of Policies	Once all the actions so far have been completed, for the Committee to explore the review period for the policies.	Liam Gillespie	May 2021	Paper on agenda at HMASC on 24/5/21

**Housing Management and Almshouses Sub Committee (HMASC)**  
**Action Tracker**

22.3.2021	Major Works Programme	Member requested how the report could be more transparent in terms of the slippage over the last few years, and any additional costs incurred as a result	Paul Murtagh	To be provided once the position is clearer.	Aim to include this in the report to HMASC in September 2021.
22.2.2021	Vehicle charging points at Middlesex Street and Golden Lane	Members noted that it would still be possible to apply for funding this year, and the next meeting of the Sub Committee would receive a progress report.	Paul Murtagh	July 2021	Verbal update on progress to the May meeting. Report to the July meeting.



<b>Committee</b>	<b>Dated:</b>
Housing Management & Almshouses Sub Committee	24/05/2021
<b>Subject:</b> Portsoken Community Energy Project - Aldgate Solar Power (ASP)	<b>Public</b>
<b>Report of:</b> Director of Community & Children's Services	<b>For Decision</b>
<b>Report authors:</b> Paul Murtagh Assistant Director Barbican & Property Services  Afsheen Rashid CEO, Repowering London	

## Summary

The purpose of this report is to update Members on progress with this project and, to seek approval to proceed with the installation of community-owned solar panels on the Middlesex Street Estate in August 2021. This project will be the City of London Corporation's (the Corporation) first community-owned solar power station.

## Recommendations

Members are asked to:

1. Note and comment on this report.
2. Approve the installation of community-owned solar panels on the Middlesex Street Estate by Aldgate Solar Power (ASP) in August 2021

## Main Report

### Background

1. At its meetings on 21 January 2019 and 23 March 2019, Members of the Housing Management & Almshouses Sub-Committee received and considered a Briefing Note on the Portsoken Community Energy Proposal which, provided details of an initiative to establish the Corporation's first community-owned solar power station in the Portsoken Ward on the Middlesex Street Estate. It is hoped that this project will act as a catalyst for the delivery of more community energy projects, that will contribute to the Corporation's target to become Net Zero by 2040.
2. The proposal is led by a group of Portsoken residents working in partnership with Repowering London (Repowering), a not-for-profit organisation with a strong track record in delivering community energy schemes on social housing estates.

3. Members noted and, in principle, gave their support for the proposal.
4. There have been delays to the development of the project due to the pandemic last year. However, good progress has been made since then and, the final legal and technical due diligence is now complete.

### **Considerations**

4. ASP (previously the Portsoken Community Energy Group) has been formally registered as a Community Benefit Society (CBS) with the Financial Conduct Authority in July 2020 (Registration Number 8430).
5. ASP is supported by Repowering who, has been responsible for completing the legal, technical and financial due diligence of the project. The development of the project was supported by the Mayor of London's London Community Energy Fund and the Corporation's Stronger Communities Fund.
6. ASP proposes to install 52kWp solar generating capacity on the flat roof of Petticoat Square on the Middlesex Street Estate. The project will supply locally generated solar electricity to the communal supplies and save 10 tonnes of CO<sub>2</sub> per annum.
7. The Corporation has recently completed the replacement of the roof coverings to Petticoat Square and, the roof is ready for the installation of the solar panels. As part of the technical due diligence a structural survey has been completed and the roof structure is able to take the load of the solar panels.

### **Legal Due Diligence**

8. The Corporation's legal team has reviewed and, is in the process of completing the solar roof-top lease agreement that will allow ASP to lease the air space on which the solar panels will be located for a 20-year period at a peppercorn rent.
9. ASP is responsible for the maintenance, management and insurance of the solar panels for the 20-year duration of the project.
10. A Power Purchase Agreement (PPA) is also being completed between the Corporation and ASP whereby, the solar electricity generated onsite will be sold to the Corporation at a 5% discount on the Corporation's commercial electricity tariff.
11. In the interest of both parties, a minimum price floor of 11.99p index linked to CPI and a ceiling price of 15.53p index linked to CPI has been agreed. This ensures that ASP will be financially viable through the life of the project and the Corporation would be protected against future rises in the electricity price.
12. The Corporation would benefit from a modest £6,000 savings on its energy bills over the life of the project. This arrangement has been considered by City Procurement and, confirmation has been received that this agreement provides a reasonable return for the Corporation.

## **Capital Finance**

13. ASP has advised that the capital cost of purchasing and installing the solar panels will be £52,529. ASP has secured £17,334 grant funding from the Mayor of London to cover 33% of the capital costs. The grant requires ASP to install the solar panels by September 2021.
14. The Corporation's roofing contractor, M H Goldsmith & Sons Limited, who completed the recent replacement roofing works on Petticoat Square, has committed to donating £2,500 towards the capital costs.
15. Repowering has applied to the Corporation for funding of £17,334 from its Neighbourhood Infrastructure Levy Fund (NILF), which will cover 33% of the capital costs, matching the Mayor of London's contributions. The outcome of the application will be known in July 2021.

## **Community shares and local ownership**

16. Should the NILF application be successful, the remaining 34% of the capital finance will be raised through community shares. If the application is unsuccessful, then a maximum of £26,000 (50%) of the capital finance will be raised through community shares and, the remaining 17% through alternative finance options including donations from corporate bodies through their respective Corporate Social Responsibility (CSR) strategies.
17. Raising the finance through community shares will retain community-ownership as local residents can join ASP as a member through the purchase of shares. Local residents can invest anything between £50 to £8,000 and will receive an average 3% return on their investment.
18. To ensure inclusion, residents who are unable to invest, can also join ASP by way of a nominal £1 subscription. True to co-operative democratic principles of one member one vote, all members, irrespective of the number of shares held, will have a vote and say in the decision-making process.
19. ASP is projected to create a community fund of a minimum of £10,000 over the lifetime of the project. The more grant and donations secured towards the capital cost, the more surplus income will be ring-fenced for the community fund. The members of ASP will determine how the funds are spent in the local community.
20. ASP will be supported by Repowering to raise the funds through community shares. Repowering has a successful track record of raising over £700,000 through community shares in London.
21. ASP has already secured £15,000 pledges to invest and, is confident that it will successfully raise the remaining capital finance for the project. ASP will launch a share offer in the spring of 2022.
22. Repowering has also secured a short-term loan from the Esmée Fairbairn Foundation to purchase and install the solar panels to meet the timelines of Mayor of London's funding requirements. This will give ASP sufficient time to plan the

marketing strategy, produce the share offer and fundraise through community shares.

## **Community Engagement**

23. In 2019, ASP organised three door-knocking sessions to raise awareness of the project among residents of the Middlesex Street Estate. As a result, ASP brought together a team of 13 volunteers and constituted a board of Directors. ASP held seven monthly meetings at the Artizan Street Library to bring together residents and Directors to shape and develop the project.
24. Repowering delivered a solar panel making workshop aimed at young people from the area, who spent the whole day making a solar panels phone charger and showed a great interest in the solar technology. Repowering also held two energy advice workshops.
25. ASP organised a logo design competition at the Aldgate School, with the headteacher announcing the start of the competition at the school assembly.
26. In 2020, ASP organised a get-together to involve new people in the group and reach out to more residents. The group brainstormed a new name and defined the objectives of the co-op. The get-together was attended by seven locals who all demonstrated an interest to get more involved in the project. Following the get-together, 16 people voted for the name Aldgate Solar Power. As a result of the COVID-19 pandemic, the face-to-face engagement work has been put on hold. ASP has however, kept the network updated with two newsletters and has grown its mailing list to 50 subscribers.
27. ASP has also built links with several community organisations in the City of London, such as the Aldgate Partnership, Benk + Bo, a local café and working space, who are very enthusiastic about the project. The local Directors have strong links with the Neighbourhood Watch group and the newly formed Middlesex Street Estate Resident's Association, to reach out to more residents and work together on community engagement.
28. Repowering has secured funding from the National Lottery Climate Action Fund to employ a part-time locally rooted Community Champion for ASP. The Community Champion will help the co-op grow and thrive, by identifying and recruiting volunteers and members, establishing partnerships with local organisations, building a pipeline of sites for further solar installations, raising awareness of community energy, and developing campaigns, activities and events within the local community.

## **Project Benefits**

29. Despite the varied financial options outlined above, the project will continue to provide the following environmental, financial and social benefits:

### Environmental

- Installation of 50 kWp of solar generating capacity;

- Generation of 800 MWh of clean renewable electricity over the 20-year life of the project;
- Carbon savings of 10 tCO<sub>2</sub> per annum and a total 200 tCO<sub>2</sub> over the lifetime of the project.

#### Financial

- Creation of a Middlesex Street Estate community fund of around £10,000, through the income generated from the sale of electricity to the Corporation and exported electricity;
- Offering residents and businesses a local ethical investment opportunity with an average 3% annual return on investment;
- Providing the Corporation with nominal savings on energy bills for the communal areas within the Middlesex Street Estate.

#### Social

- Allowing the wider community to take positive action against climate change while promoting renewable energy;
- Tackling fuel poverty through direct support and workshops;
- Providing training and work experience for young people;
- Bringing the community together and inspiring wider environmental activities.

### **Pipeline of projects**

30. Working in partnership with Repowering, ASP has also secured Mayor of London's London Community Energy Funds to complete technical and financial feasibility studies for the following sites
- City of London School for Girls (37kWp)
  - Redriff Primary School (130 kWp)
  - City of London Academy, Southwark (130 kWp)
  - City of London Academy, Highgate Hill (90 kWp)

### **Next Steps**

31. Repowering will continue to work with the Corporation to progress this project and the next steps will include:
- Approval from the Housing Management & Almshouses Sub-Committee to proceed with this project.
  - Agreement and sign-off on the lease and Power Purchase Agreement.
  - Outcome from the NILF – July 2021.
  - Commission contractors to install solar panels – July 2021.
  - Installation of solar panels – August 2021.
  - Launch of community share offer spring 2022.

Paul Murtagh  
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<b>Committee:</b>	<b>Dated:</b>
Housing Management and Almshouses Sub-Committee	24/05/2021
<b>Subject: Housing Policy Reviews – Extension of Review Dates</b>	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	1, 4
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	£
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	Y/N
<b>Report of: Director of Community and Children’s Services</b>	<b>For Decision</b>
<b>Report author:</b> Liam Gillespie, Head of Housing Management, DCCS	

## Summary

A project to update our housing management policies, or write new policies, is largely complete with only four remaining to submit for approval.

This report updates Members on progress and asks for permission to extend the review dates on several current policies.

## Recommendation

Members are asked to:

- Approve the extension of the policy review dates as recommended in Appendix 1

## Main Report

### Background

1. A project has been underway since 2018 to introduce new housing management policies and to update existing ones. There are now 24 policies in use, of which 16 were created as part of this project.
2. There are four policies which are drafted but are yet to be approved by Committee. These policies require decisions to be made at a Departmental level to inform the final drafting, or require further research or consultation, and will be submitted for approval in due course once that work is complete.

3. The standard review period for housing management policies is three years. Given the scale of this project, some policies approved at the start are falling due for review this year.
4. It is proposed that the policies indicated in Appendix 1 are extended in order to avoid officers having to bring them back to Committee individually and using Committee time unnecessarily.
5. There have been no significant changes to our work in any of the areas covered by the policies in question.
6. The extension of a review date does not mean that a policy might not be reviewed before that date if there is a change to legislation, regulation or internal procedures in the area in question.

## **Proposals**

7. Appendix 1 shows a list of all policies currently in use by the Housing Service. It is proposed that the policies indicated are extended by the recommended period (three years in all cases).
8. All the policies recommended for extension are due for review within the next year. Any policies with review dates beyond that will remain as they are.

## **Outstanding Policies**

9. The following policies are still to be presented for approval:
  - Complaints
  - Fire Safety
  - Repairs
  - Leasehold Management
10. These policies are being drafted and require further consultation between teams, or decisions to be made at a senior level on the policy content, before they can be shared with residents and then submitted to Committee for approval.
11. It is intended that these outstanding policies will be submitted for approval later in 2021, to allow time for drafts to be finalised and the consultation process to be completed.

## **Corporate and Strategic Implications**

### Strategic implications

12. The housing management policies support the following outcomes in the Corporate Plan:
  - **Outcome One:** people are safe and feel safe



- **Outcome Four:** communities are cohesive and have the facilities they need.

13. The policies support our work in effectively managing estates and ensuring that our residents enjoy a safe environment and home.

## **Conclusion**

14. The housing management policy review programme is almost complete, with only four policies remaining for approval.

15. Members are asked to extend the review dates on several current policies which would otherwise fall due for review within the next twelve months.

16. Officers will continue to review policies before their official review dates should the need arise.

## **Appendices**

- Appendix 1: table of policies

### **Liam Gillespie**

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<b>Policy Title</b>	<b>Approval Date</b>	<b>Review Due Date</b>	<b>Review Period</b>	<b>Recommended Extension</b>
Anti-Social Behaviour Policy	23.07.18	July 2021	3 years	3 years
CCTV Policy	26.03.19	March 2022	3 years	-
Community Centres Policy	26.03.19	March 2022	3 years	3 years
Compensation Policy	30.09.20	September 2023	3 years	-
Debt Recovery Policy	22.3.21	March 2024	3 years	-
Decants Policy	30.11.20	November 2023	3 years	-
Disposal of Personal Property Policy	16.04.18	April 2021	3 years	3 years
Domestic Abuse Policy	24.09.18	September 2021	3 years	3 years
Estate Management Policy	27.11.18	November 2021	3 years	3 years
Estate Parking and Storage Sheds Policy	24.09.18	September 2021	3 years	3 years
Filming and Photography on Estates Policy	24.09.18	September 2021	3 years	3 years
Gas Safety Policy	27.11.18	November 2021	3 years	3 years
Guest Rooms Policy	27.11.18	November 2021	3 years	3 years
Hate Incidents Policy	21.01.19	January 2022	3 years	3 years
Insurance Cover and Claims Policy	24.09.18	September 2021	3 years	3 years
Income Recovery Policy	22.3.21	March 2024	3 years	-
Introductory Tenancies Policy	05.06.18	June 2021	3 years	3 years
Lettings and Transfers Policy	24.09.18	September 2021	3 years	3 years
Mutual Exchange Policy	30.09.20	September 2023	3 years	-
Pets Policy	12.1.21	January 2024	3 years	-
Rents Policy	22.11.19	November 2022	3 years	-
Safeguarding Policy	22.3.21	March 2024	3 years	-
Shift Allowance (Downsizing) Policy	30.11.20	November 2024	3 years	-
Tenancy Policy	20.01.20	January 2023	3 years	-

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<b>Committees:</b>	<b>Dates:</b>
Housing Management & Almshouses Sub-Committee	24/05/2021
<b>Subject:</b> Fire Safety Update – HRA Properties	<b>Public</b>
<b>Report of:</b> Director of Community & Children's Services	<b>For Information</b>
<b>Report author:</b> Paul Murtagh Assistant Director Barbican and Property Services	

## Summary

The purpose of this report is to update Members on the progress that has been made in relation to fire safety matters since the last update report submitted to Committee in November 2020.

## Recommendations

Members are asked to note, consider and comment on the report.

## Main Report

### Background

1. In July 2017, an initial detailed report was presented to the Community & Children's Services Committee, the Housing Management & Almshouses Sub-Committee and the Audit and Risk Management Committee updating Members on the City of London Corporation's (CoLC) approach to fire safety in its social housing portfolio. This report informed Members of the progress we had made with matters such as:
  - fire risk assessments,
  - communication with residents,
  - estate management,
  - fire safety maintenance and improvement work,
  - inspections by the London Fire Brigade (LFB),
  - potential future improvement works.
2. Further update and review reports have been brought back to this Committee and the Housing Management & Almshouses Sub-Committee on several occasions to inform Members of the work that has been done to enhance the safety of the CoLC's social housing estates and its residents in the event of fire.
3. This report is intended as a further update.

## **Considerations**

### **Automatic Water Fire Suppression Systems (Sprinklers)**

4. Members of the Community & Children's Services Committee have previously agreed a recommendation from its Director to retrofit automatic water suppression systems in each of its five social housing high-rise tower blocks below:
  - Great Arthur House, Golden Lane;
  - Petticoat Tower, Middlesex Street;
  - West Point, Avondale Estate;
  - Central Point, Avondale Estate;
  - East Point, Avondale Estate.
5. Extensive discussions have been held with colleagues in the CoLC's Planning and Building Control Teams in relation to Great Arthur House, which is undoubtedly the most complex of the five high-rise tower blocks particularly, given its listed status. It had been hoped that Great Arthur House would be the first block to benefit from the fitting of an automatic water suppression system but, it is now likely that work will commence on the other blocks first as, these are much less complex.
6. Members will recall that a Gateway 1-4 report for this project has been approved by this Committee and Projects Sub Committee, which provided for:
  - A total project cost of £3,200,000 including design, project management and staff costs;
  - Survey, planning, design and tender costs of £75,000 to get to the next stage of the Gateway process (Gateway 5);
  - That a compliant procurement exercise be undertaken for the installation of sprinklers in our five social housing high-rise tower blocks;
  - That Committee approval be sought at Gateway 5 for the appointment of a contractor to carry out the installation works.
7. At its meeting on 30 April 2021, the Community & Children's Services Committee approved a Gateway 5 (Authority to Start Work) report for the following:
  - Additional budget of £3,420,705 (including construction costs, consultants' fees and staff costs) for the appointment of United Living (South) Limited to deliver the project and reach the next Gateway.
  - The revised project budget/total estimated cost of £3,722,649 (excluding risk).
  - Approval of a Costed Risk Provision of £350,000 to be drawn down via delegation to Chief Officer.
  - A revised estimated start date of September 2021 and, completion date of April 2022.
8. This project involves the installation of retrofit sprinkler systems inside 424 residential flats in the five HRA residential tower blocks. The system will include sprinkler heads in the living room, kitchen, bathroom, bedrooms, and balconies.

The project also includes the installation of fire alarm systems in Petticoat Tower, Centre Point, East Point and West Point, which will provide additional early warning fire detection for the blocks and will be integrated with the new sprinkler systems. Great Arthur House already has a fire alarm system which will also be integrated with the new sprinkler system during installation.

9. The sprinkler system for Great Arthur House will require Listed Building Consent due to its Grade II listed status. This application is currently being finalised and submitted by our design consultants.
10. The success of this project will rely significantly on the co-operation of residents in providing access to enable the fitting of the sprinkler system in their homes. We have recently appointed a communications consultant to work closely with the residents of Great Arthur House to assist with the resident engagement aspect of the Listed Building Consent application. To help this process, we have recently developed and delivered to all residents in Great Arthur House a 'Myth-Busting' Resident Information Booklet which, explains how the sprinkler system will operate and what will and will not happen. It is expected that this will help us co-ordinate all resident consultation and engagement. A copy of the Booklet is attached at Appendix 1 to this report.

## **Fire Doors**

11. As Members will be aware from previous reports, random sample testing of several front entrance doors to individual flats in our residential blocks has been carried out. This destructive testing indicated an average fire resistance of 16 minutes. We have carried out further destructive testing to front entrance doors on other estates and, some of the results have been considerably below the previous average fire resistance of 16 minutes.
12. The CoLC has committed to replacing all front entrance doors in its residential blocks of flats with fire doors that give up to 60 minutes fire resistance (30 minutes as an absolute minimum). A combined Gateway 1-4 Report has been approved by the Community & Children's Services Committee and Projects Sub Committee included the following:
  - A budget of £150,000 for internal staff costs and professional fees to reach the next Gateway.
  - The estimated cost of the project (excluding risk) of £9,100,000.
  - Contracts for the works to be procured on an estate-by-estate basis, with each contract authorised by a separate Gateway 5 Report on the regular approval track.
13. GERDA, our specialist appointed contractor, has now completed a measured survey of the works for Phase 1 of this programme (York Way and Holloway Estates and, the pricing submission for this phase is expected shortly. If the tender submission is within the expected range, a Gateway 5 report will be prepared and submitted to the relevant Committees for approval to award the contract. Other estates covered by this programme will move into active survey and procurement on a priority basis.

## **Fire Risk Assessments (FRA's)**

14. As Members are aware, Frankham Risk Management Services Limited completed FRAs for each of our residential blocks of flats in October/November 2017 and, as agreed by Members, these were published on the CoLC's website in June 2018.
15. At its meeting on 5 June 2018, Members were first presented with the 'Specific Hazard Identification and Action Plan Template for Fire Risk Assessments', which lists the recommendations from all the FRA's on our residential blocks. Officers continue to work on the various recommendations contained within the Action Plan and good progress is being made. An updated version of the Action Plan is included at Appendix 2 to this report.
16. Carrying out FRA's under the Regulatory Reform (Fire Safety) Order 2005 (RRO), is a vital and legally required part of the CoLC's fire safety strategy for its residential portfolio. The RRO does not specify how often FRA's should be carried out or reviewed. However, the Local Government Association (LGA) has published guidance on fire safety in purpose-built blocks of flats, which recommends the following procedure for FRA's:

### Low-rise blocks up to 3-storeys built in the last 20 years

- reviewed every 2 years;
- redone every 4 years.

### For blocks with higher risks (such as age), or those more than 3-storeys high

- reviewed every year;
- redone every 3 years.

17. Up until recently, the FRA's for the CoLC's housing stock have been done annually for the last 3 years. The FRA's from October/November 2017 have again been reviewed and mandated in line with the Corporation's auditing procedures for FRA's.
18. Clearly, simply carrying out FRA's is worthless if they are not updated regularly and the improvement work identified is not undertaken. As Members will be appreciate, a considerable amount of fire safety work has been done, is being done and is scheduled to be done to bring our housing stock up to the required standard. It will, however, take time.
19. Whilst, understandably, our focus has been on continuing the progress we are making on the improvements identified in the Action Plan appended to this report, we are looking to carry out new Type 3 FRA's for each of our residential blocks of flats on our social housing estates later this year. Following a Corporate procurement exercise, Turner & Townsend has been appointed to undertake the next round of FRA's for Housing. We are currently in discussion with Turner & Townsend on the development of a schedule for carrying out the new FRA's.



## **Great Arthur House**

20. As Members have been advised previously, due to the unique nature of the building and its issues, Great Arthur House is being dealt with as a 'special project' in terms of the fire safety works.
21. In March this year, we undertook the installation of a temporary door set at one property in Great Arthur House so that, the original door set could be removed and sent away for destructive testing to assess its level of fire and smoke resistance. The notional expectation for a door set of this type and age, is 15 to 20 minutes fire resistance however, in this instance, the door set failed in less than five minutes.
22. As a result of concerns with the level of compartmentation in Great Arthur House, we have carried out a series of precautionary improvement works including:
- the installation of a permanent hard-wired fire alarm system to the whole of the building;
  - the delivery, and installation where required, of individual smoke detectors to all flats in Great Arthur House;
  - the completion of a detailed 'fire safety signage survey' and subsequent upgrading of all fire safety signage to reflect the new evacuation arrangements and to pick up the deficiencies noted in the FRA's, to ensure, that the signage in the block is accurate, up-to-date and compliant;
  - the introduction of an evacuation process for residents in the event of a fire.
23. Following a fully compliant procurement process, Studio Partington was appointed to carry out the design and fire engineering requirements of the project. Despite the restrictions and lockdown, good progress continues to be made on the options appraisal, fire strategy options and design considerations
24. We have now completed Stage 3 of the design process, which provides us with the outline designs and drawings to enable us to consult with planning on our proposals. Before we can proceed to Stage 4 of the process, we need to see and integrate the designs for the new sprinkler system. Stage 4 will formalise the designs and, will form part of our Planning Application for Listed Building Consent (please refer to the Resident Update included at Appendix 3 to this report).
25. Whilst we are waiting for the completion of the designs for the new sprinkler system, we are continuing with the remaining investigative opening-up works to ensure that we fully understand and appraise those areas that have not been previously exposed. In addition, we are carrying out destructive testing on the proposed door solutions.

## **Fire Signage Project**

26. One of the key recommendations from the FRA's completed by Frankhams was the need for us to update the fire safety signage in all our blocks of flats across all our social housing estates. Following a successful procurement exercise, this work

was awarded to Britannia Fire & Security Limited. The works to all to all our blocks of flats has now been completed.

### **London Fire Brigade (LFB)**

27. As has been reported previously, the LFB continues to carry out more frequent ad-hoc inspections on residential flat blocks across the City to ensure that they comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and to ensure that appropriate FRAs are being carried out.
28. Members will recall from its meeting in November last year, that the LFB carried out an inspection at Crescent House however, at the time of writing, we had still not received the Inspection Report from the LFB.
29. In December last year, the LFB carried out an ad-hoc fire safety inspection at Penfields House on the York Way Estate and, subsequently issued a 'Notice of Fire Safety Deficiencies'. These deficiencies were dealt with in a responsible and effective way and, the Assistant Director wrote back to the LFB to advise on the action that had been taken.

### **Appendices**

- Appendix 1: Resident Information Booklet (Sprinklers) – Great Arthur House
- Appendix 2: Fire Safety Action Plan
- Appendix 3: Resident Update (Compartmentation) – Great Arthur House

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# **GREAT ARTHUR HOUSE**

## Sprinkler Project



## **GREAT ARTHUR HOUSE, GOLDEN LANE ESTATE**

### **Residents' Information Booklet**

### **Plans for a Fire Sprinkler System at Great Arthur House**

May 2021



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## OVERVIEW

**The City of London Corporation (the City Corporation) has been developing plans to fit a sprinkler system on all floors of Great Arthur House, located on the Golden Lane Estate. The sprinkler system is proposed for all residential homes as well as the lower ground floor storerooms.**

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We have been engaging in a detailed review of the City Corporation processes and procedures relating to fire safety across our housing portfolio. The sprinkler system project within Great Arthur House is part of a broader scheme of works to improve fire safety within the building.

As you will be aware, Great Arthur House is an iconic Grade II Listed building, which sits in the centre of the Golden Lane Estate. The estate was constructed between 1953 and 1962, and in the past 60 years there have been numerous small alterations made to the homes in Great Arthur House.

Great Arthur House contains 120 one-bed flats over the ground floor estate office. Every home is unique and has been adjusted to suit owner's tastes.

This project presents a significant and necessary step in the development of Great Arthur House. It will ensure we can give all residents improved homes that meet modern and safe standards. Residents of Great Arthur House have already been made aware of the City Corporation's proposals and internal surveys to confirm general viability have been completed in approximately 12 flats.

This booklet will give you more information on why we are considering these proposals, what it will mean for you, our project programme and methods to engage with the team.

We are keen to meet with residents and local stakeholders to discuss the proposal in more detail and address any queries or concerns relating to the sprinkler project.

## WHY ARE WE CONSIDERING THIS?

**We have been engaging in a detailed review of the City Corporation's processes and procedures relating to fire safety across our housing portfolio.**

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Regular reports have been presented to the Community and Children's Services Committee, the Housing Management and Almshouses Sub-Committee and the Audit and Risk Management Committee, outlining the actions taken in the immediate aftermath of the Grenfell Tower fire and setting out plans and proposals for further improvements.

In May 2018, the Community and Children's Services Committee agreed a proposal for the retrofitting of automatic water fire suppression systems (sprinklers) in Great Arthur House. The proposals are part of a broader scheme of works to improve fire safety within the building.

This project presents a significant and necessary step in the development of Great Arthur House. It will ensure we can give all residents improved homes that meet modern and safe standards.

## THE BENEFITS OF SPRINKLER SYSTEMS



**Very reliable - finding a faulty head is about one in sixteen million**



**Reduce property damage by 90%**



**Eliminate fire related deaths and injuries by at least 80%**



**Over the past 130 years, sprinklers have had a better than 99% success rate in controlling fires around the world**



**Assist search and rescue operations, and reduce the risk to firefighters**



**Reduce the impact of fire on the environment**



**Widely recognised as the single most effective method for fighting the spread of fires in the early stages**



**Sensitive to the heritage of buildings**



**In the UK, there has never been a fire related death in a building with a fully maintained sprinkler system**



## THE PROPOSAL

### We are working with Butler and Young Associates to develop detailed proposals for sensitive refurbishment to fit the sprinkler system.

In recognition of the heritage of Great Arthur House, the sprinkler system is being tailor designed with consideration of the sensitive architectural heritage components of the building. The team is looking at bespoke designs to ensure the system has as minimal impact as possible on residents and the fabric of the building.

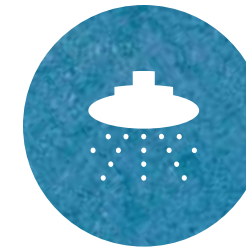
We are also in ongoing discussions with the local planning authority about the design and installation process of the sprinklers, to ensure there are no significant impacts on the listed features within the building.

No works are planned on the two main building elevations (east and west) other than installation of a new sprinkler head onto each recessed balcony.

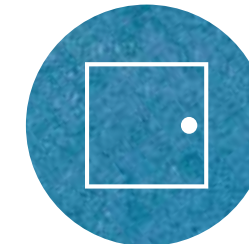
The installation of the sprinkler system within each home, corridor and stairwell will depend on the nature of the area.

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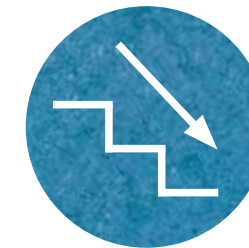
## THE PROPOSED WORKS INCLUDE:



**Installation of a new sprinkler system throughout Great Arthur House**



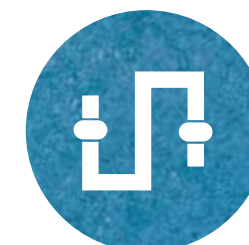
**Localised boxing within the flats with side wall sprinkler heads**



**A new sprinkler plant located at basement level**



**Painting of exposed pipework to the sprinkler heads**



**Installation of sprinkler system at high level running through a number of existing daylight panels above internal doors and partition walls**

## WHAT WILL THIS MEAN FOR ME?

**We are keen to hear from residents and work together as we move forward. We are keen to ensure the works are carried out with as little disruption to residents as possible.**

The installation and route of pipework within each flat may differ slightly and will depend on the type of flat you occupy. The 120 flats in Great Arthur House can be identified as Type 1 or Type 2 flats:

**Type 1 flat** – Includes a glazed panel between the communal stairwell and flat hall and no original fixed wardrobes

**Type 2 flat** – Originally had built-in wardrobes in the bedrooms and has no glazed panel between the flat and communal corridor.

Pipework routing will be confined as far as possible to reduce the impact visually within all flats, and where it can not be confined it will be painted to match existing conduit.

The sprinkler heads are small, white and recessed. All that is visible is a white 85mm diameter thin disc, which will protrude from the finished surface by approx. 4mm.

We will be enforcing measures and protocols to be followed to manage the installation process and prevent impacts to residents, as follows:

- Works will only take place between the hours of 8am-6pm and there will be time restrictions in place for noisy works
- No works will be undertaken on weekends
- Residents will have access to respite in the Golden Lane Estate Community Centre
- Residents will be given seven days notice prior to access being required to their home
- An emergency call out service will be available 24 hours per day at all times, including weekends and bank holidays.

We are keen to ensure the building works associated with installation of the sprinklers causes as little disruption as possible to residents of Great Arthur House.

To find out more about how the sprinkler system pipework may look within your flat and the installation process, please get in touch with us for a one-to-one meeting or telephone call.

You can get in touch with the project team using the contact details at the end of this booklet.



## EXAMPLE COMPONENTS

There are various components to the sprinkler system, as shown in the following photos.

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**High Level Boxing in Flats**  
(showing sprinkler head)

**Location:** All homes

**Dimensions:** 200 (h) x varies (w) x 115 (d)



**Sample Board Alarm**

**Location:** Valve concealed within assembly boxing



**Assembly Boxing**

**Location:** Stairwells and lobbies



**Sprinkler Alarm Panel**

**Location:** Ground floor lift lobby

**Dimensions:** 250 (h) x 400 (w) x 90 (d)

**YOU SAID:  
WE DID**

Following initial feedback from residents of Great Arthur House, we have removed sprinkler valves from the communal lobbies to stairwells, which reduces the impact on the fabric of the building.



**Gerda Box**

**Location:** Ground floor lift lobby

**Dimensions:** 400 (h) x 300 (w) x 90 (d)

## SPRINKLER FAQs

### ‘HOW VISIBLE WILL THE SPRINKLER HEADS BE?’

The proposed sprinkler heads are recessed and all that is visible is a white 85mm diameter thin disc, which will protrude from the finished surface by approx. 4mm.

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### ‘WILL I HAVE TO PAY FOR THE SPRINKLERS?’

The sprinkler system project within Great Arthur House is part of a broader scheme of works to improve fire safety within the building so you will not have to pay for them.

### ‘CAN THE SPRINKLER HEADS BE PAINTED OR COVERED UP?’

You must not conceal, block or paint the white disc of the sprinkler head as it may affect the operation of the sprinkler.

### ‘WILL ACCESS BE REQUIRED TO MY FLAT FOR MAINTENANCE?’

The City Corporation may be required to visually inspect the sprinklers annually or at the same time as they inspect the fire detection system. We will keep residents updated of any inspections that are required and ensure sufficient notice is provided.

### ‘IF THERE IS A FIRE, CAN ALL OF THE SPRINKLER HEADS GO OFF AT ONCE?’

No, each sprinkler head is independent and only the head(s) adjacent to the fire will go off. Sprinkler heads are designed to react individually to temperatures in each room. In most fires, only the sprinkler over or closest to the fire will activate.

### ‘WILL THE SPRINKLER WORK ON A KITCHEN FIRE?’

This would be subject to the source of the fire in the kitchen but the intent of a sprinkler system is to prevent the spreading of the fire until the fire brigade arrives.



**Sample Sprinkler Head**

**Location:** Throughout the building and within each home



### **'CAN THE SPRINKLERS GO OFF ACCIDENTALLY?'**

Records show that the chance of an accidental discharge from a defective sprinkler head is in the region of 16 million to one.

### **'HOW MUCH WATER WOULD THE SPRINKLER DISCHARGE?'**

The function of a sprinkler system is to detect and prevent a fire from spreading. A typical sprinkler discharges 55 litres per minute. A firefighting hose discharges over 600 litres per minute. You can expect a sprinkler to discharge less than 5% of the water used by the fire service.

### **'WILL THE SUN SHINING ON A SPRINKLER HEAD MAKE IT GO OFF?'**

The sun shining on the head will not set it off. The outer disc requires a temperature of 57 degrees to fall off and expose the head, which then requires a temperature of 74 degrees to operate and allow the flow of water.

### **'CAN I OPT OUT OF HAVING A SPRINKLER IN MY FLAT?'**

All homes in Great Arthur House are required to have a sprinkler fitted as part of the scheme of works to improve fire safety in the building.

### **'CAN THE SPRINKLERS CAUSE FLOODS?'**

Sprinkler systems are under the same pressure as the plumbing system but are tested at 2-3 times higher pressure during installation. The system is held at pressure and all pressure gauges are regularly inspected. In the unlikely event that there is a leak, the system alarms will operate, which will initiate an instant response for remedial action.

### **'WILL YOU ENGAGE WITH RESIDENTS ABOUT THE SPRINKLERS?'**

We will keep residents updated as we move through the process and are keen to meet with residents of Great Arthur House to discuss the proposal in more detail. We have provided more information about how to engage with us later in this booklet.

### **'CAN A SPRINKLER BE SET OFF BY THE FIRE ALARM?'**

No, while the systems are connected they operate independent of each other and are activated in different ways.

### **'WILL THE SPRINKLERS DAMAGE LISTED FEATURES?'**

The team is looking at bespoke designs to ensure the system has as minimal impact as possible on residents and the fabric of the building.

## NEXT STEPS

### The City Corporation has submitted a Listed Building Application, for installation of the sprinkler system.

We will keep residents updated as we move through the process and are keen to meet with residents of Great Arthur House to discuss the proposal in more detail.

Ahead of works starting on-site, we will be liaising closely with all residents of Great Arthur House.

We will be launching a project website shortly with further information. In the meantime, please visit [www.cityoflondon.gov.uk/services/housing/golden-lane-major-works-programme](http://www.cityoflondon.gov.uk/services/housing/golden-lane-major-works-programme)

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#### Spring - Summer 2021

- Submission of a Listed Building Application
- One-to-one meetings
- Stakeholder meetings
- Online public webinar - Wednesday 26 May 2021
- Feedback loops and regular updates

#### Early 2022

- Target for sprinkler installation works to begin

#### Spring 2022

- Target for sprinkler installation works to be complete

## GET IN TOUCH

Comm Comm UK is supporting the City Corporation on community engagement for the project.

We are keen to engage with residents of Great Arthur House, throughout the process, to hear your thoughts and answer any queries or concerns.

QR Code



### There are several ways to engage with the team:



Book a one-to-one meeting with the team



Complete our feedback form and return to us in the enclosed Freepost envelope



Email us at [catherines@commcommuk.com](mailto:catherines@commcommuk.com)



Call us on 0800 772 0475



Email, call us or scan the QR code above to register to attend our public webinar on Wednesday 26 May 2021 at 6pm



Visit [www.cityoflondon.gov.uk/services/housing/golden-lane-major-works-programme](http://www.cityoflondon.gov.uk/services/housing/golden-lane-major-works-programme) to download an electronic copy of this booklet

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Estates	Observation/Issues	Consideration and recommendation	Block	Risk Priority & Action completed by Date	Responsible Team	Time scale	Cost	Comments
Golden Lane Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	It was noted that fire stopping issues exist in respect of service enclosures and penetrations at ground floor level and outside flat 13, respectively.	Ensure appropriate remedial actions are implemented.	Stanley Cohen House	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Jul-21	£75,000	Initial survey completed - included in upgrade project.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	Completed	£200,000	Signage project completed.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	Completed	£200,000	Signage project completed.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Hatfield House, Cuthbert Harrowing House,Bowater House, Bayer House & Basterfield House	Priority-E Project Planning Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	It was noted that glazed transoms and frames to cross corridor doors, between lobbies and the protected stairs x2 do not adequately prevent the passage of smoke and fire between compartments.	Ensure appropriate remedial actions are implemented.	Great Arthur House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that compartmentation between individual flats and lobbies appears to be of lightweight timber panelling provided with hatches, which directly open into flats, together with non-fire rated letter slots.	Consideration should be given to upgrading relevant compartmentation to achieve adequate protection between escape routes and dwellings.	Great Arthur House	Priority-C 28 days Medium	Housing Property Services	31-Mar-22	N/A	Further detailed investigation reveal level of fire stopping. Project incorporated into door upgarde programme. Mitigated by fire alarm system.
	Due to the issues identified in relation to standards of compartmentation between individual flats and lobbies the current 'stay put' evacuation strategy is not considered appropriate.	Consideration should be given to implementing appropriate short term remedial actions whilst suitable upgrades are undertaken.	Great Arthur House	Priority-B 4 days High	Housing Property Services	Completed	N/A	New alarm system installed. Evacuation strategy in place.

	It was noted that within the alternative means of escape stair core, at each half landing level; a pair of non-fire rated, inadequately fire stopped glazed units, which appear to be capable of being opened; are present. A similar scenario exists in respect of the glazing provided to opening windows from individual residencies adjacent the shared balcony emergency escape facilities. These arrangements provide a breach in the compartmentation between residential accommodation and escape routes.	Ensure all glazed units within escape stairs are adequately fire stopped, fixed shut and upgraded with fire resistant glazing.	Cuthbert Harrowing House, Bowater House, Bayer House & Basterfield House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that in some instances escape routes are used by residents for storage/display purposes.	Ensure all such items are removed.	Crescent House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
	It was noted that cross corridor doors are provided. These are of glass construction; it is assumed their purpose is to act as smoke stop doors, due to the length of enclosed walkways. However the nature of design and fitting does not provide adequate protection.	It is recommended that CoL review the specific evacuation strategy for Crescent House and address any identified issues accordingly	Crescent House	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	Via sampling of riser cupboards examples of inadequate fire stopping were noted in some examples	Ensure appropriate remedial actions are implemented.	Crescent House	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	Evidence was not provided to confirm the sprinkler installations are subject to appropriate maintenance and servicing.	Implement a robust program of testing and servicing.	Crescent House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing and maintenance programme in place.
	The original letterbox/pass door has been disabled to an undetermined fire rated standard. Non-fire rated air bricks from the internal boiler cupboard vent directly into the escape route, adjacent to the final exit.	As part of any future refurbishment,consideration should be given to;protecting the air brick ventilation, via the provision of an internal intumescent seal within the boiler cupboard and where necessary as an arson protection measure; upgrading/disabling the original letterbox/pass door to current standards.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Fire alarm installed to BS5839-1:2017.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. - Lobby ceiling - Service duct and ventilation - Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
Holloway Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Property Services	Completed	£200,000	Signage project completed.



	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put' evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	Completed	£200,000	Signage project completed.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted that the access panel(s) to a service riser within the single direction of travel escape route does not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	All blocks except Whitby House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
	Disposal arrangements for residents refuse is via refuse chutes; the hatches do not appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being situated in the single means of escape, consideration should be given to the provision of additional protection via, fire dampers or similar devices.	All blocks except Whitby House	Priority-C 28 days Low	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	It was noted that flat 17 is provided with what appears to be an unauthorized security gate.	Should it be deemed necessary to authorize the use of these devices, it should be confirmed that they satisfy the guidance provided by LFB; in respect of means of escape.	Hilton House	Priority-D 3Months Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed. Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. · Lobby ceiling · Service duct and ventilation · Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
Avondale Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not available to confirm the lightning protection circuit is subject to periodic testing and maintenance.	Ensure a robust program of scheduled testing and maintenance is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.

Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices.	All blocks	Priority-C 28 days Low	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
The flat entrance doors are consistent throughout the block. They do not comply with current standard. They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals.	Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	All blocks	Priority-D 3Months Medium	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	Completed	£200,000	Signage project completed.
As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
It was noted that the shutters to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection.
Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
The emergency services box, situated externally at the ground floor of Colechurch House contains the following information. 1) Estate block plan map 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar.	Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices	All blocks	Priority-C 28 days Low	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
It was noted that in a number of instances service ducts within riser cupboards are inadequately fire stopped	Ensure appropriate remedial actions are implemented to achieve current standards	Colechurch House, Centr Point, Avondale House, Brettinghurst House, WestPoint, Tovy House, Proctor House, East Point	Priority-D 3 Months Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project. Risk assessed as low.
It was noted that in some instances final exit doors from flats are fitted with security grills.	Consideration should be given to the removal of these devices; in line with LFB guidance	Colechurch House, West Point (33.34 &66), Tovy House(15)	Priority-E Project Planning Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Centre Point, Brettinghurst House, West Point, East Point	Priority-E Project Planning Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
It could not be determined that fire stopping within ceiling level lobby service ducts and individual flats is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Centre Point, West Point, East Point	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
It was noted that riser ducts within escape routes, in some instances do not appear to provide adequate protection from fire.	Ensure appropriate remedial actions are implemented to achieve accepted standards of fire resistance.	Avondale House, Longland Court	Priority-E Project Planning Low	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.

	Lobby doors to the 1st and 2nd floors were found to be damaged; compromising their integrity.	Ensure adequate repairs are implemented or replacement doors provided.	West Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It could not be determined that composite panels below the windows to duplex maisonettes on the open balconies provide adequate fire resistance; it was also noted that occupants are required to pass non fire rated glazing on the single direction of escape route.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Tovy House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	The level of fire resistance provided by the doors sets and transoms to resident's stores does not appear adequate.	Implement appropriate remedial actions to ensure current standards are achieved.	Tevatree House,Longland Court	Priority-D 3 Months Medium	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It could not be determined that fire stopping within the 2nd floor enclosed escape route ceiling and individual maisonettes is adequate.	A survey should be undertaken by a competent person; any identified deficiencies should be addressed.	Proctor House	Priority-C 28 days Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	It was noted that a pane of fire rated glazing is missing within the escape stair at 14th floor level.	Ensure appropriate remedial actions are implemented.	East Point	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	It was noted that insufficient directional signs are provided to the external escape route from the communal gardens.	Ensure appropriate signs are displayed.	Harman Close	Priority-D 3 Months Medium - Project	Housing Estate Management	Completed	£200,000	Signage project completed.
	It was noted that in some instances residents use communal areas for storage purposes.	Ensure all unauthorized storage is removed.	Longland Court	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Part of block inspection.
	It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Longland Court	Priority-D 3 Months Medium - Project	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	<p>What appears to be a BS 5839 pt 6. Grade D Category LD3 fire alarm system is installed.</p> <ul style="list-style-type: none"> <li>•Where provided doors are nonfire rated doors to the internal escape route (Avondale House, Brettinghurst House, Centre Point, Colechurch House, Eric Wilkins House, Tovy House, Tevatree House &amp; Proctor House,East Point,Longland House &amp; George Elliston House ).</li> <li>•As part of the original design; an emergency escape route is provided directly from the bedroom into the hall, via a collapsible panel at the back of the fitted wardrobe (Centre Point, West Point &amp; East Point,).</li> <li>• Compartmentation between the kitchen and the hall does not provide adequate fire resistance (Centre Point, West Point &amp; East Point).</li> <li>•The compartmentation wall against which the internal stair to 1st floor level is fixed appears to be of partial timber construction. (Proctor House)</li> <li>•Glazing to the internal escape route appears to be non- fire rated (Brettinghurst House &amp; Longland House).</li> <li>•The kitchen is situated adjacent to the final exit (Avondale House, Tovy House, Longland House &amp; George Elliston House).</li> <li>•It appears that the original configuration of bedrooms provided a lounge by-pass from one bedroom to another; this is no longer available (Longland House).</li> <li>•The bedroom is an inner room via the lounge, provided with a sliding door. (Proctor House)</li> <li>• Evidence of a communal open chimney was noted (Avondale House)</li> <li>• No means of detection and warning is provided (Avondale House).</li> <li>•Single domestic smoke detector provided in the kitchen (Longland House)</li> <li>• The lounge door has been removed (Avondale House).</li> <li>• The kitchen door has been removed (Eric Wilkins House &amp; Avondale House).</li> </ul>	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2.	All blocks except Twelve Acres	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	<p>Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p> <p>The door to the kitchen has been removed.</p> <ul style="list-style-type: none"> <li>• The door to the kitchen is a lightweight bi-fold door.</li> <li>• Glazing to the internal escape route is not of fire resisting standard.</li> </ul>	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.

	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. Visual inspection of compartmentation between neighbouring dwellings (via walls and ceilings) was inconclusive in respect of adequacy of fire rated integrity. · Lobby ceiling · Service duct and ventilation · Kitchen and corridors halls , between flats via a collapsible panel at the back of the fitted wardrobe. What appear to be communal kitchen and bathroom ventilation systems are provided (Twelve Acres)	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern. Ensure appropriate testing, servicing and maintenance schedules are implemented in respect of common ventilation/riser systems( Twelve Acres).	All blocks	Priority-C 28 days Medium Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	Heating is provided via an electric 2 bar heater.	It is recommended that this appliance be replaced by means of heating which does not present and accessible ignition source.	Harman Close	Priority-B 4 days High	Housing Property Services	Completed	N/A	Gas servicing and maintenance contractor completed works.
Sydenham Hill Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All Block	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Individual residents stores, situated within escape routes do not appear to be provided with adequate protection form fire.	It is recommended the stores be surveyed by a competent person; any identified deficiencies should be addressed.	Mais House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Property has been decanted and is empty awaiting demolition.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that the self-closing device to the 2nd floor communal lounge was ineffective.	All such devices should be maintained to ensure relevant doors close effectively.	Mais House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Property has been decanted and is empty awaiting demolition.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	Mais House	Priority-D 3 Months Low	Housing Property Services	Completed	N/A	Property has been decanted and is empty awaiting demolition.
	Emergency action notices are not displayed adjacent to all manual call points.	Ensure appropriate signs are displayed.	Mais House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Property has been decanted and is empty awaiting demolition.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Included in emergency lighting maintenance contract.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	The emergency services box, situated outside of the garage block at Otto Close contains the following information. 1) Estate block plan map. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Part of block inspection procedures.

	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Non-fire rated seal to redundant coal hatch between internal store cupboard and communal escape route.	As part of any future refurbishment, consideration should be given to; protecting the coal hatch, via the provision of an internal intumescent seal within the store cupboard.	Lammas Green	Priority-D 3 Months Low	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. •Detection and warning is via a single battery operated smoke detector. •No means of detection and warning is provided.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	Lammas Green & Otto Close	Priority-B 4 days High - Project	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Lammas Green & Otto Close	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •An open hearth to a chimney flue is provided in the lounge ( Lammas Green).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Lammas Green & Otto Close	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
Middlesex Street Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that the double doors to the ground floor car park were wedged open.	Implement robust management arrangements to ensure designated fire doors are maintained closed at all times	Petticoat Tower	Priority-B 4 days High	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	At the time of inspection it was not possible to determine that what appear to be composite panels 2nd and 3rd floor levels as a façade provide adequate standards of compartmentation	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Petticoat Tower	Priority-E Project Planning Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance.	Consideration should be given to upgrading or replacing them to current standards.	Petticoat Tower	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	Petticoat Tower	Priority-D 3 Months Low - Project Planning	Housing Property Services	Completed	£200,000	Signage project completed.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.



	It was noted doors to lobbies and refuse chute rooms at each level are of an undetermined standard of fire resistance.	Consideration should be given to upgrading or replacing them to current standards.	Petticoat Tower	Priority-D 3 Months Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	Petticoat Square	Priority-C 28 days Medium - Project Planning	Housing Estate Management	Completed	£200,000	Signage project completed.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. •Detection and warning is via a single battery operated smoke detector. •No means of detection and warning is provided.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings appear to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •The mains electrical meter is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. •The occupier has access to whatappears to be a communal service riser.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
William Blake Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed.	York House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Estate Management	Completed	£200,000	Signage project completed.
	The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks	Priority-E Project Planning Low	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. 'Do not use lift in case of fire' signs are not displayed adjacent to each lift enclosure.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low - Project Planning	Housing Estate Management	Completed	£200,000	Signage project completed.
	It was noted that fire extinguishers are in some instances provided within the communal areas. It is not normally considered appropriate to provide such equipment for use by untrained individuals.	Consideration should be given to reviewing this arrangement.	York House, McAuley Close Flats	Priority-E Project Planning Medium	Housing Estate Management	Completed	N/A	Removed.
	It was noted that in some instances floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route.	Consideration should be given to reviewing the existing evacuation strategy.	York House	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-21	£75,000	Initial survey completed - included in upgrade project.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that perforations exist in the ceiling of the electrical intake cupboard.	Ensure appropriate remedial actions are implemented.	James Mansion House, McAuley Close Flat,	Priority-C 28 days Low	Housing Property Services	Completed	N/A	Repairs and maintenance contractor completed works.

	It was noted that the access panel(s) to a service riser and the loft within the escape route do not appear to provide adequate resistance to fire.	Ensure appropriate remedial actions are implemented.	McAuley Close Flats, Lynton Mansion & Blake House & Donnelly House	Priority-C 28 days Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	In some instances, redundant signage relating to portable firefighting equipment are displayed.	Ensure all such signs are removed	McAuley Close Flats	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Repairs and maintenance contractor completed works.
	It was noted that communal cross corridor fire doors do not satisfy current standards and can only be considered to provide nominal fire resistance.	Consideration should be given to upgrading/replacing to BS 476 standard.	Lynton Mansions	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-22		Part of £9million door upgrade programme.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. No provision of detection and warning (McAuley Close Flats). • Lounge door has been removed. • Kitchen door has been removed.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High - Project	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Where provided doors are nonfire rated doors to the internal escape route. •The door to the internal lobby, provided to give 2 door protection to the communal escape route has been removed(McAuley Close Flats) • These arrangements do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	It was noted that floors are constructed of timber. It was not possible to determine if adequate compartmentation exists between individual flats or flats and the escape route	A survey should be undertaken to determine the standard of compartmentation. In order to maintain the current 'stay put' evacuation strategy; any identified deficiencies should be addressed. Consideration should be given to reviewing the existing evacuation strategy. Subject to confirmation of the standards of compartmentation; consideration should be given to the provision of a BS 5839 pt 1 category L 2 fire alarm system to potentially support a 'simultaneous evacuation' strategy.	York House, McAuley Close Flats	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling. • Non-fire rated plastic ducting has been installed to provide a kitchen extraction system	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Blake House	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Kitchen(Lynton Mansions) Bathroom ventilation is via what appears to be shunt duct. Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. •Non-fire rated ventilation grill noted in hall wall (Blake House).	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
Southwark Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.

The flat entrance doors are consistent throughout the block. They do not comply with current standard.They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.The overhead transom appears to be of non-fire rated glazing.	Due to the presence of means of escape routes in only a single direction upon exiting the dwelling; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards. At 3rd floor level, due to the presence of a means of escape in 2 directions, these doors are deemed to be tolerable.	All blocks (Except Horace Jones)	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-22		Part of £9million door upgrade programme.
It was noted that the doors to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson.	Robust arrangements should be implemented to ensure these areas are adequately protected.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	Completed	£200,000	Signage project completed.
As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Great Suffolk Street	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
It was noted that what appears to be an unauthorised security gates are fitted to flats 34, 44 & 45.	Consideration should be given to the removal of these devices; in line with LFB guidance	Collinson Court	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	Collinson Court	Priority-D 3 Months Low	Housing Property Services	Completed	N/A	Part of block inspection procedures.
It was noted that what appears to be an unauthorised security gate is fitted to flat 31.	Consideration should be given to the removal of this device; in line with LFB guidance	Bazeley House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
It was noted that what appears to be an unauthorised security gates are fitted to flats 1, 13, 16, 20 & 35.	Consideration should be given to the removal of these devices; in line with LFB guidance.	Stopher House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
It was noted that what appears to be an unauthorised security gates are fitted to flats 42	Consideration should be given to the removal of these devices; in line with LFB guidance.	Pakeman House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance.	Implement a robust program of testing and servicing.	Pakeman House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
It appears that false ceilings are present within the communal lobbies and elsewhere. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within voids.	Consideration should be given to undertaking a specific survey. Any identified deficiencies should be addressed.	Horace Jones House	Priority-D 3 Months Low	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	Horace Jones House	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.



	Evidence was not provided to confirm the AOV installation is subject to a scheduled program of testing and maintenance. Some records were available but were not comprehensive.	Implement a robust program of testing and servicing.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	It should be noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may compromise the internal means of escape from their or a neighbouring dwelling.	As a compensatory feature; consideration should be given to upgrading this system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises..	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	A communal vent-axia ventilation system appears to be provided throughout the block. • Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. • It appears that false ceilings are present within the communal lobbies and elsewhere; which extend into flats. It was not possible to determine that adequate fire stopping/compartmentation exists between the communal areas and individual flats within these voids.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Horace Jones House	Priority-C 28 days Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping. The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser. What appears to be a non-fire rated vent is provided in the lounge wall. (Packman House) · Lobby ceiling · Bathroom duct and ventilation (Sumner Building) · Between flats, kitchen and corridors halls	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. <b>It was noted that the kitchen ceiling is decorated with polystyrene tiles (Markstone House flat 5)</b> • The kitchen is situated adjacent to the final exit. • Lounge door has been removed Sumner Building). • Kitchen door has been removed( Sumner Building). • Bedroom is accessed via lounge (Sumner Buildings). • A bedroom is at the rear of the flat via the lounge(Stopher House) • Lounge door has been removed (Stopher House) • The kitchen is situated adjacent to the final exit (Stopher House).	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
York Way Estate	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	• The flat entrance doors are inconsistent. They do not comply with current standard. • They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates.	To ensure adequate protection is provided to the single means of escape routes, consideration should be given to upgrading or replacing final exit doors from flats to achieve current standards of compliance.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection.	Due to the disposition of the access hatches, within a protected vented room, this is not considered to present an unacceptable risk; subject to the comments within 16.4.	All blocks	Priority-C 28 days Low - Project	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	It was noted that inadequate directional signage is provided in respect of escape routes within the car park garage.	Ensure sufficient signage is prominently displayed.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	Completed	£200,000	Signage project completed.
	It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	£200,000	Signage project completed.

	The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 2) Useful telephone numbers list.	Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location	All blocks	Priority-D 3 Months Medium	Housing Property Services	Completed	N/A	Part of block inspection procedures.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	£200,000	Signage project completed.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	It was noted via sampling of risers cupboards that in some instances fire stopping to penetrations between floors does not appear to be of fire resisting standard.	Ensure all such fire stopping is undertaken using certified materials and techniques.	All blocks	Priority-E Project Planning Low	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	It was noted that fan assisted ventilation is provided in communal areas. It was not possible to determine if adequate compartmentation and dampers are in place.	Consideration should be given to the targeted inspection to undertake. Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	It was noted that in some instances flats are accessed via a communal timber staircase; giving means of escape in only in a single direction.	It was not possible to determine the standards of compartmentation that prevail in respect of these structures. It is recommended that CoL implement a program of periodic inspections to ensure adequate levels of compartmentation are maintained.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Procedures in place.
	It was noted that flat 17 has a security gate to the final exit. It was not possible to determine it is capable of being opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment.	CoL should inspect to ensure compliance.	Penfield House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed.Detection and warning is via a single battery operated smoke detector. At the time of inspection the detector did not function when tested. The kitchen is adjacent to the final exit.An alternative means of escape is provided from the lounge via a rotating window arrangement to a shared external balcony.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
City Fringe Estate	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium - Project Planning	Housing Property Services	31-Mar-21	£75,000	Initial survey completed - included in upgrade project.
	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence of a scheduled program of testing and maintenance for the lightning protection installation was not available.	Ensure a scheduled program of testing and servicing is implemented.	All blocks	Priority-E Project Planning Low	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises.	A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	All blocks	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.

	The flat entrance doors are inconsistent throughout the block. They do not comply with current standard. • They appear to be of substantial construction, with non-fire rated glazing, rising butt hinges, are not provided with a 'self-closing device, strips, or seals, or substantial rebates. • Whilst means of escape is provided in 2 directions in some instances; due to the presence of only a single stairway to the rear block, numerous flats/maisonettes are only provided with escape in a single direction(Windosr House).	Whilst means of escape is provided in 2 directions; due to the presence of a single stairway, these issues present an unacceptable risk. Consideration should be given to upgrading/replacing doors on the means of escape routes; to current standards. This includes block A.	All blocks	Priority-D 3 Months Medium	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
	It was noted that what appears to be an unauthorised security gates are fitted to flats 1,2,3,4 & 68.	Consideration should be given to the removal of these devices; in line with LFB guidance.	Dron House	Priority-D 3 Months Medium	Housing Estate Management	31-Mar-22	N/A	LFB has allegedly approved. Decided that all such gates will be removed as part of door upgrade programme.
	Directional signage, identifying the opportunity for means of escape via the rooftop is not provided.	Ensure appropriate signage is provided where relevant.	All blocks	Priority-D 3 Months Medium	Housing Estate Management	Completed	£200,000	Signage project completed.
	It was noted that in some cases doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with current 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	All blocks	Priority-D 3 Months Low	Housing Estate Management	Completed	£200,000	Signage project completed.
	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.	Ensure notices providing clear and concise information are displayed.	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	£200,000	Signage project completed.
	Evidence was not provided to confirm the fire alarm system is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
	Evidence was not provided to confirm the emergency lighting installation is subject to a scheduled program of testing and maintenance. Implement a robust program of testing and servicing.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.	Implement a robust program of testing and servicing.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	All blocks	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
	A zone map is not provided for the administrative block.	Ensure a fire alarm zone map is displayed adjacent to the fire alarm control panel.	Iselden	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Procedures in place and zone map provided.
	What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed. A single domestic smoke battery operated smoke detector is provided. A means of providing detection and warninmg is not provided. • Lounge door has been removed. • Kitchen door has been removed.	As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.	All blocks	Priority-B 4 days High	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.	CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises	All blocks	Priority-C 28 days Medium	Housing Estate Management	Completed	N/A	Review completed. New guidance drawn up.
	Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	All blocks	Priority-C 28 days Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
Spitalfields Property	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing.	Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Periodic testing programme in place.
	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Gas servicing and maintenance contract in place.
	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.

It was noted that in some instances residents use services cupboards for storage purposes.	Implement robust management arrangements to ensure these areas are kept free of storage.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Estate Management	Completed	N/A	Part of block inspection procedures.
In some instances electrical distribution equipment is situated within escape routes.	Ensure all such equipment within escape routes is enclosed in a fire resisting structure.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Boxing-in completed.
Final exit doors from flats are mixed. Where sampled they were found to be of solid construction, without positive action self-closing devices, without intumescent strips, smoke seals or substantial rebates/door stops; although they should provide nominal fire resistance, they do not appear to comply with current standards. The glass in borrowed lights above numerous flat doors is not fire rated which compromises the overall fire rating of the door.	Due to the presence of means of escape routes in only a single direction upon exiting flats; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	Brushfield St, Lambs St and Commercial St	Priority-D 3 Months Medium	Housing Property Services	31-Mar-22	N/A	Part of £9million door upgrade programme.
It was noted that doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	Ensure appropriate signs are displayed.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	Completed	£200,000	Signage project completed.
The emergency action notices are not displayed within escape routes.	Ensure emergency action notices which reflect the simultaneous evacuation strategy are prominently displayed in escape routes.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management	Completed	£200,000	Signage project completed.
What appears to be a BS 5839 pt 1 category L4 automatic fire alarm system is provided within the communal escape routes.	Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
It was noted that the main fire alarm panel at 111-113 Commercial St was showing a zone fault.	Ensure all such issues are resolved as a matter of urgency by a competent person.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	Completed	N/A	Repairs carried out.
Zone maps are not provided.	Ensure fire alarm zone maps are displayed adjacent to the main fire alarm control panels.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Low	Housing Estate Management	Completed	N/A	Procedures in place and zone maps provided.
Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works.	Ensure robust documented management arrangements are implemented	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
Evidence was not available to confirm the fire alarm system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises	It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Procedures in place.
Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance.	Implement a robust program of testing and servicing.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	Completed	N/A	Emergency lighting maintenance contract in place.
It was noted that portable firefighting equipment provided within communal areas was out of test date.	Ensure all such equipment is subject to a robust programme of servicing a testing. Typically fire extinguishers are not provided within this type of property as residents are unlikely to have been appropriately trained. Consideration should be given to their removal.	Brushfield St, Lambs St and Commercial St	Priority-E Project Planning Medium	Housing Property Services	Completed	N/A	Testing and maintenance contract in place.
What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided.	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. Due to the absence of adequate confirmation in relation to the standards of compartmentation between individual flats and between flats and the escape route; it is recommended that this system be upgraded to; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Brushfield St, Lambs St and Commercial St	Priority-B 4 days High	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.

	<p>Internal configuration arrangements within some flats does not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p> <ul style="list-style-type: none"> <li>It was noted that in some instances doors have been replaced with lightweight concertina type dividers, to escape routes.</li> </ul>	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Brushfield St, Lambs St and Commercial St	Priority-C 28 days Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
Brixton Estate Almshouses	<p>Internal configuration arrangements within some flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p> <ul style="list-style-type: none"> <li>A door between the lounge and kitchen is not provided.</li> </ul>	As a compensatory feature for any lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading fire alarm system to LD2. CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.	Almshouses	Priority-C 28 days Medium	Housing Estate Management/Housing Property Services	In progress	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.
	<p>The flat entrance door is consistent with those throughout the block. It does not comply with current standards.</p> <ul style="list-style-type: none"> <li>They appear to be of substantial construction, are not universally provided with a self-closing device, no strips, or seals, or substantial rebates.</li> <li>In some instances the transoms do not appear to be adequately fire rated.</li> </ul>	Due to the presence of means of escape routes in only a single direction upon exiting the majority of 1st floor flats; consideration should be given to upgrading/replacing theses doors to achieve compliance with current standards.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Mar-22		Part of £9million door upgrade programme.
	Vertical service risers which serve multiple dwellings are assumed to be present these include chimney flues . It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.	Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.	Almshouses	Priority-C 28 days Medium	Housing Property Services	31-Oct-21	£75,000	Initial survey completed - included in upgrade project.
	<p>What appears to be a BS 5839 pt 6 category LD3 grade D fire alarm system is provided. This system is subject to 24hr monitoring.</p> <ul style="list-style-type: none"> <li>Information provided by the site warden suggests that single direction of travel escape routes are protected via an unknown category of fire alarm system, via detection within individual flats actuating a general alarm.</li> <li>It was not possible to definitively determine that the fire alarm system supports the evacuation strategy.</li> </ul>	In order to adequately protect single means of escape routes; consideration should be given to the provision of; a pt 6 Grade A category LD2 system in the common areas with a linked heat detector installed just inside the entrance door of each flat. The fire alarm system should be surveyed by a competent person; any deficiencies should be addressed and commissioning certification should be issued.	Almshouses	Priority-B 4 days High	Housing Property Services	Completed	N/A	Early warning detection in place. Part of a cyclical programme incorporated into fixed wiring installation July-2020.

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# Residents' Briefing Update

**Great Arthur House Fire Compartmentation**  
City of London Corporation

Revisions:		
--	First Issue	14.12.2020





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A typical flat interior

©Peter Cook

## 1.0 Introduction

Following on from the Residents' Briefing Document distributed to residents in June, the project team are pleased to report that RIBA Stage 2 on the project was completed at the end of October. In summary, this effectively means that the team has managed to:

1. understand the current state of the building in fire safety terms
2. define the brief
3. develop options at a strategic level for addressing any issues identified.

This document has been prepared to provide an update to residents on the progress of the project thus far.

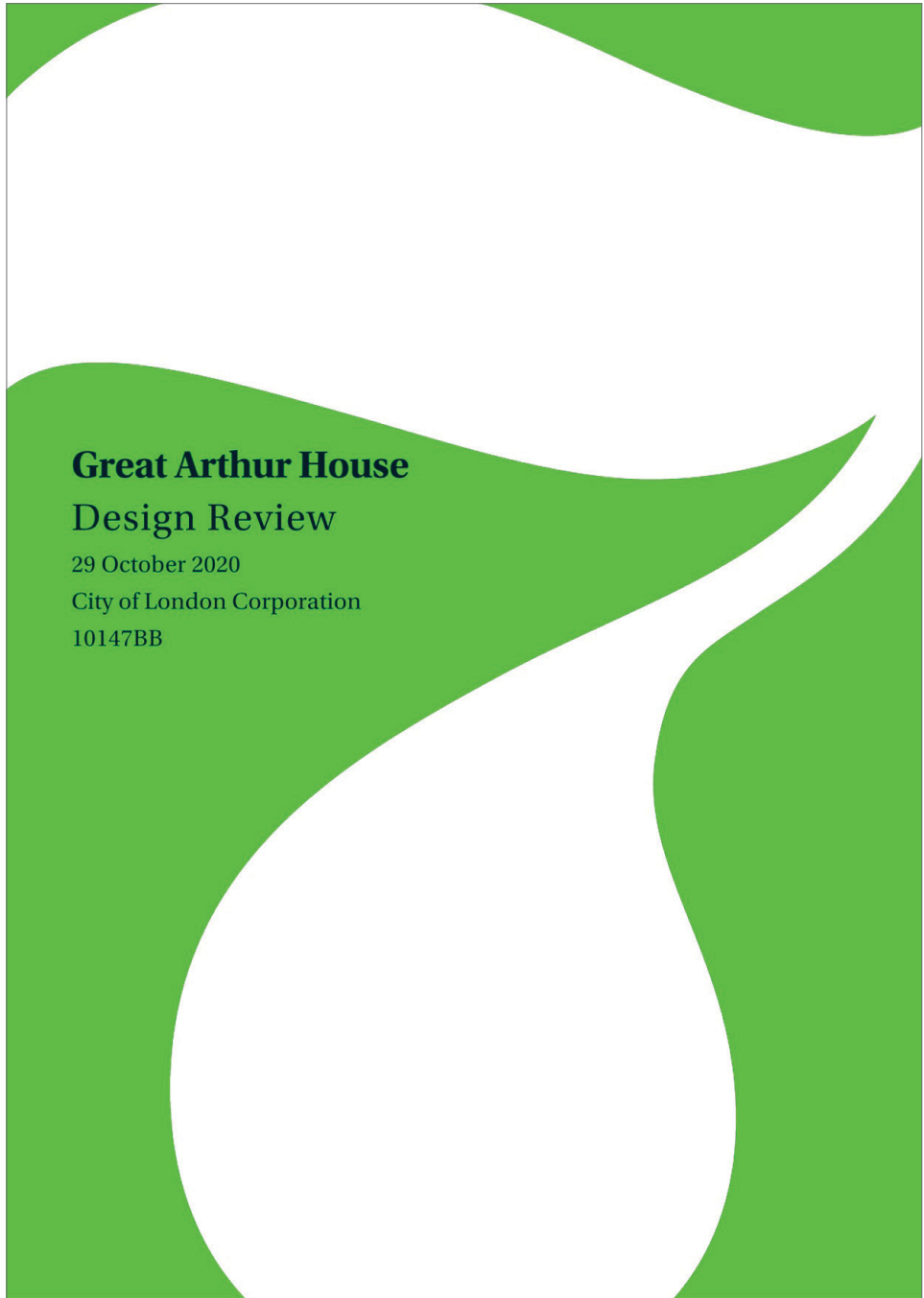
2.0 The Fire Safety Design Review

In the Residents' Briefing Document issued in June, several points were identified which needed to be addressed, namely:

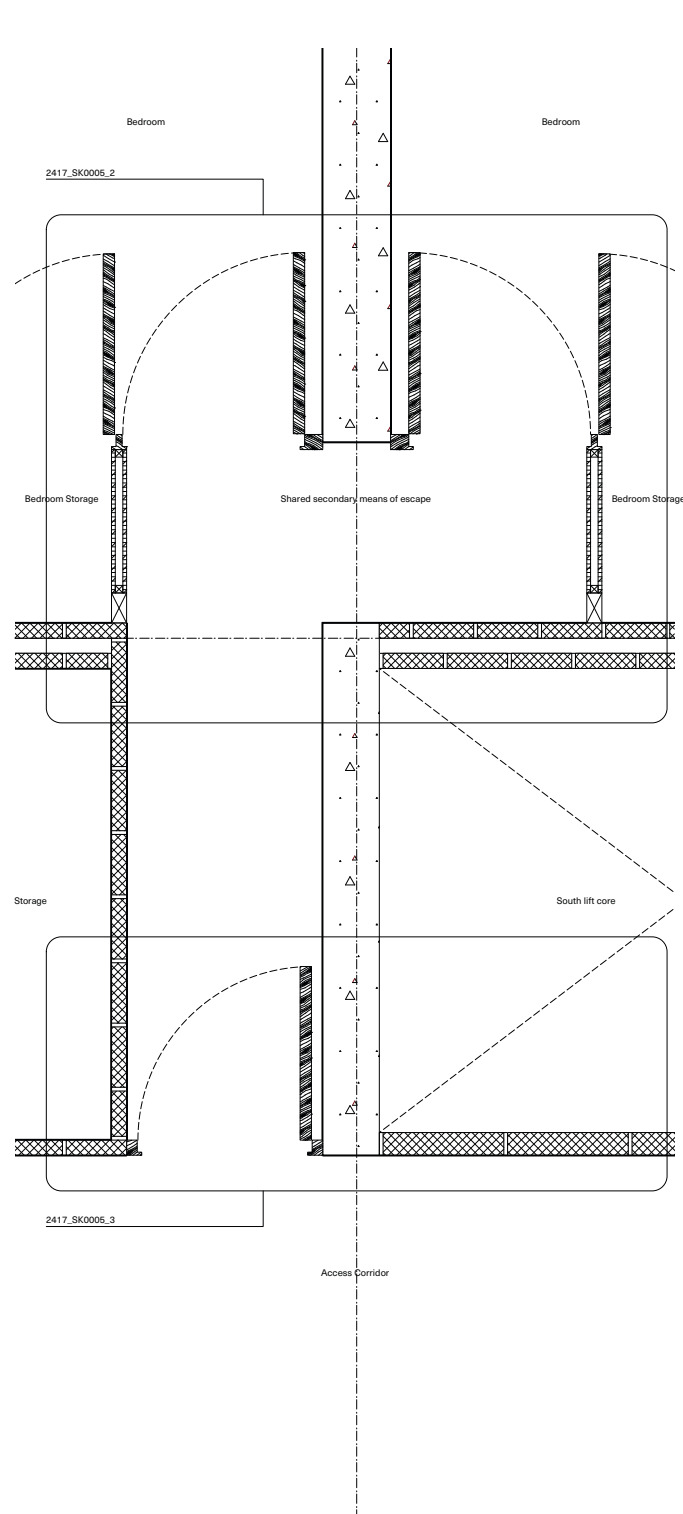
- 1. The fire resistance of the existing compartmentation, including party walls, ceilings and floors.
- 2. The effect of installing sprinklers on the fire resistance thresholds required for compartmentation.
- 3. The ideal evacuation strategy for the building.

In response to this, the appointed fire engineers, BB7, have prepared a Design Review of fire safety in the building, on the basis of, "BB7's understanding of the original design intent of the building when constructed," and, "which active and passive fire safety precautions are either considered insufficient or not present in the building".

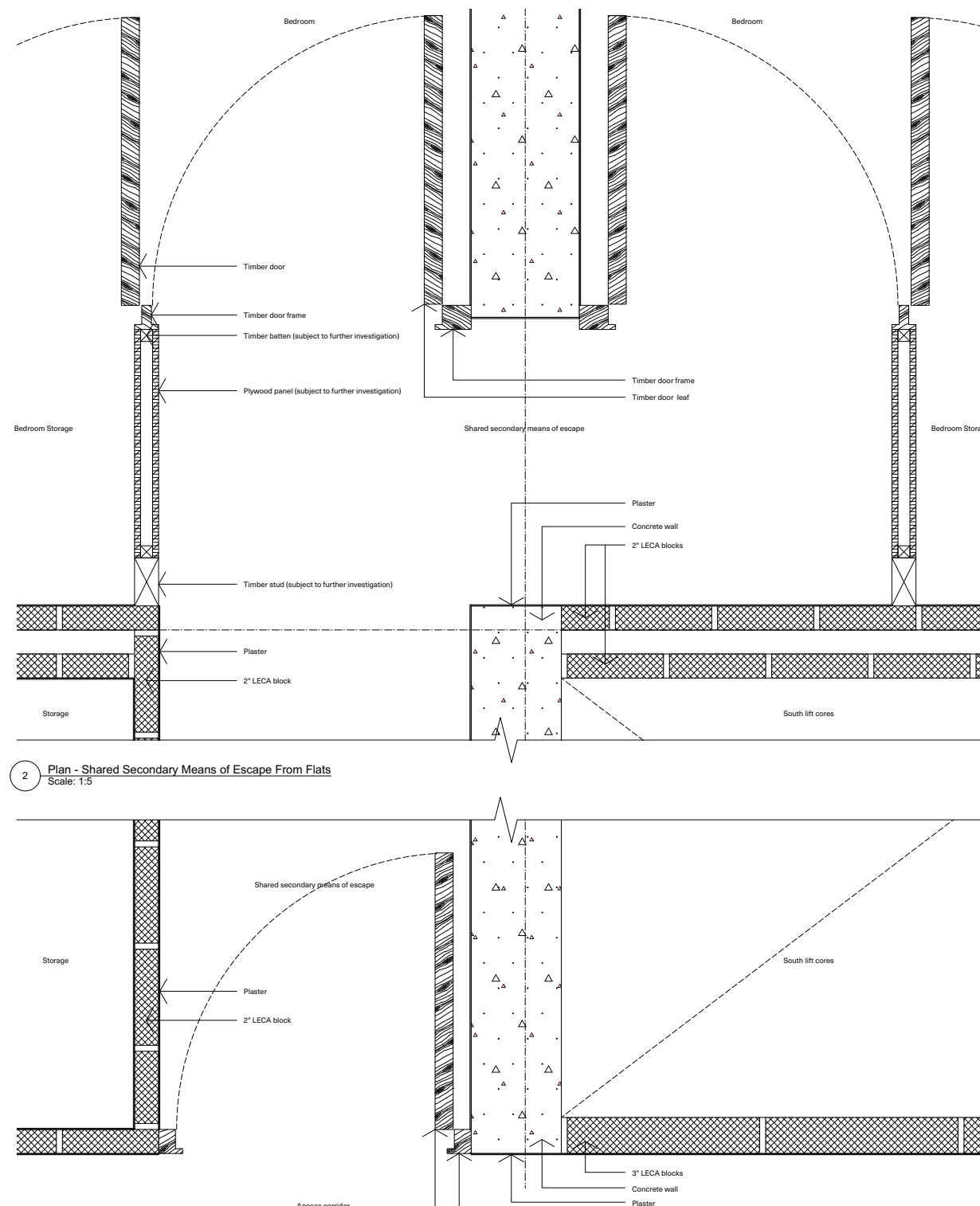
It is probably worth reiterating that the fire safety measures currently put in place by the Corporation, calling for simultaneous evacuation of the building in case of fire, ensure that homes in Great Arthur House are safe, however, it must be pointed out that this strategy is not in line with accepted best practice for evacuating a building in the event of fire. The accepted best practice for a residential building is a stay-put strategy, therefore, the aim of the project is to facilitate the adoption of a stay-put strategy in Great Arthur House.



The cover of BB7's report



1 Plan - Secondary Means of Escape West  
Scale: 1:10



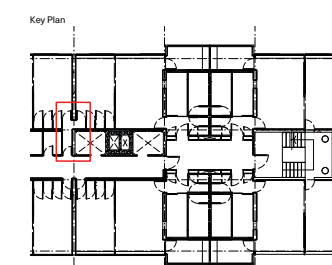
2 Plan - Shared Secondary Means of Escape From Flats  
Scale: 1:5

3 Plan - Shared Secondary Means of Escape to Access Corridor  
Scale: 1:5



### 3.0 Research and Surveys

The project team have employed extensive research of archive material and limited site visits by both architects and fire engineers, in order to develop a set of indicative details and general arrangement plans for the residential floors of the building. This has given valuable insight into the materials and construction used in the building and its potential impact on compartmentation. Together with the fire engineer's report, these drawings have informed the emerging aims for the project.



Drawings showing indicative details for the secondary means of escape to the centre flats on the western side



4.0 Sprinklers

It is the considered view of the project team that the single most significant factor that can contribute towards the implementation of a stay-put strategy is the installation of sprinklers to the flats. In light of the proposed sprinkler installation, and existing design features, such as the secondary means of escape to each flat, it is clear that there is potential to develop an appropriate level of compartmentation, which minimises the amount of intervention to walls, floors, doors and ceilings.

While the sprinkler installation is integral to the work we are undertaking, it is important to note that the sprinkler project is being delivered by another team, therefore, the extent of our involvement with the sprinkler installation has solely been to liaise with the project team to ensure that our efforts are as coordinated as possible.

5.0 Emerging Aims

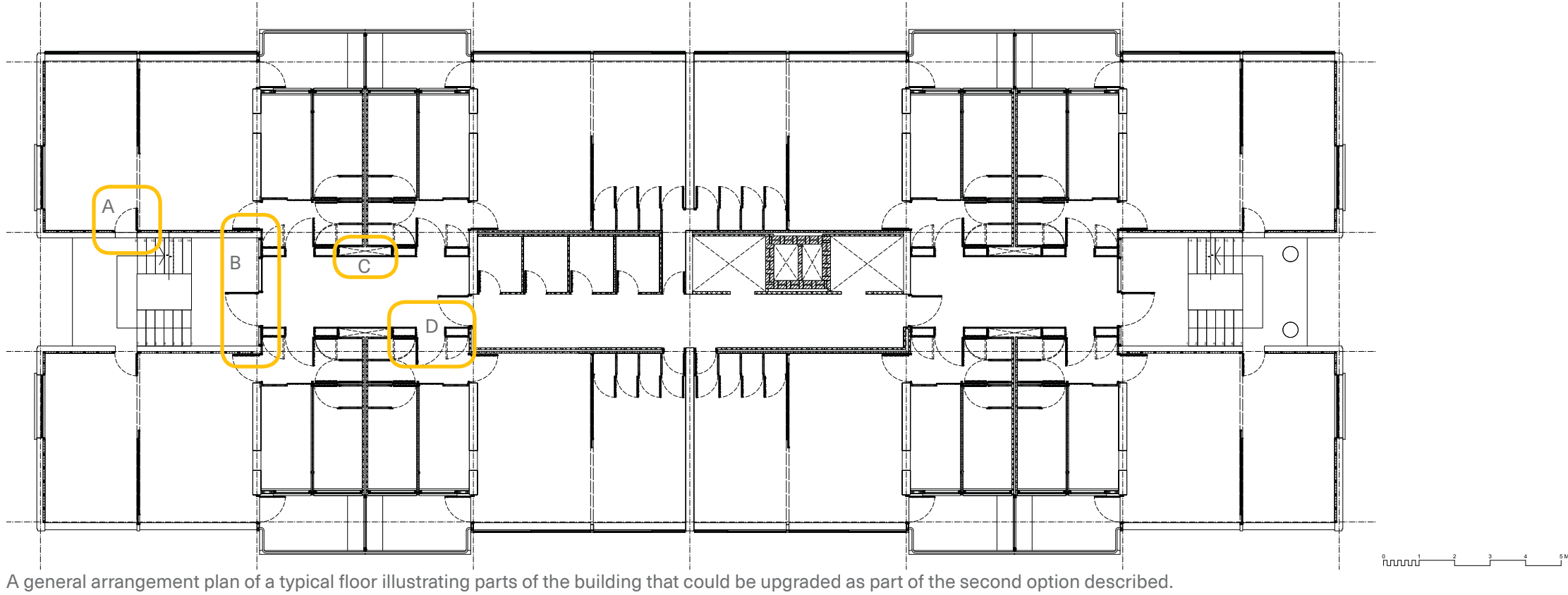
Taking all this into account, two viable options are available, all of which assume the installation of sprinklers:

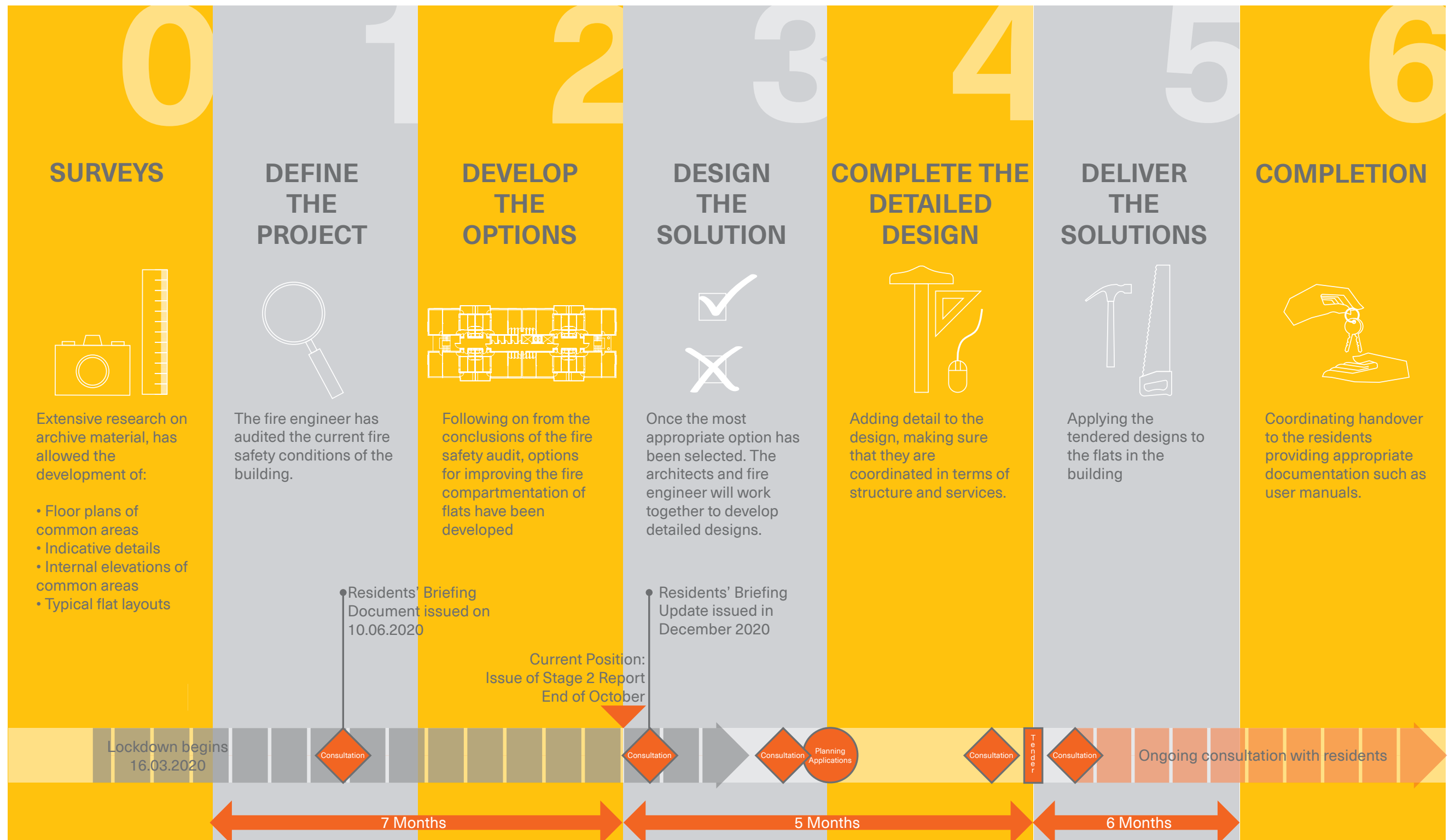
1. Upgrade a significant portion of the building fabric to a level that would comply with the recommendations of current Building Regulations. This would be highly disruptive for residents, assuming it could even be feasibly achieved in a listed structure, such as Great Arthur House.
2. In view of the inherent safety measures in the building design identified by BB7, such as each flat having two means of escape and each common lobby also having two means of escape, the third option would be to undertake selective upgrades to the building fabric which would improve passive fire safety. This would include:

- A. Upgrading the escape door to the half-landings on the stairs and other secondary means of escape
- B. Upgrades to the glazed screens in each entrance lobby.
- C. Upgrading the separation between the risers and adjacent flats.
- D. It may also require selective upgrades to the entrance doors and their associated cupboards, though this has yet to be determined.

This second option seems best able to balance the demands required by a stay-put evacuation strategy, and the desire to preserve as much historic fabric in the building as possible.

With this in mind, the next step for the team will be to consult with the relevant statutory authorities, such as Building Control and the planners, to understand their thoughts on the broad strategy outlined above. Followed by detailed design work in the new year.





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<b>Committee:</b>	<b>Dated:</b>
Housing Management and Almshouses Sub-Committee	24/05/2021
<b>Subject: No Access Policy for Cyclical Electrical Testing</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y/N</b>
<b>Report of: Director of Community and Children's Services</b>	<b>For Decision</b>
<b>Report author: Jason Hayes, Head of Major Projects</b>	

## Summary

The City of London Corporation (the Corporation) has a responsibility to ensure that the services that our residents use, are safe and well maintained. This includes electrical services that supply power, lighting and heating in homes across the Corporation's estates.

The fixed wiring inside homes, supplying electricity, requires regular inspection and maintenance. The standard recommended under BS7671 for fixed wire inspection and testing in tenanted properties is every five years or, when a change of tenancy occurs i.e. when a property becomes void.

This proposed new policy addresses our approach to gaining access to complete a fixed wire test in properties that are difficult to access for this important safety inspection.

## Recommendation

Members are asked to:

- Approve the No Access – Electrical Safety Policy for use under the Electrical Testing Programme

## **Main Report**

### **Background**

1. Under BS7671 there is a recommendation under Approved Document P for fixed wiring to be tested and reported in the form of an Electrical Installation Condition Report
2. Regular testing ensures that the electrical wiring in homes is safe for use and that any faults identified, are rectified either at the time of the test or, where less urgent, in a follow up visit.
3. The work during a test also includes the following:
  - Installation smoke detectors to further enhance the fire safety within properties. The minimum standard for the smoke detectors is LD3 under BS5839 whereas the Corporation is committed to installing smoke detection systems to LD2 to increase the level of protection.
  - Portable Appliance Testing to white goods to ensure continued safe use.
  - Rectification of immediately dangerous situations or urgent repairs.

### **Current Position**

4. The current approach includes an introductory letter from the Corporation , a two or three letter system via the contractor with follow up telephone calls, and then a collaborative approach with Housing Management colleagues to attempt further access. There are currently no set or agreed procedures for either team to follow.
5. The process is not formalised and is at risk of interpretation or inconsistency.

### **Conclusion**

6. A No Access Electrical Safety Policy has been drafted to outline out the approach to gain access to complete this essential safety check and ensure homes remain safe. The Policy is included at Appendix 1 to this report.

### **Appendices**

- **Appendix 1: No Access – Electrical Safety Policy**

### **Jason Hayes**

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**CITY  
OF  
LONDON**

**City of London Corporation**

**Department of Community & Children's Services**

**Housing Service**

**No Access Electrical Testing Policy**

**CITY  
OF  
LONDON**

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Approved by:	
Approval Date:	
Review Date:	

## **1. Introduction**

The City of London Corporation (the Corporation) is committed to achieving and maintaining the highest standards of safety in its homes. We have a legal obligation to carry out five yearly electrical safety checks in our tenanted properties and, in addition, we seek to ensure that electrical appliances in our properties are used and maintained safely.

Improperly maintained electrical systems can cause death, serious injury or destruction of property. This policy outlines how we will meet our legal obligations and it provides information to residents on their responsibilities in relation to electrical safety in their homes.

## **2. Aims of this Policy**

This policy aims to:

- support our aim of achieving 100% compliance with five yearly electrical safety checks
- outline our electrical safety responsibilities
- make residents' responsibilities clear to them
- explain what enforcement action we will take for non-compliance

## **3. Scope**

This policy applies to all the Corporation's housing estates which form part of the Housing Revenue Account (HRA) or, which are managed as part of the HRA. It also applies to the Corporation's Almshouses and Gresham Almshouses, which we manage on behalf of the respective trusts.

## **4. Policy Statement**

We take electrical safety in our homes very seriously and we expect our residents to cooperate with us to ensure that we can meet our legal obligations as landlord. We also expect leaseholders who sub-let their properties to meet their legal obligations in relation to electrical safety.

Most of our properties are in purpose-built blocks of flats and if an electrical emergency occurs, it could affect multiple households and have severe consequences.

We take non-compliance with electrical safety measures very seriously and will take legal action against those residents that do not allow access to their homes for five yearly electrical safety inspections, or anyone who does anything to modify, alter or

interfere with any electrical services or installations without the appropriate consents or approvals.

## **5. Our Obligations as Landlord**

We are under a duty to ensure that all reasonable steps (including appropriate Court action) are taken to gain access to our tenanted properties for the purposes of carrying out the five-yearly check.

## **6. Tenants' Obligations**

In summary, tenants are obliged to:

- allow or arrange entry into the property for the five yearly check to be completed before the current certificate expires
- respond promptly to contact regarding access arrangements
- keep any electrical appliances in a safe condition

Failure to allow access for the five yearly safety check is a serious breach of tenancy and may result in legal action being taken against the tenant, which ultimately could result in them losing their home.

Tenants must allow us access to their home.

## **7. Leaseholders' Obligations**

Whilst leaseholders are not obligated to undertake a 5-year check, they are encouraged to do so via the Corporation's communications.

We offer the option for leaseholders to pay for an electrical safety check via our appointed contractor at a competitive rate.

Please also refer to Section 11 'Forced Entry'

## **8. Leaseholders' Duties to Sub-Tenants**

Leaseholders who sub-let their properties have the same legal obligations as any landlord.

More information on landlords' obligations can be found on the Health and Safety Executive website: [www.hse.gov.uk/gas/landlords](http://www.hse.gov.uk/gas/landlords)

## **9. Access for the Five Yearly Check**

In accordance with the terms of their tenancy, tenants are obliged to allow access for the safety inspections to be carried out by the Corporation, or its agents or contractors.

We will be as flexible as we reasonably can be when it comes to setting appointments for access.

We expect tenants to cooperate with us and our contractor when we are seeking to arrange access and to take steps to rearrange appointments if they are not convenient.

We will write to tenants to inform them of the electrical safety check and ask them to call to make an appointment that suits them. If no appointment is made, we will write with details of an appointment date requesting access and giving the tenants the opportunity to re-arrange if not convenient. If we cannot gain access after making an appointment, the matter will be escalated to enforcement action (refer to Section 10). If a tenant is no longer able to keep an agreed appointment, it is their responsibility to rearrange it. We may charge for missed appointments (where a contractor turns up at the property and access is not provided) in accordance with the tenancy agreement. For electrical testing, a missed appointment charge will be £65.00 which is made up of £50.00 we have to pay the contractor and a £15.00 administration fee.

## **10. Failing to Provide Access – Enforcement Action**

When a tenant refuses or otherwise fails to provide access (and there are no known tenant vulnerabilities or other genuine reasons for not providing access), we will take enforcement action against them. This may include:

- Injunction proceedings requiring access to carry out the check
- Possession proceedings for breach of tenancy
- County Court Judgment for missed appointment charges

We may commence injunction, possession and money judgment proceedings simultaneously.

We will seek to recover any legal costs from the tenant.

## **11. Forced Entry**

In an emergency – which we define as a believed or actual risk of personal harm or damage to property - we can force entry into a property (tenanted or leasehold). We will take all reasonable steps (within the timeframe available) to avoid having to do this including, seeking advice from the Comptroller & City Solicitor and informing any relevant agencies. However, if an emergency occurs (especially at night or over the

weekend) it may be necessary to act immediately. Depending on the circumstances, the cost of a forced entry may be recharged to the respective tenant or leaseholder.

## **12. Vulnerable Tenants**

We recognise that some residents may require extra support and reassurance to enable them to comply with the terms of their tenancy in relation to allowing access to their homes. We will provide appropriate support, while balancing this with our obligation to complete the five yearly electrical safety checks and our duty to ensure the safety of neighbouring residents.

## **13. Timing of Checks**

We are required to carry out an electrical safety check at least every five years, though we begin the process of gaining access some time before this to allow for any problems.

We will also carry out an electrical safety check on all properties when they are vacant.

## **14. Complaints**

Any complaints about the application of this policy, or any aspect of our service relating to electrical safety and no access, will be addressed via the housing complaints procedure. Please see the Complaints Policy for more details.

## **15. Policy Exceptions**

In exceptional circumstances, we may consider a variation to this policy. This will depend on the individual circumstances of the case. The decision and its reasoning can be provided in writing on request.

## **16. Monitoring and Performance**

We will monitor our use of this policy and the way in which it is implemented, ensuring that any relevant information is reported at appropriate intervals.

## **17. Training**

We will provide all staff responsible for implementing this policy with comprehensive training as required.

## **18. Equality and Diversity**

This Policy has been subject to a full Equalities Analysis and will be implemented in accordance with our responsibilities and duties under relevant legislation, including the Equalities Act 2010.

## **19. Accessibility**

We will ensure that residents' needs are considered when implementing this Policy to ensure that they are treated fairly. We will make appropriate arrangements to ensure that residents with communication needs are not unreasonably and disproportionately affected. This could involve providing communications in alternative languages or formats or providing interpretation or transcription as appropriate.

## **20. Data Protection and Information Exchange**

We will comply with our obligations under relevant data protection legislation and regulations. We will process and store personal information securely.

There are some circumstances in which we are required by law to disclose information given to us.

## **21. Policy Review**

We will review this policy at least every three years, or following relevant changes to legislation, regulation or policy.

## **22. Legislation & Guidance**

- Health and Safety Executive - [Approved Code of Practice and Guidance](#) on the 1998 Regulations

## **23. Supporting Documents**

- Copy of Final Reminder Letter



<b>Committee</b>	<b>Dated:</b>
Housing Management & Almshouses Sub Committee	24 May 2021
<b>Subject:</b> Housing Major Works Programme – Progress Report	<b>Public</b>
<b>Report of:</b> Director of Community & Children’s Services	<b>For Information</b>
<b>Report author:</b> Paul Murtagh Assistant Director Barbican & Property Services	

## Summary

The purpose of this report is to update Members on the progress that has been made with the Housing Major Works Programme and to advise Members on issues affecting progress on individual schemes.

## Recommendation

Members are asked to note the report.

## Main Report

### Background

1. At its meeting on 27 November 2017, the Housing Management & Almshouses Sub-Committee received a presentation from officers in Housing Property Services on the scope of, and progress with, the Housing Major Works Programme. Members subsequently agreed that it would be useful if further updates and progress reports be brought to future meetings of this Sub-Committee.
2. The first update and progress report was presented to this Sub-Committee at its meeting on 12 February 2018. This latest update report highlights specific areas of ‘slippage’ or ‘acceleration’ since the last meeting of the Sub-Committee on 22 March 2021 as well as, progress against the programme as originally reported in November 2017.

### Considerations

3. The City of London Corporation (City Corporation) is committed to investing around £75million on a Major Works Programme for the maintenance, refurbishment and improvement of its social housing portfolio. The works, in the main comprise:
  - Window replacements;
  - Re-roofing;

- Decent Homes (new kitchens and bathrooms);
  - Electrical rewiring and upgrades;
  - Heating replacements;
  - Concrete repairs;
  - Fire safety improvement works.
4. The funding for these extensive works, which is intended to bring all the City Corporation's social housing stock up to, and beyond, the Decent Homes Standard, comes from the Housing Revenue Account (HRA), which is ring-fenced solely for housing. The HRA is made up of:
- Income from rents;
  - Income from service charges.
5. The Housing Major Works Programme was originally intended to be a 5-year programme however, the size and complexity of some of the projects included, along with initial staff resourcing issues, has meant that it is more likely to take 7 or 8 years to complete.
6. The Housing Major Works Programme is monitored and managed at several levels both corporately and within the department. This includes:
- Gateway Process;
  - DCCS Committee;
  - Projects Sub-Committee;
  - Housing Management & Almshouses Sub-Committee;
  - Housing Programme Board.
7. The Housing Programme Board (HPB) is a cross-departmental group, chaired by the Director of Community & Children's Services and comprising senior officers from:
- Housing Management;
  - Housing Property Services;
  - City Surveyors;
  - Planning;
  - Finance;
  - Town Clerks;
  - City Procurement.
8. For the purpose of the HPB, officers have developed detailed report templates that show progress of the various works programmes and these are analysed and discussed monthly. At its meeting on 27 November 2017, following a presentation from officers in Housing Property Services on the scope of, and progress with the Housing Major Works Programme, Members agreed that a simplified version of the progress reports be brought to future meetings of this Sub-Committee.
9. Attached at Appendix 1 to this report, for Members consideration, is the latest version of the progress report for the Housing Major Works Improvement

Programme. This progress report was submitted to and considered by the HPB at its meeting on 29 April 2021.

10. Members will note from the progress report at Appendix 1 that there are currently three projects that have 'slipped' since the last meeting of this Sub-Committee, five of which, are directly attributable to the current COVID-19 restrictions. Given that we continue to operate in difficult and challenging times as a result of the outbreak of COVID-19, Members will understand the impact this has had on the programme. Members are asked to specifically note the following updates:

***Extension of projects in delivery***

H46 – Middlesex Street Estate Communal Heating

Surveys for the internal parts of the system began in May whilst, the installation of the wider plant and distribution system, which began back in January, is on-going. It has recently been agreed that we need to install a new cold-water distribution system as, it has become apparent that the existing system is badly corroded and, long past its expected life span. The new cold-water distribution system will be installed in conjunction with the new heating system and will significantly benefit and improve the performance of the new system. Completion of this project, which has been seriously affected by COVID-19, is likely to be delayed until the Spring next year.

***Slippage to forecast contract commencement date***

H50 – Southwark Concrete Testing and Repair

Works have been deferred in order to prioritise the Window Replacement Programme across the estates. It would simply not be advisable to have multiple contractors working across a shared site on the same elevations. As the concrete has been verified as being in a safe condition, it is felt to be prudent to allow the Window Replacement Programme to take precedence.

H53 – Refurbishment of Play and Ball Game Areas (Multiple Estates)

The contract start date has been delayed by one month to June 2021, to allow enough time to re-tender the contract to ensure that value and a competitive price is secured. The closing date for tenders has now passed and, disappointingly, only one tender submission has been received. This has implications for the recovery of costs from leaseholders as, a minimum of two bids are required to satisfy the requirements of the Section 20 process. Officers are consulting with colleagues in Legal to identify a compliant way in which to proceed.

***Progress of note on key projects***

H39 – Window Replacements and External Redecorations (Multiple Estates)

Contracts have now been exchanged and agreed for the window replacement programme at Dron House, with the installation work due to commence in May this

year. Tenders have also been received for the window replacement programme on the Southwark and Holloway Estates with final financial clarifications being undertaken. Tenders have also been received for the Windsor and William Blake Estates and, with the conclusion of the tender analysis, Gateway 5 reports (Authority to Start Work) are being prepared for submission to the relevant Committees.

#### H44 – Refurbishment Works - City of London & Gresham Almshouses

Following lengthy delays resulting from the COVID-19 situation and, the easing of restrictions, it is hoped that the internal works to the almshouses can resume towards the end of May 2021. This will, however, depend on the agreement of tenants to allow the contractor back into their homes to complete the works. To make it cost effective for our contractor to return to complete the works, we will need almost all our tenants to allow us access.

#### H45 – York Way Estate Communal Heating

Works to replace the distribution pipework are complete and work in the plant room is ongoing. The in-flat installations have been on hold as a result of the COVID-19 restrictions. However, now the restrictions are being lifted, the contractor has sent letters to the residents to arrange surveys in preparation for the in-flat installations.

#### H54 – Fire Door Replacement Programme (Multiple Estates)

A measured survey of the works for Phase 1 of this programme (York Way and Holloway Estates) is now complete and, the pricing submission for this phase is expected by the beginning of May. If the tender submission is within the expected range, a Gateway 5 report will be prepared and submitted to the relevant Committees for approval to award the contract. Other estates covered by this programme will move into active survey and procurement on a priority basis.

#### H55 – Installation of Sprinklers (HRA Towers)

The procurement exercise for this project is now complete and, a Gateway 5 report has been prepared and submitted for Committee approval. The project costs remain in line with previously approved estimates. It is intended that the installation work will commence first at Petticoat Tower on the Middlesex Street Estate at the end of the Summer or early Autumn this year.

11. As Members will appreciate, there will always be problems with contracts and projects such as those contained within the Housing Major Works Programme. In addition, we continue to operate in what are, for most of us, unprecedented times. The COVID-19 situation has had a significant impact on service delivery and, the Major Works Programme has been particularly adversely affected. The recent easing of restrictions is very welcome and, we continue to meet with our contractors and consultants on a regular basis to see what can be done to get these projects back up and running.

12. Members will also recognise that progress with any of the projects included in the Housing Major Works Programme can change at short notice. It is often the case that notable changes in projects will have occurred from the time that reports are written to the time that they are presented to this Sub-Committee. Where appropriate, Officers will provide further updates to Members when presenting this report.

## **Appendices**

Appendix 1: Housing Major Works Programme Progress Report (March 2021)

Paul Murtagh

Assistant Director, Barbican & Property Services

T: 020 7332 3015 E: [paul.murtagh@cityoflondon.gov.uk](mailto:paul.murtagh@cityoflondon.gov.uk)

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## GOLDEN LANE ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2021







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## MIDDLESEX STREET ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2021

[illegible]

- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
- testing/preparatory/offsite works
- programme slippage from previous report (length of arrow denotes length of delay)
- programme brought forward from previous report (length of arrow denotes extent)

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-  works delivery baseline (as forecast November 2017)
-  works on site/complete
-  works programmed (current forecast)
-  testing/preparatory/offsite works
-  programme slippage from previous report (length of arrow denotes length of delay)
-  programme brought forward from previous report (length of arrow denotes extent)



YORK WAY ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2021

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																											
							2018/19						2019/20						2020/21						2021/22									
							Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4					
A	M	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (multiple estate programme)	£608,000	£574,297	works complete		<div><div></div></div>																											
	H20	Redecorations (multiple estate programme)	£596,000	£541,000	works complete		<div><div></div></div>																											
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£130,653	£49,000	works complete		<div><div></div></div>																											
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£467,000	works complete		<div><div></div></div>																											
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£229,500	works complete		<div><div></div></div>																											
	H45	Communal Heating	£3,087,990	£1,355,300	programme extended - covid	+3 months	<div><div></div></div>																											
	H60	Electrical Testing - Phase V (tenants electrical testing & smoke alarms - multiple estates)	£420,000	£0	on site		<div><div></div></div>																											
	H54	Fire Door Replacement Programme (Lot 1 - Holloway & York Way)	£1,112,500	£4,800	procurement		<div><div></div></div>																											

SYDENHAM HILL ESTATE INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2021

WORKS TYPE	REF		ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																																							
							2018/19								2019/20								2020/21								2021/22															
							Q1		Q2		Q3		Q4		Q1		Q2		Q3				Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4									
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M				
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (multiple estate programme)	£173,315	£46,472	works complete		SYD H																								M															
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£467,000	works complete																																									
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£229,500	works complete																																									
	H39	Window Replacements & Extenal Redecoration (Sydenham Hill)	£466,500	£23,000	procurement		DETAILED DESIGN & PLANNING																																							
	H60	Electrical Testing - Phase V (tenants electrical testing & smoke alarms - multiple estates)	£420,000	£0	on site																																									
	H54	Fire Door Replacement Programme (multiple estate programme)	£192,500	£4,800	procurement																										OTHER ESTATES															

SMALL ESTATES (DRON, WINDSOR, ISLEDEN, COLA, GRESHAM) INVESTMENT PROGRAMME - DELIVERY FORECAST MAY 2021

WORKS TYPE	REF	PROJECT	ESTIMATED COST	EXPENDITURE TO DATE	CURRENT STATUS	SLIPPAGE SINCE LAST REPORT	TIMELINE																																							
							2018/19												2019/20												2020/21								2021/22							
							Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4						
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M				
INVESTMENT PROGRAMME	H5	Decent Homes - Phase II (Dron & Windsor as part of multiple estate programme)	£686,216	£451,412	works complete		<div><div></div></div>																																							
	H26	Water Tank Replacement/Repairs (multiple estate programme)	£15,810	£15,810	works complete		<div><div></div></div>																																							
	H48	Electrical Testing - Phase III (tenanted flats multiple estates)	£555,266	£372,000	works complete		<div><div></div></div>																																							
	H10	Door Entry (Dron House in conjunction with William Blake)	£120,000	£120,000	works complete		<div><div></div></div>																																							
	H56	Re-Roofing at Dron House	£404,000	£363,000	works complete		<div><div></div></div>																																							
	H47	Electrical Testing - Phase IV (landlords electrics multiple estates)	£355,567	£229,500	works complete		<div><div></div></div>																																							
	H39	Window Replacements & External Redecoration (Dron)	£1,600,000	£25,000	contractor mobilising		<div><div></div></div>																																							
	H39	Window Replacements & External Redecoration (Windsor)	£890,000	£21,000	procurement		<div><div></div></div>																																							
	H60	Electrical Testing - Phase V (tenants electrical testing & smoke alarms - multiple estates)	£420,000	£0	on site		<div><div></div></div>																																							
	H54	Fire Door Replacement Programme (multiple estate programme)	£890,000	£4,800	procurement		<div><div></div></div>																																							
	H53	Play and Ball Games Area Refurbishment (multiple estate programme)	£272,000	£19,130	procurement	+1 month	<div><div></div></div>																																							
	H44	COLA & Gresham Refurbishment	£838,669	£210,000	on site, internal works on hold		<div><div></div></div>																																							

- works delivery baseline (as forecast November 2017)
- works on site/complete
- works programmed (current forecast)
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- programme slippage from previous report (length of arrow denotes length of delay)
- programme brought forward from previous report (length of arrow denotes extent)

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<b>Committee:</b>	<b>Dated:</b>
<b>Housing Management and Almshouses Sub-Committee</b>	24/05/2021
<b>Subject:</b> Fire Risk Assessments for Vulnerable Residents	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N</b>
<b>Report of: Director of Community and Children's Services</b>	<b>For Information</b>
<b>Report author:</b> Liam Gillespie, Head of Housing Management, Department of Community and Children's Services	

## Summary

As part of our work to ensure a high standard of fire safety in the homes we manage, the Housing Service is launching a new procedure for risk assessing vulnerable residents who may need help evacuating in an emergency situation, or who may benefit from further help and advice on fire safety issues in their homes.

The process will ensure that we have a more accurate picture of which residents may require help from the emergency services and that this information is centrally managed to ensure it is up to date. It is also designed to ensure that vulnerable residents are confident that they know how to respond in an emergency.

## Recommendation

Members are asked to:

- Note the report.

## Main Report

## Background

1. As part of the work to improve fire safety measures in our the homes managed by the City Corporation, a revised risk assessment procedure is being introduced for residents who might require assistance in an emergency, and to identify those who may be more vulnerable to fire risks due to their circumstances.

2. We already have processes in place to identify vulnerable residents who may require assistance from the emergency services in an evacuation situation. For the purposes of this procedure, a vulnerable resident is defined as someone who is at greater risk of harm in a fire or other emergency; this may be due to a disability or other circumstances that affect their ability to detect fire, respond to an emergency or evacuate to a safe place unaided.
3. Currently, each estate team maintains a list of households that may require assistance, and this information is stored in the red Property Information Boxes (PIBs) for use by the London Fire Brigade in an emergency. The LFB uses the information to enable them to effectively assist residents who may have difficulty evacuating the building unaided, or to identify properties where specific risks are present, such as oxygen canisters.
4. At present, the lists are compiled based on risks communicated to us by professionals (for instance Adult Social Care) and information gathered by estate staff as part of their routine contact with residents. The information is updated if we receive new information on the resident's circumstances.
5. The new procedures are intended to improve our practice in this area and provide:
  - better coordination of information in a central place
  - enhanced document management and storage
  - improved risk assessment procedures
  - an opportunity for residents to discuss their needs and concerns with us directly as part of the process
  - greater reassurance for vulnerable residents about fire safety and emergency actions
  - Personal Emergency Evacuation Plans (PEEPs) for individual residents who require one
6. Officers have liaised with colleagues from the Resident Safety Team at Hackney Council to discuss their process in this area of work, which is at a more advanced stage. While the scale of the work at Hackney is much bigger, as they have over 30,000 homes under their management, this sharing of good practice has been very informative and has helped in the formulation of the City's new procedures.

### **Summary of the New Process**

7. The new process will involve carrying out risk assessments with individual residents who may be at increased risk during a fire or other emergency. A Personal Emergency Evacuation Plan (PEEP) will then be agreed with any resident who requires one, to ensure that they are clear about what to do in an emergency evacuation scenario.
8. The risk assessment will involve a discussion around the fire procedures for the building in which the resident lives. This will be informed by the Fire Risk Assessment for the building in question. It will also cover their personal circumstances and identify any vulnerabilities that may increase the risk posed to them in a fire affecting their home or the block in question.

9. In most cases, the advice to residents in a fire situation is:

- If the fire or smoke is in their flat, they should leave immediately, closing the door behind them, and raise the alarm
- If the fire is elsewhere, they should stay in their home as this is normally safest. Decisions on evacuating will be taken by the emergency services

10. There are some exceptions to this approach due to the outcomes of Fire Risk Assessments for certain buildings.

11. The new procedure aims to ensure that:

- vulnerable residents are aware of the fire safety measures for their building
- residents have a clear action plan for emergencies
- any risks specific to the resident are reduced as far as possible (e.g. smoking, hoarding, inability to escape unaided or to hear alarms)
- risk information is made available to the LFB via the PIBs at each site

12. Officers will also offer to make referrals to the LFB's fire safety home visit scheme during the risk assessment process.

## **Referrals**

13. A web form will be created to allow residents, their next of kin and professionals to refer residents to us for risk assessment. This will be included in the fire safety section of the Housing pages on the City's website and promoted via resident communications channels.

14. Residents or their family members can also contact their Estate Manager to refer themselves for assessment. Estate Managers will offer a risk assessment if they note any issues of concern during their contact with a resident.

15. The information included in the PIBs is confined to the resident's flat number, property floor level and the assessed risk rating. It does not contain any sensitive personal information. All information held by us regarding residents' circumstances, including risk assessment documentation, is stored securely and in accordance with corporate data protection policies.

## **Timetable**

16. Officers are working to the following timetable for implementing the new procedure:

<b>Action</b>	<b>Timescale</b>
Information gathering on current vulnerable residents	April/May 2021
Write to all residents to offer risk assessment and inviting self-referrals	May 2021
Complete risk assessments	Jun./Jul./Aug. 2021

Update Property Information Boxes	Aug/Sept. 2021
Review risk assessments/PEEPs and update PIBs	Scheduled intervals or on receipt of new information
Accept self-referrals and professional referrals	Ongoing

## Corporate & Strategic Implications

### Strategic implications

17. This procedure supports the following aims of the Corporate Plan:

- 1. People are safe and feel safe
- 2. People enjoy good health and wellbeing

### Risk implications

18. This process is designed to improve the management of fire risks posed to vulnerable residents living in our residential properties and to reduce the risk of harm occurring to residents during a fire or other emergency affecting their building.

### Equalities implications

19. The new procedure will help to safeguard residents who may be more vulnerable due to disability or due to their age. People with physical disabilities and older people are at greater risk of harm from fire in the home. This procedure will address these risks and help reduce them.

## Conclusion

20. An improved procedure is being introduced to help identify and safeguard residents who may be at greater risk of harm in a fire or other emergency affecting their home or the building they live in.

21. The information will be used to ensure that Property Information Boxes, used by the fire brigade in emergencies, has up to date information about households at risk.

22. The assessment process will also be used as an opportunity to discuss fire safety procedures, including agreeing an evacuation plan with residents who may need assistance in an emergency.

## Appendices

- None

### **Liam Gillespie**

Head of Housing Management, DCCS

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By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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