



## Fire Risk Assessment

Prepared for and on behalf of London Borough of Lambeth

Address:

1 – 38 Baly House

Streatham Hill

SW2 3EG



**Date: 20/04/2017**

**Assessor: David Dexter**

**Signature:**

**Building Reference: STR000278**

**File Reference:**

## SCOPE OF ASSESSMENT AND METHODOLOGY

A fire risk assessment is an organised and methodical look at the premises/building, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of this fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in and around the building if a fire does start?

As London Borough of Lambeth employs five or more people, then the significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order, 2005.

In order to carry out this assessment London Borough of Lambeth have used the professional expertise and judgement of London Borough of Lambeth H&S Executive, and guidance contained in Publicly Available Specification (PAS 79: 2012) and Fire Safety Guidance documents issued by H.M Government. The recommendations made represent an assessment of the minimum standards considered for the safety of all persons frequenting properties solely or partly controlled by London Borough Lambeth. It should be borne in mind that an assessment is open to individual interpretation.

Information for the completion of this risk assessment was obtained by a physical inspection of the workplace/premises, associated work areas and examination of records and discussions with members of staff.

Note: Where the premise is put to residential use the assessment will be carried out on common parts of the building only. It is considered that flat entrance doors form part of the protection to the common escape route, as such this assessment will consider the suitability of the door from visual perspective only.

Where actions are indicated in the assessment that concern matters relating to individual dwellings, London Borough of Lambeth has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

The category of risk assigned to the workplace/premises is derived using the risk level estimator. However, once the recommended actions highlighted have been implemented, the category of risk can be considered to have been reduced to a tolerable level.

### Assessment Review

After taking into consideration the nature and significance of the issues highlighted within this report is a requirement to establish a suitable period within which this assessment should be reviewed. Accordingly the suggested review date is detailed below.

ASSESSMENT INFORMATION SHEET																															
Date of Assessment:	03/04/2017																														
Date of Review:	03/04/2020																														
Risk Grade:	2 (3 years)																														
Fire Action Policy:	Full Evacuation.																														
Description of Building:-	2no 4 storey blocks of maisonettes with GF direct access flats and 2 <sup>nd</sup> floor maisonettes and a 3 storey block of flats which are access via a communal stairwell and balcony.																														
Strategic housing area:-	South Area																														
Premises Details																															
1. Use of Premises:	General Housing needs																														
2. Brief Details of Construction:-	The building is constructed with a concrete frame and chamber floors with a flat roof. The GF and 2 <sup>nd</sup> floor maisonettes are accessed via a communal stair. The GF maisonettes are then accessed via an external flat entrance door. The 2 <sup>nd</sup> floor maisonettes are accessed via an external balcony.																														
3. Floor Plan Layout (add / subtract as appropriate):	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Floor levels</th> <th>Flat Nos</th> <th>No Stairs</th> <th>No Lifts</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>18</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>1</td> <td>12</td> <td>1</td> <td>0</td> <td>Internal stairs of maisonettes</td> </tr> <tr> <td>2</td> <td>18</td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td>3</td> <td>18</td> <td>1</td> <td>0</td> <td>Internal stairs of maisonettes</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Floor levels	Flat Nos	No Stairs	No Lifts	Notes	0	18	0	0		1	12	1	0	Internal stairs of maisonettes	2	18	1	0		3	18	1	0	Internal stairs of maisonettes					
Floor levels	Flat Nos	No Stairs	No Lifts	Notes																											
0	18	0	0																												
1	12	1	0	Internal stairs of maisonettes																											
2	18	1	0																												
3	18	1	0	Internal stairs of maisonettes																											
4. Total number of floors:-	4																														
5. Basements:-	1																														
6. Flats at ground floor level:-	12																														
7. Flats at upper floor levels:-	20																														
8. Approximate size (M <sup>2</sup> ) per floor:-	1470m <sup>2</sup>																														
9. Number of staircases:-	2																														
10. Number of lifts:-	0																														
11. Number of flats:-	38																														
Fire Fighting Facilities																															
1. Dry Rising Main:	No																														
2. Fire Fighting Lift:	No																														
3. Lift (Fire override switch):	No																														
4. Fire Fighting Shaft:	No																														
5. Fire Loses:	No Details: None																														
Car Parks																															
1. Car Park:	No																														
2. Type:	N/A																														
Disabled Access - Public Facilities – Vulnerable Persons – Concierge – Caretakers Accommodation																															
1. Disabled access/egress:	No																														
2. Public Facilities (community centres, meeting rooms etc.):	No Details: None																														
3. Concierge accommodation.	No																														
4. Caretaker's accommodation.	No																														
5. Vulnerable Persons:	Unknown Details: N/A																														
Limitations of Inspection																															

The roof top plant rooms and lift motor rooms were not accessed during this survey.

Electrical intake cupboards on each floor were locked therefore not accessed.

The Basement garages were not accessed as the access door was locked however they appeared unused and blocked off.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL		
<b>1.0</b>	<b>Electrical Sources of Ignition</b>	
1.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
1.2	More specifically:	
	a) Fixed installation periodically inspected and tested?	N/A
	b) Portable appliance testing carried out?	N/A
	c) Suitable policy regarding the use of personal electrical appliances?	N/A
	d) Suitable limitation of trailing leads and adapters?	N/A
	e) Are electrical intake rooms adequately secured?	Yes
	f) Are electrical intake rooms free from combustible materials?	N/A
1.3	<b>Comments and hazards observed:</b> Electrical Intake cupboards on each floor were locked.	
<b>2.0</b>	<b>Smoking</b>	
2.1	The Smoke-Free (Premises and Enforcement) Regulations 2006 applies to this premises.	
2.2	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.3	More specifically:	
	a) Smoking prohibited in the common areas of the building?	Yes
	b) Suitable arrangements for those who wish to smoke?	Yes
	c) Did this policy appear to be observed at the time of the inspection?	Yes
2.4	<b>Comments and hazards observed:</b> None.	
<b>3.0</b>	<b>Arson</b>	
3.1	Does basic security against arson by outsiders appear reasonable?	Yes
3.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	No
3.3	<b>Comments and hazards observed:</b> None.	
<b>4.0</b>	<b>Portable heaters and heating installations</b>	
4.1	Is the use of portable heaters avoided as far as practicable?	N/A
4.2	If portable heaters are used:	
	a) Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	N/A
	b) Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A
4.3	Are fixed heating installations subject to regular maintenance?	No
4.4	<b>Comments and hazards observed:</b> None	
<b>5.0</b>	<b>Cooking</b>	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
5.2	More specifically:	
	a) Filters changed and ductwork cleaned regularly?	N/A
	b) Suitable extinguishing appliances available?	N/A
5.3	<b>Comments and hazards observed:</b> None.	
<b>6.0</b>	<b>Lightning</b>	
6.1	Does the building have a lightning protection system?	No
6.2	<b>Comments and hazards observed:</b> No physical evidence of a lightning protection system present. Any future refurbishment schemes should consider a risk assessment under BS EN 62305:2006 Part 2.	
<b>7.0</b>	<b>Housekeeping</b>	
7.1	Is the standard of housekeeping adequate?	Yes

- 7.2 More specifically:
- a) Do combustible materials appear to be separated from ignition sources? Yes
  - b) Are common escape routes free the accumulation of combustible materials or waste? Yes
  - c) Are stores provided within common escape routes? No
  - d) Are stores appropriately secured? N/A
  - e) Are common escape routes free from obstruction likely to impede means of escape or fire service access? Yes
- 7.3 **Comments and hazards observed:** No storage cupboards are located within the communal areas. Bin chute capped off and disused.

#### 8.0 Hazards Introduced By Outside Contractors and Building Works

- 8.1 Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)? Yes
- 8.2 Are fire safety conditions imposed on outside contractors? Yes
- 8.3 If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits? Yes
- 8.4 **Comments and hazards observed:** Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should receive a permit to work. There should be no reliance on London Borough of Lambeth staff to perform safety checks on hot works carried out by contractors. The permit to work system employed should clearly place the onus on contractors to restore all fire stopping when invasive work is carried out. Residents who carry out works in a property using their own contractor/s should under the terms of their tenancy or lease, inform LBL who will verify that the contractor/s are suitably qualified and insured and they will adhere to the same safety terms and conditions expected from contractors directly working for the Borough.

#### 9.0 Dangerous Substances

- 9.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A
- 9.2 **Comments and hazards observed:** None.

#### 10.0 Other Significant Fire Hazards That Warrant Consideration

- 10.1 Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions? No
- 10.2 **Comments and hazards observed:** None.

### FIRE PROTECTION MEASURES

#### 11.0 Means of Escape from Fire

- 11.1 It is considered that the building is provided with reasonable means of escape in case of fire? Yes
- 11.2 More specifically
- a) Adequate design of escape routes? Yes
  - b) Adequate provision of exits? Yes
  - c) Exits easily and immediately openable where necessary? Yes
  - d) Fire exits open in direction of escape where necessary? Yes
  - e) Avoidance of sliding or revolving doors on final exits? Yes
  - f) Reasonable distances of travel appropriate to the guidance given at the time of construction – if known: Where there is a single direction of travel? Yes
  - g) Where there are alternative means of escape? Yes
  - h) Suitable protection of escape routes? Yes
  - i) Suitable fire precautions for all inner rooms? N/A
  - j) Escape routes unobstructed? Yes
  - k) Are escape routes free from slip & trip hazards? Yes

	l) Provision of smoke ventilation systems to maintain the escape routes clear of smoke.	Yes
	m) Are Reciprocal Means of Escape present?	Yes
11.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants. Set against internal housing policies for people with disabilities?	Yes

11.4 **Comments and hazards observed:** None

## 12.0 Measures to Limit Fire Spread and Development

12.1	It is considered that there is: Compartmentation of a reasonable standard?	
	a) Reasonable limitation of linings that may promote fire spread?	N/A
	b) As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A
12.2	<b>Comments and hazards observed:</b> It was not possible to ascertain the typical floor construction within the dwellings as individual flats were not inspected. Further investigation is recommended.	

## 13.0 Emergency Escape Lighting

13.1	Reasonable standard of emergency escape lighting system provided?	Yes
	a) If no, was sufficient borrowed lighting provided to meet the minimum light levels (1 lux) for permanently unobstructed escape routes as recommended by BS5266: Pt 1?	Yes
	b) Was the emergency escape lighting system maintained in good working order?	Yes
13.2	<b>Comments and hazards observed:</b> No Emergency lighting installed to 2 <sup>nd</sup> floor access balconies or communal stairs.	

## 14.0 Fire Safety Signs and Notices

14.1	Reasonable standard of fire safety signs and notices?	No
14.2	<b>Comments and deficiencies observed:</b> There are no 'Fire-Action' notices. 'Fire-Action' notices should be posted at all entrance / exit levels to the building indicating a 'Full Evacuation' policy.	

## 15.0 Means of Giving Warning In Case Of Fire

15.1	Reasonable manually operated electrical fire alarm system provided?	N/A
15.2	Automatic fire detection provided?	No
	a) Throughout building communal areas?	No
	b) All areas being assessed?	No
15.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	No
15.4	Remote transmission of alarm signals?	N/A
15.5	<b>Comments and deficiencies observed</b> – Full coverage of all communal areas and stair required.	

## 16.0 Manual Fire Extinguishing Appliances

16.1	Reasonable provision of portable fire extinguishers?	N/A
16.2	Are hose reels provided?	N/A
16.3	Are all the fire extinguishing appliances readily accessible?	N/A
16.4	<b>Comments and deficiencies observed:</b> None.	

## 17.0 Relevant Automatic Fire Extinguishing Systems

17.1	Type of system:	N/A
17.2	<b>Comments and deficiencies observed:</b> None.	

## 18.0 Other Relevant Fixed Systems and Equipment

18.1	Type of fixed system:	N/A
18.2	Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc.	N/A
18.3	<b>Comments and deficiencies observed:</b> None.	

## MANAGEMENT OF FIRE SAFETY

## 19.0 Procedures and Arrangements

19.1	Fire safety is primarily managed by: London Borough of Lambeth Housing Management.	
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In common with many large housing organisations, the functions involved with the everyday management of fire is divided between different departments. Housing Officers and Building Managers with the support of the Health & Safety Managers/Advisors undertake regular inspections of their properties and have reporting mechanisms in place to ensure effective action is taken.

19.2 Is there a suitable record of the fire safety arrangements? N/A

**Comment:** London Borough of Lambeth has set up a fire safety database to monitor the effective planning, organisation, control, monitoring and review of the preventative and protective measures required to conform to the requirements of the Regulatory Reform (Fire Safety) Order 2005  
The 'Technical Services Department' of LBL initiate and keep records for the maintenance and testing of any fire safety equipment.

19.3 Appropriate fire procedures in place? N/A

More specifically:

a) Are procedures in the event of fire appropriate and properly documented? N/A

b) Are there suitable arrangements for summoning the fire and rescue service? N/A

c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A

d) Are there suitable arrangements for ensuring that the premises have been evacuated? N/A

e) Is there a suitable fire assembly point(s)? N/A

f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A

**Comments:** 'Fire Action' signs within blocks should indicate to occupiers or visitors what they must do in the event of fire. Responsibility for summoning the fire and rescue service falls with the residents. All London Borough of Lambeth tenants have been provided with instructions in what to do in the event of a fire. The instruction leaflets were issued in October 2009 in conjunction with the London Fire Brigade home fire safety campaign. Fire safety information is also supplied online at <https://housingmanagement.lambeth.gov.uk/fire-safety>.

19.4 Persons nominated and trained to use fire extinguishing appliances? N/A

**Comments:** None.

19.5 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A

**Comments:** Residential dwelling blocks are considered to be unsupervised for a vast majority of the time. It is therefore unreasonable to expect the responsible person to facilitate the summoning of the fire service or manage the evacuation if one is needed.

19.6 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A

**Comments:** LBL liase with LBF to inform them of any changes affecting the ability to fight fire in the building.

19.7 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A

**Comments:** Residents report defects to local housing office.

## 20.0 Training and Drills

20.1 Are all staff and contractors working for the landlord/managing agent given adequate fire safety instruction and training on induction? Yes

**Comments:** None.

20.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes

**Comments:** None.

20.3	Does all staff training provide information, instruction or training on the following:	
	a) Fire risks in the premises?	N/A
	b) The fire safety measures in the building?	N/A
	c) Action on hearing the fire alarm signal?	N/A
	d) Method of operation of manual call points?	N/A
	e) Location and use of fire extinguishers?	N/A
	f) Means for summoning the fire and rescue service?	N/A
	g) Identity of persons nominated to assist with evacuation?	N/A
	h) Identity of persons nominated to use fire extinguishing appliances?	N/A
20.4	<b>Comments:</b> Some items listed above are not relevant when considering risk assessments on residential buildings, however, all points are covered as part of the general fire safety training for LBL staff.	
20.5	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A
	<b>Comments:</b> None.	
20.6	Are fire drills carried out at appropriate intervals?	N/A
	<b>Comments:</b> None.	
20.7	When the employees of another employer work in the premises:	
	a) Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A
	b) Is it ensured that the employees are provided with adequate instructions and information?	N/A
	<b>Comments:</b> Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should comply with the requirements of the Construction (Design & Management) Regulations 2007, and London Borough of Lambeth has a responsibility to ensure that they are fully complied with. The findings of this risk assessment will be shared with any person carrying out works on the building.	
<b>21.0</b>	<b>Testing and Maintenance</b>	
21.1	Adequate maintenance of premises?	Yes
	<b>Comments and deficiencies observed:</b> Appropriate records are maintained for all facilities requiring periodic maintenance located in the building. Although individual residencies are not considered as part of this risk assessment, maintenance and servicing records are held for all gas appliances supplied in dwellings and or common areas.	
21.2	Weekly testing and periodic servicing of fire detection and alarm system?	N/A
	<b>Comments and deficiencies observed:</b> Although individual residencies are not considered part of this risk assessment, maintenance and servicing records of fire detection and alarm systems where installed in tenanted properties are kept by LBL 'Technical Services Department'.	
21.3	Monthly, six-monthly and annual testing routines for emergency lighting?	N/A
	<b>Comments and deficiencies observed:</b> None	
21.4	Annual maintenance of fire extinguishing appliances?	N/A
	<b>Comments and deficiencies observed:</b> None.	
21.5	Periodic inspection of external escape staircases and gangways?	N/A
	<b>Comments and deficiencies observed:</b> None.	
21.6	Six-monthly inspection and annual testing of rising mains?	N/A
	<b>Comments and deficiencies observed:</b> None.	
21.7	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A
	<b>Comments and deficiencies observed:</b> None.	
21.8	Weekly testing and periodic inspection of sprinkler installations?	N/A
	<b>Comments and deficiencies observed:</b> None.	
21.9	Routine checks of final exit doors and/or security fastenings?	N/A
	<b>Comments and deficiencies observed:</b> None.	



21.10 Annual inspection and test of lightning protection system? N/A  
**Comments and deficiencies observed:** None.

21.11 Routine checks on Ventilation and Extraction System? N/A  
**Comments and deficiencies observed:** None.

## 22.0 Records

22.1 Appropriate records of:

- a) Fire drills? N/A
- b) Fire training? N/A
- c) Fire alarm tests? N/A
- d) Emergency escape lighting tests? N/A
- e) Maintenance and testing of other fire protection systems? N/A
- f) Maintenance and testing of Mechanical systems? N/A
- g) Maintenance and testing of Electrical systems? N/A

**Comments:** Systems test and training records are held centrally.

## DETERMINING FIRE RISK

The risk is determined by estimating the potential severity of harm and the likelihood will occur. The matrix enables a general risk category to be estimated.

### Examples of severity of harm categories:

Slight harm	Moderate harm	Extreme harm
Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant/s sleeping in the compartment in which fire occurs).	Outbreak of fire could foreseeably result (including serious injury) of one or more occupants outside the compartment of origin, but is unlikely to result in multiple fatalities.	Significant potential for serious injury or death of one or more occupants.

### Examples of categories of likelihood of harm:

Categories for likelihood of harm	Low	Moderate	High
Typical occurrence.	Unusually low likelihood of fire as a result of negligible potential sources of ignition.	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

### Risk Eliminator

Likelihood of harm	Severity of Harm		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable	Moderate
Moderate	Tolerable risk	Moderate	Substantial
High	Moderate risk	Substantial	Intolerable

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MODERATE

### Assessment Priority Ratings

Risk level	Tolerability: guidance on necessary action and timescale
Trivial	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Tolerable	No additional costs are required unless they can be implemented at very cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether the risk can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the use, or to apply interim control measures, until this has been completed. Consideration should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable level or acceptable level. The activity should be halted

	until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the activity should remain prohibited.
Advisory (A)	Where actions are indicated in the assessment that concern matters relating to individual dwellings, Lambeth Living has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

Risk Categorisation	
Category of risk	Evaluation of tolerability
Trivial	Acceptable
Tolerable	Risk should be reduced so they are at a tolerable level
Moderate	
Substantial	
Intolerable	Unacceptable

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN
The following prioritised action plan details a concise list of all prioritised comments which have been highlighted in the risk assessment. The works highlighted are considered as requiring implementation in order to reduce fire risk or maintain it at a tolerable level for the safety of the occupants in or around the workplace/premises, for all persons frequenting the premises.

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:  
MODERATE

Priority Action Periods	
Priority 1	Action recommended to be completed ASAP call H&S team direct from site 0207-926-0063
Priority 2	Action recommended to be completed within 1 month
Priority 3	Action recommended to be completed within 1-2 months.
Priority 4	Action recommended to be completed within 2-6 months.
Priority 5	Long-term action to be taken – e.g. over a 1 to 3 year period.

Site Specific Significant Findings (INSERT REQUIREMENTS ONLY)						
Where multiple requirements fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(item1),12.4(item2) etc.						
No	Sect No	Requirement	Priority	Action by whom	Date action sent to department	Notes
1	13.2	Install Emergency lighting system to communal stairs and 2 <sup>nd</sup> floor external balconies	P2	Capital Works	Click here to enter a date.	

2	15.5	Install Fire Alarm system to cover all communal areas	P2	Capital Works	Click here to enter a date.	
3	14.2	Install Fire Action Plans and Fire exit signage to communal areas	P2	Capital Works	Click here to enter a date.	

<b>Other Significant Findings: Management, Maintenance, Policies, Procedures and Training (INSERT RECOMMENDATIONS ONLY)</b>						
Where multiple recommendations fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(item1),12.4(item2) etc.						
No	Sect No	Recommendation	Priority	Action by whom	Date action sent to department	Notes
					Click here to enter a date.	





