

Building Safety Act – Implementation Update

No	Workstream Description	Deadline	Status	Current Position	Next Action
1	Council wide briefing	April-23	Ongoing	Various Briefings have now been held across the Housing & Investment Team	Discuss with Mo Omikorede how to engage with new starters in the housing officer team.
2	Duty Holders – Define Duty Holders under the BSA	April-23	Completed	All roles defined, including all of the Fire Safety Team roles. Included in Building Safety Policy	Building Safety Policy to be approved
3	Building Safety Signage	Oct-23	Ongoing	Trial of new digital noticeboard now installed at The Towers. Trial to also be installed at Silkin Court on screens in communal areas.	Roll out Digital Noticeboards to remaining 4 HRRBs. Engage with Housing Officers and Resident Engagement to add additional content.
4	Building Safety Case(s)	Oct-23	Ongoing		
	Register all HRRBs with Building Safety Regulator		Completed	All sites now registered	
	Develop Building Safety Case for each HRRB		Ongoing	All information now collated, apart from remedial plan for External Wall System	Fire Engineer to finalise specification, to include in wider refurbishment programme, including windows programme.
5	Develop Building Safety Policy	June-23	Ongoing	Final Draft of Policy now completed and reviewed	On agenda for Exec 14 th June for approval.
6	Update Fire Safety Policy to include new legislation and best practice	June-23	Ongoing	Final Draft of Policy now completed and reviewed	Agree with RP approval dates
7	External Wall Surveys	July-23	Completed	All surveys completed of external wall systems	Incorporate information into Building Safety Case(s)
8	Implement Fire Risk Assessment Prioritisation Tool	April-23	Completed	FRA Programme uploaded into Prioritisation Tool, confirmed that all FRA frequencies and types are correct	

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9	Install New Secure Information Boxes	April-23	Completed	New SIBs installed in all HRRBs	
10	Information Refresh for Info Boxes	April-23	Completed	Produce new information including floors plans, vulnerability list and all keys to communal / service cupboard doors	Fire & Rescue Service confirmed that they are happy with all information.
11	Update Servicing Intervals for all Fire Safety Assets in HRRBs	April-23	Completed	Increase servicing for AOV,s Fire Alarms, Dry Risers in all HRRBs to a monthly frequency	
12	Update Signage and Wayfinding Signs	Oct-23	Ongoing	Surveys now completed.	Signs ordered, to be installed by end of June
13	Develop Resident Engagement Strategy Develop a way of engaging with residents to seek their view on planned improvements to fire safety	Oct-23	Ongoing	Regular meetings to develop resident comms and engagement strategy ongoing on fortnightly basis.	Resident Engagement days (evenings) to be booked for each HRRB
14	Resident Communications	Oct-23	Ongoing		
	Develop Site Specific comms for resident onboarding.			Now completed and at Final Draft stage	
	Re-Use Site Specific comms for annual update			Now completed and at Final Draft stage	
	Develop process with Lettings Team to ensure all new residents			Outline process agreed with Lettings Team	Finalise and document process, ensure evidence of issue and store signed receipt from residents.
15	Fire Door Inspection Programme Quarterly inspection of all communal fire doors and annual inspection of Flat Entrance Doors.	April-23	Completed	Fire Door Inspection Programme started in October 22. RFID chips installed on all doors are part of initial inspection	Import data into Asset Management System.
16	PCFRA / PEEP Training	Oct-23	Completed	Training and Templates delivered to all housing officers, in general needs and independent living schemes.	Service Delivery Managers to develop programme for PCFRAs on all ILS Residents and existing residents with known vulnerabilities.
17	Repairs – Competent Contractor	Oct-23	Ongoing	Book workshop with Repairs Team to identify and develop skills matrix.	Identify which Fire Safety workstreams should be outsourced whilst training needs analysis and skills gap is identified.

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18	Emergency Evacuation Alarms	Oct-23	Completed	Reviewed requirements with HFRS for existing HRRBs. Confirmed no requirement to retrofit.	Will be required for new 18m+ ILS Scheme at Brent Court.