

Highrise Block	Action number	Risk Rating	FRA Reference	Action required	Action Taken	Status Live /Complete/ On-going
Melville Street 2	1	Medium		8.4 – Provide smoking receptacles external to the building if required.	All new signage installed in the communal areas, including no smoking signs. Residents communicated with not to smoke in the communal areas. New signs to be installed to the external of the buildings requesting residents not to smoke at the entrances/under the canopies or directly under the buildings. (Target Date for completion February 2019).	Work in progress
Melville Street 2	2	High	Smoking – 8.4	9.1(b) – Remove catch so that door cannot be held open.	Works completed	Complete
Melville Street 2	3	High	Arson – 9.2	9.2 – Review the policy for bins awaiting collection. The bin room needs to be kept locked when not in use.	Awaiting feedback from FMT to determine numbers/locations and hardstanding requirements with anchor points. Waste Management are providing the locks and chains.	Work in progress
Melville Street 2	4	Very High	Housekeeping – 13.2	13.2 – Cease the practice of closing off the chute when the bins are full	Practice ceased. SW to monitor.	Complete
Melville Street 2	5	Medium	Housekeeping – 13.3	13.3(a) – Remove door mats.	Mats removed. FMT monitoring and reporting on a daily basis	Complete
Melville Street 2	6	Medium	Housekeeping – 13.3	13.3(b) – Reduce the unnecessary accumulation of combustibles on the open balconies.	E-mail sent to FMT - Continued housing management item	Work in progress
Melville Street 2	7	High	Hazards Introduced by outside contractors and building works - 14.1	14.1 - Ensure that the existing policy for outside contractors covers their well-being when on site. This must include how they are going to be warned of an emergency whilst working on the roof or lift room.	Permit to access procedure established for contractors and programme managers requested to place procedures in specifications.	Complete
Melville Street 2	7	High	Hazards Introduced by outside contractors and building works - 14.1	Any policy should be reinforced to all staff.	Permit to access procedure established for contractors and programme managers requested to place procedures in specifications.	Complete
Melville Street 2	8	Medium	Means of Escape from Fire – 17.4	17.4 – Replace flat front doors locking mechanism with a thumb turn on the inside.	Works completed	Complete
Melville Street 2	9	High	Mean of escape from fire -17.11	17.11(a) – In this building all flat doors apart from those on the ground floor are required to be FD30S fire doors. Flats on floors 2 to 8 are single directional means of escape via an open balcony. Separating walls between the flats and the balcony should be fire resisting up to a height of 1.1m from the balcony level. Any window below this height needs to be constructed of 30 minutes fire resistance. Flats on floor one are not served by an open balcony as this has been enclosed by glazing. This has now become a protected route and therefore requires all fire doors, windows and glazing to be of 30 minutes fire resistance. The windows are to be fixed and openable.	Self Closers fitted to all flat doors	Complete
Melville Street 2	10	High	Mean of escape from fire -17.11	17.11(b) – Provide an approved self-closing device to all flat front doors	All works completed	Complete
Melville Street 2	11	High	Mean of escape from fire -17.11	17.11(h) – The final exit is potentially being obstructed by the refuse bins. Relocate bins or block off final exit (red door) as it is not required as a means of escape.	Works completed	Complete
Melville Street 2	12	High	Mean of escape from fire -17.11	17.11(i) – restrict the opening of the windows on each floor within the protected area so not to obstruct the opening of the door to the stair.	Works completed	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(c) – All letter boxes fitted within the building should be intumescent letter boxes.	Previously all letter boxes replaced with intumescent system in 2013-14 delivery year. Damaged letter boxes have all been replaced.	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(d) – All flat doors must be fitted with intumescent heat and cold smoke seals.	Agreement with HFRS to hold retrofitting seals, as HCC has agreed a 5 year full door and frame replacement programme.	Work in progress
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(e) – Check the gap around the flat door to ensure that they are not greater than 3mm.	survey undertaken, works all completed. Pending full door replacement scheme	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(f) – All of the fire doors protecting the stair and corridor approach on each level had common issues which need to be addressed.	survey undertaken, works all completed. Pending full door replacement scheme	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	Intumescent heat and cold smoke seals painted over rendering ineffective.	Survey undertaken, all works completed. Pending the full door replacement scheme.	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	Damaged and missing intumescent heat and cold smoke seals	Survey undertaken, all works completed. Pending the full door replacement scheme.	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	Not closing fully on the rebate as the door cannot overcome the latch	Works completed	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	Excessive gaps in excess of 3mm at the top and sides of the door	Survey undertaken, all works completed. Pending the full door replacement scheme.	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	A full survey of all fire doors protecting the stair and corridor approach needs to be inspected and the appropriate action taken.	Works completed	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(g) – Check that cabling is fixed as per the requirement of BS7671 of the Electrical Regulations.	Works completed	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(i) – Fire resisting glazing and side to both sides of the entrance pouch ground floor.	Works completed	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(h) – review policy on leaving the access ladder to the lift motor room in situ, potentially obstructing the means of escape.	Corrective action taken	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(i) – Replace the double wooden doors and transoms to the bin chute area, grounds floor, to give a minimum of 30 minutes fire resistance, fitted with intumescent heat and cold smoke seals	Works completed	Complete
Melville Street 2	13 to 21	Medium	Mean of escape from fire -17.11	17.11(n) – All doors opening onto protected routes and balconies need to be fire doors capable of providing 30 minutes fire resistance.	survey undertaken, works all completed. Pending full door replacement scheme	Complete
Melville Street 2	22	Low	Means of Escape from Fire – 17.11	17.11(m) – Floors one to eight have operable windows within the protected stair. This is an operable vent for the fire service to use post fire. However in a fire situation, due to open balconies, smoke could penetrate into the protected stair if these windows are left open. The opening gap of these windows to be reduced or member of the public prevented from opening them but with a facility for the Fire service to open them when required.	Restrictors fitted to the windows	Complete
Melville Street 2	23	High	Measures to Limit Fire Spread and Development – 18.1	18.1(f) – Check for breaches passing through compartment walls and door frames. Maintain 60 minutes fire resistance.	Works carried out to stop all fire breaches. Scheme development underway to find long term solution to prevent future breaches. Monitored and reported by FMT on the Weekly check sheets	Complete
Melville Street 2	24	High	Measures to limit fire spread and development – 18.1	18.1(g) – Comply with the results from the cladding survey.	Cladding does not contain any flammable materials. NFA required	Complete
Melville Street 2	25	Medium	Measures to limit fire spread and development – 18.1	18.1(a) – The chute doors should close automatically and be fitted with intumescent seals.	Works completed	Complete
Melville Street 2	26	Medium	Measures to limit fire spread and development – 18.1	18.1(b) - The existing folding doors and transom fitted to the recess should be replaced with FD30S doors, fitted with intumescent heat and cold smoke seals and an approved self-closing device.	works completed	Complete
Melville Street 2	27	Medium	Measures to limit fire spread and development – 18.1	18.1(c) – The transom above the folding doors to the recess should be constructed from 30 minutes fire resisting material.	Works completed	Complete
Melville Street 2	28	Medium	Measures to limit fire spread and development – 18.1	18.1(e) - Chute rooms should be provided with permanent ventilation direct of open air so any smoke cannot affect the means of escape. Due to the location of the rubbish chute in the building this would be difficult. Meaningful discussion and investigations need to be carried out to see if this is feasible.	Designs and implementation taking place to support bin chute repair and replacement works	Work in progress
Melville Street 2	29	Medium	Measures to limit fire spread and development – 18.1	18.1(h) – Check the fire resistance capabilities of the lift doors	Confirmed lift doors meet fire resistance	Complete
Melville Street 2	30	Low	Measures to limit fire spread and development – 18.1	18.1(d) – It is recommended that automatic fire-resisting shutters are provided at the base of the refuge chute to restrict the spread of fire and smoke from a fire in the bin room. The shutter should, as a minimum, be operated on a fixed temperature fusible link.	Works completed	Complete
Melville Street 2	30	Low	Measures to limit fire spread and development – 18.1	Further protection can be provided by a sprinkler system located over the bins, with either frangible bulb or fusible link sprinkler heads.	HCC has commissioned NPS to undertake a full feasibility report regarding HCC's Bin chute room locations to the high-rise blocks inclusive of the differing options available for sprinkler / misting systems, the design implications, the full scheme costs and the servicing requirements / costs. The details of the above feasibility report will form the basis of a specification and direction for sprinkler / misting systems within the bin chute rooms.	Work in progress
Melville Street 2	31	Medium	Emergency Escape Lighting – 19.1	19.1 – check lighting level throughout the means of escape to ensure that areas cover by borrow lighting is sufficient.	LUX levels tested during The Goodwin Development Trust transformation of communal lighting. All LUX levels above required limit.	Complete
Melville Street 2	32	Medium	Fire Safety Signs and Notices – 20.1	20.1(a) – Provide one emergency fire action notice throughout the building in line with the current evacuation policy.	Signage installed	Complete
Melville Street 2	33	Medium	Fire Safety Signs and Notices – 20.1	20.1(b) – Supplement the existing 'fire exit' signage with a running man sign in line with the current British standard.	Signage installed	Complete
Melville Street 2	34	Medium	Fire Safety Signs and Notices – 20.1	20.1(c) – Take down hose reel sign can be confusing	Works completed	Complete
Melville Street 2	35	Medium	Fire Safety Signs and Notices – 20.1	20.1 (d) – A survey needs to take place to ensure that they are all fire doors, in common areas, are labelled up 'Fire door-keep shut' on both sides.	Signage installed	Complete
Melville Street 2	36	Medium	Fire Safety Signs and Notices – 20.1	20.1(f) – When replaced the double doors to the bin chute, ground floor, need to be signed 'fire door keep locked'	Works completed	Complete
Melville Street 2	37	Medium	Fire Safety Signs and Notices – 20.1	20.1(g) – Ensure that there are 'fire exit' sign displayed on each floor.	signage installed	Complete
Melville Street 2	38	Medium	Fire Safety Signs and Notices – 20.1	20.1(h) provide a 'fire exit keep clear sign' on the outside of the final exit door (red door) adjacent to the bin area.	Signage installed	Complete
Melville Street 2	39	Low	Fire Safety Signs and Notices – 20.1	20.1(e) – Provide a fire assembly point.	RF working to HFRS to determine location of assembly points as within curtilage of building does not meet the requirements.	Work in progress
Melville Street 2	40	Medium	Means of giving warning – 21.2	21.2(a) - All flats should be checked to satisfy the responsible person that each flat is provided with the appropriate detection and that it is working.	Annual testing is taking place of all properties	Complete
Melville Street 2	41	High	Procedures and Arrangements – 25.10	25.10 – Carry out Personal emergency evacuation plans for any resident that needs one	• Given the details HCC now hold regarding this area of concern, the Housing Service have commissioned NPS to undertake a full feasibility report regarding HCC's high-rise blocks inclusive of the differing options available for sprinkler / misting systems, the design implications, the full scheme costs, the servicing requirements / costs. • Supporting the feasibility report, there will be a paper outlining the alternative options should HCC not adopt the improved fire protection /sprinkler misting route that will clearly set out the letting or non-letting of flats to disabled or vulnerable persons.	Work in progress
Melville Street 2	42	Medium	Procedures and Arrangements – 25.11	25.11 – Review the policy whether to train a selective number of staff on the use of portable fire extinguishers.	HCC staff not trained to use fire fighting equipment and discouraged from attempting to fight a fire, raise the alarm and leave the building. High rise blocks are not manned 24/7 and measures taken are designed to reduce the risk of fire ignition/electrical testing/sterile communal areas/customer communications/on-going fire protection works. Action - awaiting FMT training plan.	Work in progress
Melville Street 2	43	Medium	Training and Drills – 26.2	26.2 – Provide fire refresher training to all staff.	1.Delivered first round of training on fire safety daily/weekly and monthly check sheets to FMT staff. 2. Continuous improvement fire safety training to Housing Investment Service staff and support to Area Teams and FMT staff. 3. Arrange further fire safety training and development for HFMT including use of fire fighting equipment	Work in progress
Melville Street 2	44	Medium	Training and Drills – 26.14	26.14 – Carry out Fire drills for member of staff in their work place.	Arrange on-going fire training drills and arrangements with HFMT.	Work in progress