

**Freedom of Information request reference number:** 7729.1

**Date of response:** 21 August 2023

**Request:**

*Please can I request a copy of any reports concerning all YMCA buildings in Waltham Forest from the last twelve months.*

*These buildings are:*

- the main tower at 642 Forest Road, Walthamstow E17 3EF
- Brookscroft house
- mYPads
- Clockworks House.

*The addresses for the buildings in question are:*

- YMCA Walthamstow main tower, Brookscroft house and mYPads are all found at 642 Forest Road, Walthamstow E17 3EF
- Clockworks House , 654 Forest Road, Walthamstow E17 3FP

*I would like reports on:*

- all call-outs for each building over the past 12 months,
- any safety reports for each building over the past 12 months, and
- any follow-up reports on safety issues concerning each building over the past 12 months.

**Response:**

Please see below a list of callouts and attendances to the buildings at 642 Forest Road and 654 Forest Road, Walthamstow within the last 12 months.

Type	Address	Postcode	Time of call	Description	Job type
Special Service	YMCA HOSTEL, 642 FOREST ROAD, WALTHAMSTOW, WALTHAM FOREST	E17 3EF	05/07/2023	To able bodied person not in distress	Release from lift car - To able bodied person not in distress
Special Service	YMCA HOSTEL, 642 FOREST ROAD, WALTHAMSTOW, WALTHAM FOREST,	E17 3EF	28/06/2023	Make Safe/Isolate Supply	Water Leak Within Building - Make Safe/Isolate Supply
Special Service	FLAT 11, YMCA HOSTEL, 642 FOREST ROAD, WALTHAMSTOW, WALTHAM FOREST	E17 3EF	08/01/2023	Make Safe/Isolate Supply	Water Leak Within Building - Make Safe/Isolate Supply

<b>Special Service</b>	YMCA HOSTEL, 642 FOREST ROAD, WALTHAMSTOW, WALTHAM FOREST	E17 3EF	01/11/2022	To able bodied person not in distress	Release from lift car - To able bodied person not in distress
<b>Fire Safety Inspection</b>	YMCA HOSTEL, 642 FOREST ROAD	E17 3EF	27/09/2022	Fire Safety Audit	Fire Safety Audit
<b>Special Service</b>	YMCA HOSTEL, 642 FOREST ROAD, WALTHAMSTOW, WALTHAM FOREST	E17 3EF	29/07/2022	To medical case	Effecting entry/exit - To medical case
<b>Station Visit</b>	654 FOREST ROAD, WALTHAMSTOW, WALTHAM FOREST	E17 3FP	03/05/2023		Outside Duty
<b>Station Visit</b>	654 FOREST ROAD, WALTHAMSTOW, WALTHAM FOREST	E17 3FP	17/04/2023		Potential 7(2)d Inspection

The LFB Fire Safety Regulatory team confirmed that they conducted an audit at 642 Forest Road in September 2022.

The result of the audit confirmed that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises and these matters need to be addressed to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

As a result, an informal notification of (fire safety) deficiencies (NOD) was issued for the Premises in October 2022. Where a Fire Safety Audit (FSA) results in a notice being issued by the LFB, the reports themselves are exempt from release under The Freedom of Information Act (FOIA) provisions under [Section 31 of the FOIA - law enforcement](#) (Section 31(1)(g) combined with 31(2) (a) and 31(2) (c)).

A copy of The Notification of Fire Safety Deficiencies (NOD) letter is attached below. Personal data has been removed from the NOD document under [section 40 of the FOIA – Personal Information](#).

There is currently no fire safety audit information available for the building at 654 Forest Road, Walthamstow E17 3FP

I hope you find this information of use.

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 Company Secretary  
YMCA St Paul's Group  
49 Victoria Road  
Surbiton KT6 4NG

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

Date 31 October 2022  
Our Ref 13/001404/

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005 (AS AMENDED): NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: YMCA Hostel, 642 Forest Road, Walthamstow E17 3EF**

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 (as amended) hereafter the Fire Safety Order (as amended)) 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 the Fire Safety Order (as amended).

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 **20 February 2023**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order (as amended); 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](http://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 (as amended) can be found at [www.Gov.uk](http://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 (as amended).

Yours faithfully,

[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 [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: YMCA Hostel, 642 Forest Road, Walthamstow E17 3EF**

**FILE NUMBER: 13/001404**

This schedule should be read in conjunction with the Commissioner's letter dated **31 October 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:

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 14	<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"><li>1) Two plastic wheelie bins had been installed on every floor in the means of escape routes.</li><li>2) A number of fire doors on both staircases and cross corridor fire doors in the means of escape routes on all floors were not fully closing into their doors sets or had some form of defect.</li><li>3) It was noted that wiring in the means of escape corridors and in the staircases had been fastened to the wall using plastic clips. In the event of a fire these clips would melt and the wire could block and cause an obstruction in the means of escape.</li><li>4) The protected corridors and staircases had inadequate FIRE RESISTANCE. During the audit it was noted that on all floors there was a breach in compartmentation where pipes or wiring went through compartment walls.</li></ol>	<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"><li>1) Remove the plastic wheelie bins from the means of escape on all floors.</li><li>2) Carry out a fire door survey and ensure that all doors leading onto the protected corridor or staircase have 30 minute FIRE RESISTANCE.</li><li>3) Ensuring wiring in the escape routes have metal fastening which fix them to the wall.</li><li>4) Ensuring the FIRE RESISTING construction of the corridors and staircases is reinstated.</li></ol>

Article 17	<p>The corridors, lobbies and stairs used for access to and from flats in the premises (the access routes) 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 due to a number of fire doors on both staircases and cross corridor fire doors in the means escape routes on all floors not fully closing into their doors sets or had some form of defect. The defective fire doors do not provide 30 minutes fire 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 enforcing terms of lease and Landlord and Tenant / Property legislation as lessor/owner.</p>
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 management controls to ensure that emergency exit routes are available and clear at all material times as described by your risk assessment had not been implemented.</p>	<p>Implement the significant findings of your fire risk assessment, in particular establish, manage and maintain systems to ensure emergency exit routes are available and clear at all material times.</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.