

Safety in your building

27th February 2020

Peppermint Heights
Northwick Road
Wembley
HA0 1LG

Olympic Office Centre
8 Fulton Road
Wembley
HA9 0NU

www.networkhomes.org.uk
info@networkhomes.org.uk
0300 373 3000

Dear Residents,

Building Safety Update

The government updated their fire safety guidance in January and as a result, we have been working with our fire engineers Arup on Peppermint Heights.

Arup has now recommended that the Fire Strategy for your property changes from stay put to a **total evacuation** in the event of a fire.

Initially, this means that we will install a waking watch (fire wardens) to patrol the building and provide an early warning to all residents in the event of a fire.

As of Friday 28 Feb, a 24-hour waking watch (fire wardens) will be installed and the fire strategy will change from stay put to total evacuation.

In addition, over the coming weeks we intend to install a fire alarm in Peppermint Heights.

We will need to make an appointment with you to install the alarm in your property. We will write to you again with further information on the alarm and how to make an appointment with our contractor.

After the fire alarm has been installed, the waking watch patrols will no longer be required, and the concierge service will be extended to be the point of contact for the Fire Brigade.

Fire strategy for Peppermint Heights

We have taken the following steps to support the total evacuation policy:

- Implementing a waking watch.
- Procuring a fire alarm.
- Notifying the Fire Brigade of the change to a total evacuation strategy.
- Changing fire notices in the communal areas.

What should you do if there is a fire in your flat, or you hear the fire alarm, or the fire warden tells you to evacuate?

- If there is a fire in your flat or the fire wardens raise an alarm you should:
 - Evacuate immediately closing all doors behind you as you leave your flat.

We need your help!

Do we have your correct contact details?

We're going to send you updates about safety in your building and we want to make it as easy as possible for you to get information. So we will be sending email updates.

Please send your:

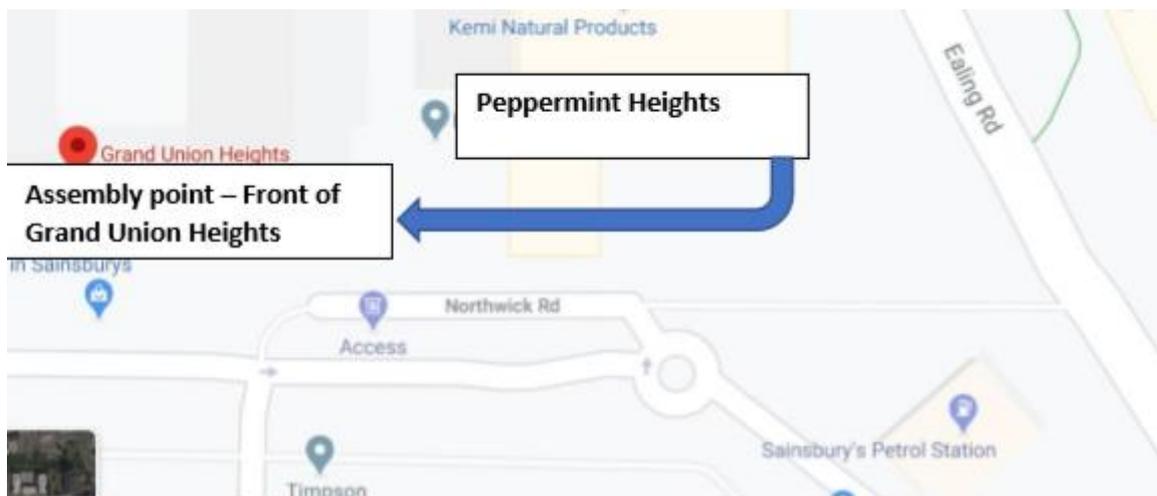
- > **Name**
- > **Address**
- > **Postcode**
- > **Email address**
- > **Phone number**
- > **If you're a leaseholder or tenant/subtenant** to buildingsafetyteam@networkhomes.org.uk

That way you'll find out what's going on quickly and easily file it for your records.

We'll make sure your details are updated on our system too.

Please check out our privacy policy on our website for more info.

- Leave the building using the nearest staircase. This will be shown on the fire signage within your block. **Do not use the lift.**
- Call 999.
- If the fire is in your flat, you should alert the fire wardens so they can raise an alarm.
- If you are responding to an alarm raised by the fire wardens, you should follow any instructions they give you.
- Tell the fire wardens and Fire Brigade if any members of your household require assistance to evacuate.
- Gather at the assembly point (map below). Wait at the assembly point until you are told by the lead fire warden to return to your home.



Ability to self-evacuate

It's important we know if anyone in your household will need help to evacuate in an emergency. Please let us know by completing the Ability to Self-Evacuate Form below and emailing it to the Building Safety Team mailbox which is also given below.

If you think this is relevant to your neighbours, please prompt or assist them to complete this form. You may need help evacuating if you or your household have:

- Mobility issues
- Visual/Hearing impairment
- Large family unit
- Elderly relatives
- Young children.

We will collect this information so that we can ensure you and/or the members of your household can be evacuated safely in case of an emergency.

This information will also be shared with the London Fire Brigade and the fire wardens. We will keep this information for the duration of your tenancy/lease.

As well as being kept by Network Homes, this information will be stored in a 'red box' on site, which is only accessible by the London Fire Brigade

Items in communal areas and on balconies

Please ensure **no items are stored in communal areas** and escape routes are clear. We have a zero-tolerance approach and personal items left in the communal areas will be removed. Flammable items such as BBQs and gas bottles should not be stored on balconies. These need to be removed immediately, as this is treated as a breach of your tenancy/lease.

External Walls Update

We have appointed a Chartered Building Surveyor to investigate and advise on the external wall construction. This has identified several defects that need to be repaired. We have raised these with the original contractor and are pressing them for a response.

We will update you again when we have further information to share.

Fire Safety improvement works

You may also have noticed that we have made fire safety improvements over the last few months, including installing a sprinkler system and repairs to existing fire stopping. As part of this work we intend to replace some flat entry doors and communal doors over the next three months.

We have also reviewed the current access arrangements for the building and intend to remove the access control system operating on each floor. This will ensure that, in the event of a fire, the emergency services have swift access to each floor. This will mean that there will still be access control into the building, however you will no longer need a fob to access your specific floor.

We would like to take this opportunity to remind you that you should only let your visitors and those permitted, in the building. Taking this precaution will ensure everyone and the building remains safe and secure. Finally, I can confirm we are not intending to change the existing security in the building at this stage.

Residents' meeting

Regular residents' meetings will be advertised on notice boards and in newsletters. These meetings are primarily to discuss the day to day management of the site, and the building safety team can also respond to questions through this forum.

If you want to ask any questions, then please contact me on **0300 373 3000** or buildingsafetyteam@networkhomes.org.uk.

Yours sincerely



Sam Drinkwater
Neighbourhood Team Leader (Building Safety)

Ability to Self-Evacuate/ Data Capture Form

Peppermint Heights - February 2020

Name	
Address	
Contact number	
Email Address	
Are you a leaseholder/ tenant/subtenant?	
How many people are in your household?	
Date survey completed	

Are you able to hear the fire alarm?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is No, is there anything other than health which would impact this?

In the event of an emergency are you able to self-evacuate?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is No, what type of assistance do you or your household require? Please don't list any specific health issues here.
<input type="checkbox"/> Mobility support
<input type="checkbox"/> Visual support
<input type="checkbox"/> Hearing support
<input type="checkbox"/> Support with my children/infants
<input type="checkbox"/> Support with older family members
Other:

Please return to buildingsafetyteam@networkhomes.org.uk