

ABERDEEN CITY COUNCIL	Colour	Status	Count
MASTER REGISTER REVISION A1		Overdue	0
		Open	14
		Complete	12
ACC PROGRAMME OF WORK: Response to Grenfell Tower Fire	TODAYS Date: 13/02/2018		
CC : Derek McGowan	Complete	Open	Overdue



ITEM	DATE RAISED	PROJECT	Ministerial working Group ISSUE/RISK	Aberdeen City Council response MITIGATION ACTION	OWNER	Due	Status	COMMENT
1	28-Nov-17	ACC response to Grenfell Tower	Information and intelligence gathering on use of ACM in A) High rise domestic buildings and high rise non-domestic building with sleeping accommodation. B) Schools and hospitals. C) Other priority buildings identified by MWG. To establish whether material used in Grenfell tower has been used in cladding in similar high rise buildings to establish whether any remedial action required	A review has been undertaken with local authorities, NHS boards and other administrative bodies and the commission contractors have compiled detailed inventory of high rise domestic properties and the analysis of those findings reported back to Scottish government Aug 2017	Gordon Spence & Steve Booth	Aug-17	Complete	Scope of work completed and responded to Scottish Government.
2	28-Nov-17	ACC response to Grenfell Tower	Review of building regulations for high rise domestic buildings and high rise non-domestic buildings with sleeping accommodations to include A) Comparison of regulations Scotland Vs England and Wales & NI B) Clarity of regulations regarding non-combustible material, to ensure Scottish building standards and regulation are robust and sufficiently clear.	Scottish Government appoint Fire Review Working Group to review building regulations. Consultation to be released around June 2018. ACC to participate in consultation, desk base review, consultation with external experts and engagement with stakeholders.	Gordon Spence	Jun-18	Open	Scope of work correlate's with ministerial working group on building and fire safety work programme
3	28-Nov-17	ACC response to Grenfell Tower	Review of approval and enforcement of building regulations to ensure building standards are being adhered and enforced to ensure regulations are sufficiently clear	Scottish Government appointed Compliance & Enforcement Working group to review building regulations and legislation. Consultation to be released around June 2018. ACC to participate in consultation. Desk base review, consultation with external experts and engagement with stakeholders, also property check	Gordon Spence	Jun-18	Open	Scope of work correlate's with ministerial working group on building and fire safety work programme
4	28-Nov-17	ACC response to Grenfell Tower	Review of fire safety regime and regulatory framework for high rise domestic buildings to ensure the regime provides protection to residents	A desk-base review has been undertaken and consultation with external experts and stakeholders, with Fire Risk Assessment completed on all high rise flats, The Property Factor undertakes a 6 monthly inspection of all mainstream high rises. Follow up actions are implemented following those inspections.	Mary Agnew & Neil Carnegie	rolling programme	Open	Fire Risk Assessments undertaken on routines cycles. SFRS undertake quarterly inspections. The Property Factor undertakes visual inspections every six months.
5	28-Nov-17	ACC response to Grenfell Tower	Consultation on revised and consolidated guidance on Fire Safety Risk Assessment of non-domestic premises which provide sleeping accommodation (e.g. hospitals) A) to ensure the safety guidance is robust, consistent, appropriate and meaningful. B) To respond to a recommendation of 2016 from the Regulatory Review Group on fire safety enforcement legislation	Scottish Government appoint Fire Review Working Group to review building regulations. Consultation to be released around June 2018. ACC to participate in consultation. Desk base review, consultation on fire safety in premises which provide sleeping accommodation (Consultation on business premises concluded in April.	Gordon Spence	TBC	Complete	Covered under Item 2
6	28-Nov-17	ACC response to Grenfell Tower	Overview by SFRS of their operational assurance visits regarding fire safety in domestic high-rises and prioritise home fire safety visits to residents of high rise flats to ensure operational visits are ongoing and effective	Quarterly visits by local fire crews for operational assurance visits. SFRS to review standard procedures for these operational visits, scheduled visits by SFRS crews, as needed, to residents requesting home fire safety visits	Neil Carnegie	rolling programme	Open	SFRS undertake quarterly visits and reports actions required to ACC.

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7	28-Nov-17	ACC response to Grenfell Tower	Review of evidence on automatic fire suppression systems and consultation on smoke and fire diction standards to ensure appropriate and effective use of automatic systems and to ensure standards sufficient and consistent across different tenures	Scottish Government to issue timescales to conduct review & site surveys - desk based evidence review to identify gaps, consultation and target engagement with key stakeholders and development and analysis of options, including costs	Gordon Spence	TBC	Open	Await confirmation from Scottish Government regarding timescales
8	28-Nov-17	ACC response to Grenfell Tower	Target fire safety campaign for high rise domestic properties to ensure landlords/owners understand their responsibilities and to ensure tenants understand how to stay safe in the event of a fire	All new tenants in Council high rises receive a handbook which provides home safety advice. A letter was delivered to all residents in high rise providing fire safety information. Council and SFRS officers held drop in sessions during June and July 2017 for all high rise building residents. Fire safety posters have been revised post-Grenfell fire and these are displayed on each floor in each high rise.	Neil Carnegie	rolling programme	Open	Tenant engagement and landlord/owner engagement, social media campaign under taken
9	28-Nov-17	ACC response to Grenfell Tower	Confirmation that ACC installed smoke and fire detection are in compliance with national standards	Programme of works to assess and install systems in all ACC buildings.	Ian Perry	rolling programme	Open	Individual hard wired smoke detector upgrades are offered every 10 years. Communal fire alarm systems are upgraded every 12 years. All multi storey blocks have communal fire alarm systems which are up to current standards.
10	28-Nov-17	ACC response to Grenfell Tower	New and existing tenants to be issued with fire safety information within tenants handbook	All tenants now in receipt of new tenants fire safety hand book	Neil Carnegie	20-Dec-17	Complete	
11	28-Nov-17	ACC response to Grenfell Tower	Prohibited smoking within communal area	Fire safety posters revised and displayed on all floor in each multi-storey building and premises with updated with fire safety instruction	Neil Carnegie	31-Dec-17	Complete	
12	28-Nov-17	ACC response to Grenfell Tower	Develop a programme of visual fire inspections of buildings, that includes ensuring fire escape routes are kept clear, fire doors, final fire exits, fire-fighting equipment, etc. are maintained in a good working condition and that there is a good standard of housekeeping.	Scottish Fire and Rescue Service undertake quarterly inspections of all multi-storey buildings and provide a report to the Council which identifies any present fire safety risks and property factors undertake 6 monthly fire inspections.	Neil Carnegie	30-Jun-18	Open	Linked to rows 4 & 6.
13	28-Nov-17	ACC response to Grenfell Tower	Strengthening community empowerment	A test of change will be applied involving cyclic resident led inspections of a building/s. The results from this will determine scaling up of this approach.	Neil Carnegie	31-Mar-19	Open	
14	28-Nov-17	ACC response to Grenfell Tower	All risks relating to storage/dumping of items in any communal areas including landings, drying rooms and stairwells	Fire Safety Posters displayed 31.10.17 throughout all building with instructs that items should not be stored in communal areas and advises on disposal of items.	Neil Carnegie	31-Dec-17	Complete	
15	28-Nov-17	ACC response to Grenfell Tower	All risks relating to storage/dumping of items in any communal areas including landings, drying rooms and stairwells	Housing officers vigilant at all times for combustible items stored/dumped in communal areas and instruct removal/uplift.	Neil Carnegie	31-Dec-17	Complete	
16	28-Nov-17	ACC response to Grenfell Tower	All risks relating to storage/dumping of items in any communal areas including landings, drying rooms and stairwells	Residents informed not to store or dump items in communal areas, a schedule is prepared whereby all residents in all multi-storey buildings will be written to requesting removal of all items from drying rooms and informed that items remaining within communal areas will be disposed of instruction	Neil Carnegie	31-Mar-18	Open	Schedule implemented to be complete by 31 March 2018. Items presenting high risk are removed immediately.
17	28-Nov-17	ACC response to Grenfell Tower	All risks relating to storage/dumping of items in any communal areas including landings, drying rooms and stairwells	The procedure for dealing with items dumped in a communal areas reviewed, agreed and implemented.	Neil Carnegie	30-Apr-18	Complete	

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18	28-Nov-17	ACC response to Grenfell Tower	All risks relating to storage/dumping of items in any communal areas including landings, drying rooms and stairwells	Fire safety article in Multi Matters newsletter to all multi-storey residents	Derek McGowan	30-May-18	Open	
19	28-Nov-17	ACC response to Grenfell Tower	All Housing Officers should be made aware of and understand the procedure for the fire alarm/detection system installed in the property.	Information to be provided to all Housing Officers.	Neil Carnegie	31-Dec-17	Complete	

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20	28-Nov-17	ACC response to Grenfell Tower	All risks relating to statutory compliance in buildings.	statutory compliance contracts are in place for all buildings which includes; Fire fighting equipment servicing, emergency lighting inspection, sprinkler systems maintenance, rising main inspections, Lifts maintenance, electrical systems testing, PAT testing in common areas, lightning protection system maintenance, building inspection etc.	Stephen Booth	31-Jan-18	Complete	
21	28-Nov-17	ACC response to Grenfell Tower	All risks around the storage and access to information around statutory compliance.	Statutory compliance is currently being undertaken in all properties through a variety of term maintenance contract. There is an ongoing requirement to consolidate all data information on one master register or system. This is currently being explored with ICT colleagues	Stephen Booth	31-Jan-18	Open	under review as part of wider system issue
22	28-Nov-17	ACC response to Grenfell Tower	Fire alarm testing regime.	Fire alarm regime to be reviewed around weekly testing based on advice from Corporate Health and Safety Colleagues	Stephen Booth	30-Nov-17	Complete	
23	28-Nov-17	ACC response to Grenfell Tower	Review of repair and maintenance works arising from FRAs	Review of all works identified in reviews with action plan to close out works which have not already been completed. Around 650 work order for repairs and maintenance have been raised and completed.	Stephen Booth	28-Feb-18	Open	Assurance checks on-going to confirm status and action plan to be prepared for outstanding works actions.
24	28-Nov-17	ACC response to Grenfell Tower	Review of all appropriate signage	Review of escape route signage/ signage on electrical cupboards/ service ducts, fire doors etc was reviewed as part of FRA's and ongoing programme to upgrade as part of normal inspection regime.	Stephen Booth Andy Pitblado	31-Mar-18	Open	
25	28-Nov-17	ACC response to Grenfell Tower	All risk around external contracts undertaking work should be considered and appropriate method statement made available and monitored.	Contract monitoring regime in place,	John Quinn	30-Nov-17	Complete	
26	28-Nov-17	ACC response to Grenfell Tower	Review of non-Council owned building regulation for high rise domestic buildings and high rise non-domestic buildings with sleeping accommodation	ACC have respond to Scottish Government request to establish whether materials used in Grenfell Tower has been used in the cladding of similar buildings	Gordon Spence	12-Jan-18	Complete	

MINISTERIAL WORKING GROUP ON BUILDING AND FIRE SAFETY: WORK PROGRAMME

What	Why	How
<p>Information and intelligence gathering on use of ACM in a) high rise domestic buildings and high rise non-domestic buildings with sleeping accommodation b) schools and hospitals c) other priority buildings identified by MWG</p>	<ul style="list-style-type: none"> To establish whether material used in Grenfell Tower has been used in cladding in similar high rise buildings to establish whether any remedial action is required 	<ul style="list-style-type: none"> Engagement with local authorities, NHS Boards and other bodies Analysis of returns from these bodies Commission contractors to compile detailed inventory of high rise domestic properties in Scotland
<p>Review of building regulations for high rise domestic buildings and high rise non-domestic buildings with sleeping accommodation to include:</p> <ul style="list-style-type: none"> comparison of regulations in Scotland vis a vis England, Wales and NI clarity of regulations regarding non-combustible material 	<ul style="list-style-type: none"> To ensure Scottish building standards and regulations) are robust and sufficiently clear 	<ul style="list-style-type: none"> Desk-based review Consultation with external experts Engagement with stakeholders
<p>Review of approval and enforcement of building regulations</p>	<ul style="list-style-type: none"> To ensure building standards are being adhered to and enforced To ensure regulations are sufficiently clear 	<ul style="list-style-type: none"> Desk-based review Engagement with stakeholders Consultation with external experts Property check
<p>Review of fire safety regime and regulatory framework for high rise domestic buildings</p>	<ul style="list-style-type: none"> To ensure the regime provides comprehensive protection to residents 	<ul style="list-style-type: none"> Desk top review Consultation with external experts Engagement with stakeholders
<p>Consultation on revised and consolidated guidance on Fire Safety Risk Assessment of (non-domestic) premises which provide sleeping accommodation (e.g. hospitals)</p>	<ul style="list-style-type: none"> To ensure fire safety guidance is robust, consistent, appropriate and meaningful To respond to a recommendation of 2016 from the Regulatory Review Group on fire safety enforcement legislation 	<ul style="list-style-type: none"> Desk based review Consultation on fire safety in premises which provide sleeping accommodation (consultation on business premises concluded in April)

<p>Overview by SFRS of their operational assurance visits regarding fire safety in domestic high-rises, and prioritise Home Fire Safety Visits to residents of high-rise flats</p>	<ul style="list-style-type: none"> To ensure operational visits are ongoing and effective 	<ul style="list-style-type: none"> Quarterly visits by local fire crews for operational assurance visits SFRS to review standard procedures for these operational visits Scheduled visits by SFRS crews, as needed, to residents requesting Home Fire Safety Visits
<p>Review of evidence on automatic fire suppression systems</p>	<ul style="list-style-type: none"> To ensure appropriate and effective use of automatic fire suppression systems 	<ul style="list-style-type: none"> Desk based evidence review to identify gaps

<p>Consultation on smoke and fire detection standards</p>	<ul style="list-style-type: none"> • To ensure standards sufficient and consistent across different tenures 	<ul style="list-style-type: none"> • Consultation • Targeted engagement with key stakeholders • Development and analysis of options (including costs)
<p>Targeted fire safety campaign for high rise domestic properties</p>	<ul style="list-style-type: none"> • To ensure landlords/owners understand their responsibilities • To ensure tenants understand how to stay safe in the event of a fire 	<ul style="list-style-type: none"> • Tenant engagement • Landlord/owner engagement • Social media campaign