

Appendix 1 – Recommended Action Plan (rows are shown as shaded where tasks are complete)

Action immediately and complete within 5 days	1	Action within 2 weeks, complete within 3 months	2	Action within 4 weeks, complete within 6 months	3	To be implemented in a reasonable timescale where deemed 'reasonably practicable'	4
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Category	Identified Hazard	Control Action recommended	Location	Priority
Fire protection measures	Approximately 15 years ago the concrete down-stands were clad in direct fix foam panels, covered with a fabric mesh which was then covered in a screed finish (composition unknown). Construction materials identified on the exterior of the building are considered to be worthy of further investigation.	<p>The construction material in the specified location should be checked to ensure that it would not adversely contribute to the spread of flame during a fire situation. It should be confirmed the system installed is the Stotherm Classic External Wall Insulation system. Then it's compliance to current regulations/requirements should be confirmed. This information can be used to establish whether the risk posed by the system is manageable.</p> <p>Due to the risks posed by the defects highlighted, which increase the risk above those inherent in the system, we strongly recommend employing a competent contractor to carry out repairs and alterations to the system to ensure all flammable materials are encapsulated by suitable fire resisting construction.</p> <p>All findings will then inform the exact requirement for further works to the exterior of the building.</p>	The outer face of the building	1

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Fire protection measures	Although the cladding system only states horizontal fire breaks should be installed, it is recommended that further investigation take place to fully understand the risk.	Testing of vertical fire break locations, the findings of which should inform any fire strategy documentation. Findings may inform the requirement for further works to install fire breaks at suitable new locations.	The outer face of the building	1
Fire protection measures	Breaches in fire protection compartments within the building	Remediate using the contractor responsible for recent refurbishment works if liability can be confirmed	Interior of the building within voids and through walls	2
Source of Fuel	Furniture upholstery complies with current fire regulations	All upholstery coverings should conform to BS 5852 or DOE/PSA/FR3 specification as appropriate. Furnishings should be kept in a good state of repair and any exposed polyurethane foam should be recovered removed.	Ground floor reception, arm chair showing signs of internal foam filling on the arms.	2
Means of Escape	Fire doors indicated with required "Fire Door Keep Shut" signs	Provide "Fire Door Keep Shut" signs and site at eye level on both faces of the specified doors. The signs should comply with British Standard 5499: Part1: 1990, Specification for Fire Safety Signs.	EVAC chair cupboards in main stairway	2
Means of Escape	"Do not use in a fire" signs adjacent to all lifts	Provide a sign in accordance with the current regulations, to indicate that the lift should not be used in a fire situation and site adjacent to the specified lifts.	Signs not displayed adjacent to all lifts	2
Means of Escape	Correct "Fire Exit" Signs	Provide "Fire Exit" signs in accordance with the requirements of the Signs & Signals Regulations 1996 and site in the specified locations.	Sign on Reception exit door must be placed above the door or on the adjacent wall with a directional arrow	2
Means of Escape	Fire action signs adjacent to all fire alarm call points	Provide fire action signs in accordance with the requirements of British Standard 5499: Part 1: 1990, Specification for Fire Safety Signs and site in the specified locations.	A number of fire alarm call points throughout the building did not have Fire Action Notices.	2

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Means of Escape	Cupboards/ ducts fitted with "Fire Door Keep Locked" signs must be kept locked shut.	Cupboards/ ducts fitted with "Fire Door Keep Locked" signs must be kept locked shut.	Storage cupboards for the EVAC chairs in the main stairway also store janitorial supplies, doors not locked shut. Fit with self-closers. Riser ducts on floors behind lifts, several found unlocked.	2
Means of Escape	Doors fitted with push-bar-to-open devices have the required signs	Provide "Push-Bar-To-Open" sign in accordance with British Standard 5499: Part 1: 1990, Specification for Fire Safety Signs, and site immediately above the push-bar opening device on the specified doors.	Sign required in basement car park exit	2
Means of Escape	"Fire Escape Keep Clear" signs on outer faces of fire exit doors	The specified doors should have sited on their outer face a "Fire Escape Keep Clear" sign in accordance with the Signs & Signals Regulations 1996.	Basement car park exit doors, and the two stairs from the 11 th and 2 nd floor (doors into the car park)	2
Means of Escape	Fire exits can be easily and immediately opened in the event of a fire	All doors forming part of an emergency route must be easily opened and available at all times whilst the premises are occupied, the specified doors should be fitted with suitable hardware to allow easy egress without the use of a key.	The two final exit doors from the 11 th and 2 nd floor (doors into the car park), the push bar mechanism traps your fingers on the large original handle on the door.	2
Means of Escape	Fire doors are to the required level of fire resistance	The specified doors should be replaced with doors to the required level of fire resistance.	Main stairway, 11 th floor utility room door (hole from removed lock,	2

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Means of Escape	Fire doors are to the required level of fire resistance, replace the missing screws to the hinges	7 th floor main stairway riser cupboard (screws missing) 6 th floor fire door adjacent to risers, missing screws to door hinges. 5 th floor Boots end (inner door) hinge pin worn, door not closing tight. 5 th floor door (B&Q end) worn hinge R/H door (inner door). 2 nd floor double doors to Annex(Planning) screws missing 5 th & 6 th floor (rear stairway) inner door loose hinges/pins, door not closing tight (door has dropped)	See notes on missing screws from hinges, worn hinges (Loose screws / worn hinge pins)	2

Category	Identified Hazard	Control Action recommended	Location	Priority
Means of Escape	Walls, doors, ceilings, floors, glazing etc. to required level of fire resistance	<p>6th floor door and panel above to EVAC chair cupboard are 30mm doors-replace with fire resisting doors (and self-closers).</p> <p>6th floor door (Boots end) broken fire door (part missing top edge where bolt is fitted).</p> <p>5th floor door (B&Q end) broken fire door (part missing top edge where bolt is fitted).</p> <p>4th floor main stairway B&Q end hole in door covered with soft metal plate (not fire resisting).</p> <p>3rd floor main stairway B&Q end broken fire door (top corner).</p> <p>2nd floor single door to Duty Planning glass is not fire resisting (self-closer also required)</p> <p>1st floor double doors to annex, hole in door and self-closer not working (Oil leaked out).</p> <p>1st floor main stairway (boots end) broken fire door, intumescent strip missing. Tea room door wedged open and glass not fire resisting.</p> <p>5th floor rear stairway, hole from removed lock to be filled.</p> <p>3rd floor rear stairway, hole above the inner door.</p> <p>2nd floor rear stairway broken fire door (top of door)</p> <p>1st floor rear stairway hole in lobby wall.</p> <p>Annex stairway 2nd floor, hole in wall above the fire door.</p> <p>1st floor annex stairway inner doors holes from locks need to be filled with fire resisting material.</p>	The specified areas should be upgraded to the required level, half hour fire resistance.	2

Category	Identified Hazard	Control Action recommended	Location	Priority
Means of Escape	Fire doors fitted with Intumescent strips & smoke seals. Smoke seals and intumescent strips may not be required if the door stops are 25mm x 25mm, glued and screwed at 225mm	The specified doors should be fitted with intumescent strips and cold smoke seals, which may be fitted to the door or doorframe.	Lift motor room door, broken door stops (25mmx25mm). 6 th floor (rear stairway) strips missing, hinge side. 1st floor annex stairway inner doors strips missing	2
Means of Escape	Gaps between or around fire doors to recommended standards	The specified doors should receive attention to ensure that the gaps between the doors and the door and frame do not exceed 3mm, or so that the cold smoke seal effectively seals the gap. Any gap between the bottom of the door and the floor should be as small as possible.	2 nd floor double doors to Annex(Planning) excessive gaps (both sets of doors) 1st floor annex stairway inner doors, excessive gaps between door edges (Both sets of doors).	2
Means of Escape	Electronic locks fitted to doors have adjacent to them a release button or break glass emergency button and are fitted with a fail safe device which will deactivate the lock if there is a failure of the mains electric supply	The specified doors which are fitted with electronic locks must have adjacent to them a release button and an emergency break glass button, which when activated will release the electronic lock and render the door operative. Alternatively, the electronic lock must be fitted with a fail-safe device, which will deactivate the lock if there is a failure of the mains electric supply. The electronic lock should be linked to the fire alarm system and when the fire alarm activates the door should release.	Ground floor reception door (next to revolving door) confirmation required that the door opens on the fire alarm (a sliding door)	2

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Means of Escape	Where there are inner rooms they have vision panels provided to the required standards or detection to the outer area	The doors to the specified rooms should be fitted with a vision panel, which must be of sufficient size to allow the occupants of the inner room to be aware of changing circumstances within the outer access room. Alternatively an automatic fire detector should be provided in the outer room adjacent to the door of the inner room.	Additional AFD required on the 1 st floor Annex corridor (committee rooms would be unaware of fire developing in the corridor).	3
Means of Escape	All fire resistant and self-closing doors open and close correctly	The specified doors are to receive attention to ensure that they open and close correctly. Positive self-closing devices should be fitted if required.	4 th main stairway, utility door broken self-closer	2
Hazards Introduced by Contractors	Fire stopping to required standards	The opening in the specified areas for the passage of the service pipes or cables must be adequately sealed with fire resisting material in order to minimize the danger of the spread of heat, smoke and fumes.	11 th floor main stairway from roof plant (pipes). 5 th floor Boots end fire stopping to pipe in lobby area. Riser in Annex, adjacent main stairway holes in walls and excessive use of 'pink' foam	2
Hazards Introduced by Contractors	Integrity of fire compartments maintained	A Compartmentation Inspection has been carried out by Joseph Campbell, Chartered Building Surveyor at Capita, on behalf of Barnet Council (report dated 27/07/2017). The recommendations of that report must be implemented in full, in conjunction with the recommendations of this report	Defects in compartmentation identified in the Compartmentation Inspection must be rectified.	2
Means of Fighting Fire	Hose Reels	Not all hose reels have signs for 'Do Not Use-Decommissioned' attached-	The hose reels located on the back stairway lobby/ annex stairway	2