



LONDON FIRE BRIGADE

London Fire Brigade Headquarters
169 Union Street London SE1 0LL
T 020 8555 1200 F 020 7960 3602
Textphone 020 7960 3629
london-fire.gov.uk

Freedom of Information request reference number: 7080.1

Date of response: 17th January 2023

Request:

For London & Quadrant Housing Trust 'LQHT' please provide:

- 1. A copy of every NOD and Enforcement Notice issued to LQHT; and*
- 2. A confirmation letter of every 'closing out' letter should notices in 1 above have been closed/satisfied.*

Response:

We have attached copies of informal notification of (fire safety) deficiencies (NOD) letters and Enforcement Notices issued to London & Quadrant Housing Trust 'LQHT'.

Please note that personal data has been removed from the attached documents under [section 40 of the FOIA – Personal Information](#).

We have dealt with your request under the Freedom of Information Act 2000. For more information about this process please see the guidance we publish about making a request [on our website](#).



The Chief Executive
London & Quadrant Housing Trust
One Kings Hall Mews
Lewisham
London
SE13 5JQ

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 14th November 2017
Our Ref 94/188869/RP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: 1 Tarves Way, Greenwich, London SE10 9JE

The Authority's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Authority's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **12th December 2017**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Authority's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.

- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Authority may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to [REDACTED]

Direct T 020 8555 1200 ext [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms
GN 66

Cc: [REDACTED], 29-35 West Ham Lane, London E15 4PH
[REDACTED], London & Quadrant Housing Trust,
29-35 West Ham Lane, Stratford, London E15 4PH

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in “Definitions of standard terms used in means of escape requirements” which form part of this schedule.
2. Officers of the Authority may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the fire authority, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Authority.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire and Emergency Planning Authority to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Fire Authority within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: 1 Tarves Way, Greenwich, London SE10 9JE

File Number: 94/188869

This schedule should be read in conjunction with the Authority's letter dated **14th November 2017**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 8	At the time of the audit the general fire precautions required to prevent fire and smoke spread via shafts, risers or ducting were inadequate. It was found that holes and voids were present in service cupboards and plant room leading to false ceiling and roof void.	Take the general fire precautions required to prevent fire and smoke spread by ensuring all penetrations in compartments are adequately fire stopped to prevent fire spread.
Article 9	At the time of the audit you did not provide evidence that a fire risk assessment had been undertaken.	Carry out a fire risk assessment. (See guidance note No.66). In particular take into account the potential for fire and smoke spread from the basement level to the residential areas through poor fire stopping in the plant and service rooms/risers.

<p>Article 11</p>	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled monitored or reviewed where required. It was found that:</p> <ol style="list-style-type: none"> 1). Fire stopping in some areas was inadequate this includes service cupboards and ground floor plant room. 2). Some lobby doors did not self close effectively with loose intumescent strips around the glazing. 3). Combustible material was found in the smoke vent shaft. 4). The Automatic openable vent firefighter control switch at the top of the protected stair was missing the break glass. 5). Combustible items were found in the corridor outside of flat 48 (Floor 8). 6). Combustible items were found stored in the electrical intake cupboards. 7). Poor house keeping in the basement car park. 	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>
<p>Article 14.</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that :</p> <ol style="list-style-type: none"> 1). The lobby doors require adjusting due to dropping in the frame leaving a large gap at the top on the opening edge. 2). Lobby door not closing fully into the frame. 3). Fire exit signage missing 	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by:</p> <ol style="list-style-type: none"> 1 & 2). Adjusting the lobby doors so they close fully into the frame leaving a gap suitable for the intumescent strip to effectively work. 3). Provide adequate fire exit signage on all floors.

	from some floors	
Article 15.	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that the fire action notices provided were not consistent and detailed two different evacuation strategies.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by providing consistent fire action notices correctly identifying the evacuation plan for the building.
Article 17	<p>The corridors, lobbies and stairs used for access to and from flats in the premises (the access route(s)) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair.</p> <p>During audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the FIRE RESISTANCE of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to the protection to the access route.</p> <p>The PROTECTED ROUTE has been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route due to the absence of a positive action self closing devices on some flat front doors, damage to the intumescent strips and lobby doors closing fully into the frame.</p>	<p>Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire.</p> <p>Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape.</p> <p>Your attention is drawn to the provisions of subsections (2) (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the attached extracts of legislation. You are advised that walls in PROTECTED ROUTES should have a minimum of 60 minutes FIRE RESISTANCE. Openings in the walls leading to accommodation off a PROTECTED ROUTE (including doors in entrance ways, service openings, borrowed light glazing, holes around cables trunking and pipework) should be of a minimum 30 minutes FIRE RESISTANCE.</p> <p>Available means the responsible person could use to comply with Article 17 (1) may include enforcing terms of lease and Landlord and Tenant / Property legislation as lessor/owner.</p>

Article 38	At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that the dry rising main outlet doors were locked using a non standard key.	Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by changing the dry rising main outlet door locks to a standard key lock.
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Authority would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Authority would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



Family Mosaic
Albion House
20 Queen Elizabeth Street
London
SE1 2RV

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 4 July 2012
Our Ref 04/010978/BA

Attention of [REDACTED]

Dear [REDACTED]

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

Premises: 1 Peppie Close, Hackney, London N16 0AG

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **6 August 2012** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this letter are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works to be carried out. You are advised that before you commence any building works you are obliged to notify the local Building Control Officer or an approved inspector under the Building Regulations 2000 or the Building (Approved inspectors etc) Regulations, 2000 as amended in 2006 respectively. Regard must also be taken, where applicable of the provisions of the London Building Act (Amendment) Act 1939 as amended.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety Regulation)

Fire and Community Safety Directorate

██████████@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to ██████████

Direct T 020 8555 1200 ██████████

Direct F 020 8536 5926

SCHEDULE

PREMISES: **1 Peppie Close, Hackney, London N16 0AG**

File Number: **04/010978**

Sheet : 1 of : 1

This schedule should be read in conjunction with the Authority's letter dated **04 July 2012**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 14(2)(b) Evacuate Quickly and Safely	Failure to ensure that in the event of danger, persons are able to evacuate the premises as quickly and as safely as possible.	Ensure that persons are able to evacuate the premises as quickly and as safely as possible. Attention was drawn to a number of residential flat doors wedged open by the residents for convenience and communication purposes.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



[REDACTED]
Family Mosaic
Albion House
20 Queen Elizabeth Street
London
SE1 2RV

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 20 April 2012
Our Ref FS/NE/04/010978/MS

Dear [REDACTED]

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Bells Project, 1 Peppie Close, Hackney, London N16 0AG

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step detailed in the attached schedule needs to be taken in order to comply with the above legislation.

The step should be completed by **15 June 2012** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this letter are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works to be carried out. You are advised that before you commence any building works you are obliged to notify the local Building Control Officer or an approved inspector under the Building Regulations 2000 or the Building (Approved inspectors etc) Regulations, 2000 as amended in 2006 respectively. Regard must also be taken, where applicable of the provisions of the London Building Act (Amendment) Act 1939 as amended.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety Regulation)

Fire and Community Safety Directorate

██████████@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to ██████████

Direct T 020 8555 1200 ██████████

Direct F 020 8536 5926

SCHEDULE

PREMISES: Bells Project, 1 Peppie Close, Hackney, London N16 0AG

File Number: FS/NE/04/010978/MS

Sheet : 1 of : 1

This schedule should be read in conjunction with the Authority's letter dated 20 April 2012.

The condition specified in the Regulatory Reform (Fire Safety) Order 2005, was being contravened and the following step needs to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 14(2)(b)	Failure to ensure that in the event of danger, persons are able to evacuate the premises as quickly and as safely as possible.	Ensure that persons are able to evacuate the premises as quickly and as safely as possible. Attention was drawn to number of residential flat doors wedged open by the residents for convenience and communication purposes.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

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The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



[REDACTED]
Fire & Asbestos Manager
London Quadrant Housing Association
Cray House,
3 Maidstone Road
Sidcup
Kent
DA14 5HU

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 30 September 2015
Our Ref 93/002716/PC

Dear [REDACTED]

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

Premises: 1-31 Bowes Close, Sidcup, DA15 9ZZ

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **25 November 2015** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2010 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 2010.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours sincerely

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to [REDACTED]

Direct T 0208 555 1200 Ext [REDACTED]

SCHEDULE

PREMISES: 1-31 Bowes Close, Sidcup, DA15 9ZZ

File Number: 93/002716

Sheet : 1 of : 1

This schedule should be read in conjunction with the Authority's letter dated **30 September 2015**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 9(1)	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that there was inadequate fire stopping above the cross corridor doors and the fire alarm system was not set up for a stay put policy.	The fire risk assessment should be reviewed, with specific consideration given to fire stopping above the cross corridor doors and the fire alarm system to be configured for a stay put policy to be fully implemented.
Article 8	At the time of the audit the FIRE RESISTING separation in your premises was inadequate. It was found that there was inadequate fire stopping above the cross corridor doors.	Provide suitable FIRE RESISTING separation by installing fire stopping above the cross corridor doors.
Article 13(1)	At the time of the audit you had not provided an appropriate method of fire detection and warning within your premises. It was found that the fire alarm system was not set up for a stay put policy to be fully implemented.	Provide an appropriate means of fire detection and giving warning. This can be achieved by the fire alarm system to be set for a stay put policy to be fully implemented.
Article 15(1)	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that the stay put policy in place could not be fully implemented due to the fire alarm system sounding throughout the building.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by having the alarm system set up for a stay put policy to be fully implemented.

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THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

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The Chief Executive
London and Quadrant Housing Trust
Cray House
3 Maidstone Road
Sidcup
DA14 5HU

The London Fire Commissioner is the
fire and rescue authority for London

Date 25th September 2018
Our Ref 93/002908/GM

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: 7-41 Sherbrooke Close, Bexleyheath, London DA6 7EQ

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **12th March 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations
FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]
Direct T 0208 555 1200 ext [REDACTED] or [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [REDACTED], London & Quadrant Housing Trust, Cray house, 3 Maidstone road, Sidcup,
Kent DA14 5HU

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988 SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: 7-41 Sherbrooke Close, Bexleyheath, London DA6 7EQ

FILE NUMBER: 93/002908

This schedule should be read in conjunction with the Commissioner's letter dated .

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 9	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that the space above the flats (roof void) had not been accessed/inspected for fire compartmentation.	The fire risk assessment should be reviewed, with specific consideration given to confirming adequate compartmentation in the roof void.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Company Secretary
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 26th February 2020
Our Ref 93/002960/MH

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Blackthorne Residential Home, 88 Blackthorn Grove, Bexleyheath DA7 4EH

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **12th August 2020**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

FS01_08

(Rev 11, 09/08/2018)

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 x [REDACTED]

Enc: Form FS03_01b Legislation Extracts

Form FS03_06 Definitions of standard terms

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told: how to appeal;

where and within what period an appeal may be brought; and

that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.

that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification

of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988 SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Blackthorne Residential Home, 88 Blackthorn Grove, Bexleyheath DA7 4EH

FILE NUMBER: 93/002960

This schedule should be read in conjunction with the Commissioner's letter dated **26th February 2020**

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 13	At the time of the audit you had not provided an appropriate method of fire detection and warning within your premises. It was found that there was no fire detection installed in the locked office.	Provide an appropriate means of fire detection and giving warning in the common parts of the premises. This can be achieved by installing linked fire detection in the office.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that the protected corridor had inadequate FIRE RESISTANCE due to excessive gaps around some of the fire doors.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by ensuring that all doors leading onto the protected corridor have 30 minute FIRE RESISTANCE.
Article 17	At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that: 1) The self closer on the kitchen fire door was not closing the door fully into its frame. 2) The intumescent strips fitted to the double fire doors into the lounge have been painted over.	Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by: 1) Repairing or replacing the self closer on the kitchen fire door. 2) Replacing the intumescent strips fitted to the double fire doors into the lounge.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



██████████
Health & Safety Manager
East Thames Housing Group
29-35 West Ham Lane
London
Stratford
E15 4PH

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 5 April 2013
Our Ref 17/188419/SM/PC

Dear ██████████

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

Premises: Adrian House, Jupp Road, Stratford, London E15 1LF

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **30 May 2013** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this letter are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works to be carried out. You are advised that before you commence any building works you are obliged to notify the local Building Control Officer or an approved inspector under the Building Regulations 2000 or the Building (Approved inspectors etc) Regulations, 2000 as amended in 2006 respectively. Regard must also be taken, where applicable of the provisions of the London Building Act (Amendment) Act 1939 as amended.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours sincerely

for Assistant Commissioner (Fire Safety Regulation)

Fire and Community Safety Directorate

██████████@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to ██████████

Direct T 0208 555 1200 Ext ██████████

Direct F 0280 536 5963

SCHEDULE

PREMISES: Adrian House, Jupp Road, Stratford, London E15 1LF

File Number: 17/188419

Sheet 1 of 1

This schedule should be read in conjunction with the Authority's letter dated **5 April 2013**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps considered necessary to remedy the contravention.
Article 14(1)	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.	Ensure that routes to emergency exits and the exits themselves are kept clear at all times.
Article 14(2)(b)	Failure to ensure that, in the event of danger, persons are able to evacuate the premises as quickly and as safely as possible.	Ensure persons are able to evacuate the premises as quickly and as safely as possible. Ensure all service cupboards in the means of escape are locked shut.
Article 15(1)(a)	Failure to establish an appropriate emergency plan.	Prepare emergency plan and display notices for what actions to take in the event of fire.
Article 20(2)	Failure to provide the employer of an outside undertaking whose employee is working in or on the premises, with comprehensible and relevant information on the risks and preventive and protective measures.	Provide the employer of an outside undertaking whose employee is working in or on the premises, with comprehensible and relevant information.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



LONDON FIRE BRIGADE

Fire Safety Regulation, South East 4 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
London and Quadrant Housing Trust
Cray House
3 Maidstone Road
Sidcup
DA14 5HU
FAO Mr John Carpenter

The London Fire Commissioner is the
fire and rescue authority for London

Date 11 August 2020
Our Ref 90/223381/SP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Booth Court, Thurston Road, Ladywell, London SE13 7SD

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **1 December 2020**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

for Assistant Commissioner (Fire Safety)
Directorate of Operations
FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]
Direct T 02085551200 ex [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in “Definitions of standard terms used in means of escape requirements” which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A

Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Booth Court, Thurston Road, Ladywell, London SE13 7SD

FILE NUMBER: 90/223381

This schedule should be read in conjunction with the Commissioner's letter dated **11 August 2020**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that:</p> <p>1) Although there is a system in place to report fire safety issues/deficiencies, the implementation of fire safety related remedial works as well as checks to ensure works are completed has not been done.</p> <p>2) Planning and cooperation and coordination between Responsible Persons (Flat shared ownership No. 144) and Responsible Person/employees (L&Q) does not appear to have taken place to repair a flat front door kicked in by the police, several months ago.</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that:</p> <p>1) The protected corridor had inadequate FIRE RESISTANCE.</p> <p>2) The planning and organisation of having repairs</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by:</p> <p>1) Ensuring that all doors leading onto the protected corridor have 30-minute FIRE RESISTANCE. In particular flat entrance door No. 144.</p> <p>2) Plan and organise the repairs to emergency lighting.</p>

<p>Article 14 continued</p>	<p>to emergency lighting has not been undertaken.</p> <p>3) Control and monitoring of the combustibles within protected escape routes has not been undertaken.</p>	<p>3) Monitor and control the storing of combustibles within means of escape routes.</p>
<p>Article 17</p>	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that:</p> <p>1) The self closers on the corridor fire doors were not closing the doors fully into their frames.</p> <p>2) The emergency lighting system was not being suitably maintained.</p>	<p>Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by:</p> <p>1) Repairing or replacing the self closers on the staircase fire doors.</p> <p>2) Ensuring the emergency lighting system is maintained in efficient working order.</p>
<p>Article 22</p>	<p>At the time of the audit you had not cooperated and coordinated with other responsible persons.</p> <p>It was found that works required by outside contractors and L&Q, as well as the shared owners of the flats has not been satisfactory in regards to flat entrance door to No. 144.</p>	<p>You must take all reasonable steps to cooperate and coordinate with other responsible persons.</p> <p>In particular, actions required to ensure the PROTECTED ROUTES are safe and usable at all material times. This includes the removal of combustibles within the corridors.</p>
<p>Article 8</p>	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that:</p> <p>1) Planning and organisation of the maintenance to emergency lighting is working effectively, as described by your risk assessment, had not been implemented.</p> <p>2) Management controls to</p>	<p>Implement the significant findings of your fire risk assessment, in particular:</p> <p>1) Repair of the emergency lighting throughout the premises.</p> <p>2) Establish, manage and maintain systems to ensure emergency exit routes are available and clear at all</p>

	ensure that emergency exit routes are available and clear at all material times as described by your risk assessment had not been implemented.	material times.
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



The Chief Executive
London & Quadrant Housing Trust
One Kings Hall Mews
Lewisham
London
SE13 5JQ

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 31st July 2017
Our Ref 32/010795/RP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Brickland Court, 3 The Broadway, Edmonton N9 0TR

The Authority's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Authority's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **29th August 2017**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Authority's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.

- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Authority may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

c.c. St Modwen Properties PLC, Park Point, 17 High Street, Longbridge, Birmingham B31 2UQ

c.c. [REDACTED], L & Q Housing Trust, One Kings Hall Mews, Lewisham, London SE13 5JQ

Reply to [REDACTED]

Direct T 020 8555 1200 ext [REDACTED] or [REDACTED]

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in “Definitions of standard terms used in means of escape requirements” which form part of this schedule.
2. Officers of the Authority may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the fire authority, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Authority.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire and Emergency Planning Authority to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Fire Authority within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Brickland Court, 3 The Broadway, Edmonton N9 0TR

File Number: 32/010795

This schedule should be read in conjunction with the Authority’s letter dated **31st July 2017**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 8	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented.</p> <p>At the time of the audit the general fire precautions required to prevent fire and smoke spread via shafts, risers or ducting were inadequate. It was found that the construction within the electrical intake cupboards on all floors appears not to be adequately FIRE RESISTING, at ground or ceiling level in places.</p>	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented.</p> <p>Take the general fire precautions required to prevent fire and smoke spread by ensuring all riser cupboards are appropriately FIRE RESISTING throughout their height.</p>
Article 10	<p>At the time of the audit the risk reduction and prevention principles of the Order had not been applied in the correct sequence. It was found that there was evidence of fire setting on the 6th floor common area.</p>	<p>Apply the principles of prevention contained in Schedule 1 Part 3 of the Order in the priority set out in that schedule. Consider methods of reduction of arson risk for example extending the surveillance system in the foyer entrance to cover the common areas in the premises.</p>
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that insufficient information has</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed. Provide residents with further fire safety advice to limit combustible storage on balconies, prohibit smoking and BBQ’s on balconies and test their smoke detectors on a weekly basis.</p>

	been provided to residents to reduce the likelihood of a fire starting.	
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Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that there were various bikes, scooters, trolleys and other items being stored on the balcony to the flats which could hinder the means of escape.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by removing bikes, scooters, trolleys and other items being stored on the balcony to the flats.
Article 17	At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that some of the doors within the premises had the intumescent and cold smoke seals damaged or missing / some of the doors locks were damaged (The bin room).	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by repairing or replacing the intumescent and cold smoke seals damaged or missing and checking that the locks work. Advised to check all the doors and replace as necessary.
Article 38	At the time of the audit a suitable system of maintenance of the fire-fighting measures was not in place. It was found that the firefighter access drop key for the Premises did not work.	Arrange initial and on-going maintenance to ensure fire-fighting measures are kept in an efficient state, working order and good repair. This can be achieved by making sure that the firefighter access key works when required and is maintained.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Authority would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Authority would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London and Quadrant Housing Trust
29-35 West Ham Lane
London
England
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 20 August 2021
Our Ref 15/000821/OA

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Brook Lodge, 39-123 Medora Road, Romford, Havering RM7 7ER

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **10 December 2021**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

P P [REDACTED]

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 ext: [REDACTED] / [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in “Definitions of standard terms used in means of escape requirements” which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates’ court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification

of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Brook Lodge, 39-123 Medora Road, Romford, Havering RM7 7ER

FILE NUMBER: 15/000821

This schedule should be read in conjunction with the Commissioner’s letter dated **20 August 2021**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	At the time of the audit, your preventative and protective measures had not been planned, organised, controlled, monitored, or reviewed where required. It was found that, the maintenance of the first floor lobby door has not been controlled or monitored.	Arrangements identified was not suitably addressed, must be effectively planned, organised, controlled, monitored, or reviewed.
Article 14	At the time of the audit, the emergency routes or exits were inadequate. It was found that: 1) There was a void in the service cupboard adjacent to door number 14 where the installation of cables has not been adequately fire stopped. 2) There was an excessive hole in the boiler room ceiling.	Ensuring an adequate emergency routes and exits for use by relevant persons in the premises are available and can be safely and effectively used at all relevant times. This can be achieved by: 1) Fire stopping all holes in the service cupboard adjacent to door number 14. 2) Fire stopping all holes in the boiler room.
Article 17	At the time of the audit, you had not ensured that, a suitable system of maintenance was in place in your premises. It was found that, the first floor lobby door was not closing fully into its frame.	Arranging initial and ongoing maintenance to ensure that, the fire safety measures are kept in an efficient state, working order, and good repair. This can be achieved by, repairing, or adjusting the first floor lobby door.
Article 8	At the time of the audit, the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that, the Responsible Person had not confirmed, what system the monitoring providers have in place.	Implementing the significant findings of your fire risk assessment, in particular, if the alarm receiving centre has a single or dual system.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



61-63 Sunny Bank
South Norwood
London
SE25 4TZ

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 26th May 2011
Our Ref 20/012961

Attention: [REDACTED] - Manager

Dear Sir

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: 61-63 Sunny Bank, South Norwood, London SE25 4TZ

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **26th August 2011** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this letter are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works to be carried out. You are advised that before you commence any building works you are obliged to notify the local Building Control Officer or an approved inspector under the Building Regulations 1991 or the Building (Approved inspectors etc) Regulations, 1985 respectively. Regard must also be taken, where applicable of the provisions of the London Building Act (Amendment) Act 1939 as amended.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety Regulation)

Fire and Community Safety Directorate
firesafetyregulationSE@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to [REDACTED]

Direct T 0208 555 [REDACTED]

Direct F 0208 536 5946

SCHEDULE

PREMISES: 61-63 Sunny Bank, South Norwood, London SE25 4TZ

File Number: 20/012961

Sheet 1 of 1

This schedule should be read in conjunction with the Authority's letter dated **26th May 2011**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 17(1) Failure to maintain	Inadequate maintenance of fire alarm, emergency lights and fire extinguishers.	Arrange maintenance to ensure the fire alarm and emergency lighting and fire extinguishers are in an efficient state, in effective working order and in good repair. An ongoing maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order.
Article 19 Inadequate information	Failure to provide the employees with comprehensible and relevant information on the fire risk assessment and measures.	Provide employees with comprehensible and relevant information.
Article 21 Inadequate safety training	Failure to ensure employees receive adequate safety training.	Implement/review training programme to ensure employees receive adequate safety training.
Article 13(1) Suitable warning method	Insufficient or inadequate means of detecting and giving warning in case of fire has been provided. Existing arrangements would not detect a fire in the communal lounge and kitchen, laundry, electrical intake room and stairwells.	Provide a suitable means of detection and warning in case of fire that will allow a fire to be detected in its early stages and persons on the premises warned so they can safely evacuate the premises. The current automatic fire alarm system should be extended to these areas.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

131879- for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



Chief Executive Officer
London and Quadrant Housing Trust
1 Kings Hall Mews
Lewisham
SE13 5JQ

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 24 September 2012
Our Ref 20/012961

ENFORCEMENT NOTICE

Notice requiring steps to be taken under Article 30 of the Regulatory Reform (Fire Safety) Order 2005

TO :
Name: **Chief Executive Officer London and Quadrant Housing Trust**
Address: **1 Kings Hall Mews Lewisham, SE13 5JQ**
Concerning Premises at: ***Catalina Court, Sunny Bank South, South Norwood, London, SE25 4QT***

I Steve Turek, Assistant Commissioner (Fire Safety Regulation) on behalf of the London Fire & Emergency Planning Authority (the Authority) hereby give you notice that the Authority is of the opinion that you, as a person being under an obligation to do so, have failed to comply with the duties placed upon you by the Regulatory Reform (Fire Safety) Order 2005 (the Order) in respect of the above named premises, the relevant persons who may be on the premises or who may be affected by a fire on the premises.

The matters which, in the opinion of the Authority, constitute the failure(s) to comply with the Order are specified in the schedule attached to this notice.

The relevant extracts of the legislation are attached.

The Authority is further of the opinion that the steps identified in the schedule to this notice must be taken to remedy the specified failure(s) to comply with the Order.

Unless the steps identified in the schedule attached to this notice have been complied with, or such other steps are taken to remedy the failures in consultation with the Authority, you will be deemed not to have complied with this notice.

There may be suitable alternative safety measures, to those detailed in this notice that would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should

contact the person named below, before you take any action, to ensure that your proposed measures will be deemed satisfactory by the Authority.

The steps must be taken by **24th March 2013** (or such extension if granted by the Authority).

If you fail to comply with the requirements of this notice, you may have committed an offence. The Authority may consider a prosecution against you. If you are found guilty, you will be liable to a fine or imprisonment (or both).

You have the right to appeal against this notice, by way of complaint for an order, to the Clerk to the Court of the Magistrates' Court acting for the petty sessions area in which your premises is located. If you wish to bring an appeal, you must do so within 21 days of the date this notice is served on you. The Magistrates' Court Act 1980 will apply to the proceedings. The bringing of an appeal will suspend the operation of this enforcement notice. An appeal against an enforcement notice served under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, may be brought on any grounds. These may include that you are aggrieved:

- a) by anything mentioned in the notice with respect to the premises concerned, or the relevant persons as defined by the Order, being a step which must be taken in order to comply with the Order; or
- b) by the period allowed by such a notice for the taking of any steps mentioned in it.

If at any time you wish to discuss the requirements of this notice, or are experiencing difficulty in carrying out the work, please contact [REDACTED] on **0208 555 1200 Ext: [REDACTED]**.

Signed:

[REDACTED]

Dated: 24th September 2012

Assistant Commissioner
(The Officer appointed for the purpose)

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2000 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 1995. Regard must also be taken, where applicable, of the provisions of the London Building Acts (Amendment) Act 1939 as amended.

Encl: FS03_01a
FS03_01b
FS03_06

Reply to [REDACTED]
Direct T 0208 555 1200 Ext: [REDACTED]

CC: [REDACTED], London and Quadrant Housing, Cray House, 3 Maidstone Road, Sidcup, Kent, DA14 5HU

Notes:

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire and Emergency Planning Authority to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Fire Authority within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

Schedule referred to in the enforcement notice reference **20/012961** under the Regulatory Reform (Fire Safety) Order 2005, issued by the London Fire and Emergency Planning Authority on **24th September 2012**.

Certain terms written in BLOCK CAPITALS in this schedule are standard terms defined in "**Definitions of standard terms used in means of escape requirements**" which form part of this schedule. Where appropriate, a plan may form part of this schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to comply with the Order.

NOTE : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the premises, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

Article	Location and detail of matters which are considered to be failures to comply with the Order	Steps considered necessary to remedy the failures
Article 9(1) Suitable & Sufficient Risk Assessment	Failure to make a suitable and sufficient fire risk assessment	Carry out a fire risk assessment (See guidance note No.66) The fire risk assessment was not available at the time of the audit.
Article 10 Principles of Part 3 Sched 1	Preventative and protective measures have not been implemented on the basis of the principles specified in Part 3 of Schedule 1 of the Regulatory Reform (Fire Safety) Order 2005. During audit it was found that the staircase enclosures and electrical intake cupboards were being used for the storage of combustible materials, mobility scooters were being charged in the common corridors, the fire alarm system does not meet the current expected standard for the premises use, lack of appropriate instruction given to employees.	Implement preventative and protective measures, including general fire precautions, on the basis of the principles set out in part 3 of schedule 1 ('principles of prevention') of The Regulatory Reform (Fire Safety) Order 2005.

Article 11(1) Failure to make and effect	Suitable arrangements for the effective planning, organisation, control, monitoring and review of the protective measures are not in place.	Suitable arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order.
Article 17(1) Failure to maintain	Inadequate maintenance of fire extinguishers	Arrange maintenance to ensure the fire extinguishers are in an efficient state, in effective working order and in good repair. Consideration could be given through the risk assessment process to reduce the number of extinguishers provided and to areas as outside the managers office, communal rooms/kitchen, laundry and electrical plant rooms. An on going maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order.
Article 19(1a) Inadequate information-risks	Failure to provide the employees with comprehensible and relevant information on the fire risk assessment and measures	Provide employees with comprehensible and relevant information.
Article 14(2)(b) Evacuate Quickly and Safely	In the event of danger persons would be unable to evacuate as quickly and as safely as possible due to inadequate protection to emergency route from fire. This is because ineffective arrangements are in place to ensure fire doors are kept closed. During audit, fire doors from the communal lounge and kitchen were found wedged open and this would allow a fire to spread quickly and could prevent the means of escape from being used.	Ensure that fire doors are effectively self closing and are kept closed. Where doors need to be kept open for business purposes an alternative may be: Install approved "hold open device/s" that cause the fire door to close when a fire is detected by an automatic fire detection and alarm system. (See attached guidance note No. 48).

<p>Article 14(2)(b) Evacuate Quickly and Safely</p>	<p>In the event of danger persons would be unable to evacuate as quickly and as safely as possible due to inadequate protection to emergency route from fire. This is because it could not be established as to whether the glazing in the staircase and cross corridor doors meet the required standard of fire resistance. Charging points for mobility scooters were identified in corridors.</p>	<p>Provide suitable evidence that the fire resisting door sets meet the current BS 476 Part 22, or an equivalent standard specifically to the openings in the staircase enclosures. Electric charging points could introduce a fire risk into areas through which occupants might need to make their escape and as such should not be located in common access corridors or protected staircases. Any area designated for this purpose should be separated from the means of escape by fire resting construction of not less that 30 minutes.</p>
<p>Article 14(2)(f) Emergency doors locked</p>	<p>During the audit of the premises, the emergency exit doors from the staircase enclosures were found to be fastened by snib locks. As a result, relevant persons would not be able to easily and immediately open them in an emergency.</p>	<p>Fastenings to doors on escape route(s) are to be simple fastenings, easily and immediately operable by a person on their way out without the use of a key, whilst it is recognised that a snib lock would generally be accepted as a suitable fastening consideration should be given to the ease of use by the residents e.g. Those with arthritic hands, poor eye sight etc and consideration given to the use of lever handle, push pads etc. If the snib locks are to be retained appropriate signage should be provided indicating the correct operating method e.g. 'turn this way to open'</p>
<p>Article 13(1) Suitable warning method</p>	<p>Insufficient or inadequate means of detecting and giving warning in case of fire has been provided. Existing arrangements would not detect a fire in the communal lounge and kitchen, laundry, electrical intake room and stairwells. Guidance in the Government fire risk assessment publication for sleeping risks also recommends the installation of interlinked automatic fire detection in the residents flats.</p>	<p>Provide an electrical fire detection and warning system, installation of a fire warning system as specified in the current BS5839 pt 1 to at least a L2 category of system, or to an equivalent standard. Any changes/improvements to the system must be made by a competent person. Additionally consideration should be given to the installation of interconnected smoke detectors, in the residents flats, installed in accordance with the current BS7671 conforming to the principles of a minimum Grade C LD 2 or 3 system as detailed in the current BS5839 or an equivalent system would be appropriate, this would not need to be connected to the system that covers the common areas.</p>



[REDACTED]
London & Quadrant Housing Association
Cray House
3 Maidstone Road
Sidcup
Kent
DA14 5HU

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 12 December 2014
Our Ref 20/013792/PC

Dear [REDACTED]

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

Premises: Chatsworth Court, Ederline Avenue, Norbury, London, SW16 4SE

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **15 May 2015** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2010 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 2010.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours sincerely,

for Assistant Commissioner (Fire Safety Regulation)

Deputy Commissioner's Directorate
FSR-AdminSupport@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to [REDACTED]

Direct T 0208 555 Ext [REDACTED]

SCHEDULE

PREMISES: Chatsworth Court, Ederline Avenue, Norbury, London, SW16 4SE

File Number: 20/013792

Sheet : 1 of : 2

This schedule should be read in conjunction with the Authority's letter dated **12 December 2014**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 9(1)	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that the fire risk assessment had not been reviewed.	The fire risk assessment should be reviewed, with specific consideration given to implementing the significant findings highlighted in the fire risk assessment dated 27 July 2011 and the items discussed on site with Mr Darren Sharpless on the 4 December 2014.
Article 10	At the time of the audit the risk reduction and prevention principles of the Order had not been applied in the correct sequence. It was found that the significant findings from the fire risk assessment had not been rectified.	Apply the principles of prevention contained in Schedule 1 Part 3 of the Order in the priority set out in that schedule. In particular ensure that the significant findings from the fire risk assessment dated 27 July 2011 are addressed.
Article 11	At the time of the audit your preventative and protective measures had not been planned, organised, controlled monitored or reviewed where required. It was found that there was storage of mobility scooters in common access/escape routes/corridors serving residents flats.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed. It is understood that the scooters are to be relocated temporarily into the lounge area whilst a suitable charging/store area is provided.
Article 17(1)	At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that the self-closing device was missing from the lounge door.	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by fitting a new self-closing device to the lounge door as discussed on site.

Article 38(1)	The automatic opening ventilation (AOV) for smoke, within the 3rd floor dead end corridor, provided for the use by, or protection of, fire-fighters has not been subject to suitable maintenance or kept in working order and good repair. During audit it was discovered that the opening mechanism had been removed.	Arrange maintenance by a competent person to ensure the smoke ventilation is in an efficient state, effective working order and good repair. An on-going maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organisation, control, monitoring and review in accordance with article 11 of the Order.
Article 13(1)	At the time of the audit you had not provided an appropriate method of fire detection and warning within your premises. It was found that not all the Flats were not covered with BS 5839 Pt 6 system. Also it appears the monitoring system is not a Dual Core type. It also states in the fire risk assessment that the communal alarm requires updating to comply with an L2 type.	Provide an appropriate means of fire detection and giving warning in the common parts of the premises. This can be achieved by ensuring all Flats are covered by a BS5839 Pt 6 system. Also the monitoring system should be of a Dual Core type as discussed on site. The communal alarm should also comply with an L2 type system. This was also highlighted in the fire risk assessment.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



FAO: Company Secretary
London & Quadrant Housing Association
3 Maidstone Road
Sidcup
Kent
DA14 5HU

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 22nd January 2014
Our Ref 20/013792/LB

Dear Sir/Madam,

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

Premises: Chatsworth Court, Ederline Avenue, Norbury, London SW16 4SE

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **23rd April 2014** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2010 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 2010.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety Regulation)

Deputy Commissioner's Directorate

FSRSouth@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to [REDACTED]

Direct T 020 8555 1200 Ext [REDACTED]

SCHEDULE

PREMISES: Chatsworth Court, Ederline Avenue, Norbury, London SW16 4SE

File Number: 20/013792/LB

Sheet : 1 of 3

This schedule should be read in conjunction with the Authority's letter dated **22 January 2014**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 9(1)	The fire risk assessment is not suitable and sufficient. During audit, it was found that:- 1) Maintenance of the provision of facilities for the ventilation of smoke from the access/escape route on the 3rd floor has not been adequately assessed. (see Article 38) 2) Lack of Portable Appliance Testing (PAT) for electrical equipment utilised by residents within the common access/escape corridors has not been addressed e.g. decorative Christmas lighting.	The fire risk assessment should be reviewed, with specific consideration given to:- 1) The provision of smoke ventilation to the 3rd floor corridor/escape route. 2) The management of potential ignition sources within un-monitored escape routes.
Article 11(1)	Suitable arrangements for the effective control of the protective measures are not in place. During audit evidence was found of the charging of mobility scooters in the common access/escape routes/corridors serving the flats. A mains power extension cable was found passing through individual flat mail flap adjacent to a parked scooter.	Suitable arrangements for the effective control of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order i.e. control of ignition sources in communal escape routes.
Article 11(1)	Suitable arrangements for the effective control of the protective measures are not in place. During audit evidence was found of the storage of mobility scooters in common	Suitable arrangements for the effective control of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with

	access/escape routes/corridors serving residents flats.	the Order i.e. control/restriction of combustible storage in communal escape routes.
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Article 11(1)	Suitable arrangements for the effective control of the protective measures are not in place. During audit evidence was found of the storage of combustible materials e.g. garden chairs, garden hose and cardboard boxes in common access/escape/stairwells.	Suitable arrangements for the effective control of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order i.e. control/restriction of combustible storage in communal escape routes.
Article 17(1)	Inadequate maintenance of escape lighting. During audit no evidence was found of emergency escape lighting maintenance. Several luminaires were not displaying a charging light. (LED)	Arrange maintenance to ensure the escape lighting is in an efficient state, effective working order and good repair. An on-going maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order.
Article 38	The automatic opening ventilation (AOV) for smoke, within the 3rd floor dead end corridor, provided for the use by, or protection of, fire-fighters has not been subject to suitable maintenance or kept in working order and good repair. During audit it was discovered that the opening mechanism had been removed apparently following localised water/rain damage following several unmonitored activations.	Arrange maintenance by a competent person to ensure the smoke ventilation is in an efficient state, effective working order and good repair. An on-going maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order.
Article 20(2)	Employees from outside undertakings who are working on /in the premises have not been provided with appropriate instructions and comprehensible and relevant information about risks to them in case of fire:- During audit it was discovered that the majority of fire alarm break glass call points had no fire action notices provided adjacent to them.	Ensure that all persons from outside undertakings who are working in or on the premises are given information and instruction about the risks to them in case of fire; This is to include the provision of fire action notices situated by each break glass call point detailing the fire alarm activation and evacuation procedures for the premises.

Article 18(1)	No evidence is available to show that one or more competent persons has been appointed to assist the responsible person in implementing the fire risk assessment process. (See Articles 9 and 11, 17 and 38 for further detail)	Appoint sufficient competent persons to adequately assist with implementation of the fire risk assessment process. Where a person with appropriate competence is already employed in the company/undertaking, that person must be appointed to the role in preference to a competent person not in the company's / undertaking's employment. The responsible person may appoint themselves for this purpose if appropriately competent for the role.
Article 14(2)(b)	Failure to ensure that, in the event of danger, persons are able to evacuate the premises as quickly and as safely as possible. During audit it was found that several areas within common protected escape routes were being utilised for the storage of combustible items, including mobility scooters which also pose a potential source of ignition.	Ensure persons are able to evacuate the premises as quickly and as safely as possible. Ensure the risk of fire within the common escape routes is reduced to a minimal level i.e. remove uncontrolled ignition sources and eliminate combustible storage.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



██████████
London and Quadrant Housing Association
Cray House
3 Maidstone Road
Sidcup
Kent
DA14 5HU

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 17 February 2016
Our Ref 20/013792/PO

Dear ██████████,

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

Premises: Chatsworth Court, Ederline Avenue, Norbury, London SW16 4SE

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **18 May 2016** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2010 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 2010.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

cc.: [REDACTED], Fire Safety & Asbestos Officer, London and Quadrant Housing Association,
Cray House, 3 Maidstone Road, Sidcup, Kent DA14 5HU

Reply to [REDACTED]

Direct T 0208 555 1200 [REDACTED]

SCHEDULE

PREMISES: Chatsworth Court, Ederline Avenue, Norbury, London SW16 4SE

File Number: 20/013792/PO

Sheet : 1 of 1

This schedule should be read in conjunction with the Authority's letter dated **17 February 2016**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	At the time of the audit, your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that London and Quadrant had not actioned the requirement within two previous notifications of minor deficiencies, specifically in regard to the requirement to re-instate the AOV in the roof of the 3rd floor corridor. (See Article 38)	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 38(1)	The automatic opening ventilation (AOV) for smoke, within the 3rd floor dead end corridor, provided for the use by, or protection of, fire-fighters has not been subject to suitable maintenance or kept in working order and good repair. During audit it was discovered that the opening mechanism had been removed.	Arrange maintenance by a competent person to ensure the smoke ventilation is in an efficient state, effective working order and good repair. An ongoing maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order. N.B. An alternative replacement arrangement, utilising the existing Velux window as a remotely operated vent with a fire service switch (located in the accessing stairwell) rather than automatic activation by smoke detection was discussed and agreed in principle. (See audit conclusion)

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

The Company Secretary
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 28th August 2018
Our Ref 94/004394/HE

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Dave Ramsey House, Orchard Road, Plumstead, SE18 1AG

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **20th November 2018**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply To Inspecting Officer [REDACTED]

Direct T 02085001200 Ext. [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc. [REDACTED], London and Quadrant, Cray House, 3 Maidstone Road, Sidcup, DA14 5HU

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in “Definitions of standard terms used in means of escape requirements” which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Dave Ramsey House, Orchard Road, Plumstead, SE18 1AG

FILE NUMBER: 94/004394

This schedule should be read in conjunction with the Commissioner's letter dated **28th August 2018**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	At the time of the audit your preventative and protective measures had not been planned, controlled and monitored where required. It was found that the cleaners cupboard found on the ground floor had failed to be controlled or monitored as the fire door leading into the cupboard was found unlocked.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that storage is being kept underneath the protected stair, items include chairs and tables which could act as a trip hazard as well as a high fire load and could hinder means of escape for all relevant persons.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by removing all storage away from the protected stair ensuring this remains a sterile area at all times.

<p>Article 17</p>	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that:</p> <p>1) The self closers on the staircase fire door leading into the ground floor lobby was not closing the doors fully into the frame.</p> <p>2) A minority of cross corridor doors installed throughout the premises aren't closing fully into the frames leaving gaps.</p>	<p>Arrange initial and on going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by:</p> <p>1) Repairing or replacing the self closers on the staircase fire door leading into the ground floor lobby.</p> <p>2) Repairing or replacing self closers on the cross corridor fire installed throughout the premises.</p>
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 28 May 2021
Our Ref 27/242700/PG

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Dawson Court, Palmerston Road, Acton, W3 8FS

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **12 November 2021**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's website at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

PP

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer

Direct T 020 8555 1200 ext.

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [@lqgroup.org.uk](mailto: @lqgroup.org.uk)

[@lqgroup.org.uk](mailto: @lqgroup.org.uk)

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Dawson Court, Palmerston Road, Acton, W3 8FS

FILE NUMBER: 27/242700

This schedule should be read in conjunction with the Commissioner's letter dated **28 May 2021**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that:</p> <p>1) The remedial work stated on both the emergency lighting certificate dated 29 June 20 and the automatic opening vent (AOV) certificate dated 31 March 21 had not been planned, organised, monitored or reviewed.</p> <p>2) The electrical installation condition report had not been planned or organised. No evidence was supplied to state this had been carried out.</p> <p>3) The suitability and protection to the means of escape had not been controlled, monitored or reviewed, as referenced in Article 14 and 17.</p> <p>4) Items stored in the communal routes had not been controlled or monitored, for example, there was an excessive number of shoes outside flat 22.</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that:</p> <p>1) The protected corridor had inadequate FIRE RESISTANCE. (a) pipework was exposed on</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by:</p> <p>1) Ensuring the FIRE RESISTING construction is reinstated.</p>

<p>Article 14 (Cont'd)</p>	<p>the means of escape on the ground floor lift lobby, ground floor flat 2 lobby ceiling, 1st floor ceiling near flat 3 and 4th floor ceiling near flat 16. (b) the riser cupboard frame on the ground floor flat 2 lobby was in a state of disrepair and not likely to provide 30 minutes protection.</p> <p>2) There was no lighting on the means of escape ground floor flat 2 lobby.</p> <p>3) The protected corridor had inadequate FIRE RESISTANCE. It was found that a flat had insufficient protection from the car park. Flat 1 is only separated from the car park by one 30 minute fire door.</p>	<p>2) Reinstating lighting in the means of escape corridor.</p> <p>3) Ensuring the means of escape is not compromised for relevant persons should there be a fire in the car park.</p>
<p>Article 17</p>	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that the self closers on the ground floor staircase fire door was not closing the door fully into its frame.</p>	<p>Arrange initial and ongoing maintenance ensuring fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by repairing or replacing the self closer on the ground floor staircase fire door.</p>
<p>Article 8</p>	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. No confirmation was provided that any of the significant findings had been carried out.</p>	<p>Implement the significant findings of your fire risk assessment.</p>
<p>Article 9</p>	<p>At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that:</p> <p>1) The risk of external fire spread had not been considered as part of the fire risk assessment. The fire risk assessment (FRA) should take into account the guidance offered in the Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings advice note dated January 2020.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to the issues identified.</p>

<p>Article 9 (Cont'd)</p>	<p>2) No consideration was made to flat 1 being without double door protection to the car park.</p> <p>3) The disrepair within the means of escape corridors with exposed pipework had not been assessed.</p> <p>4) The riser door frame on the ground floor flat 2 corridor had not been assessed.</p>	
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Company Secretary
London and Quadrant Housing Group
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 24 March 2020
Our Ref 27/231069/SP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Elmond Mansions, Hanbury Road, Acton W3 8FW

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **22 September 2020**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]
Direct T 0205551200 ex [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [REDACTED]@lqgroup.org.uk
[REDACTED]@lqgroup.org.uk
[REDACTED]@lqgroup.org.uk

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Elmond Mansions, Hanbury Road, Acton W3 8FW

FILE NUMBER: 27/231069

This schedule should be read in conjunction with the Commissioner's letter dated **24 March 2020**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate.</p> <p>It was found that cross corridor fire doors on accommodation corridors throughout the building were not fully self closing, examples of this were found at: the 1st floor, where the fire door to the accommodation corridor near to Flat 2 is not fully self closing (it is sticking on the locking mechanism). On the 3rd floor, the fire door to the accommodation corridor near to Flat 8 is not fully self closing (it is sticking on locking mechanism). On the 4th floor, the fire door to the accommodation corridor near to Flat 17 is not fully self closing (it is sticking on the locking mechanism). On the 6th floor, the fire door to the accommodation corridor near to Flat 25 is not fully self closing, the door stops short of fully self closing.</p> <p>In the event of an incident the products of combustion could spread easily through the common parts escape route.</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times.</p> <p>This can be achieved by ensuring that all doors on the protected corridor fully self close.</p>
Article 17	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises.</p> <p>It was found that on the 1st floor the fire door to the</p>	<p>Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.</p>

	<p>accommodation corridor near to Flat 2 is not fully self closing (it is sticking on the locking mechanism). On the 3rd floor the fire door to the accommodation corridor near to Flat 8 is not fully self closing (it is sticking on the locking mechanism). On the 4th floor the fire door to the accommodation corridor near to Flat 17 is not fully self closing (it is sticking on the locking mechanism). On the 6th floor the fire door to the accommodation corridor near to Flat 25 is not fully self closing, as the door stops short of fully self closing.</p>	<p>This can be achieved by carrying out routine maintenance to ensure that all doors on escape routes fully self close.</p>
Article 38	<p>At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that there are fob controlled doors found on the staircase and lobbies to accommodation corridors. Key fobs should be kept in Premises Information Box as per the fire risk assessment, on 18/11/2019 none were found when there was a check made by the local station.</p>	<p>Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring the key fobs are placed in the Premises Information Box for fire service access.</p>
Article 9	<p>At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that the premises is partially clad on the 3rd, 4th, 5th, 6th and 7th floors. The cladding is on the end balcony areas, around some feature windows and on some balconies on those floors on the front facia of the buildings.</p> <p>It is identified as being comprised of brick, Alucobond A2 and Marley Eternit Equitone, this is not identified in the premises fire risk assessment which states: 'No cladding panels have been identified upon the external envelope or the internal areas of the property.'</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to the cladding panels found on the building and how they might affect the building in the event of a fire and suggest appropriate actions to ensure that the risk (if any) is mitigated.</p>

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London & Quadrant Housing Trust
29-35 West Ham Lane
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 17 January 2022
Our Ref 20/256691/EB

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Flats 1-14, Pheasant Close, Purley, CR8 1BU

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **18 July 2022**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

PP

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Fire Safety Advisor

Direct T 020 8555 1200 ext

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: @lqgroup.org.uk

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

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tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Flats 1-14, Pheasant Close, Purley, CR8 1BU

FILE NUMBER: 20/256691

This schedule should be read in conjunction with the Commissioner's letter dated **17 January 2022**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that:</p> <ol style="list-style-type: none">1)The monitoring of storage of combustible in the means of escape had not been controlled.2)The installation of the emergency lighting system had not been planned or organised.3)The separation and compartmentation within the whole premises had not been planned, organised, controlled, or reviewed.4)A survey of the fire doors of the whole premises had not been planned, or organised.5)Remediation of the deficiencies highlighted within the fire risk assessment had not been organised.6)The installation of fire action notices had not been effectively planned or organised.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.

<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that:</p> <p>1)The 30 minute FIRE RESISTING construction protecting the means of escape had been breached by holes around cabling.</p> <p>2)Flat front doors were found to have visible damage/holes and/or damage to smoke strips and seals, self closers and frames.</p> <p>3)Residents were found to be storing combustible personal items in the escape route such as a bin bag outside flat 14 and ornaments placed on the communal window ledges.</p> <p>4)Meter cupboards outside flat front doors were not enclosed in FIRE RESISTING material.</p> <p>5)There was no installation of emergency lighting throughout the communal areas.</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by:</p> <p>1)Ensure FIRE RESISTING construction is reinstated.</p> <p>2)Ensure all fire doors are FD30s with suitable and sufficient smoke strips and seals, self closers and fit to frames.</p> <p>3)Remove all items from the means of escape to ensure the escape route is clear and sterile.</p> <p>4)Provide fire rated protection to the meter cupboards.</p> <p>5)Install emergency lighting to conform to BS-5266.</p>
<p>Article 15</p>	<p>At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that there was no evidence to suggest that residents were aware of the emergency plan.</p>	<p>Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by displaying fire action notices in the correct locations with appointed actions to take in the event of fire.</p>

<p>Article 17</p>	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that:</p> <ol style="list-style-type: none"> 1)An emergency lighting system was not installed within the common areas. 2)Flat front doors leading off of the means of escape were missing and/or had damage to cold smoke seals and intumescent strips. 3)Flat front doors were found to have damage to self closers and/or did not fit to frame when shut. 4)The single story storage cupboards located at either side of the main entrance were found to have significant damage to internal walls, exposing the timber framing. 5)Meter cupboards were installed within the common areas outside flat door entrances and were found to not be positioned in FIRE RESISTING compartments. 	<p>Arrange initial and ongoing maintenance ensuring fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by:</p> <ol style="list-style-type: none"> 1)Instructing a competent person to install an emergency lighting system, confirming to BS-5266. 2)Conducting remedial work to damaged flat front doors to ensure that all fire doors have the correct integrity, smoke strip & seals, self closers and fit to frame. 3 & 4)Conducting remedial work to the single story storage cupboards ceiling where visible damage had been located to ensure that all walls and ceilings have the correct integrity and fire rating. 5)Situating meter cupboards outside flat front doors in fire rated compartments.
<p>Article 17</p>	<p>The corridors, lobbies and stairs used for access to and from flats in the premises (the access route) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair. During the audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the FIRE RESISTANCE of the PROTECTED ROUTE or required rectification of defects that have arisen in the protection to the access route.</p>	<p>Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape. Your attention is drawn to the provisions of subsections (2) (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the attached extracts of legislation. You are advised that walls in PROTECTED ROUTES should have a minimum of 60 minutes FIRE RESISTANCE. Openings in the walls leading to accommodation off a PROTECTED ROUTE (including doors in entrance ways, service openings, borrowed light glazing, holes around cables trunking and pipework) should be of a minimum 30 minutes FIRE RESISTANCE. Available means the responsible person could use to comply with Article 17 (1) may include</p>

Article 17 continued	There was visible damage to flat front doors. Several front doors were found to have damage or no intumescent smoke strips & seals and/or did not fit to frame when shut. The PROTECTED ROUTE has been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route.	enforcing terms of lease and landlord and tenant / property legislation as lessor/owner.
Article 9	At the time of the audit no evidence was demonstrated or provided that the significant findings of your fire risk assessment had been recorded.	<p>Record the significant findings of the fire risk assessment. In particular the recorded information should include details of:</p> <p>1)The non fire rated meter cupboards that were located outside flat front doors.</p> <p>2)Visible damage to flat front doors and/or damage to smoke strips and seals, self closers or frames which could cause potential smoke travel from flats to the common area.</p>

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



LONDON FIRE BRIGADE

Fire Safety Regulation, North West 4 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E154PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 10th June 2019
Our Ref 31/236009/TF

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Flats 1-15 Lawson Court, Ring Way, Wood Green, London, N11 2NA

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **5th September 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety Regulation)

Deputy Commissioner's Directorate

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]
Direct T 0208555 1200 Ext. [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [REDACTED], Head of Fire Safety, London & Quadrant Housing Trust, 29-35 West Ham Lane, Stratford, London, E15 4PH

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Flat 1-15 Lawson Court, Ring Way, Wood Green, London, N11 2NA

FILE NUMBER: 31/236009

This schedule should be read in conjunction with the Commissioner's letter dated **10th June 2019**.

The conditions specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following steps need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 8	At the time of the audit the FIRE RESISTING separation in your premises was inadequate. It was found that there was inadequate fire separation within the ground, 1st, 2nd and 3rd floor electrical intake cupboards.	Provide suitable FIRE RESISTING separation by carrying out a fire separation survey of the premises and rectifying faults found.
Article 9	At the time of the audit the FIRE RESISTING separation in your premises was inadequate. It was found that there was inadequate fire separation within the ground, 1st, 2nd and 3rd floor electrical intake cupboards.	The fire risk assessment should be reviewed, with specific consideration given to provide suitable FIRE RESISTING separation by carrying out a fire separation survey of the premises and rectifying faults found.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 9 April 2019
Our Ref 28/231955/PO

Dear Sir/Madam,

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Flats 5-24, Hollister House, Kilburn Park Road NW6 5DF

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **2 July 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to [REDACTED]

Direct T 0208 555 1200 [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc.: [REDACTED] – email: [REDACTED]@lqgroup.org.uk

[REDACTED] – email: [REDACTED]@lqgroup.org.uk

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988 SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Flats 5-24, Hollister House, Kilburn Park Road NW6 5DF

FILE NUMBER: 28/231955

This schedule should be read in conjunction with the Commissioner's letter dated **9 April 2019**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that maintenance of the Automatic Opening Vent (AOV) system had not been planned and organised.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that: 1) The 30 minute FIRE RESISTING construction protecting the corridor had been breached by holes in riser cupboard not adequately fire-stopped. 2) The protected corridor had inadequate FIRE RESISTANCE.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by: 1) Ensuring the FIRE RESISTING construction is reinstated. 2) Ensuring that all doors leading onto the protected corridor have 30 minute FIRE RESISTANCE.
Article 17	At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that the magnetic door holders on the 3rd floor are not functioning.	Arrange initial and on going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by maintaining the magnetic door holders to ensure they are in working order.

Article 17	The corridors, lobbies and stairs used for access to and from flats in the premises (the access route(s)) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair. During audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the ventilation of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to the ventilation of the access route. The PROTECTED ROUTE has been compromised by no power being seen to the AOV system on 3rd floor	Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape. The following is provided as advice and does not form any part of the notice: Your attention is drawn to the provisions of subsections (2), (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the attached extracts of legislation. Available means the responsible person could use to comply with Article 17 (1) may include enforcing terms of lease and Landlord and Tenant / Property legislation as lessor/owner.
Article 9	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that entry provisions for fire fighters at the lobby door entry on each floor are not confirmed via the fire risk assessment.	The fire risk assessment should be reviewed, with specific consideration given to the issue identified.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London and Quadrant Housing Trust
29-35 West Ham Lane
Stratford
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 25 May 2021
Our Ref 27/236417/LB

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Herrick Court, Bollo Bridge Road, Acton W3 8FL

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **1 March 2022**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

PP

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer

Direct T 020 8555 1200 ext

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: , London Borough of Ealing, Perceval House, 14/16 Uxbridge Road, London W5 2HL

, @lqgroup.org.uk

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Herrick Court, Bollo Bridge Road, Acton W3 8FL

FILE NUMBER: 27/236417

This schedule should be read in conjunction with the Commissioner's letter dated **25 May 2021**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required.</p> <p>It was found that:</p> <ol style="list-style-type: none">1) Ground floor cardboard boxes discarded. This has not been effectively planned, organised, controlled, monitored or reviewed.2) Ground floor means of escape acoustic ceiling damaged/void created. This has not been effectively planned, organised, controlled, monitored or reviewed.3) Ground floor, rear corridor pin code secured door, up to 1 inch gap to threshold. This has not been effectively planned, organised, controlled, monitored or reviewed.4) Ground floor car park door is not effectively self closing. This has not been effectively planned, organised, controlled, monitored or reviewed.5) Ground floor planter at foot of stairs. This has not been effectively planned, organised, controlled, monitored or reviewed.6) Eighth floor flat 31 front door has up to a 1 inch gap threshold gap. This has not been effectively planned, organised, controlled, monitored or reviewed.7) Sixth floor flat 21 front door has up to a 1 inch gap threshold gap. This has not	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.

<p>Article 11 continued.</p>	<p>been effectively planned, organised, controlled, monitored or reviewed.</p> <p>8) Car park has no high level escape signage readily visible. This has not been effectively planned, organised, controlled, monitored or reviewed.</p> <p>9) Door to stairs has a has up to a 1 inch gap threshold gap. Noted as a concurrent issue being observed on floors 6, 5,4,3,2,1. This has not been effectively planned, organised, controlled, monitored or reviewed.</p> <p>10) Dry riser main maintenance has lapsed since the last six monthly check carried out, certificated 2 October 2020. This has not been effectively planned, organised, controlled, monitored or reviewed.</p>	
<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that the ground floor accommodation lobby acoustic ceiling damaged, void created. This breaches the FIRE RESISTANCE of the protected escape route and may allow smoke to pass within the void undetected.</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises are available and can be safely and effectively used at all relevant times. This can be achieved by ensuring the FIRE RESISTING construction is reinstated.</p>
<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that the emergency routes and exits are not being maintained in a sterile condition which may prevent persons from making their escape quickly and safely in the event of an emergency.</p> <p>Identified as follows:</p> <p>1) Ground floor cardboard boxes discarded.</p> <p>2) Ground floor, planter at foot of stairs.</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises are available and can be safely and effectively used at all relevant times. This can be achieved by controlling ignition sources and removing combustible items from the PROTECTED ROUTE. Thereafter maintaining such in a sterile condition free from obstruction, to ensure persons making their escape in the event of an emergency can do so quickly and safely.</p>
<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that the protected corridor had inadequate FIRE RESISTANCE.</p> <p>Examples identified as follows:</p> <p>1) Ground floor rear corridor pin code</p>	<p>Ensure adequate emergency routes and exits for use by relevant persons in the premises are available and can be safely and effectively used at all relevant times. This can be achieved by ensuring the FIRE RESISTING construction is reinstated, including all door leading onto the protected corridor.</p>

Article 14 continued.	<p>secured door up to 1 inch gap to threshold.</p> <p>2) Door to stairs has up to a 1 inch gap threshold gap. Noted as a concurrent issue being observed on floors 6,5,4,3,2,1.</p>	
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that no high level escape signage was readily visible in car park, this may impede persons in making their escape quickly and safely.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises are available and can be safely and effectively used at all relevant times. This can be achieved by installing and maintaining directional escape signage to the current BS 5499 or equivalent.
Article 15	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that the fire risk assessment finds the fire strategy requires review subject to the findings of a report relating to the external wall system and therefore indicating that the stay put strategy identified on fire action notices within the premises currently may no longer be valid.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved subject to a suitable and sufficient fire risk assessment, reviewing the premises fire strategy to take into account the premises as built design intent and the current building's condition and features. You must undertake this in accordance with the Government Consolidated Advice Note accessible via this link https://www.gov.uk/guidance/building-safety-programme . You must ensure all relevant persons are clearly informed of the appropriate current emergency plan specific to this premises.
Article 17	<p>The corridors, lobbies and stairs used for access to and from flats in the premises (the access route(s)) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair. During the audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the FIRE RESISTANCE of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to, the protection to the access route. The PROTECTED ROUTE has been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route.</p> <p>Examples identified as follows:</p>	Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape. Your attention is drawn to the provisions of subsections (2) (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the attached extracts of legislation. You are advised that walls in PROTECTED ROUTES should have a minimum of 60 minutes FIRE RESISTANCE. Openings in the walls leading to accommodation off a PROTECTED ROUTE (including doors in entrance ways, service openings, borrowed light glazing, holes around cables trunking and pipework) should be of a minimum 30 minutes FIRE RESISTANCE. Available means the responsible person could use to comply with Article 17 (1) may include enforcing terms of

Article 17 continued.	<p>1) Eighth floor flat 31 front door has up to a 1 inch gap threshold gap.</p> <p>2) Sixth floor flat 21 front door has up to a 1 inch gap threshold gap.</p>	lease and landlord and tenant/property legislation as lessor/owner.
Article 17	At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that ground floor car park door not effectively self closing. This hinders the doors ability to withstand the effects of fire causing it to fail, allowing smoke to pass into the escape route, enabling rapid fire spread which may prevent relevant persons from making their escape quickly and safely in the event of fire.	Arrange initial and on going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by carrying out a survey of all doors and where remedial work is required to reinstate the 30 minute protected escape route, ensuring works to repair and/or replace fire doors are carried out in accordance with the applicable BS 8214 or equivalent including, ongoing maintenance as necessary. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape.
Article 17	At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that emergency lighting found as failed during routine maintenance 25 February 2021 and since not maintained as effective.	Arrange initial and on going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by carrying out a survey of emergency escape lighting provision and where necessary repairing or replacing and thereafter maintaining emergency lights in accordance with the applicable BS 5266 or equivalent.
Article 38	At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that dry riser main maintenance has lapsed since last six monthly check carried out certificated 2 October 2020.	Arrange initial and on going maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by testing and maintaining the dry rising fire main system in effective working order, in accordance with the current BS9990 or equivalent.
Article 8	At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that no evidence could be provided upon request, that the following described high priority rated action plan within the premises fire risk assessment had been implemented: "Provide the fire risk assessment compliance team with an update upon receipt of the fire inspectors report for phase 1 - Acton Gardens so that this fire risk assessment can be further reviewed."	Implement the significant findings of your fire risk assessment, in particular actions relating to assessment of the external wall system and all attachments e.g. balconies. This information should be utilised to inform the fire risk assessment process as part of the premises' significant findings; including the suitability of current fire strategy and emergency arrangements. Further guidance may be obtained from Government Consolidated Advice Note accessible via this link https://www.gov.uk/guidance/building-safety-programme . The fire risk assessment must be subject to a suitable system of review thereafter.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 19 August 2019
Our Ref 27/236417/PO

Dear Sir/Madam,

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Herrick Court, Bollo Bridge Road, Acton W3 8PL

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **9 December 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to [REDACTED]

Direct T 0208 555 1200 [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc.: [REDACTED] – email: [REDACTED]@lqgroup.org.uk

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988 SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Herrick Court, Bollo Bridge Road, Acton W3 8PL

FILE NUMBER: 27/236417

This schedule should be read in conjunction with the Commissioner's letter dated **19 August 2019**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that there is no self closing device fitted to flat front door of flat 3.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by fitting a self closing device to flat 3 and carrying out a survey of all flat front doors to ensure that they all have self closing devices fitted.
Article 38	<p>At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that:</p> <p>1) There is a fire brigade drop key access provided by the main entrance and this was found to be not working at the time of audit.</p> <p>2) The controls of the firefighting lift did not function as expected : Expected: 'The doors can only be opened by constant pressure on the "door open" button. If the "door open" button is released before the doors are within 50 mm of fully open, they close.' Actual: The doors opened with constant pressure on the door open button but when released before 50mm tolerance they stayed open. Expected: When the doors are within 50 mm of fully open, they reclose only when a new car call is registered from within the car. Actual: The doors would not reclose other than by pressing a Green Star Shaped Button , which additionally returned the car to Ground Floor. Expected: Constant pressure on car call button or door close button closes the doors. Actual: As above.</p>	<p>Arrange initial and on going maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by:</p> <p>1) Repairing the fire brigade drop key access.</p> <p>2) Investigating the cause and effect of the firefighting lift controls and ensuring that they comply with the expectation of firefighting lift controls : The doors can only be opened by constant pressure on the "door open" button. If the "door open" button is released before the doors are within 50 mm of fully open, they close. When the doors are within 50 mm of fully open, they re-close only when a new car call is registered from within the car. Constant pressure on car call button or door close button closes the doors.</p>

<p>Article 8</p>	<p>At the time of the audit the general fire precautions required to prevent fire and smoke spread via shafts, risers or ducting were inadequate. It was found that there are many instances of areas within riser cupboards, e.g:</p> <p>1) Horizontally above riser doors leading back to ceilings above common corridors that then lead to flats.</p> <p>2) To ceilings within risers where holes around penetrations are found, unsealed Fire Batt (Dry Batting) has been installed , this should be sealed and fitted in accordance with manufacturers recommendations. Examples of this are :</p> <ul style="list-style-type: none"> - Ground floor: Water services riser Adjacent to Flat 1 - there is a hole in the ceiling where services penetrate which has not been made good following some works being carried out (lagging has been stripped and possibly a section of pipe replaced). - 1st floor in the electrical riser cupboard adjacent to Flat 3 --Dry Batting through ceilings where penetrations are made to pass services through water riser adjacent to flat 3 - water pipes are stopped to the floor but there are gaps around pipes to the ceiling. - 2nd floor: Electrical riser --Dry Batting through ceilings where penetrations are made to pass services through. - 3rd floor: Electrical riser --Dry Batting through ceilings where penetrations are made to pass services through. - 4th floor: Electrical riser --Dry Batting through ceilings where penetrations are made to pass services through. -5th floor: Electrical riser --Dry Batting through ceilings where penetrations are made to pass services through. -6th floor: Electrical riser --Dry Batting through ceilings where penetrations are made to pass services through. -7th floor: Electrical riser --Dry Batting through ceilings where penetrations are made to pass services through. 	<p>Take the general fire precautions required to prevent fire and smoke spread by providing FIRE RESISTING separation ensuring that any gaps or holes found around cables/pipes or any other penetrations to walls or ceilings are suitably fire-stopped using proprietary systems that provide an adequate level of fire stopping protection.</p>
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Article 8	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that:</p> <p>7. 14.1d 'There are areas within riser cupboards and above ceilings where there is either unsealed/missing fire board which severely compromises the compartmentation.' This was still the case when the fire safety audit was carried out.</p>	<p>Implement the significant findings of your fire risk assessment, in particular carry out remedial works to ensure that a suitable level of FIRE RESISTANCE and separation is attained within the service risers at the premises.</p>
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Company Secretary
London and Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 24 March 2020
Our Ref 27/231067/SP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Larkin Mansions, Hanbury Road, Acton W3 8GE

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **22 September 2020**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]
Direct T 0205551200 ex [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [REDACTED]@lqgroup.org.uk
[REDACTED]@lqgroup.org.uk
[REDACTED]@lqgroup.org.uk

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Larkin Mansions, Hanbury Road, Acton W3 8GE

FILE NUMBER: 27/231067

This schedule should be read in conjunction with the Commissioner's letter dated **24 March 2020**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate.</p> <p>It was found that:</p> <p>1) Some fire doors are damaged on the common escape route, examples of this were found on the ground floor, where the fire door from the front entrance lobby to the bike store has no locking mechanism, but it does self close. On the 2nd floor the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel. On the 3rd floor the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel. On the 4th floor the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel. On the 5th floor the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel.</p> <p>2) Some items are being stored on the common escape route. Examples of this were found on the 4th floor, where a large wooden bookcase/shelving unit is being stored outside Flat 14. On the 7th floor, a pushchair is being stored outside Flat 28.</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times.</p> <p>This can be achieved by:</p> <p>1) and 3) Carrying out a full survey of the fire doors on the escape route to identify any doors that require repair or replacement and then carrying out the work that is identified.</p> <p>2) Removing any items found being stored on the common escape route.</p>

<p>Article 14 continued</p>	<p>3) Some fire doors were found to not be fully self closing, examples of this were found on: the 5th floor, the cross corridor fire door adjacent to Flat 20 does not fully self close. On the 5th Floor, the fire door to the staircase from the lift lobby does not fully self close.</p>	
<p>Article 17</p>	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises.</p> <p>It was found that:</p> <p>1) Some fire doors are damaged on the common escape route, examples of this were found on the ground floor where the fire door from the front entrance lobby to the bike store has no locking mechanism, it does self close. On the 2nd floor the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel. On the 3rd floor, the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel. On the 4th floor, the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel. On the 5th floor the fire door to the staircase from the lift lobby is damaged on the beading around the vision panel.</p> <p>2) Some fire doors were found to not be fully self closing, examples of this were found on: the 5th floor, the cross corridor fire door adjacent to Flat 20 does not fully self close. On the 5th floor, the fire door to the staircase from the lift lobby does not fully self close.</p>	<p>Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.</p> <p>This can be achieved by carrying out routine maintenance and repair as required to those doors identified as requiring remedial works.</p>

Article 38	<p>At the time of the audit a suitable system of maintenance of the firefighting measures was not in place.</p> <p>It was found that fire risk assessment states that master fobs will be placed in the Premises Information Box, and the crew from Acton Fire station checked on 27/02/2020 and found no key fobs for doors to be present.</p>	<p>Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair.</p> <p>This can be achieved by placing suitable key fobs in the Premises Information Box as per the premises fire risk assessment.</p>
Article 9	<p>At the time of the audit the fire risk assessment for your premises was not suitable and sufficient.</p> <p>It was found that the premises is partially clad on the 3rd, 4th, 5th, 6th and 7th floors. The cladding is on the end balcony areas, around some feature windows and on some balconies on those floors on the front facia of the buildings.</p> <p>It is identified by the building controller as being comprised of Brick, Alucobond A2 and Marley Eternit Equitone. This is not identified in the premises fire risk assessments which state 'No cladding panels have been identified upon the external envelope or the internal areas of the property.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to the cladding panels found on the building and how they might affect the building in the event of a fire and suggest appropriate actions to ensure that the risk (if any) is mitigated.</p>

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



██████████
Chief Executive Officer
London & Quadrant Housing Trust Ltd
One Kings Hall Mews
Lewisham
London
SE13 5JQ

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 03 May 2013
Our Ref FS/91/174452/sh

ENFORCEMENT NOTICE

Notice requiring steps to be taken under Article 30 of the Regulatory Reform (Fire Safety) Order 2005

TO :
Name: London & Quadrant Housing Trust Ltd
Address: One Kings Hall Mews, Lewisham, London SE13 5JQ
Concerning Premises at: Mansfield Court, Sumner Road, Peckham, London SE15 6JL

I Steve Turek, Assistant Commissioner (Fire Safety Regulation) on behalf of the London Fire & Emergency Planning Authority (the Authority) hereby give you notice that the Authority is of the opinion that you, as a person being under an obligation to do so, have failed to comply with the duties placed upon you by the Regulatory Reform (Fire Safety) Order 2005 (the Order) in respect of the above named premises, the relevant persons who may be on the premises or who may be affected by a fire on the premises.

The matters which, in the opinion of the Authority, constitute the failure(s) to comply with the Order are specified in the schedule attached to this notice.

The relevant extracts of the legislation are attached.

The Authority is further of the opinion that the steps identified in the schedule to this notice must be taken to remedy the specified failures to comply with the Order.

Unless the steps identified in the schedule attached to this notice have been complied with, or such other steps are taken to remedy the failures in consultation with the Authority, you will be deemed not to have complied with this notice.

There may be suitable alternative safety measures, to those detailed in this notice that would meet the requirements of the order. If you wish to propose or discuss any alternative measures you should

contact the person named below, before you take any action, to ensure that your proposed measures will be deemed satisfactory by the Authority.

The steps must be taken by **07 August 2013** (or such extension if granted by the Authority).

If you fail to comply with the requirements of this notice, you may have committed an offence. The Authority may consider a prosecution against you. If you are found guilty, you will be liable to a fine or imprisonment (or both).

You have the right to appeal against this notice, by way of complaint for an order, to the Clerk to the Court of the Magistrates' Court acting for the petty sessions area in which your premises is located. If you wish to bring an appeal, you must do so within 21 days of the date this notice is served on you. The Magistrates' Court Act 1980 will apply to the proceedings. The bringing of an appeal will suspend the operation of this enforcement notice. An appeal against an enforcement notice served under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, may be brought on any grounds. These may include that you are aggrieved:

- a) by anything mentioned in the notice with respect to the premises concerned, or the relevant persons as defined by the Order, being a step which must be taken in order to comply with the Order; or
- b) by the period allowed by such a notice for the taking of any steps mentioned in it.

If at any time you wish to discuss the requirements of this notice, or are experiencing difficulty in carrying out the work, please contact [REDACTED].

Signed:

[REDACTED]

Dated: 03 May 2013

Assistant Commissioner
(The Officer appointed for the purpose)

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2010 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 2010. Regard must also be taken, where applicable, of the provisions of the London Building Acts (Amendment) Act 1939 as amended.

Encl: FS03_01a
FS03_01b
FS03_06

Reply to [REDACTED]
Direct T 020 8555 1200 x [REDACTED]

Notes:

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire and Emergency Planning Authority to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Fire Authority within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

Schedule referred to in the enforcement notice reference **91/174452** under the Regulatory Reform (Fire Safety) Order 2005, issued by the London Fire and Emergency Planning Authority on 03 May 2013.

Certain terms written in BLOCK CAPITALS in this schedule are standard terms defined in "**Definitions of standard terms used in means of escape requirements**" which form part of this schedule. Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to comply with the Order.

NOTE : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the premises, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

Article	Location and detail of matters which are considered to be failures to comply with the Order	Steps considered necessary to remedy the failures
Article 9(1) Suitable & Sufficient Risk Assessment	The fire risk assessment is not suitable and sufficient. During audit, it was found that it fails to identify issues relating to building regulation compliance noted during audit.	Review the fire risk assessment to identify the risks to which relevant persons are exposed and the general fire precautions that are required to ensure the premises are safe. The significant findings of the fire risk assessment which have been or will be taken and identification of any group of persons who may be especially at risk, must be recorded. The fire risk assessment must include a structured and systematic examination of your premises and of the general fire precautions that may be reasonably required in the circumstances to ensure the premises are safe. In consequence of the reasons specified about the Authority's opinion in relation to Article 8 of the order of the Authority directs that, in undertaking a suitable and sufficient fire risk assessment, the Responsible Person for Mansfield Court SE15 (or any person carrying out a fire risk assessment on behalf of the Responsible Person) may not place reliance on Building Regulation approvals as demonstrating adequate in built fire precautions in place. The Authority directs that the risk assessment must be informed by a full survey of the adequacy of the fire precautions that would be expected to be in place in consequence of the functional requirements of the Building Regulations 2000. These are set out in Approved Document B to those regulations. Particular attention must be given but not limited to, the construction of stairways, corridors, building fascia and siting of gas meters. The survey must be carried out by an independent chartered surveyor or other suitably skilled person who is qualified in this subject.

<p>Article 11(1) Failure to make and effect</p>	<p>Suitable arrangements for the effective planning, organisation, control, monitoring and review of the protective measures are not in place. Evidence of monitoring or review of fire safety training undertaken could not be provided, evidence of common areas being used by residents as storage areas and smoking in common parts. An audible fire alarm warning is given to residents throughout the building which could conflict with the stay put strategy.</p>	<p>Suitable arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order.</p>
<p>Article 17(1) Failure to maintain</p>	<p>Inadequate maintenance of the smoke extraction system, fire alarm system and emergency lighting which appears not to have been maintained or tested since construction. Some fire doors require minor works.</p>	<p>Arrange maintenance to ensure the smoke extraction system, emergency lighting, fire alarm system if necessary and fire doors are in an efficient state, in effective working order and in good repair. An ongoing maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order.</p>
<p>Article 38 Failure to maintain protection</p>	<p>The smoke extraction override provided for the use by, or protection of, fire-fighters have not been subject to a suitable maintenance or kept in working order and in good repair. The override requires a key for firefighters to override the system. No key was provided in the building.</p>	<p>Arrange maintenance by a competent person to ensure the smoke extraction and override is in an efficient state, in effective working order and in good repair. An ongoing maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order.</p>
<p>Article 21 Inadequate safety training</p>	<p>Evidence is not available of safety training being provided to new staff / kept up to date to enable the employees to safeguard themselves and other persons on and in the immediate vicinity of the premises.</p>	<p>Safety training for employees must be provided to staff (a) at the time when they are first employed; and (b) on their being exposed to new or increased risks because of— (i) their being transferred or given a change of responsibilities within the undertaking; (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the undertaking; (iii) the introduction of new technology into the undertaking; or (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the undertaking.</p>

Article 14(1) Routes and Exits Clear	Routes to emergency exits are not kept clear. Bicycles still remained chained to the stairwell handrail despite being noted in the fire risk assessment dated 29th January 2013. This prevents relevant persons from evacuating the premises as quickly and safely as possible.	All routes to emergency exits must be kept clear at all times. Remove all Items blocking or obstructing emergency exit routes and, in accordance with Article 11, make suitable management arrangements to ensure the routes are kept clear of obstructions.
Article 15(1)(a) Inappropriate plan	No evidence could be produced or found of established procedures to be followed in the event of serious and imminent danger to relevant persons.	The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons. This can be in the form of an emergency plan.

The following does not form part of this notice but is a matter that the Authority wishes to draw to your attention.

Article 23 Failure to carry out general duties	Employee not taking reasonable care for the safety of himself or other employees as no information was passed on when one fire exit was removed from the building extending safe travel distances in the event of a fire.	Inform employees that under Article 23 of the Regulatory Reform (Fire Safety) Order 2005 "Every employee must, while at work— (a) take reasonable care for the safety of himself and of other relevant persons who may be affected by his acts or omissions at work; (b) as regards any duty or requirement imposed on his employer by or under any provision of this Order, co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with; and (c) inform his employer or any other employee with specific responsibility for the safety of his fellow employees— (i) of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to safety; and (ii) of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for safety, in so far as that situation or matter either affects the safety of that first-mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this sub-paragraph" and ensure that management arrangements are in place to deal with cases of employees not complying with these duties.
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LONDON FIRE BRIGADE

Fire Safety Regulation, South East 3 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
London and Quadrant Housing Trust
One Kings Hall Mews
London
SE13 5JQ

The London Fire Commissioner is the
fire and rescue authority for London

Date 31 January 2020
Our Ref 93/199425/SP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Meadows Court, 48 Haven Close, Sidcup DA14 5HA

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **19 June 2020**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 0205551200 ex [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: Site Property Manager, Meadows Court, 48 Haven Close, Sidcup DA14 5HA

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in “Definitions of standard terms used in means of escape requirements” which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A

Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Meadows Court, 48 Haven Close, Sidcup DA14 5HA

FILE NUMBER: 93/199425

This schedule should be read in conjunction with the Commissioner’s letter dated **31 January 2020**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required.</p> <p>It was found that:</p> <ol style="list-style-type: none">1) Maintenance of the emergency lighting system had not been planned and organised.2) There was a lack of monitoring and control of combustibles being stored in the protected means of escape routes.3) There was a lack of planning and organisation of installing hazard signage throughout the premises.4) The emergency plan in relation to residents’ (new and existing) ability to implement the emergency plan is not subject to effective monitoring or review. No evidence was provided of review as and when residents or their personal circumstances change. Personal Emergency Evacuation Plans.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.

<p>Article 11 continued</p>	<p>5) The lack of monitoring and control of defects to self closers/hold open devices. Flat No. 1's Freedor disconnected.</p> <p>6) Lack of planning and organisation of the fire exit signage (directional) to the external fire exit routes.</p>	
<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate.</p> <p>It was found that:</p> <p>1) The exit from the garden had been padlocked shut.</p> <p>2) There was a lack of external fire exit signage to the assembly point at the front of the premises.</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times.</p> <p>This can be achieved by:</p> <p>1) Reinstating the exit so that persons can safely use it when required.</p> <p>2) Ensuring that there is adequate external signage to lead residents etc. to the front of the premises assembly point.</p>
<p>Article 17</p>	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises.</p> <p>It was found that:</p> <p>1) There was no evidence of monthly Emergency Lighting tests being undertaken.</p> <p>2) Flat No. 1's Freedor was totally disconnected at time of audit.</p>	<p>Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.</p> <p>This can be achieved by:</p> <p>1) Ensuring that the emergency lighting is tested monthly.</p> <p>2) Ensuring that all Freedor devices are in a satisfactory working order at all times.</p>
<p>Article 8</p>	<p>At the time of the audit the general fire precautions required to prevent fire and smoke spread via shafts, risers or ducting were inadequate.</p> <p>It was found that there were visible holes within the service riser cupboards.</p>	<p>Take the general fire precautions required to prevent fire and smoke spread by repairing any holes in the service riser cupboards. Ensure this is carried out by a competent person in installing fire stopping.</p>
<p>Article 9</p>	<p>At the time of the audit the fire risk assessment for your premises was not suitable and sufficient.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to:</p>

<p>Article 9 continued</p>	<p>It was found that:</p> <ol style="list-style-type: none"> 1) A review of the FIRE RESISTING compartmentation and separation throughout the building to justify use of a 'stay put' or progressive evacuation emergency strategy has not taken place. 2) It fails to identify that there is glazing that is not pyro glazing outside every flat front door to allow the meters to be read. 3) It fails to identify that there are numerous combustible plants within protected escape routes. 4) It fails to identify that the garden gate is padlocked from the outside, from the external fire exits from the premises. 5) It fails to look in loft spaces to confirm compartmentation between flats. 6) It fails to identify that there are holes in compartmentation within riser cupboards. 7) It fails to identify that there are no Personal Emergency Evacuation Plans. 8) It fails to identify that CO2 extinguishers sited too high up walls. 	<ol style="list-style-type: none"> 1) Ensuring the FIRE RESISTANCE of all walls, floors, ceilings and doors is sufficient and has not been compromised and is subject to suitable maintenance. 2) Identify that there is glazing that is not pyro glazing outside every flat front door to allow the meters to be read. 3) Identify that there are numerous combustible plants within protected escape routes. 4) Identify that the garden gate is padlocked from the outside, from the external fire exits from the premises. 5) Identify if the loft spaces are adequately compartmented between flats. 6) Identify that there are holes in compartmentation within riser cupboards. 7) Identify that there are no Personal Emergency Evacuation Plans. 8) Identify that CO2 extinguishers sited too high up walls.
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



LONDON FIRE BRIGADE

Fire Safety Regulation, North West 2 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Chief Executive
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 17 December 2019
Our Ref 27/241132/RP

ENFORCEMENT NOTICE

Notice requiring steps to be taken under Article 30 of the Regulatory Reform (Fire Safety) Order 2005

TO :

Name: **London & Quadrant Housing Trust**

Address: **29-35 West Ham Lane, Stratford, London E15 4PH**

Concerning Premises at: **Richard Court, Stanley Road, Acton W3 8FT**

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

I Dan Daly, Assistant Commissioner (Fire Safety Regulation) on behalf of the Commissioner hereby give you notice that the Commissioner is of the opinion that you, as a person being under an obligation to do so, have failed to comply with the duties placed upon you by the Regulatory Reform (Fire Safety) Order 2005 (the Order) in respect of the above named premises, the relevant persons who may be on the premises or who may be affected by a fire on the premises.

The matters which, in the opinion of the Commissioner, constitute the failure(s) to comply with the Order are specified in the Schedule of Fire Safety Observations attached to this notice. The Commissioner is further of the opinion that the steps identified in the schedule to this notice must be taken to remedy the specified failure(s) and comply with the Order.

The relevant extracts of the legislation are attached.

There may be suitable alternative safety measures, to those detailed in this notice that would meet the requirements of the order. If you wish to propose or discuss any alternative measures you should contact the person named below, before you take any action, to ensure that your proposed measures will be deemed satisfactory by the Commissioner.

The steps must be taken by **28 July 2020** (or such extension if granted by the Commissioner).

Unless the steps identified in the schedule attached to this notice have been complied with, or such other steps are taken to remedy the failures in consultation with the Commissioner, you will be deemed not to have complied with this notice.

If you fail to comply with the requirements of this notice, you may have committed an offence. The Commissioner may consider a prosecution against you. If you are found guilty, you will be liable to a fine or imprisonment (or both).

You have the right to appeal against this notice, by way of complaint for an order, to the Clerk to the Court of the Magistrates' Court acting for the petty sessions area in which your premises is located. If you wish to bring an appeal, you must do so within 21 days of the date this notice is served on you. The Magistrates' Court Act 1980 will apply to the proceedings. The bringing of an appeal will suspend the operation of this enforcement notice. An appeal against an enforcement notice served under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, may be brought on any grounds. These may include that you are aggrieved:

- a) by anything mentioned in the notice with respect to the premises concerned, or the relevant persons as defined by the Order, being a step which must be taken in order to comply with the Order; or
- b) by the period allowed by such a notice for the taking of any steps mentioned in it.

If at any time you wish to discuss the requirements of this notice, or are experiencing difficulty in carrying out the work, please contact **Inspecting Officer** [REDACTED].

Signed:

[REDACTED]

Dated: 17 December 2019

Assistant Commissioner
(The Officer appointed for the purpose)

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Commissioner under the Petroleum (Consolidation) Regulations 2014, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2010 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 2010.

Reply to Inspecting Officer [REDACTED]
Direct T 020 8555 1200 ext [REDACTED]
FSR-Adminsupport@london-fire.gov.uk

Encl: FS03_01a, FS03_01b, FS03_06, GN-66 and Government Advice Note 14

Cc: [REDACTED], Director of Fire Safety, London & Quadrant Housing Trust, 29-35 West Ham Lane, Stratford, London E15 4PH

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

Notes relating to Schedule of Fire Safety Audit Observations attached to this notice.

Important information to consider before taking remedial steps:

1. Words written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises during the course of the notice, to ensure the dates within this plan are being followed.
3. Notwithstanding any consultation undertaken by the Commissioner, **before** you make any alterations to the premises, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.
4. There may be suitable alternative safety measures to those detailed in the attached schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

SCHEDULE

PREMISES: Richard Court, Stanley Road, Acton W3 8FT

FILE NUMBER: 27/241132

This schedule should be read in conjunction with the Commissioner's Notice dated **17 December 2019**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 9	At the time of the audit no evidence was demonstrated or provided that the significant findings of your fire risk assessment had been recorded.	<p>Record the significant findings of the fire risk assessment. In particular the recorded information should include details of:</p> <ol style="list-style-type: none">1) Survey of compartmentation and FIRE RESISTING separation throughout the premises, (common parts, dwellings, roof voids (cavity barriers)).2) Cladding BRE testing outcome, appointment of a competent fire engineer and the measures implemented where applicable. (Please ensure you note and implement the guidance provided via this link https://www.gov.uk/guidance/building-safety-programme and/or Government Advice Note 14, where applicable).3) Fire detection/warning systems, Smoke control system, Sprinkler system, any other engineered solutions in place and the fire strategy.4) Review of the fire strategy and validity of the emergency plan. Specific consideration must be given to the as-built design and fire strategy in terms of, the suitability of the deck approach escape routes from dwellings and timber clad façade and how these interact with the compartmentation and smoke control arrangements.5) Routine and periodic maintenance and testing to fire safety facilities/equipment, in both the common parts and dwellings, e.g. engineered solutions, sprinkler systems, fire detection/warning, emergency lighting, checking of fire doors, cross corridor separation, routes and exits. <p><i>Continued on next page.</i></p>

		<p>6) Checking flat front doors to maintain FD30 self closing.</p> <p>7) How the fire strategy and safety information is conveyed to residents.</p> <p>8) Policy for residents on storage of items in common parts.</p> <p>Please note this list is not exhaustive, please see GN66 for further guidance.</p>
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled monitored or reviewed where required. It was found that:</p> <p>1) Fifth floor, fire control switch at door leading to deck serving Flats 23-26 is not in effective working order. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p>2) Fifth floor water meter cupboard unsecured. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p>3) Fifth floor water meter extensive water damage from escape of water observed - this may then pose a further risk if uncontrolled and allowed to pass by electrical sources. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p>4) Fourth floor smoke vent louvres were observed in the open position. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p><i>Continued on next page.</i></p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>

	<p>5) Ground floor electrical riser cupboard unsecured. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p>6) Ground floor telecoms riser cupboard unsecured. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p>7) Ground floor electrical riser cupboard contained combustibles, owing to boxes stored within. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p>8) Ground floor service riser, service penetrations observed where cable passes through damaged fire batt, breaching the FIRE RESISTING integrity and allowing the passage of smoke, heat and flame. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p> <p>9) No high level escape signage readily visible in car park. This has therefore not been planned, organised, controlled monitored or reviewed where required.</p>	
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that on the ground floor service riser, service penetrations observed where cable passes through damaged fire batt, breaching the FIRE RESISTING integrity and allowing the passage of smoke, heat and flame.</p>	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by carrying out a survey of compartmentation and ensuring the FIRE RESISTING integrity of compartment walls, compartment floors and other FIRE RESISTING elements of structure is reinstated where necessary. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for FIRE RESISTING elements of structure.</p>

Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that no high level escape signage was readily visible in car park, this may impede persons in making their escape quickly and safely.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by installing and maintaining directional escape signage to the current BS 5499 or EQUIVALENT.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that it was not possible to establish whether the deck approach forming means of escape from the flats, is suitably FIRE RESISTING, which may contribute to uncontrolled external fire spread during a fire event and also prevent persons from escaping quickly and safely.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by ensuring balconies and decks meet the recommendations as per BS9991:2015 para 7.3 points a-g or equivalent.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that it was not possible to establish whether the timber façade serving the means of escape from the premises as observed at ground floor street level is suitably FIRE RESISTING or may contribute to uncontrolled external fire spread during a fire event.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by establishing the necessary program of works and interim management arrangements to address the risk posed from the clad elements, in accordance with Government Advice Note 14. Further guidance may be found via this link https://www.gov.uk/guidance/the-building-safety-programme#advice-notes
Article 15	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that owing to concerns regarding the FIRE RESISTING integrity and construction of the premises as identified under relevant articles and described elsewhere in this schedule , these issues may render the defend in place strategy ineffective in the event of fire. <i>Continued on next page.</i>	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved, subject to a suitable and sufficient fire risk assessment, by reviewing the as-built fire strategy, carrying out a survey of FIRE RESISTING elements of structure, features and facilities as per the design intent for it's occupation, carrying out any works as applicable. You should convey the appropriate confirmed emergency procedures to relevant persons in a format which is readily displayed and clearly understood by all.

	Extent of fire loading and protection to the façade and the means of escape could not be established and therefore adequacy could not be confirmed.	
Article 17	The corridors, lobbies and stairs used for access to and from flats in the premises (the access route(s)) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair. During audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the ventilation of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to the ventilation of the access route. The PROTECTED ROUTE has been compromised owing to the following, as noted during audit, fourth floor smoke vent louvres were observed in the open position thereby preventing effective ventilation of smoke and fumes in the event of fire.	Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape. The following is provided as advice and does not form any part of the notice: Your attention is drawn to the provisions of subsections (2) (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the attached extracts of legislation. Available means the responsible person could use to comply with Article 17 (1) may include enforcing terms of lease and Landlord and Tenant / Property legislation as lessor/owner.
Article 38	At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that on the fifth floor, a fire control switch at door leading to deck serving Flats 23-26 is not in effective working order.	Arrange initial and ongoing maintenance to ensure fire-fighting measures are kept in an efficient state, working order and good repair. This can be achieved by repairing and maintaining the FIRE ACCESS CONTROL installation to ensure all components are repaired and/or replaced, and are subject to a suitable system of maintenance.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



LONDON FIRE BRIGADE

Fire Safety Regulation, North West 2 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Chief Executive
London & Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 28 July 2020
Our Ref 27/241132/MH

**EXTENSION OF TIME IN RESPECT
OF ENFORCEMENT NOTICE**
requiring steps to be taken under Article 30 of the
Regulatory Reform (Fire Safety) Order 2005

Premises: Richard Court, Stanley Road, Acton W3 8FT

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

I refer to the Commissioner's enforcement notice dated **17 December 2019** when you were given notice of steps to be taken by **28 July 2020**.

You have since contacted the Commissioner to advise that you will be unable to complete the work within time allowed.

The time limit in which to deal with these outstanding matters has been extended to **28 January 2021**.

If at the end of the time limit the matters have not been rectified, further extensions of time will not be granted, except in exceptional circumstances, and consideration may be given to the initiation of legal proceedings.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 x [REDACTED]

Cc: [REDACTED], Director of Fire Safety, London & Quadrant Housing Trust, 29-35 West Ham Lane,
Stratford, London E15 4PH



Chief Executive
London & Quadrant Housing Association
Osborn House
Osborne Terrace
London
SE3 9DR

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 9 September 2011
Our Ref 94/2277

ENFORCEMENT NOTICE

Notice requiring steps to be taken under Article 30 of the Regulatory Reform (Fire Safety) Order 2005

TO :
Name: **London & Quadrant Housing Association**
Address: **Osborn House Osborn Terrace London SE3 9DR**
Concerning Premises at: **Siedle House 3 Woolwich Common London SE18 4HQ**

I Steve Turek, Assistant Commissioner (Fire Safety Regulation) on behalf of the London Fire & Emergency Planning Authority (the Authority) hereby give you notice that the Authority is of the opinion that you, as a person being under an obligation to do so, have failed to comply with the duties placed upon you by the Regulatory Reform (Fire Safety) Order 2005 (the Order) in respect of the above named premises, the relevant persons who may be on the premises or who may be affected by a fire on the premises.

The matters which, in the opinion of the Authority, constitute the failure(s) to comply with the Order are specified in the Schedule attached to this Notice.

The relevant extracts of the legislation are attached.

The Authority is further of the opinion that the steps identified in the Schedule to this notice must be taken to remedy the specified failure(s) to comply with the Regulatory Reform (Fire Safety) Order 2005.

Unless the steps identified in the Schedule attached to this notice have been complied with, or such other steps are taken to remedy the failures in consultation with the Authority, you will be deemed not to have complied with this notice.

There may be suitable alternative safety measures, to those detailed in this notice that would meet the requirements of the regulations. If you wish to propose or discuss any alternative measures you should

contact the person named below, before you take any action, to ensure that your proposed measures will be deemed satisfactory by the Authority.

The steps must be taken by **9 March 2012** (or such extension if granted by the Authority).

If you fail to comply with the requirements of this Notice, you may have committed an offence. The Authority may consider a prosecution against you. If you are found guilty, you will be liable to a fine or imprisonment (or both).

You have the right to appeal against this notice, by way of complaint for an order, to the Clerk to the Court of the Magistrates' Court acting for the petty sessions area in which your premises is located. If you wish to bring an appeal, you must do so within 21 days of the date this notice is served on you. The Magistrates' Court Act 1980 will apply to the proceedings. The bringing of an appeal will suspend the operation of this enforcement notice. An appeal against an enforcement notice served under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, may be brought on any grounds. These may include that you are aggrieved:

- a) by anything mentioned in the notice with respect to the premises concerned, or the relevant persons as defined by the Order, being a step which must be taken in order to comply with the Fire Safety Order; or
- b) by the period allowed by such a notice for the taking of any steps mentioned in it.

If at any time you wish to discuss the requirements of this notice, or are experiencing difficulty in carrying out the work, please contact [REDACTED] on the number below .

Signed:

[REDACTED]

Dated: 9 September 2011

Assistant Commissioner
(The Officer appointed for the purpose)

The contents of this Notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 1991 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 1995. Regard must also be taken, where applicable, of the provisions of the London Building Acts (Amendment) Act 1939 as amended.

Encl: FS03_01a
FS03_01b
FS03_06

Reply to [REDACTED]
Direct T 020 8555 1200 x [REDACTED]
Direct F 020 8536 5924

Cc: [REDACTED], Fire Safety Team Leader, London & Quadrant, Cray House, 3 Maidstone Road, Sidcup, Kent DA14 5HU

Notes:

ENVIRONMENT AND SAFETY INFORMATION ACT 1988
SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire and Emergency Planning Authority to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the Notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Fire Authority within a period of 14 days following the service of the Notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

Schedule referred to in the enforcement notice reference 94/2277 under the Regulatory Reform (Fire Safety) Order 2005, issued by the London Fire and Emergency Planning Authority on 9 September 2011.

Certain terms written in BLOCK CAPITALS in this Schedule are standard terms defined in "**Definitions of standard terms used in means of escape requirements**" which form part of this Schedule. Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to comply with the Order.

NOTE : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the premises, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

Article #	Issue	Action(s) to be taken
Article 9(1) Suitable & Sufficient Risk Assessment	The fire risk assessment is not suitable and sufficient. During audit, it was found that significant findings in relation to ventilation of common parts & means of escape provisions for excessive dead end conditions have not been appropriately considered.	The fire risk assessment should be reviewed, with specific consideration given to: The Means of escape in case of fire.
Article 11 Review	Suitable arrangements for the effective review and remedial action of the protective measures are not in place.	Suitable arrangements for the effective review of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order.
Article 14(1) Routes and Exits Clear	Routes to emergency exits are not kept clear. A mobility scooter kept in ground floor common corridor (adjacent to flat No.2). Storage of residents belongings in common corridors of premises. This prevents relevant persons from evacuating the premises as quickly and safely as possible.	All routes to emergency exits must be kept clear at all times. Remove all items blocking or obstructing emergency exit routes and, in accordance with Article 11, make suitable management arrangements to ensure the route(s) is/are kept clear of obstructions.

<p>Article 14(2)(b) Evacuate Quickly and Safely</p>	<p>The emergency routes from the dead end common corridors at Ground, first & second floors results in an excessive travel distance to a place of safety these routes also do not have adequate ventilation. This would prevent significant amounts of smoke being ventilated from the protected corridors before people can use it to escape. This may also inhibit fire fighting activities for the protection of life.</p>	<p>Provide a suitable means of escape from the dead end common corridors at ground, first & second floors.</p>
<p>Article 14(2) Routes and Exits to safety</p>	<p>In the event of danger persons would be unable to evacuate as quickly and as safely as possible due to inadequate protection to emergency route from fire. This is because the fire door on the laundry room is not self closing. If any of the doors remain open it will allow fire to spread into the escape route and/or and the route to fill with smoke before people can use the route to escape.</p>	<p>Fire doors must close effectively to resist the passage of smoke and heat. Positive action self-closing devices which comply with BS EN standards or an equivalent must be fitted to the laundry room door.</p>



The Chief Executive
London & Quadrant Housing Trust
One Kings Hall Mews
Lewisham
London
SE13 5JQ

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 4th September 2017
Our Ref 90/223936/RP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Swanton Court, Jerrard Street, Ladywell, London SE13 7HE

The Authority's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order). The matters that need to be addressed, together with the Authority's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **15th December 2017**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Authority's website at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Authority may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to [REDACTED]

Direct T 020 8555 1200 ext [REDACTED] or [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [REDACTED], London & Quadrant Housing Trust, Kingswear House, Dartmouth Road, Forest Hill,
London SE23 3YE

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Authority may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the fire authority, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Authority.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire and Emergency Planning Authority to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Fire Authority within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Swanton Court, Jerrard Street, Ladywell, London SE13 7HE

File Number: 90/223936

This schedule should be read in conjunction with the Authority's letter dated **4th September 2017**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 8	At the time of the audit the general fire precautions required to prevent fire and smoke spread via shafts, risers or ducting were inadequate. It was found that there were holes and gaps present in the service riser cupboards potentially creating breaches into into insulation filled voids adjacent to flats.	Take the general fire precautions required to prevent fire and smoke spread by ensuring all penetrations in compartments are identified by means of a type 4 survey and adequately fire stopped to prevent fire spread.
Article 9	<p>At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that the fire risk assessment has not considered:</p> <p>1). The potential for fire and smoke spread from and via the service risers and dry riser outlets to the escape routes due to breaches in vertical and horizontal fire stopping.</p> <p>2). In addition significant findings identified have not been actioned by the dates scheduled.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to:</p> <p>1). Providing adequate fire stopping to service riser cupboards and dry riser outlets to prevent the potential for fire and smoke spread.</p> <p>2). Ensure that the significant findings are rectified in accordance with the scheduled dates.</p>

<p>Article 11</p>	<p>At the time of the audit your preventative and protective measures had not been controlled or monitored where required. It was found that:</p> <ol style="list-style-type: none"> 1). Fire stopping in service risers was inadequate. (see also article 8 and 14). 2). The health and safety manager was unable to confirm whether automatic opening vent's closed on non fire floors when actuating on fire floor (confirmation of cause and effect testing required). 3). There were large amounts of storage in some of the electrical risers. 	<p>Arrangements identified as not suitably addressed must be effectively planned, organized, controlled, monitored or reviewed:</p> <ol style="list-style-type: none"> 1). Ensure adequate fire stopping in service risers. 2). Implement cause and effect testing of automatic opening vent's to ensure they interact in an appropriate manner. 3). Clear combustible materials that have been stored in the electrical risers. The risers should not be used for storage.
<p>Article 14.</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that:</p> <ol style="list-style-type: none"> 1). There were small horizontal breaches in compartmentation between the electrical service riser cupboard and common parts escape route where cables were routed . 2). The above was further compounded by no compartmentation (within the service riser) between the dry rising main riser (which opens onto the escape stair) and the electrical service riser. 3). It was found that throughout the development that dry wall in the common escape corridor did not extend fully to the floor/ceiling plate leaving an unstopped gap. 	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by:</p> <ol style="list-style-type: none"> 1). Ensure adequate and appropriate fire stopping. 2). Ensure adequate and appropriate fire stopping. 3). Ensure adequate and appropriate fire stopping.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Authority would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Authority would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London & Quadrant Housing Trust Limited
One Kings Hall Mews
Kings Hall Mews
London
SE13 5JQ

The London Fire Commissioner is the
fire and rescue authority for London

Date 21 June 2019
Our Ref 31/178151/ere

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: The White House, 37 Philip Lane, South Tottenham, London N15 4JP

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **11 October 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 Ext. [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

cc.: [REDACTED], L&Q, 3 Maidstone Road, Sidcup, Kent DA14 5HU

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: The White House, 37 Philip Lane, South Tottenham, London N15 4JP

FILE NUMBER: 31/178151

This schedule should be read in conjunction with the Commissioner's letter dated **21 June 2019**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled monitored or reviewed where required. It was found that;</p> <p>1) The fire risk assessment process has not been controlled, monitored and reviewed to ensure all risks have been adequately considered.</p> <p>2) Staff training not adequately monitored and reviewed to reflect recent management changes.</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>
Article 17	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that the fire alarm system, emergency escape lighting and fire extinguishers were not being suitably maintained.</p>	<p>Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring the fire alarm system, emergency escape lighting and fire extinguishers are maintained in efficient working order and evidenced by appropriate service certificates.</p>
Article 21	<p>At the time of the audit your employees had not been provided with adequate safety training. It was found that L&Q staff were not aware of the new fire safety roles and responsibilities to account for the recent split from Metropolitan Housing.</p>	<p>Provide your staff with adequate safety training. In particular ensure all staff are aware of the new fire safety arrangements in place and their new responsibilities since the split from Metropolitan Housing.</p>

Article 9	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that there was no evidence that the Fire Risk assessment had taken account of potential higher fire risk behaviours of residents (e.g. unsafe smoking or cooking behaviours/ influences of drugs, alcohol, medical or mental health issues, mobility issues) in particular the hoarding issues within flat 18.	The fire risk assessment should be reviewed, with specific consideration given to ensuring the Fire Risk Assessment has considered the risks from behaviours or treatment of residents and means by which the risks may be reduced at source through control measures within the care planning arrangements for these residents.
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Company Secretary
London and Quadrant Housing Trust
29-35 West Ham Lane
Stratford
London
E15 4PH

The London Fire Commissioner is the
fire and rescue authority for London

Date 24 March 2020
Our Ref 27/231068/SP

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Trevillion Mansions, Hanbury Road, Acton W3 8FW

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **22 September 2020**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]
Direct T 0205551200 ex [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [REDACTED]@lqgroup.org.uk
[REDACTED]@lqgroup.org.uk
[REDACTED]@lqgroup.org.uk

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Trevillion Mansions, Hanbury Road, Acton W3 8FW

FILE NUMBER: 27/231068

This schedule should be read in conjunction with the Commissioner's letter dated **24 March 2020**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 9	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that the premises is partially clad on the 3 rd , 4 th , 5 th , 6 th and 7 th floors, however the fire risk assessment states: 'No cladding panels have been identified upon the external envelope or the internal areas of the property.'	The fire risk assessment should be reviewed, with specific consideration given to the cladding panels found on the building and how they might affect the building in the event of a fire and suggest appropriate actions to ensure that the risk (if any) is mitigated.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.

The Chief Executive
London and Quadrant Housing Trust
Cray House
3 Maidstone Road
Sidcup
DA14 5HU

The London Fire Commissioner is the
fire and rescue authority for London

Date 26th September 2018
Our Ref 94/003659/GM

Dear Sir/Madam

REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES

Premises: Windrush House, 8 Wilmount Street, Woolwich SE18 6EL

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **13th March 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at www.london-fire.gov.uk under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at www.Gov.uk under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 0208 555 1200 ext [REDACTED]

Enc: Form FS03_01b Legislation Extracts
Form FS03_06 Definitions of standard terms

Cc: [REDACTED], London & Quadrant Housing Trust, Cray House, 3 Maidstone Road
Sidcup DA14 5HU

London & Quadrant Housing Trust, PO BOX 194 Sidcup, Kent DA14 5HU

Notes to accompany the Notification of Deficiencies schedule.

Important information to consider before taking remedial steps:

1. Certain terms written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises again to check on the action you have taken.
3. **Notwithstanding any consultation undertaken by the Commissioner, before you make any alterations to the premises, you must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.**
4. There may be suitable alternative safety measures to those detailed in this schedule, which would meet the requirements of the Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

SCHEDULE

PREMISES: Windrush House, 8 Wilmount Street, Woolwich SE18 6EL

FILE NUMBER: 94/003659

This schedule should be read in conjunction with the Commissioner's letter dated **26th September 2018**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	At the time of the audit your preventative and protective measures had not been monitored or reviewed where required. It was found that no evidence was provided that fire safety systems are being routinely maintained and tested by a competent person, in particular, the efficient operation of the automated flat front doors on activation of the fire alarm system.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 17	The corridors, lobbies and stairs used for access to and from flats in the premises (the access route(s)) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair. During audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the FIRE RESISTANCE of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to, the protection to the access route. The PROTECTED ROUTE has been compromised by identified defects in the operation of the automated flat front doors the result being they do not provide 30 minutes fire protection to the access route.	Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape. Your attention is drawn to the provisions of subsections (2) (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the attached extracts of legislation. You are advised that walls in PROTECTED ROUTES should have a minimum of 60 minutes FIRE RESISTANCE. Openings in the walls leading to accommodation off a PROTECTED ROUTE (including doors in entrance ways, service openings, borrowed light glazing, holes around cables trunking and pipework) should be of a minimum 30 minutes FIRE RESISTANCE. Available means the responsible person could use to comply with Article 17 (1) may include enforcing terms of lease and Landlord and Tenant / Property legislation as lessor/owner.

*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



[REDACTED]

CEO

London & Quadrant Housing Trust
Osborn House
Osborn Terrace
London
SE3 9DR

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 4 July 2012
Our Ref 93/165709

Dear Sir

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

Premises: Wingfield Court 77 Halfway Street Sidcup Kent DA15 8BX

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **30 January 2013** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this letter are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works to be carried out. You are advised that before you commence any building works you are obliged to notify the local Building Control Officer or an approved inspector under the Building Regulations 2000 or the Building (Approved inspectors etc) Regulations, 2000 as amended respectively. Regard must also be taken, where applicable of the provisions of the London Building Act (Amendment) Act 1939 as amended.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety Regulation)

Fire and Community Safety Directorate
firesafetyregulationSE@london-fire.gov.uk

Enc: Form FS03_01b Legislation Extracts

Reply to [REDACTED]

Direct T 0208 555 1200 [REDACTED]

Direct F 0208 536 5924

Cc: [REDACTED] [REDACTED] London & Quadrant Housing Trust Osborn House
Osborn Terrace London SE3 9DR

SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

FILE 93/165709
REFERENCE:

OCCUPIER/AGENT London and Quadrant Housing
: Trust

ADDRESS: Wingfield Court
77 Halfway Street
Sidcup
Kent
DA15 8BX

Article	Location and detail of matters which are considered to be failures to comply with the Order	Steps considered necessary to remedy the failures
Article 17(1) Failure to maintain	Failure to ensure that the premises and any facilities, equipment and devices are maintained in an efficient state, in effective working order and in good repair.	Ensure that adequate maintenance systems are in place to ensure that the premises and any facilities, equipment and devices are maintained in an efficient state, in effective working order and in good repair. Inspect and maintain Fire doors in communal areas.
Article 14(2)(g) Inadequate signage	Failure to ensure that emergency routes and exits are indicated by signs.	Ensure that adequate signs are provided to indicate emergency routes and exits. Signage to be reviewed and replaced as necessary
Article 13(1) Suitable warning method	Failure to provide a suitable method of giving warning in case of fire.	Provide a suitable method of giving warning in case of fire. System requires evaluation, as this system does not match with the evacuation Policies/procedures.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

tells you to do something - you have a right to a verbal and written explanation of what needs to be done and why.

Intends to take immediate action - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

Issues a formal notice - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

Issues a Notification of Fire Safety Deficiencies - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.