

## **Fire safety policy – 13.10.22**

### **Board decisions 28.9.22**

1. Members' fund allocation for electrical works
2. Include on the Forward Plan, update reports every two meetings
3. Report to Major Works subcommittee
4. Report to Staffing subcommittee on the staffing implications
5. Report to Homeowners subcommittee on the homeowners' implications
6. Report to Communication and Participations subcommittee with regard to resident engagement (paragraph 23)
7. Staff visiting residents in blocks above 6 floors should check front doors, as per appendix 1, paragraphs 3 & 4
8. Residents reps will help with identifying residents who need a PEEP. Also, if they have the resources to help with front door checks
9. A meeting point should be designated for Trinity Street residents.

### **Purpose of this report**

1. To alert directors and staff about the implication of the Building Safety Act and Fire Safety Regulations 2022 and the preparations underway.
2. To start and identify the staffing and financial resources that will be required.

### **General legal responsibilities**

3. The highest responsibility that the JMB has is to keep our residents as safe as possible. There is now a Building Safety Act in force and<sup>1</sup>The Fire Safety Regulations 2022 were placed on the statute book on 18.5.22 and come into force on 23.1.23. The Regulations implement many of the recommendations of the Phase 1 Report of the Public Inquiry into the Grenfell Tower Fire. Secondary legislation is awaited that will provide more detailed guidance for housing providers.
4. The Regulations refer to <sup>2</sup>Responsible Persons (in this case the freeholder, Southwark Council and other persons having control over the block managing agents – Leathermarket JMB) who should ensure that they have taken appropriate steps to comply with the Regulations by 23.1.23; any breach of the regulations is a criminal offence if the breach places one or more relevant persons at the risk of death or serious injury in the case of a fire. The Building Safety Regulator, which will sit within the Health and Safety Executive will oversee and enforce the new regime.

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<sup>1</sup> Draft Fire Safety Regulations 2022. A simple guide for responsible persons

<sup>2</sup> Draft Fire Safety Regulations 2022. A simple guide for responsible persons

5. The Regulations require those responsible to ensure that there are<sup>3</sup>sufficient risk assessments to identify and provide adequate fire precautions and procedures to ensure the safety of all relevant persons (those legally in the premises). This duty includes resident homeowners and private tenants.
6. These requirements are extremely challenging for housing providers in the public and private sector, including properties that the Government itself is in control over.

## **Main elements**

The main elements<sup>4</sup> are

## **Responsible Person**

7. The landlord, Southwark, will have responsibility to appoint a Principal Responsible Person, who will lead on fire safety. As outlined in the report there are common requirements for all blocks, with additional requirements for blocks over 11m (four storeys & above) and 18m (six storeys and above).

## **Golden Thread**

8. One aspect that has emerged from the Lakanal House and Grenfell Tower fires is that council blocks were designed and constructed with fire safety being of paramount consideration in line with regulations at the time of being built; but lessons learned have brought about changes.
9. When the blocks were built, brick, concrete, asbestos and metal windows were the most common materials, all of which have a strong level of fire resistance; in recent times and often in refurbishment works, other material have been used and other features constructed (door entry systems, security features etc.,) that can make a material change that impact or impinges the fire safety design of a building.
10. One essential feature was and remains compartmentation, i.e. a fire in a particular flat should be contained within that flat or 'compartment' of the building. At Lakanal House and Grenfell Tower it has transpired that the

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<sup>3</sup> Chartered Institute of Housing- members briefing. Accessed 19.9.22

<sup>4</sup> Chartered Institute of Housing- members' area. Aug 2022. Blog- An insider's guide to recent fire safety legislative changes Jan Taranczuk

fires spread more quickly due to work undertaken where combustible materials were used that added to the spread of fire and smoke. Compliant compartmentation in a building supports a 'stay-put' strategy in the event of a fire. As a result, changes have occurred in materials and products permitted on some buildings alongside the need to retain all relevant documents to evidence compliance and as further example, among other items the new requirements is to demonstrate you have notified residents of the fire strategy (stay-put or simultaneous evacuation) for their building and to be able to demonstrate the compartmentation of a building where relevant.

11. There will be a new and stringent regulatory regime for higher risk residential buildings. This regime will cover the life-cycle of the building, from design and construction, through to management, handover and demolition. Landlords will be required to compile and update comprehensive records on works that may affect the compartmentation- this has become known as the golden thread of information.

### **Fire risk assessments**

12. Currently the building owners only have to undertake Fire Risk Assessments for common parts; these are known as a Type 1 Fire Risk Assessment. This duty is being extended to include the exterior walls, windows, balconies and flat and building front entrance doors and all other fire doors within buildings. The external walls of the building have features known as external wall systems (EWS); it is noted that there is a national issue with the requirements for external wall certification, commonly referred to as an EWS1. There may be requirement for a Type 4 Fire Risk Assessment which is more extensive than a Type 1 and typically a need occurs where wall, façade and construction materials are unknown and sampling is undertaken for analysis as well as survey for compartmentation as referred to earlier.

### **Building Safety Certificates**

13. For buildings over 18m the council will need to apply for certification. To achieve this the Accountable or Responsible person, who effectively controls the building as referred to earlier, will need to submit a report to the regulator demonstrating and evidencing that robust fire and building safety measures are in place and residents have been engaged with in these matters. This is to be achieved by submitting a 'Building Safety Case' which, in summary, outlines the management plans, regimes and supporting evidence to demonstrate compliance with regulations. The timescale for this is currently 2024 but the work is extremely challenging, as for all Local Authorities and Social Landlords, and accordingly work is underway.

## **Southwark Council's Priority Surveying Programme**

14. <sup>5</sup>The Council is undertaking a Fire Risk Assessment on all of its buildings (Type 1 FRA) including its 170+ high-rise blocks (referred to earlier as HRRBs), which includes the 5 high-rise blocks managed by the JMB. This will help the Council/ JMB to meet the requirement of the Building Safety Act and Fire Safety Regulations in an aligned approach and to fulfil its duty of care. A pilot project is being undertaken on Andoversford Court, which is managed by Gloucester Grove TMO.
15. It is important to reiterate one important element of this survey is to test the compartmentation and to assess whether subsequent work has compromised the compartmentation. When this survey is completed the extent of remediation work will be known. It may prove to be extensive and costly.
16. The JMB and the Council will work together. The JMB will need to organise access to 10% of properties for invasive surveys. The JMB will play the lead role with regard to resident communication.

## **Inspection regime**

17. The Fire Safety Regulations provide detailed guidance on the inspection and response regime that the JMB must have in place from 23.1.23. This is set out in appendix 1.

## **Factors for consideration**

### **Fire safety partnership between the Council and JMB**

18. To date there has been no Government guidance on the division of fire safety responsibilities between councils and TMOs. The JMB Manager has requested a call with a civil servant with the Department of Levelling-up. The Regulator has the power to intervene directly if a TMO is underperforming and order that works are done.

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<sup>5</sup> Impact of Fire Safety Act 15.12.21 Southwark Council Report

19. The Council has recently strengthened its Building Safety Team and the JMB is receiving excellent support. Southwark is appointing area based Building Safety Managers, one of whom will work closely with the JMB.
20. The primary concern is that the partnership works to keep JMB residents as safe as possible. Fire safety technical support is very difficult to source. Because of the buying power the Council has, it is less difficult for the Council to procure support. The Council will recharge the JMB for the support provided.

### **Stay put or evacuate**

21. There has been a major debate at national level about whether residents should be advised to stay put or leave in the case of a fire in their block. Below is the wording used in JMB publicity, based on advice from the Council's fire safety team:

- If the fire or smoke is in your flat get out and ensure the door is closed behind you.
- If the fire is elsewhere in the block stay put until you are told to leave by the Fire Service. Your flat is designed to keep you safe inside. (The exception to this advice is the houses on **Trinity Street** converted into flats. These properties have wooden floors and stairs meaning fire and smoke could spread. If you live here and see or smell fire leave the block immediately.

22. The reason for the stay put advice is that if residents are not directly affected they should be safe in their own homes. Also lots of residents leaving their homes unnecessarily may impede the fire fighters. There is some skepticism about whether residents will stay put if there is a significant fire. However, after much debate the advice outlined above is the nationally agreed approach and endorsed locally by the London Fire Brigade

### **Personal emergency evacuation plans (PEEPs)**

23. The objective for these is so that the JMB can identify residents whose restricted physical, audial, visual or cognitive capacity would potentially make it difficult for them to leave in the case of a fire and then work with to produce personal emergency evacuation plans.

24. This is not a mandatory requirement as the Government favours a stay put strategy for buildings so that evacuation is rarely necessary, but it is, of course, very important to ensure the safety of residents in all situations where a fire may occur so that they can remain safe. The JMB has responded to the formal consultation. Housing providers are advised to

prepare to meet this requirement. The major change for the JMB is that it has to collate this information for homeowners, their families and private tenants. The JMB is:

- Reviewing the information, it currently holds about secure tenants
- Asking residents in the forthcoming newsletter
- Including a request for this information in our homeowner charges run (September 2022)
- Asking this question during our Tenant Conversation Visits
- Asking this question when new secure tenants sign up
- Including this question in the welcome packs for homeowners

## **Resident engagement**

25. The Social Housing Regulator requires social housing providers to have meaningful engagement with residents about building safety. An option for the JMB is to set up a resident safety consultative body to share information about the JMB's strategy.

## **Marklake Court**

26. For Marklake Court, the JMB has a management agreement with the CBS, rather than Southwark Council. The Council have agreed to include Marklake Court in its fire safety regime from 21.9.22, which will be a chargeable service to the JMB.

## **Major works and planned preventative maintenance**

27. Current and planned works are:

**Trinity Street Conversions:** The flats have wooden floors and staircases. This means that in the case of a serious fire compartmentalisation is unlikely to work. The JMB therefore has an evacuate strategy. An aim of the major works is to do the works that can be reasonably undertaken to delay the spread of a fire.

**Simla and Burwash:** These are our highest blocks, 20 stories. Flats are enclosed and there is a single staircase as a means of escape. The way that safety features interrelate in a tower block are complex. The JMB is working through the recommendations from a specialist fire safety consultant.

**Front entrance doors:** The consultant engaged to for Simla and Burwash has reported that the fire and smoke safe front doors fitted by Southwark ten years do not meet the current, post-Grenfell standards. However, the draft regulations say <sup>6</sup> The government is committed to ensuring that undue burdens are not created for

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<sup>6</sup> Draft Fire Safety Regulations 2022. A simple guide for responsible persons

freeholders, and through service charges, leaseholders. It can be assumed that, as designed and installed, the fire performance of fire doors is adequate: identification of issues in relation to the type of door and its intended resistance to fire and smoke is a matter for risk assessment. The view from senior managers within Southwark is that the doors need to work effectively to hold back fires and be considered in the context of the overall risk assessment. The front doors on Symington, Nashe and Peveril were fitted at the same time to the same specification. A report will be forthcoming to Major Works subcommittee.

**Emergency lighting:** Most of the emergency staircase lighting for higher blocks was fitted ten years ago, which is the battery life. A JMB has commissioned a report. The Southwark Fire Risk Assessments recommends emergency lights for other blocks. This is a medium priority for enclosed blocks, e.g. Greene, Lyly and Jonson and low priority for open blocks e.g. Crosby Row. The JMB is commissioning LUX tests to measure night time light levels if the main lights fail.

**Communal (lateral) mains:** The government is consulting about tightening the legal requirements for periodic checks. The JMB is working to get ahead of the legislation and has conducted safety checks of our communal systems. The September 2022 board meeting allocated funds for emergency lighting and communal mains works.

**Nashe House/ Munday house:** There is a debate about whether the composite window panels that are common on blocks in London could aid the spread of fire. The JMB has had different views. The uncertainty could reduce homeowners' ability to sell on their flats, as this is an issue being highlighted on EWS1 assessments of the exterior of the building that many building societies are insisting upon. For a combination of these reasons the JMB has decided to renew the panels.

**Electrical checks and smoke alarms:** The JMB has an on-going programme of internal electrical checks for secure tenants and providing fire and smoke alarms. This programme continues and the JMB is encouraging tenants and homeowners to take advantage of it.

### **Fire fighters' lifts**

28. A fire fighters lift provides protection for the fire crew to travel through the building by having features enabling the fire service to control the lift. This will not be a retrospective mandatory requirement and the JMB do not currently have any fire fighter lifts. It is proposed that for future lift replacements a cost-benefit analysis is undertaken alongside a review of requirements.

### **Staffing implications**

29. The staffing implications are significant and dispersed across most of the JMB staff team. Fire safety is already part of the work streams for the staff team. However, the legislation will require a culture change:

- Every aspect of fire safety will need to be rigorously documented and follow-through ensured
- The stakes are now too high for the JMB not to complete an important fire safety task because a staff member is over-stretched or there is a vacancy. Whilst the JMB struggles to recruit and retain staff the new responsibilities will be superimposed on an already overstretched staff team
- Currently we largely rely on completion information from our in-house staff team or contractors to record the completion of fire safety works. The JMB needs to put in place a more rigorous post-inspection regime that will have staff resource implications.
- The JMB will have responsibility for homeowners, their families and tenants. A group for whom we currently hold limited personal information.

30. The current allocation of duties is as follows:

- JMB Manager: ensure that the JMB is ready to the new legislation and subsequently compliance
- Deputy Manager: ensure that the JMB meets its requirements to engage with residents and provide fire safety information. Collate information about residents with restricted mobility and cognition. Also leading on the resident consultation aspect.
- Finance Manager: ensure that there is budget provision for the legal requirements
- Major Works Manager: procure fire safety related works contracts. They most urgent being to procure an emergency lighting contract
- Responsive Repairs Manager: ensure that fire safety related responsive repairs are completed and that this can be evidenced
- Contracts Coordinator: (currently vacant) ensure regular checks of fire safety equipment i.e. dry risers and smoke dispersal systems and that there is record keeping to demonstrate compliance
- Homeownership Manager: Recharging homeowners and dealing with queries. Assist with the provision of information to homeowners
- RSOs: (currently two vacancies) monthly checks of common parts in higher blocks. 3 monthly checks of common parts in blocks over four stories. Undertake Tenant Conversation Visits to check for tenants with restricted capacity and also to check front doors. Identify and manage means of escape issues.
- Estates Services Manager: undertake common parts checks when there is an RSO vacancy/ ill-health. Maintenance of secure information boxes. Maintenance of issues log and recording bulky items dumped on the estates
- Estates team: move to a see it and report it culture
- With regard to work to be resourced, the staff team could undertake an exercise to check front entrance doors in blocks above 11m, in the same way that the staff coordinate for the ballot canvas.



31. To resource these multiple tasks, the JMB has to divide fire safety tasks across most of its staff team. The JMB is having to accelerate to take on these new responsibilities to prepare for the new regulations. The response has been uneven, with staff having different workloads and capability. This has been exacerbated by vacancies. This represents a risk to the JMB. A review of jobs being advertised shows a trend towards social housing providers recruiting to strengthen their compliance function.
32. There is an argument to designate a post below the JMB Manager to undertake detailed fire safety monitoring and progress chasing. An option could be to look again at the responsibilities within the Contracts Coordinator job description and make the job more focused towards building safety compliance. The JMB will definitely need to strengthen administrative resources to ensure robust record-keeping. A report will be forthcoming to Staffing subcommittee.

### **Financial implications**

33. The costs will be significant. The largest cost will be remediation (major works), which is currently unquantifiable. These costs will need to be funded within the JMB's major works programme, which will make prioritisation even more difficult.
34. The immediate need is funding for lateral mains repairs, emergency lighting replacement and emergency lighting installation. The release of members' funds is requested in a separate report. The proposal is to let a framework contract, so that the JMB can progress works as it has the finance.
35. With regard to day to day administration, the Council estimates the technical staffing cost of administering the new fire safety regime to be <sup>7</sup>£2,303,300 per year, with additional costs for RSO inspections, homeowner charges and resident consultation. A significant element of this amount is staff already working on fire safety, although additional staffing to strengthen compliance is also recommended. Given the JMB represents 2.5% of the Southwark stock, the cost for the JMB would be £57,600. How much of this is recharged to the JMB depends on the division of responsibility between the Council and JMB. The JMB currently pays the Council £14,000 per year to undertake fire risk assessments on its behalf.
36. The Council estimate that the approximate cost of FRAA's will be around £58,000<sup>8</sup> per tower block, although the report emphasises that the cost will be highly variable. The JMB has 5 tower blocks so will need to make provision in its 2023/24 budget of approximately £290,000. The report does

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<sup>7</sup> Impact of Fire Safety Act 15.12.21 Southwark Council Report

<sup>8</sup> Impact of Fire Safety Act 15.12.21 Southwark Council Report

say that the Council wants to train its in-house inspectors, which will reduce the costs.

### **Homeownership implications**

37. The costs of remediation works are likely to be significant for homeowners in higher blocks. This is in the context of the cost of living crisis. The JMB will need to demonstrate that the works are necessary to increase the safety of residents.

38. With regard to FRAEW surveys council officers reported that these are chargeable because <sup>9</sup>there is legislation and the works are needed for the management of the block. Also that there will be a <sup>10</sup>Building Safety Charge which will be chargeable to homeowners in tower blocks to cover the relevant costs of the new responsibility.

### **Equalities**

39. The JMB has a responsibility to keep all residents as safe as we can. However, the JMB needs to give special consideration to:

- Residents with restricted physical or mental capacity, who may have problems leaving quickly if there is a fire
- There is a link between mental health and hoarding. Hoarding may lead fire to spread more quickly and may restrict people's exit ways
- People experiencing poverty are less likely to be able to replace/ repair faulty white goods, which may cause a fire
- People with alcohol and drug may represent more of a risk of inadvertently starting a fire.

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<sup>9</sup> Impact of Fire Safety Act 15.12.21 Southwark Council Report

<sup>10</sup> Impact of Fire Safety Act 15.12.21 Southwark Council Report

## **Appendix 1;**

### **Requirements of the Fire Safety Regulations 2022**

#### **Premises Information Boxes (PIBs)**

1. These must be fitted in all blocks over 18m (typically 4 floors). They should include:
  - Building Floor plans (layouts and stacks, types of units, other building features)
  - Key fighting information (e.g. location of dry risers, alarms, escape routes and exits)
  - A list of residents and their addresses who may have restricted physical or mental capacity that may restrict their ability to leave quickly in the case of a fire
2. The Southwark Fire Safety Team has provided secure information boxes for blocks over 18m, Simla, Burwash, Symington Nashe and Peveril. The CBS has provided a box for Joyce Newman House. The Council is ordering a box for Marklake.

#### **Flat entrance doors**

3. <sup>11</sup> These are particularly important because most fires occur in the flats themselves and the flat entrance doors prevents the spread of fire and smoke to the common parts. It is reported that the person where the fire started in Grenfell Towers may have left his flat without the closing the front door, causing the fire to spread more quickly
4. The JMB has a responsibility to regularly check all front doors in blocks over 11m (stories). The JMB should:
  - Use its best endeavours to check all flat entrance doors fully for compliance with regulations every 12 months and undertake and evidence visual (external) inspections quarterly for all fire doors in a building
  - The requirement applies to the doors of secure tenants and homeowners
  - Ensure that there is an effective self-closing devise. This is very important. The way to check is fully open the door and then let go and open the door to around 15 degrees on then let go
  - Be aware both sides of the door need to be inspected, so access will be required but it is under best endeavours and it is recognised this will be challenging. A full briefing for inspection and guide to fire doors can be attained from Southwark Council.
  - JMB must ensure that checks are recorded using the model check-list provided

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<sup>11</sup> Draft Fire Safety Regulations 2022. A simple guide for responsible persons

- Check that the resident has not replaced a fire-resisting entrance door, with a non-fire resisting door
  - Be aware that if the resident has changed the door they will need to confirm that the new door is compliant – there is a clear requirement for this claim.
  - Ensure that letter boxes are present and not jammed open
  - Check there is no damage to the door or frame that may affect the ability to resist the spread of smoke or flame e.g. the door is warped or a lock is missing
  - The gap between the door and frame should not be more than 3mm. This can be tested by trying to squeeze a pound coin between the door and frame
  - Intumescent strips and smoke seals should be present and in good condition
  - If access is not granted within 12 months' steps should be taken to gain access wherever possible
  - In the view of the JMB Manager there is not a requirement for door closures on ground floor properties, where the front door opens onto an open garden or car park area.
5. The JMB currently has an ambition to hold a Tenant Conversation Visit with every secure tenant in the next two years, in which doors will be checked. This will need to be supplemented by a programme of visits to all residents in taller blocks.

### **Communal fire doors**

6. <sup>12</sup> These are doorways to stairways and lobbies and are designed to ensure that residents can leave safely in the case of a fire. One of the most important measures to safeguard the means of escape from fire comprises of fire resisting doors. Routine checks will be required in blocks above 11 m, typically a building of more than four stories. The responsibility of those in control of the building is to:
- Ensure that the doors are adequate. The doors have been checked regularly by Southwark's fire risk assessors and no issues have arisen about the general suitability of the doors.
  - The doors need to be kept in good working order. Wear and tear can result in result in defects. There is a requirement to ensure that defects do not materially undermine the ability of the doors to prevent fire and smoke spreading e.g. large gaps, damage to the intumescent strips/ smoke seals
  - Check that there is an effective self-closing device
  - Check that residents have not wedged any communal or other fire door open
  - Carry out checks of any fire doors at least every three months

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<sup>12</sup> Draft Fire Safety Regulations 2022. A simple guide for responsible persons

## **Doors to plant room electrical cupboards and risers**

7. The requirements are:
  - These doors should be checked every three months
  - The inspection should be looking for defects that affect the door's ability to resist the spread of smoke and fire e.g. damage to intumescent strips
  - Ensure that the door is locked
  - If self-closing, check the door closer is fully operational.
8. These are already included in Southwark fire risk assessments; these happen every one to three years. Therefore, the JMB needs to supplement these checks.
9. The JMB need to do work to produce a schedule of these doors and include them within the RSO's inspection regime.

## **Inspections**

10. <sup>13</sup>The checks envisaged by the Regulations are simple and basic. The JMB should not need to engage the services of a specialist to carry out this tasks. With simple instructions cleaners, repair staff and RSOs should be able to carry out these checks (e.g. in the course of other routine checks and visits to the building). The checks are purely visual and do not for example involve the use of tools.
11. The RSOs currently do structured and recorded checks. We need to get a 'see it/ report it' message out to our other staff and the JMB needs to formalise how it records safety concerns raised by our estates staff.

## **Means of escape**

12. <sup>14</sup>There is already a requirement to ensure that common parts are safe to use as a means of escape in the event of a fire. The appropriate fire precautions are determined by carrying out a fire risk assessment.
13. This arrangement is already in place. Southwark undertakes fire risk assessments that highlight management issues. Also Resident Services Officers follow up if means of escape are obstructed by residents' possessions. The JMB has secondary means of escape on Symington and the Great Dover street block, which required regular monitoring

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<sup>13</sup> Draft Fire Safety Regulations 2022. A simple guide for responsible persons

<sup>14</sup> Draft Fire Safety Regulations 2022. A simple guide for responsible persons

## **Information to residents**

14. The following information must be available to all residents:

- How to report a fire
- What the Fire Strategy for their building is (Stay-put for example)
- What to do in the case of a fire
- Ensure that defects in front entrance doors and door closers are reported to receive prompt attention
- Do not interfere with door closers on the front doors or make changes to the front doors
- Fire doors should be kept shut when not in use
- Residents should report any fault of damage immediately to the responsible person

15. Fire safety advice must be distributed at least annually. Information should also be made available to in-coming residents Please see the information being provided to residents in our forthcoming newsletter in appendix 2. A slightly revised version will be:

- Sent out with our actual bills for homeowners (September 2022)
- Included in the JMB's welcome pack for new secure tenants and homeowners
- Included in right to buy sale packs and assignment information.

## **Fire safety checks**

16. Regular checks will be required for:

- Dry risers
- The smoke dispersal system on Simla and Burwash

## **Wayfinding signage**

17. The JMB has already worked with Southwark to ensure that there is appropriate fire safety signage.

## **Appendix 2: Building Safety Acts Requirements**

### **Issues Log**

The JMB needs to record all building concerns raised by residents and the JMB response. The JMB cannot filter reports i.e. exclude reports that staff believe are unwarranted.

This requirement is the consequence of Grenfell Tower residents trying to raise fire safety concerns and not being listened to.

### **Record bulk refuse collection**

The JMB needs to start and record collections to prove that the problem is being actively managed.

### **Self-reporting**

If the JMB is aware of a significant Building Safety issue the JMB will need to report this to the Building Safety Regulator. The model is incident reporting to the Health and Safety Executive

### **Standard block inspection forms**

Southwark is producing standard forms for any staff members that have reasons to visit a block to complete.

The JMB Project Manager will be looking at whether to develop a JMB staff App or seek to purchase an App developed externally

### **Training**

Southwark's Building Safety Manager will shortly be doing a staff briefing. The JMB is also buying in a director and staff briefing through the Chartered Institute of Housing.

## **Appendix 3: Fire safety information for residents**

### **Fire Safety**

Living in a block of flats doesn't mean you are at any more risk from fire, but it is important that you are aware about how to stay safe if there was ever an emergency situation in your block.

Please read the following information carefully and contact us if you have any queries or questions.

### **Know what to do in the event of a fire**

1. Dial 999 and ask for the fire service. Don't assume that someone else has done this already.
2. If the fire or smoke is in your flat get out and ensure the door is closed behind you.
3. If the fire is elsewhere in the block **stay put** until you are told to leave by the Fire Service. Your flat is designed to keep you safe inside. (The exception to this advice is the houses on **Trinity Street** converted into flats. These properties have wooden floors and stairs meaning fire and smoke could spread. If you live here and see or smell fire leave the block immediately.)

### **Making sure vulnerable people are safe**

We know that some residents might find it difficult to leave quickly if there was a serious fire (for example those with restricted mobility or cognition). So we are making a list of these people to pass to the fire brigade so that officers know who needs extra help in an emergency situation.

If you think someone in your household falls within this category, please let us know.

### **Fire alarms**

We provide free fire alarms. If you do not have an alarm at home, please get in touch and remember to test your alarm regularly (we can show you how to do this).

### **Keep doors closed**

A lesson learnt from Grenfell Towers is that every flat front door should have a mechanism called a door closer that closes the door behind you. If the door closer on your front door is not working please let us know immediately.

Remember never to prop open front doors or communal fire doors as these must be kept closed to hold back fire and smoke and allow residents to leave safely via the communal staircase.

### **Don't use lifts in a fire**

Do not use the lift if there is a fire as it will cut out.



## **Stay safe at home**

The best way to protect your home and family is to be fire aware. Help to reduce any risk of fire by following simple home tips from The London Fire Brigade:

<https://www.london-fire.gov.uk/safety/the-home/>

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