

15 June 2017

Westminster Green Management Company Ltd **Westminster Green, 8 Dean Ryle Street, London SW1P 4DA**

FIRE SAFETY

DEAR RESIDENTS,

This week's tragic fire in a High Rise London Residential Block has, unsurprisingly, raised a number of questions in relation to fire safety at Westminster Green. Although the blocks are very different in construction many of the rules and procedures governing fire safety are the same for both. I can assure you that the Board regards fire safety, along with security, at Westminster Green as being of the utmost importance. A Fire Risk Assessment and Review is carried out each year by our Health and Safety Consultant and in line with the Regulatory Reform (Fire Safety) Order 2005.

We shall also be keeping a close eye on any changes in regulations or advice from the Fire Service that might arise from reviews of the fire in North Kensington.

We always want to ensure that all necessary fire safety measures are in place at Westminster Green.

Along with a fully maintained fire alarm system and a sprinkler system (carpark), our concierge team has been trained in basic fire safety and the fire alarm is tested every week.

Part of the duties of the concierge team is to walk the building a few times every day and as they do this site check they are looking at areas such as :

- Wedge doors - all communal doors are fire doors and need to be kept closed (except the main doors to corridors which are on magnetic controls and released in case of a fire). Occasionally the Concierge team discover a door wedged open and they remove these wedges immediately- **PLEASE DO NOT WEDGE ANY DOORS OPEN.**
- Blocked corridors and communal areas – **NO ITEMS** should be left in the communal areas, be this corridors, stairwells and even just outside flat doors. These items could both block escape in the case of fire and also fuel to a fire. The concierge team will remove the items immediately if necessary.
- Any signs of fresh or stale smoke.

Whilst we continue to assess and monitor fire safety in the communal parts, we would like to remind all residents that fire safety should also be practiced within apartments. This includes maintenance of electrical equipment such as:

- the Boiler Isolator Switches (Information Sheet sent June 2015) and very importantly,
- the Hot Water Timer Switches. (A product recall a few years ago found the Grasslin Timers (QE7) to be defective. Please check to see if these were changed to the Grasslin QE7+ timer as this is the updated and timer switch).

Attached please find a reminder of the Fire Emergency Procedures. Please take the time to read and practice these safety tips.

Please refer any question you may have to our Building Manager, Jeremy Claasen or me.

Thank you for your co-operation,

Eric Tracey

Chairman

Westminster Green Management Company Limited

www.westminstergreen.org

Property Manager

Steve Drake

Team Line: 01992 507180

Property Administrator

Jane Hobbs

Team Line: 01992 507180

Service Charge Accounts

Geanne Samson

Direct Line: 01992 515589

