

| Task No. | Actions required | Risk RAG status |
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| 1 | Costs | |
| 2 | Review all decisions made at FSSG | |
| 2.3 | Ensure the project plan falls in line with the Fire Safety Bill & Building Safety Bill currently and update as this progresses through parliament. | |
| 3 | Governance | |
| 4 | Fire Risk Assessment | |
| 5 | Compiling Safety Case for each block | |
| 5.3 | Collate information for safety case file for all high rise blocks | |
| 5.4 | Define what needs to be included in the safety case file for low rise | |
| 7 | Fire Risk Management Assessment & Remediation | |
| 12.1 | Finalise policy for mobility scooters | |
| 7.8 | Telecomms - prevention of third party breaching firestopping | |
| 8 | Leaseholder Works | |
| 8.2 | Doors at Manor Close need to be replaced with Qmark accredited fire doors | |
| 8.3 | Leaseholder Communication & their responsibilities | |
| 10 | Communication | |
| 11 | Tenant Engagement | |
| 11.1 | Develop block champions | |
| 11.2 | Develop a framework for ongoing tenant engagement | |

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| 11.3 | Respond to the Hackitt Report regarding tenant engagement | |
| 11.4 | Work with current tenant movement structure | |
| 11.5 | Understand the influence of housing green paper | |
| 5.1 | Customer Access to Safety Case files | |
| 13 | Resilience Management | |
| 14 | Managing High Rise Living | |
| 15 | Tenancy Management | |
| 17 | Sprinkler Installation | |
| 17.4.5 | <i>Brief staff and provide training re. System operation to estate based, OOH and technical staff. Create user guide for staff. (include in block profiles)</i> | |
| 17.4.6 | <i>Provide HSE pack including certificate of commissioning, sign off by third party auditor and all signed refusal packs</i> | |
| 17.5 | <i>Final 6 sprinklers - decision to be made on what is done with these 6 sprinklers on the south of the city</i> | |
| 19 | Contractor auditing & management | |
| 20 | Develop BSM/BSO role | |
| 20.1 | Confirmation of numbers/JDs and number of associated posts have funding agreed | |
| 20.4 | BSMs implement fire risk management system in line with BS9997 | |
| 21 | Legislation | |
| 22 | Private High Rise | |
| 23 | LPS blocks | |
| 24 | IT Development | |
| 7.2 | Develop mechanism to store all documentation electronically | |
| 24.1 | Data repository for block information & Housing management inspections | |
| 24.2 | Develop PDA IT solution for FRA's and DBI's | |
| 25 | Evacuation process to be developed to alert all residents when fire in block | |
| 7.3 | High Rise Residential fire doors replacement programme | |

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| 7.4 | High rise Residential fire doors replacement programme - Leaseholder repairs | |
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Work undertaken

The Fire Safety Steering Group (FSSG) created a project plan following the events at Grenfell to keep a track of fire safety actions being undertaken. This project plan has been reviewed by Acivico and updated whenever new recommendations or legislation is presented such as the Fire Safety Act and Building Safety Bill

Safety case file information has been collated for all Birmingham City Council High Rise Residential Buildings (HRRBs) into five separate documents for each block

Low rise block profiles are currently being created for all low rise buildings with communal entrances

Options were looked at for scooter rooms to be provided in block but this was determined to be cost prohibitive. The policy dealing with mobility scooters has been updated advising residents that mobility scooters needs to be kept inside of their properties and if these are too large then alternative accommodation would be suggested

The Fire Safety Steering Group contacted the major telecommunications companies operating in Birmingham to arrange for documentation to be completed following work they carry out in our High Rise Residential Buildings showing compartmentation has not been breached. OpenReach and Virgin Media have agreed in principle

Doors at Manor Close were put on hold until a Qmark accredited fire door could be sourced. Shelforce now offer Qmark accredited fire doors and a programme for fire door replacement has commenced

The Fire Safety Steering Group presented a number of questions to the leasehold team around communication with leaseholders and their responsibilities

There have been 50 block champions identified to date however training has been delayed due to Covid-19

A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced

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| <i>Contract Team Managers have arranged training for estate based staff when blocks are handed over as complete</i> |
| <i>A Standard Operating Procedure has been created to ensure all documentation is received and filed correctly hollowing handover of blocks</i> |
| <i>Housing Management are working with the 4 TMO blocks to see what appetite there is for sprinklers to be installed. Hampton and Richmond were taken off programme due to logistics of installation - Awaiting a void property so an installation can be done</i> |
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| The number of positions and Job Descriptions have been agreed. |
| Interim BSM's in place to review process |
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| The requirements have been captured for a repository to keep records digitally and a project manager has been assigned to deliver the solution |
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| This is currently in delivery with a solution expected to be useable by February 2022 |
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| A programme of fire door replacement has been agreed and door repalcements have started |

Agreement has been made for repairs to leasehold Qmark doors will be undertaken by Birmingham City Council

| Work to be done |
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| FSSG will continue to ensure the project plan falls in line with legislation as they progress through parliament as well as any new legislation that may come in the future |
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| Following further guidance that has been released the safety case file format is being amended and will be a more target document with the information that is required. BSMs to develop reporting for the requirement to update safety case files. BSOs will be responsible for updating these. |
| When the format for High Rise Residential Buildings (HRRBs) is finalised we will be able to define the format for low rise buildings |
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| Awaiting new schedule of cabinet meetings so this can be added to agenda for sign off |
| Telecomms SOP 139 has been created and will be completed over the next few weeks and meetings will start again with Openreach and Virgin Media |
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| Manor Close is on the programme to have fire doors installed and Birmingham City Council will work with contractor Tenant Liaison Officers when these doors need to be installed |
| Actions have been taken from these questions presented and those responsible for the actions will provide an update at a future Fire Safety Steering Group meeting |
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| TPAS completed their review and reported their recommendations. They will be working with us from June on a strategy to help residents feel safer in their high rise accommodation. Block champions are still being recruited and interest has increased. |
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| <i>Training is ongoing and mopups have taken place in May 2022</i> |
| <i>We are monitoring this as blocks complete to ensure we are receive the documentation required. CTMs are looking at how these handover packs should come into our system moving forward</i> |
| <i>Internal audit are undertaking an audit of our TMOs. JJ has asked them to focus on health and saftey particularly looking at fire safety to help with our discussions around fire safety measures being installed.</i> |
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| Temporary BSOs will be coming through Hayes imminently. Permamnt BSOs will be reviewed in August 2022 |
| Review of current process is underway |
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| Build of repository with Civica 360 is being undertaken. Quote was £75k and project is in delivery |
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| Pre UAT has been carried out on Birmingham Guardian APP. UAT testing started on 15/06/2022 |
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| This programme will be monitored to completion |

Process to be developed alongside Leasehold team for these works to be raised and passed to relevant contractors. Decision log sign off required