



**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
*Creating Safer Communities*

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**Our Ref**  
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**Please ask for:** Damien West  
**Tel:** 0115 9670880  
**Date:** 20 January 2020

Send an e-mail copy to:

Dear Sir/Madam

I am writing to you as the Head of Prevention and Protection at Nottinghamshire Fire and Rescue Service.

You will be aware that on 14 June 2017, a fire occurred at Grenfell Tower, London, which destroyed the 24-storey block of 129 residential flats, with 72 people losing their lives at the incident. The presence of Aluminium Composite Material (ACM) cladding was determined as a key component in the cause of the rapid fire spread on the exterior of the property, whilst failings in relation to compartmentation and fire engineered safety solutions were highlighted as allowing internal fire spread.

The Rt. Hon. Sir Martin Moore-Bick was appointed as Chairman of the public inquiry, which was set up to examine the circumstances leading up to, and surrounding, the fire at Grenfell Tower. The inquiry was formulated over two phases; Phase One relating to the occurrences immediately surrounding the incident (including the cause of the fire and emergency response) and Phase Two focussing on broader areas which enabled the conditions for this incident to occur (including building regulations and the renovation of the tower block).

The Phase One report is extensive, therefore a link to the document is provided below for your reference:

<https://www.grenfelltowerinquiry.org.uk/phase-1-report>

Government has published an initial response to the recommendations:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/859389/Government\\_Response\\_to\\_Grenfell\\_Inquiry\\_Phase\\_1\\_Report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/859389/Government_Response_to_Grenfell_Inquiry_Phase_1_Report.pdf)

Nottinghamshire Fire and Rescue Service, in liaison with the National Fire Chiefs Council (NFCC), has undertaken an assessment of the recommendations within the report; several of which relate directly to building owners, managers and responsible persons. Government has highlighted future developments in relation to fire safety,

including the provision of a Fire Safety Bill in Spring 2020, further consultation on the requirements of building owners or managers in relation to the Inquiry recommendations, review of the building regulations (Approved Document B) and the introduction of a building safety regulator, established within the Health and Safety Executive.

Attached to this letter, I have captured the recommendations which may be relevant to your premises and which we would promote as good practice.

I must be clear that, at this time the recommendations outlined within the report are not mandatory or held within legislation. It is also clear though, that the upcoming Fire Safety Bill from the Home Office, and the technical review of the guidance to building regulations, will enact many of the recommendations detailed in this letter.

My team and I are fully engaged in supporting businesses within Nottingham and Nottinghamshire in order to create safer communities. Therefore, I would welcome any comments or requests for further guidance and support. This can be accessed through visiting our website at [www.notts-fire.gov.uk](http://www.notts-fire.gov.uk) or by contacting our Fire Protection department by emailing [fireprotection@notts-fire.gov.uk](mailto:fireprotection@notts-fire.gov.uk).

Yours faithfully,

A handwritten signature in black ink that reads "D. West". The signature is written in a cursive, slightly stylized font.

Damien West  
**AREA MANAGER**



**Summary of Recommendations from Grenfell Tower Enquiry Phase One**

Recommendation from Report Text	Good Practice – Proposed Actions	Further Details
<p>The owner/manager of every high-rise residential building with external cladding should inform the fire service of the existence and type of external cladding on the premises and capture this within their fire risk assessment. This should include updating the fire and rescue service during any material changes.</p>	<p>Government has highlighted that they will be consulting on these requirements in Spring 2020. In the meantime, we routinely capture risk information from premises that we deem to present a higher risk should they be involved in fire. We would welcome building owners to share information with us on the existence and type of external cladding on premises.</p> <p>Fire safety inspections by our Fire Protection Officers will continue to assess if a suitable and sufficient risk assessment is in place, which will include the presence of external cladding where appropriate.</p>	<p>The presence, and type, of external cladding can be notified to the fire service through emailing <a href="mailto:buildinginfo@notts-fire.gov.uk">buildinginfo@notts-fire.gov.uk</a></p>
<p>The owner/manager of every high-rise residential building be required by law to provide their local fire and rescue service with information about the design of its external walls together with details of the materials of which they are constructed and to inform the fire and rescue service of any material changes made to them.</p>	<p>We routinely capture risk information from premises that we deem to present a higher risk should they be involved in fire. We would welcome building owners to share plans with our risk information team so that these can be assessed against our records and requirements.</p>	<p>Up-to-date plans of buildings need to be submitted to <a href="mailto:buildinginfo@notts-fire.gov.uk">buildinginfo@notts-fire.gov.uk</a> in DWG format for them to be used.</p>
<p>The owner/manager of high-rise residential buildings to provide the fire and rescue service with up-to-date plans (paper and electronic) for every floor of the buildings, which identify the location of key fire safety systems.</p>	<p>We routinely capture risk information from premises that we deem to present a higher risk should they be involved in fire. We would welcome building owners to share information with our risk information team so that these can be assessed against our records and requirements.</p>	<p>Up-to-date plans of buildings need to be submitted to <a href="mailto:buildinginfo@notts-fire.gov.uk">buildinginfo@notts-fire.gov.uk</a> in DWG format for them to be used.</p>

Recommendation from Report Text	Good Practice – Proposed Actions	Further Details
<p>The owner/manager to ensure premises contains 'premises information box' (to include floor plans, information about nature of any lift intended for fire and rescue services)</p>	<p>We encourage the provision of a premises information box on all complex premises. The box should include up-to-date information on floor plans, firefighting lifts, fixed installations and other fire safety related information, or information relating to the layout or access to the premises. We recommend that the box is located next to the fire alarm panel wherever possible or by the main entrance to the premises.</p>	<p>The presence, and location, of premises information boxes can be notified to the fire service through emailing <a href="mailto:buildinginfo@notts-fire.gov.uk">buildinginfo@notts-fire.gov.uk</a></p>
<p>The owner/manager of high-rise residential buildings be required by law to carry out regular inspections of any lifts designed to be used by firefighters and to report the results of such and inspection to their local fire and rescue service at monthly intervals.</p>	<p>We encourage building owners to undertake regular inspections and maintenance of their lifts, including those designated for firefighting purposes. At this time, we would only request that notifications of non-functioning firefighting lifts are made to the fire service, not routine inspection outcomes.</p>	<p>Non-functioning firefighting lifts can be notified to the fire service through emailing information to <a href="mailto:buildinginfo@notts-fire.gov.uk">buildinginfo@notts-fire.gov.uk</a></p> <p>The email should include the location of the lift and whether there are other firefighting lifts available. Notification should be made to the above email address once normal provision is resumed.</p>
<p>The owner/manager of high-rise residential buildings be required by law to carry out regular tests of the mechanism which allows firefighters to take control of the lifts and to inform their local fire and rescue service at monthly intervals that they have done so.</p>		

Recommendation from Report Text	Good Practice – Proposed Actions	Further Details
<p>The owner/manager of every high-rise residential building be required by law to draw up and keep under regular review evacuation plans, copies of which are to be provided in electronic and paper form to their local fire and rescue service and placed in an information box on the premises.</p>	<p>We routinely capture risk information from premises that we deem to present a higher risk should they be involved in fire. We would welcome building owners to share evacuation plans with the fire service so that we can access this information, and for building owners to provide a copy of information in a premises information box.</p>	<p>Evacuation plans need to be submitted to <a href="mailto:buildinginfo@notts-fire.gov.uk">buildinginfo@notts-fire.gov.uk</a> in Microsoft Word format for them to be used.</p>
<p>The owner/manager to ensure all high-rise residential buildings (both those already in existence and those built in the future) be equipped with facilities for use by the fire and rescue services enabling them to send an evacuation signal to the whole or a selected part of the building by means of sounders or similar devices.</p>	<p>Building owner/managers must consider the evacuation of residents as part of their fire risk assessment. The use of an evacuation signal to be utilised by fire services would be encouraged as part of this provision.</p>	<p>Where this facility exists, information can be shared with the fire service by emailing <a href="mailto:buildinginfo@notts-fire.gov.uk">buildinginfo@notts-fire.gov.uk</a> and a copy of information should be present in any premises information box.</p>

Recommendation from Report Text	Good Practice – Proposed Actions	Further Details
<p>The owner/manager of every high-rise residential building be required by law to prepare personal emergency evacuation plans (PEEPs) for all residents whose ability to self-evacuate may be compromised (such as person with reduced mobility or cognition).</p>	<p>Building owners/ managers must consider the evacuation of residents as part of their fire risk assessment. Where these plans exist, copies of such plans should be present in a premises information box.</p>	N/A
<p>The owner/manager of every high-rise residential building be required by law to include up-to-date information about persons with reduced mobility and their associated PEEPs in the premises information box.</p>		N/A
<p>All high-rise buildings floor numbers to be clearly marked on each landing within the stairways and a prominent place in all lobbies in such a way as to be visible both in normal conditions and in low lighting or smoky conditions.</p>	<p>We would encourage all building owners/ managers to provide this information, clearly, on each floor of the building.</p> <p>Floors should be numbered sequentially with the ground floor being counted as 0 or (G).</p>	N/A
<p>The owner/manager to provide fire safety instructions (including for evacuation) in a form that the occupants of the building can reasonably be expected to understand, taking into account the nature of the building and their knowledge of the occupants.</p>	<p>Building owners/ managers must consider the actions of residents as part of their fire risk assessment, ensuring that they are suitable informed of procedures at the premises.</p>	N/A

Recommendation from Report Text	Good Practice – Proposed Actions	Further Details
<p>The owner/manager of every residential building containing separate dwellings (whether or not they are high-rise buildings) carry out an urgent inspection of all fire doors to ensure they comply with applicable legislative standards.</p>	<p>We would encourage building owners/landlords to work with their tenants/occupants to undertake an inspection of fire doors and ensure that they are fit for purpose and maintain compartmentation. The Government has announced that these requirements are likely to be included in the upcoming Fire Safety Bill from the Home Office.</p>	<p>N/A</p>
<p>The owner/manager of every residential building containing separate dwellings (whether or not they are high-rise buildings) be required by law to carry out checks at not less than three-monthly intervals to ensure that all fire doors are fitted with effective self-closing devices in working order.</p>		