



Building Safety Case Report Brookway Court



Revision Date September 2023- Version 1

Principal Accountable Person	Wythenshawe Community Housing Group	8 Poundswick Lane, Wythenshawe, Manchester M22 9TA
Point of Contact	Building Safety Manager- Vic Finn	07525905048
Updating this Report	By: Vic Finn	When improvement work is carried out or following a major event.

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2. About Wythenshawe Community Housing Group as the Principal Accountable Person.

Wythenshawe Community Housing Group (WCHG) is a registered social housing provider with in excess of 13,700 domestic properties, many of these are within blocks of various types including walk ups, cottage flats, sheltered and High Rise. Within the portfolio are 10 blocks that come within the scope of the Building Safety Regulations being over 18m high. WCHG is the 'Responsible Person' for Brookway court and the sole Accountable person.

3. Preparation of Report.

The report has been formulated in line with HSE government guidance (Preparing a safety case report - GOV.UK (www.gov.uk) as best practice guidance and sets out how WCHG manage the Risk of Fire spread, the buildings structural safety and how WCHG are preventing fire spread and structural failure and limiting risk to this building to ensure the building is safe to occupy.

This report was prepared by Victoria Finn, Building Safety Manager Msc, MCIOB who has worked in the housing sector for over 34 years predominantly in a surveying and project Management capacity. Qualifications include, a Master of Science in 'Regeneration and Urban Renewal' and Bachelor of Science in 'Construction Project Management' and also a member of the Chartered Institute of Building. The latest qualifications obtained under CIOB are the LMS Level 6 Fire Safety diploma and Level 6 Building Safety Management diploma.

4. Executive Summary

WCHG claims that Brookway Court is safe for residents to occupy. This claim is supported by the argument within this report and by the evidence within the building safety case with reports/ certificates etc available for inspection upon request.

Table: Basic Details

ADDRESS: Brookway Court, Bideford Drive, Wythenshawe, M23 OGL	
Registration Ref: HRB01997D9FS	
Height of building (m) to floor of highest storey	47
Number of floors including ground	17 (INCLUDING ROOF SPACE) none underground
Number of residential units/flats in the building	95 1 or two bedroom
Tenure	All tenants.
Name of the building	Brookway Court
Building Street address	1-94 Bideford Drive, Wythenshawe
Building Postcode	M23 OGL
Name of Principal Accountable Person (PAP)	Wythenshawe Community Housing Group, 8 Poundswick Lane, Manchester, M22 9TA (Sole AP)

Name and Role of lead contact for PAP organisation	Victoria Finn, Building Safety Manager
email address and Contract telephone number - PAP	victoria.finn@wchg.org.uk 07525905048

5. Building Description

Brookway Court is a high-rise residential block built in 1971, which contains a total of 95 self-contained flats. It is constructed in a concrete frame with brick infill panels and a curtain wall glazing which includes spandrel panels which have been recently replaced and a flat roof also recently replaced.

Each of the upper floors, aside from the very top (sixteenth) floor, has the same layout. This consists of a central lift lobby containing 2 lifts, off which are lobbies providing access to 3 flats either side. In one of the lobbies is a sprinkler stop valve and in the other lobby is access to the refuse chute room and an electrical cupboard.

A dry riser outlet is on each floor, located within the lift lobby. The single staircase serving all floors is also lobbied from the lift lobby on each floor level. The sixteenth floor is of a slightly different arrangement. This floor is not served by either of the lifts, instead being served by a continuation of the single staircase. To account for this, the staircase itself has been lobbied at fifteenth floor level.

The lift motor room has 2 access points, either at the very head of the single stair at sixteenth floor level or via a door from the lobby serving flats on the sixteenth floor. The tank room adjoins the lift motor room, as does parts of the roof. The ground floor is also of a different layout, this consisting of a lift lobby off which are 2 flats, a laundry and access to a series of short corridors leading to an old caretaker's office, meter room and pump room. The refuse and boiler rooms are externally accessed at ground level. Final exits from the building for the residents are provided from the base of the single staircase and from the lift lobby at ground level. An additional exit is located to the rear of the pump room however is not for resident use.

The flats are heated by a communal heating system, the boilers for which are located in an externally accessed boiler house, heating vessels are located within each flat. Recently renewed roof and communication equipment has been installed.

The flat tenure and capacity can be seen in the table below:

Beds	No of	Person capacity	Actual no of residents
1 Bedroom	33	66	33
2 Bedroom	62	248	64
	95	314	130

All of the one bedroom flats are reported as occupied by one person but have capacity of two. The two bedrooms are both doubles so can cater for 4 people. The occupation rate is at 41% as of July 24. There are no leaseholders in this block, no blocks or buildings attached and only on AP who is the PAP.

Further key building information for the block is included below:

Table – Key Building Information quick reference

Description	
ADDRESS: BROOKWAY COURT	
Key Building Information	
Evacuation strategy	
What is the evacuation strategy in place (simultaneous, phased, stay put)	Stay put (Defend in place)
passive and reactive control	
What equipment is in residential units (heat/smoke/sprinklers)	smoke and heat detection/ sprinkler system
What equipment is in parts shared by all residents	smoke detectors/Fire alarm/dry riser
Where are the alarm sounders connected to detectors	rooftop/shared space with equipment
Where are the dry risers (bin store/common corridor/lobby etc)	Lobby Area
Where are the smoke detectors (lobby, Meter room, laundry etc)	Bin chute, office, store, communal lobby, stairwell, pump room, electric room, laundry area, comms room on roof, lift motor room
Types of lift	1 Passenger / 1 modified for Fire Fighters use
number of residential unit front doors with fire resistance identified	95
number of fire doors In common parts residents can walk through (30/60 min)	63 x30min
Energy and storage	
Types of Energy Storage	none
Types of onsite energy generation	none
Type of energy Supplies (district/mains elec/mains gas etc)	Electric main/ gas main (flats have no gas)
Structure and Materials	
Structure Type (composite steel/large concrete panel/masonry etc)	Concrete/ other
Type of Roof (flat/pitched/mix)	flat
Does roof structure have layer of insulation (top of roof/below roof)	yes on top
what material covers the largest surface area (rolled bitumen felt,rubber etc)	Rolled bitumen felt
Total number of staircases	1
what materials are visible on the outside walls (ACM, other composite etc)	Other composite A2 rated spandrel panel/ glass/ masonry.
Aluminium Composite material (ACM) certification	No ACM

percentage of each material on the outside (from mentioned above)	A2 panels 20%/ windows 20% masonry 60%/
what type of insulation is used in the outside walls (EPX, PUR, Mineral wool)	Mineral wool 100%
Features/ machinery for heat, ventilation or energy generation	Lift motor room, communications room
Which materials are used most in the machinery in a room on the roof	Steel
Primary use for the court (office/residential/shop etc)	Residential- no secondary use
Number of flats below ground level	none

Flat layouts

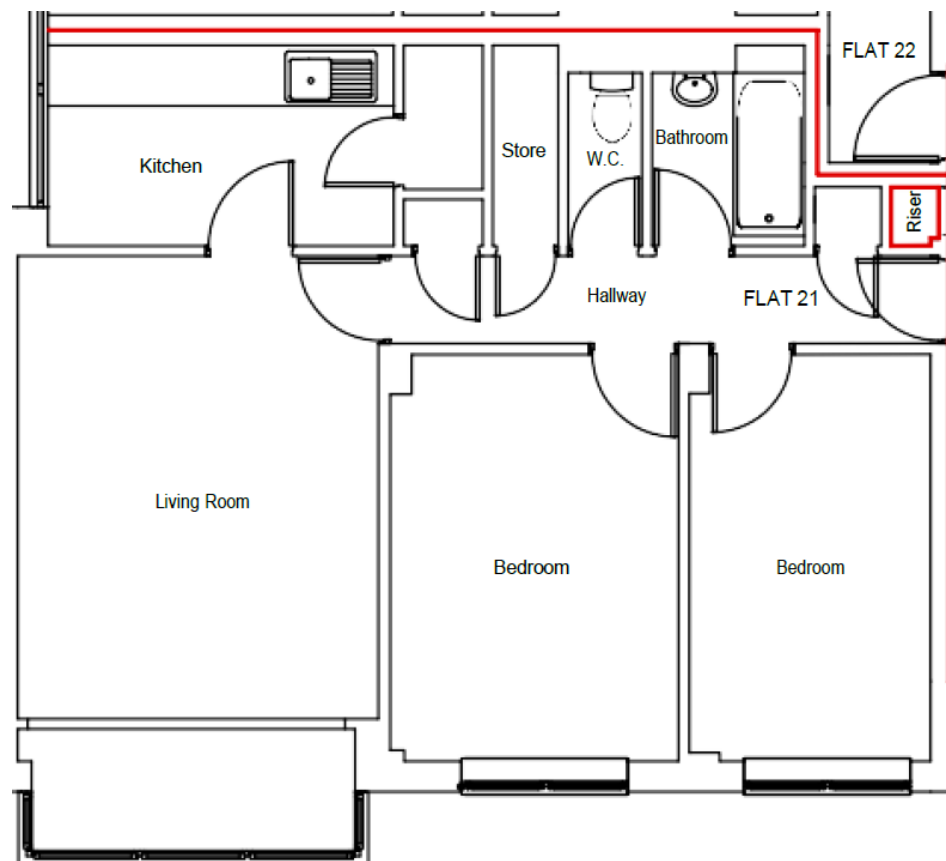
Each flat consists of an entrance door opening into a hallway, off which are either 1 or 2 bedrooms, a bathroom, store cupboard and a living room. In the 2 bedroom properties, the kitchens are inner rooms to the living rooms and in the 1 bedroom flats, the kitchen is off the hallway. Enclosed balconies are accessible from the living rooms.

Each flat has a BS5839-6 Grade D fire alarm system to an LD1 standard of coverage. A BS5839-1 type heat detector in each of the flat entrance hallway which is part of the common area fire alarm system which has been reconfigured to be silent and to function as an emergency alert system for use by the Fire and Rescue Service. Also extending throughout each flat is a sprinkler system, which is fed by the tanks on the sixteenth-floor tank room and the ground floor pump room.

This sprinkler system is also in high risk areas such as the laundry and pump room.

Emergency lighting is installed throughout the common areas, including plant.

(See typical flat layout taken from strategy plans that can be found in Appendix A)



Fire Exits

Final exits from the building for the residents are provided from the base of the single staircase and from the lift lobby at ground level and can be seen on the Fire Strategy plans within Appendix A. An additional exit is located to the rear of the pump room however is not for resident use. Final exit doors are electromagnetically secured which includes the external exit from forecourt and laundry and have green box emergency overrides.

Surrounding Area

The block is one of two High-rise in the vicinity, the other of which is Moorcot court situated approximately 25m away from the nearest points. Moorcot court has 9 storeys and is a deck access block. The muster points in the event of an evacuation are outside of the opposing block. The OS map below shows where the measure of distance from the block to the nearest property is taken.



There is a block of shops directly opposite the south facing façade approximately 6.2m away which house 4 flats above and below OS map. In the event of a significant fire or possible collapse, the immediately surrounding properties would likely be evacuated as determined by the fire service. There is a community centre 25m from the south east Corner of the block. The nearest homes are located 24m away.



Stability of Cladding systems.

New windows and panels below were fitted recently and compliant with current regulations. A curtain wall and fenestration system survey was carried out in 2019 by an external CHAS and FIA accredited fire engineering company and surveyor under the regulations applicable at the time of the curtain wall works, Building Act 1984 prior to 2006 and Building Regulations 2000. The assessment was to consider the curtain wall glazed windows and infill panels within the PVC frames. The inspections concluded that the walls were predominantly of brickworks with large areas of clad curtain wall fenestration. There were ad hoc fire tests on the core materials of the panels which found they were readily ignited and passed over compartment floors. (Technical note dated 9 August 2019)

Building Foundations

A structural survey undertaken in 2017 did not suggest any issues with the foundations and a later survey in 2023 by a different consultant didn't bring up any issues with the foundations however recommended undertaking trial pits and ground penetrating radar to ascertain the foundation type. The foundations will be investigated further should there be a requirement due to any movement of the building or major disturbance adjacent to it in order to prevent disturbing the ground now when there have been no reported or seen structural issues relatable to foundations.

Incoming mains and isolation points

Located on the ground floor are the Gas, electric and water incoming mains and isolation points. The gas meter and isolation point are located to the rear of the building and is accessible externally from the rear with gas boilers and isolation points located also to the rear in a stand-alone brick-built boiler room within the perimeter fencing. The cold-water isolation point is located within the pump room and the mains electric in the adjacent mains room both located off the small corridor next to the old care-takers office. There is also a lift isolation point located on the roof within the lift motor room.

The mains isolation areas are shown on the plan 'Ground Floor Mechanical Services revision 11 in **Appendix A**

6. Fire Risk Assessments.

This block has Type 3 surveys undertaken on an annual basis. The Fire Risk Surveys are carried out by 'Total Fire Group' who are BAFE and FIA accredited and have been procured from the Procurement Framework 'Procure Plus Holdings' via a Fire Risk and Mitigation works framework. The main contact there is Darren Baird , Group Director on 01204 697990 www.totalfiregroup.org

A separate compartmentation survey was also undertaken in 2020 as a separate exercise to specifically review all risers and compartmentation areas where some breaches were identified and then rectified. A number of pages as a representative sample of this report can be found in **Appendix A** and the full report available on request.

The Fire Risk Assessments pick up any recommendations which are input on the fire Risk Contractors system 'Aurora', which are then assigned to the relevant managers and tracked through on the FRA portal 'Aurora' to completion and sign off by the relevant directors for those managers.

The latest FRA carried out on the 5th June 2024 advised of only moderate risks

The fire Risk Rating Matrix used to assess the fire risk can be seen below:

LIKELIHOOD OF FIRE OUTBREAK	LIKELY CONSEQUENCES OF FIRE			
	Subjective Fire Risk Rating	Slight Harm	Moderate Harm	Serious Harm
	Highly Unlikely	Negligible Risk	Tolerable Risk	Moderate Risk
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Summary of the Findings

- Resident items in communal areas
- Override press button on final exit door
- Fire door deficiencies
- compartmentation penetrations to check
- 'do not use lift' in the event of a fire sign missing
- vent in one of the flats covered over
- manual call point remaining in the laundry room requiring removing/covering over.

see below as to how these risks are managed.

7. Managing the Risks

This section looks at how all risks are managed for fire and building safety. The Senior Contracts Manager for Facilities along with the Building Safety Manager has an overview of the Fire Risk portal and the actions assigned to colleagues. The risks are based on both Life Risk Actions and Property Risk Actions.

The Fire Risk portal is populated by the Fire Risk Assessors with their recommendations. The actions are assigned by a Facilities colleague to the relevant manager for each action within the system and an excel list of the actions are downloaded from the system weekly and e-mailed to all those overseeing these actions to serve as a reminder to review them.

When the actions are complete, the assigned manager will sign them off in the system, upload their evidence and this then goes to their director for complete sign off. The FRA's are monitored for their progress and outstanding actions via a 'Power Bi' portal as can be seen in the screenshot below:

Servicing and Compliance

Splash Page - Service and C...

Board Big Six Summary

Corporate Big Six Summary

Operational Compliance Su...

Compliance

GOSS

Building Safety Compliance

Summary

Bagnall Court

Benchill Court

Birch Tree Court

Brookway Court

Brownley Court

Edwards Court

Hollyhedge Court

Moorcot Court

West View Court

200 Hollyhedge

3 Hollyhedge Court Road

HHSRS

NOSP-CCI

Extractor Fan Servicing

BUILDING SAFETY COMPLIANCE

MULTI-STOREY BLOCKS

BIG 6 COMPLIANCE	Bagnall Court	Benchill Court	Birch Tree Court	Brookway Court	Brownley Court	Edwards Court	Hollyhedge Court	Moorcot Court	West View Court	200 Hollyhedge (V135)	3 Hollyhedge Court Road (V135)
GAS GAS (DOMESTIC) H&S (DOMESTIC) BIOMASS (COMMUNAL)											
ELECTRICAL ECR (DOMESTIC) ECR (COMMUNAL)											
ASBESTOS ASBESTOS											
FIRE SAFETY FIRE SAFETY SYSTEMS FIRE DOORS (QTRLY) ENTRANCE DOORS FIRE RISK ASSESSMENTS											
LIFTS LIFTS (COMMERCIAL) LIFTS (DOMESTIC)											
WATER WATER											

White Circles are N/A.

(i.e. the Block does not contain this type of asset)

WCHG have a contract with a Consultancy (Arcus Consulting) who provide a CDM and Employers Agent service that project managers can utilise as and when required. This consultancy service was engaged via the 'Fusion 21' Framework from their building Safety and compliance arm to ensure the competency , accreditations and references procedure had been undertaken. The company has worked with Arcus for many years and found them to be very supportive. For major investment works undertaken on the high rise blocks, Arcus have been utilised for their services and any changes to the blocks will be reviewed with the relevant project manager and Building safety manager with any schemes to undertake work utilising these services.

WCHG undertake regular audits and had a compliance audit undertaken in February 2024 where Building Safety had no major recommendations although some recommendations were made with regard to some adjustments in various compliance policies that sit under building safety that are underway.

Compartmentation

Compartmentation is provided by way of a single protected staircase leading from the protected lobby area. There is a lift lobby area to each floor that leads to a further lobby area at each end of which there are generally 3 flats on each (6 in total) intermediate floor with the ground floor having a slightly different layout. Each flat can be accessed via a newly fitted front entrance door installed in 2022 and all walls which form each flat are also compartmented. Each riser cupboard located on the lift lobby is also compartmented as well as the lift shafts and service areas. This compartmentation is shown on the Fire strategy drawings marked in red lines which has also been shared with colleagues to ensure they are aware of where compartmentation is, as can be seen on the fire strategy drawings in **Appendix A**.

The riser ducts running the full height of the building are protected at floor level and via fire rated riser doors and where these have been accessed for work such as Fire alarm and Sprinkler work, any breaches through floor slabs have also been sealed and signed off by a third-party inspector 'Flamehold' who are a member of the Fire Protection Association and FIRAS accredited, this also applies to the wires or pipework entering each flat. The riser doors along with the Communal pedestrian 30min fire doors off the common areas are checked monthly for any issues and checked within the annual FRA.

The bin in use is located adjacent to a lid that has a fusible link and closes should a fire occur within the bin to prevent fire spread up the chute. In the refuse chute rooms, metal chutes are provided which are self-closing. The fusible link is checked annually by an appointed contractor.

Any compartmentation breaches picked up on the Fire Risk Assessments are sent to a competent contractor for remediation work. A number of pages from a report of this work can be seen in **Appendix B** by 'Sureserve Fire and Electrical'.

Energy Suppliers Details

EDF	Electric supplier	Work via Monarch
SEFE	Gas supplier	Work via Monarch
Monarch	Manages energy companies	Tamzyn.Elliott- Pullen@monarchpartnership.co.uk

Maintenance of equipment and responsibility.

The Facilities department manage maintenance contracts for the high-rise blocks and listed below are the key maintenance contractors who manage building safety and test/inspection frequencies

Contractor	Measure	Frequency
Fire		
Fieldway	Fire alarms/door release	weekly

Argus	sprinklers	monthly
Dyer (DH Environmental)	AOVs	Annually
Chute Fire Cert	bin chute checks	Six monthly
Premier Technical Services Group	Lightning protection	Annual
Allied	Lift checks	Weekly checks and monthly servicing
Central Power Services	Generator inspections	monthly inspections
Complete Fire	Dry Risers	monthly
Complete Fire	p lighting	Annually
Team Brand	Communal Fire Door checks	Quarterly
Asbestos		
Scope iT	Asbestos testing/analyst	Annual / reactive
Countrywide	asbestos removal	Reactive
Building Safety		
Mitie	legionella testing	Monthly
xylem	Water testing	Six monthly
AARHUS	Biomass fire alarm monitoring and biomass room emergency lighting	Annually
Team Brand	exit signage to new specification	Annual FRA/ BSO inspections

Flat Entrance Fire door inspections

The flat entrance doors leading onto common parts are inspected annually in line with the Fire Safety (England) Regulations 2022, by in house inspectors (trained by 'Ventro Fire Compliance') utilising a hand-held system which then feeds into the Power Bi dashboard for monitoring. These inspectors are also Gas and Electric compliance inspectors who undertake the annual checks. The doors are inspected against key TRADA questions that are pre-set into the system to ensure the correct questions are asked.

The inspection information for the fire doors is collected on a hand-held device which feeds in to the Orchard Housing Management system, any resultant repairs required are taken off the system and raised. The inspections feed through to the Power BI dashboard which are reviewed via a corporate performance team as can be seen in the table below:

property_group	REQUIRED DOOR CHECK	HAS DOOR CHECK	% DOORS CHECKED	FLAT ENTRANCE DOOR CHECKS						
ENSUITE ROOM	13	13	100.0%							
FLAT - COTTAGE	210	210	100.0%							
FLAT - MULTISTOREY	937	937	100.0%							
FLAT - OTHER	14	14	100.0%							
FLAT - SHELTERED	54	54	100.0%							
FLAT - SUPPORTED	4	4	100.0%							
FLAT - WALKUP	972	972	100.0%							
HOUSE	57	57	100.0%							
Total	2261	2261	100.0%							

PROPERTYKEY	ADDRESS	ENERGY USAGE	PROPERTY TYPE	prtyp_dsc	CATEGORY	CURRENT LGSR SERVICE	REQUIRES ENTRANCE DOOR CHECK	HAS DOOR CHECK ON CURRENT 1ST TOUCH RECORD	1st TOUCH RECORD DATE
18816	FLAT 98 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	30/05/2023	1	1	30/05/2023
18815	FLAT 97 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	12/06/2023	1	1	12/06/2023
18814	FLAT 96 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	12/07/2023	1	1	12/07/2023
18813	FLAT 95 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	30/05/2023	1	1	30/05/2023
15492	FLAT 94 BROOKWAY COURT	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	GENERAL	21/12/2023	1	1	21/12/2023
18812	FLAT 94 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	30/05/2023	1	1	30/05/2023
15491	FLAT 93 BROOKWAY COURT	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	GENERAL	24/06/2023	1	1	24/06/2023
18811	FLAT 93 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	30/05/2023	1	1	30/05/2023
15490	FLAT 92 BROOKWAY COURT	H&S	MSUF1B	1 BED UPPER FLOOR MULTI STOREY	GENERAL	10/07/2023	1	1	10/07/2023
15489	FLAT 91 BROOKWAY COURT	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	GENERAL	20/06/2023	1	1	20/06/2023
18809	FLAT 91 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	18/07/2023	1	1	18/07/2023
15488	FLAT 90 BROOKWAY COURT	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	GENERAL	26/05/2023	1	1	26/05/2023
18808	FLAT 90 - VILLAGE 135	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	AFFORDABLE	12/07/2023	1	1	12/07/2023
17409	FLAT 9 WEST VIEW COURT	H&S	MSUF1B	1 BED UPPER FLOOR MULTI STOREY	GENERAL	25/10/2023	1	1	25/10/2023
15614	FLAT 9 MOORCOT COURT	H&S	MSUF1B	1 BED UPPER FLOOR MULTI STOREY	GENERAL	09/05/2023	1	1	09/05/2023
10960	FLAT 9 HOLLY VIEW	GAS	UFAPAR	2 BED UPPER FLOOR WALKUP	AFFORDABLE	30/03/2023	1	1	30/03/2023
15487	FLAT 9 BROOKWAY COURT	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	GENERAL	28/06/2023	1	1	28/06/2023
16225	FLAT 9 BAGNALL COURT	H&S	MSUF2B	2 BED UPPER FLOOR MULTI STOREY	GENERAL	31/08/2023	1	1	31/08/2023
19516	FLAT 9 ALEXANDER COURT	GAS	WU2F3B	3 BED 2ND FLOOR WALKUP FLAT	MARKET RENT	06/12/2023	1	1	06/12/2023
Total							2260	2260	

Communal Fire Door inspections

Communal fire doors are inspected by contractor 'Team Brand' on a quarterly basis whose inspector has had BRE Academy door inspection training and who has asset tagged and recorded the doors on our cloud- based website '[Check Fire Door Status | WCHG Audit Safe](#)

Each door within the block for each floor is photographed which will show when the QR code is scanned. This will ensure the inspector has the correct door and will also highlight if someone has changed a feature on the door without advising the Building Safety team, in which case a new photograph will be taken and uploaded unless the door requires changing. There are key TRADA questions for the inspector to complete in relation to each door to ensure the key components are inspected.

If any repairs are identified, these are raised in the housing management system and allocated to one of the trained Fire door maintenance technicians or sent to a qualified and competent, external contractor with adequate knowledge and training for fire door repairs. The current contractors used have delivered the fire door installation programme for all of WCHF Fire doors who have been taken off the procurement framework for Fire Safety.

Below is a screenshot of the system for the communal door surveys showing a photo of the door, the QR code that is on the door and below that a screenshot of the same door when checking on the live status and which shows that the door that is under repair. The status is updated when repairs are carried out and signed off.



Brookway Ground



BWFG001



Change Floor >



BWFG001



BWF1001	>	Passed	20/10/23
BWFG002	>	Passed	20/10/23
BWFG001	>	Passed	20/10/23
BWF6001	>	Under repair	20/10/23

The Building Safety Officer and the Building Safety Manager have also received fire door inspection training via 'UK Fire Doors' and will also inspect doors when carrying out block visits. A CSV file is able to be exported from the system and uploaded into the Asset Database system 'Promaster' which will also feed into a Power Bi reporting page for compliance monitoring similar to that of the front entrance fire doors.

Fire-Fighting equipment

As shown on the fire strategy drawing, Brookway Court has the following firefighting equipment which has monthly visual inspections:

- 1 x modified lift for firefighters use.
- inlet and outlet for dry riser mains.
- Automatic opening vents in the stairwell.
- Fire detection and alarm systems also linked to ancillary rooms.
- Automatic door release mechanisms linked to fire alarm systems.
- Sprinklers in high risk areas.
- Fire Alarms and notification panel for the BS5839-1 system, See Appendix C for cause and effect matrix



The list of the above assets will be visually inspected on a monthly basis to compliment the main inspections by suitably qualified contractors as in subsection '*Maintenance and equipment responsibility*' above.

Fire Strategy drawings of the building show where the equipment is located, refer to **Appendix A**.

A dry rising main installed for use by the Fire and Rescue Service is pressure tested annually and visually inspected

monthly. The inlet is located by the main entrance on the external façade of the building.

The building is also provided with a BS5839-1 type fire alarm system which incorporates automatic detection to L2 standard in the common areas. The fire alarm system has been re-configured so that it can function in a similar manner to an Evacuation Alert System (EAS). This system is monitored and is generally silent (except for in plant and service areas). All manual call points in publicly accessible areas have now been removed in accordance with the Fire Risk Assessors recommendations.

Emergency lighting is installed throughout the communal spaces, including plant areas. A sprinkler system provides coverage in key risk common areas namely the laundry, pump room, electric and cleaners rooms as well as the refuse room and extends into the flats.

[Secure Information box and reviews](#)

There is a 'Gerda' secure information box (SIB) located within the ground floor common area containing:

- plans of the buildings with exit routes
- location of firefighting equipment
- asbestos register
- Personal Rescue Evacuation Plan information
- any previous call out reports
- alarm codes/ procedure
- contact names and details
- 'off the run' reports

The information contained within the SIB has been viewed by the Fire Risk Assessor and is in line with the latest government factsheet guidance for Regulation 4 published 24th July 2023. It is reviewed monthly by the Building Safety Officer and updated with any new information provided by way of updated e-mailed reports that feed in from the housing system which is updated by the housing team or sooner for new 'PREPS' information.



Gas Provision

This block has had the gas supply removed from the flats and now supplies heat via safer Heat interchange Units (HIU's). These are very responsive and provide instant supply on-demand. This measure has been taken in Brookway court to improve energy efficiency, and reduce CO2 emissions but more importantly to eliminating gas explosions/ leaks either in a fire situation or which could cause a fire situation and it also alleviates any worries about carbon monoxide emissions. There is no heating to common parts and the gas provision to the boiler is located in an externally accessed boiler house provided with suitable fire extinguishers and shut off points.

A tender process has been carried out and a contractor appointed to carry out DSEAR inspections including this block. We currently await a programme to determine when this block is likely to be inspected and a report produced.

Managing the Risks- Summary

Managed risk.	Included in section	Mitigation and reactive measures
Fire in common areas	5, 6, 13	Compartmentation checks/ FRA's/smoke detection/monitored alarm panel/sprinklers in high risk non domestic areas/ communal fire door checks quarterly/ Fob Controlled access to prevent unauthorised people.
Fire in flats	6, 10	Smoke and heat detection/sprinklers/annual gas and electric checks/ annual fire prevention information. replace chip pans with air fryers on request

Fire externally	6,12, 10	Weekly review of rubbish against the building/renewal of non-fire rated material/ no vehicles against the building/lightning protection checks and renewal
Lightning strike	6 & 12	Lightning protection renewal / checks
Smoke filled common areas	6	AOV's in stairwell/ clear area communal policy/fire retardant notice boards/ new luminescent wayfinding signage to updated BR
Common fire door faults	13	Quarterly checks on communal fire doors and resultant works carried out
Flat entrance fire door faults	6, 11	Front Entrance fire door checks annually both sides and monthly externally when the gas and electric checks are done
Gas explosion	6	Annual gas checks and service / upcoming DSEAR inspections.
Electrical faults	6	Annual electric checks/ PAT testing to any common mobile electrical apparatus/ laundry washing machines and dryer servicing.
Bin chute fires	13	Regular maintenance checks of seals and links
Vehicle strike	14	One off inspection- no resultant works required.
Structural Failure	14	
Fire Service knowledge	6, 10	Visits with FS and BSM/ regular review of PIB information including up to date Strategy plans/ clear zone plan in communal area/ Gerda box PIB's that FS carry keys for.
Essential equipment failure	13	Monthly inspections on essential fire-fighting equipment.

8. Building Safety Management System

The Building Safety Management system has been set out in line with HSE government guidance and BS9997 as best practice and considers effective planning, Organisation, Control, Monitoring and reviews of all measures in place to manage Building Safety. The system combines a written operational procedure which leads best practice for each team and a compliance reporting mechanism which pulls together all information from compliance areas and maintenance activity to provide a more holistic overview and dashboard report via 'Power Bi' to show the effectiveness of the system which is

reviewed by the Building Safety Manager and reported on within quarterly Health and Safety Committee meetings attended by senior management and directors.

The system considers resources and governance and ties into related policies to address how each team/ contractor/ supplier and residents' activity within the blocks are managed, coupled with the fire risk recommendations and actions. The Building Safety Manager will review and update the system with any new information or changes in teams, corporate practice or new legislation as required and review with any team/ person affected and the document will stay 'live' for constant review. (Refer to **Appendix C** which shows the first page of the system, the full document of which is available on request.)

A summary compliance page from Power BI can be viewed with the 'Managing the Risks' section.

9. Planning for Emergencies

The building employs a 'Stay Put' evacuation strategy and residents are informed of this via notices in the common area and via building safety leaflets (**Appendix D**). The common fire detection system is configured for the Fire and Rescue Service to also use as an Emergency Alert System (EAS) such as was recommended in the Grenfell Tower inquiry phase 1 report published in October 2019. The common fire detection system is configured as a silent system and shows where the area of activation is on the alarm panel which is also monitored by an alarm receiving centre 'Custodian'. The decision was taken to configure the alarm as silent following a number of false 'call outs' where the alarms had likely been activated maliciously as recommended by the Fire Risk Assessments this also allows the fire service to only carry out a simultaneous evacuation when necessary.

The 'Assure 24' team are the CCTV team with warden patrol who can attend day or night in an actual fire to aid the fire service where required, along with the duty manager covering night shifts if after hours.

The strategy will be reviewed/updated with any significant changes or following near miss or actual building safety incident as discussed within the Health and Safety Committee and Leadership team where from, any measures required will be decided and implemented.

There is a dedicated muster point for this block which is outside Moorcot Court Opposite and is displayed on the notice board in the communal area.

10.Current Plans of the Building

Within **Appendix A** there are fire strategy plans of the Ground Floor, a typical upper floor and roof area which show the different layouts and key equipment. There are also architectural drawings showing the spandrel and balcony panel replacement following remedial works and plans showing Fire equipment and the incoming mains and isolation points, Refer to table below:

Ground Floor plan – Fire strategy drawing.	Ref: 101/01/23 RevA
Fourth Floor plan- Fire strategy drawing.	Ref: 105/01/23 RevA
Loft/ Roof plan- Fire Strategy Drawing.	Ref: 117/01/23 Rev A
Generator Housing for lifts	Ref: 790-2-100 Rev A
Fire Alarm layout	Ref: 0.05 Rev A
Sprinkler plan ground floor	Ref: 1891 Ground Floor

Sprinkler plan intermediate floor	Ref: 1891 Typical floor
Flat Conversion specification	Ref: 20 043 BR01
Flat Conversion before and after plan	Ref: 20 043 PL02
Enveloping work elevations	Ref: 60136 elev 1&2
Enveloping work elevations	Ref: 60 136 elev 3&4
Ground Floor -Incoming mains and isolation points.	Ref: 24/051/M/06

11. Resident Profiling

As there is no legal requirement for PEEPs in general needs flats, each resident has instead been asked within the annual fire safety information to self-identify where they would require assistance in the event of a fire and the lifts being inoperable. There is a QR code that can also be used for people to self-identify within the communal area and within the building safety booklet which has been sent to all residents with other methods of contact (refer to **Appendix D** rear page). Where this is the case, the neighbourhood officers update the Housing Management system 'Orchard' which produces an evacuation report which is e-mailed to managers monthly.

The Building Safety Officer will consult the report and update any new information within the Secure Information Box as **Personal Rescue Evacuation Plan (PREP)** as recommended by the fire risk assessors. New 'Gerda' boxes have been fitted to all communal areas in HRB's for which the Fire service hold a skeleton key, and shows any apartment where the resident requires assistance and an overview of that requirement. The PREP's in the SIB will be reviewed for updating, removal if temporary and expired or for new incoming tenants.

Where there is a new tenancy, they will be asked if they can self-evacuate at the time of let and the system and SIB's will be updated accordingly. The information shared with residents is in line with the WCHG resident Involvement Strategy V2 October 2023. **(Refer to Appendix D)**

The current status for residents who require aid in evacuation and that which is reported inside the PIB is as below:

issue	No of flats
Mental health	1
Restricted mobility	2
Mental health and visually impaired	1

the above information along with the flat number is provided to the fire service via the PIB.

12. Building Safety Information for Residents

A Building Safety Information leaflet has been disseminated to all residents who live in a block of flats and a separate fire door letter is handed to the resident following the fitting of a new fire door. The Building Safety leaflet provides information on the block, has photographs and numbers for the neighbourhood officer, Building Safety Manager and Building Safety Officer and general contact details. The leaflet also advises the residents of their

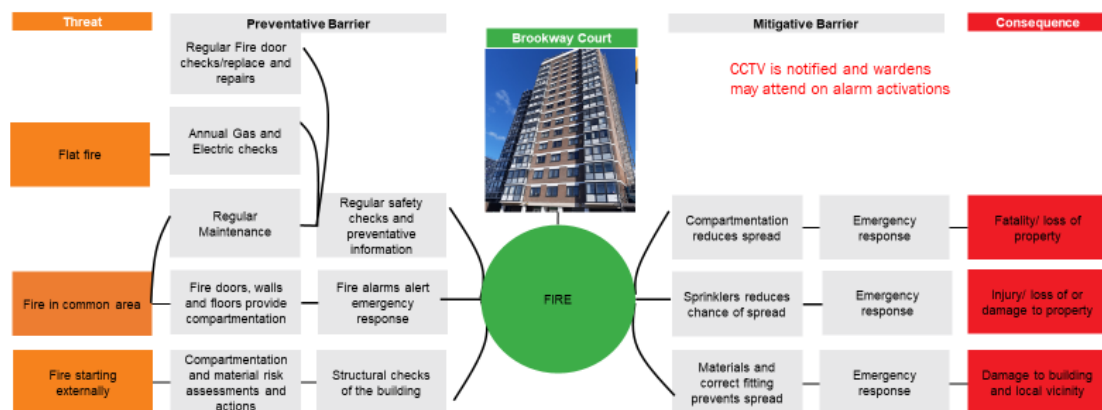
own responsibilities and how, WCHG as a landlord can help with those. Information is provided on how to evacuate/ communal area housekeeping and which teams are responsible for what areas of the block for building safety.

Building Safety information is displayed in the common area within a locked cabinet with a copy of the evacuation information, along with a 'Safety Case on a Page' as can be viewed below, any GMFRS letters and any transient building safety information.

There are 2 webpages on the main Wythenshawe Community Housing Website with information in for residents and these are namely the **Building Safety Page** which has the Fire Risk Assessments and building safety booklets for each block that have been posted to all residents and this information is for all blocks regardless of risk.

The **High Rise Safety** page is for high rise block residents only and has information on such as major schemes that are upcoming or ongoing/ particular issues relating to each block and any product recall information where a product is a fire risk. Both web pages have an online form as another way of communicating building safety issues and the reporter has a choice to remain anonymous. All communications methods from WCHG as mentioned have initially been reviewed by residents of the 'High Rise Forum' for any feedback and suggested changes prior to being placed in communal areas/ on web pages. **All printed information provides an email for the inclusion and diversity group should the information be required in a more accessible format.**

Safety Case on a Page below.



You can obtain further information on line @Greater Manchester Fire Rescue Service via the Q&A section which addresses questions and concerns residents have from all over Greater Manchester.

The regular Fire Risk Assessments and resulting work along with alarms and sprinklers keeps your block safe.



I am your Building Safety Manager Vic Finn, and this is your Building Safety Officer, Tom Porter. The diagram shows some key points of how your building is managed for safety. Please contact me on 07525905048 or Tom on 07525905042 or send to building.safety@wchg.org.uk to report any concerns with the safety of your block. Alternatively you can use an online anonymous form on the website under the contact section in 'High Rise' or use 0800 633 5500 which is free to use from a landline.



Charging of scooters is managed via the fire management policy and mobility Scooters Procedure and where possible, secure scooter charging pods are installed in the car parking areas for use by residents where they are required and where there is no room for a scooter store. Brookway Court does not currently have any mobility scooter users.

13. Past Work and Ongoing work /Building Improvement

See below for a table of refurbishment which is a substantial change or alteration to the original build undertaken by WCHG.

Refurbishment activity	Year undertaken	Planning permission	Undertaken by	Information
Equipment cabin and comms equipment on roof	2001/2	2001	Orange PCS Ltd	No further information
Enclosed balconies	2001	2000	Manchester City Council	None available
Standby generator for fire-fighting lift	2018	2018	Cartwright and Gross Ltd	4mx3mx2.5 Black GRP casing.
Lift refurbishment	2018	2017	Cundalls	Full O&M's available
Fire alarms	2018	2017	Fieldway Group	Full O&M's available
Sprinklers/ tank	2018	2018	Argus Fire	Full O&M's available
Enveloping works (cladding/ balcony panels/roofing)	2021/22	2021	Connolly Ltd	O&M's available
Fire Door renewal	2023	n/a	Whittaker Ltd	Bi-directional test certificates



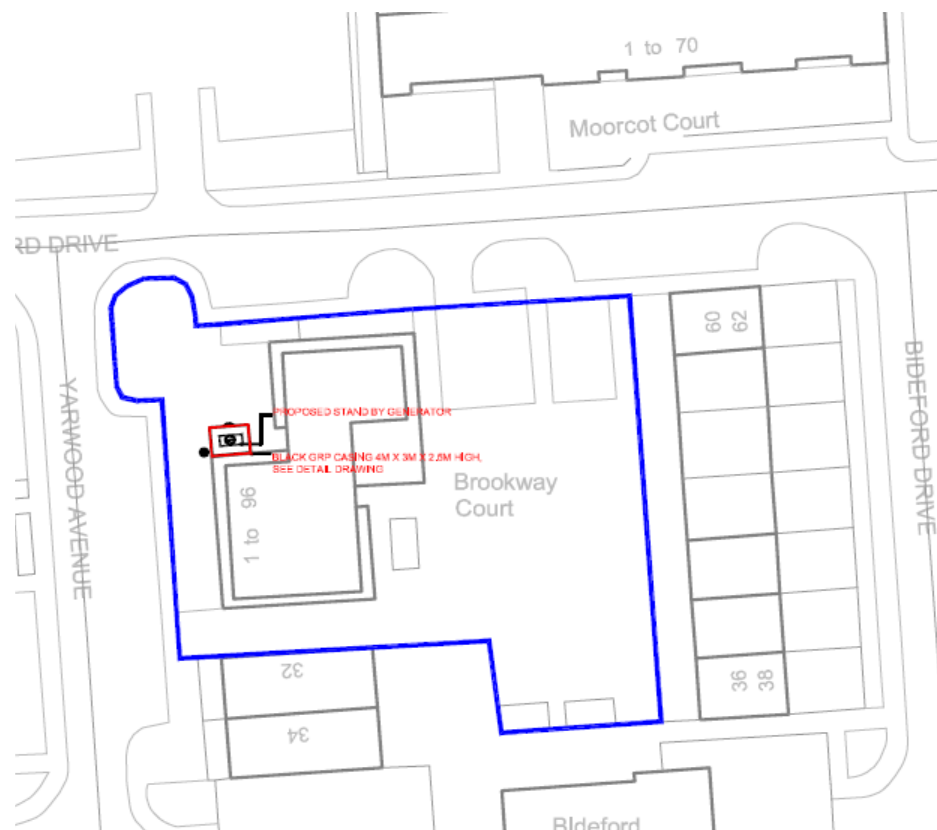
The photographs above show a before and after picture of the spandrel panels which were originally fitted with the enclosed balcony windows in 2001 under the ownership of Manchester City Council. Later testing of the material shown it to be combustible and therefore the windows and spandrel panels were replaced in 2022 (further information below)

Fire Alarms

In 2018 Each flat was provided with a BS5839-6 Grade D fire alarm system to an LD1 standard of coverage as recommended within the Fire Risk Assessment. A BS5839-1 type heat detector is installed in each of the flat entrance hallways which is part of the common area fire alarm system which has been reconfigured to be silent and to function as an emergency alert system for use by the Fire and Rescue Service to prevent false activations and complacency as advised by the Fire Risk Assessors. The contractor was engaged via a specialist fire engineer framework with a Construction Design Management Coordinator in place and a clerk of works during the contract. A full set of photographic evidence of compartmentation work was provided on completion.

Lift Refurbishment

In 2018 Lift Refurbishment was carried out to the passenger lifts to update and upgrade them with one lift being upgraded for use by fire fighters. This work was overseen by Thomas Armstrong and undertaken by 'Cundalls'.



A standby generator was also provided within housing inside the perimeter of the grounds for use should in the event of a power outage the 1 cable failed. The actual location is as it is show 'proposed' on the plan. The full plan is also in Appendix A

Sprinklers

In 2020, a sprinkler system was installed within each flat and in further high-risk areas namely the laundry, caretaker's office, pump room, cleaners' room and refuse room, designed and installed to BS9251; 2014. There are flow switches to each floor. On operation of a flow switch, a notification will be sent to the alarm panel on the ground floor detailing the level of the operating flow switch. The decision to install sprinklers was a corporate decision to further reduce the risk to life and buildings in all of the traditional high-rise blocks. The work was post inspected for compartmentation breaches, photographed and signed off by a third-party inspector, 'Flamehold Ltd' on 20th November 2019 which can be found in **Appendix B**

Enveloping Work

From 2021-23 an enveloping scheme was undertaken to renew all windows, including enclosed balconies along with spandrel panels, with a 'Proteus' aluminium panel with 'Rockwool' core insulation with the overall panel rating as A2-S1 D0. This was following an FRA recommendation to test the materials used as panelling under the windows which shown the material to be combustible and non-compliant resulting in a change of the panels with a compliant alternative all under the principal contractor 'Connolly Ltd' and overseen by the Principal Designer 'Arcus' under CDM 2016 regulations. See Certificate of Conformity **Appendix B**.

We also took the opportunity at this time to renew the roof -covering in accordance with core checks on roof insulation, with a 'torch on' bituminous coating and to renew the lightning protection and access equipment. Refer to photographs below:



The specification used was by Garland is a Stressply Flex SA, with a vapour control layer, thermal PIR insulation, with a torch flex base sheet fully bonded. The surface finish is mineral felt bonded.

Flat Entrance Fire Door Renewal

The flat entrance Fire doors have been renewed throughout the block by contractor Emanuel Whittaker with accredited operatives to ensure all are fitted to the current standard and are bi-directionally tested and certificates have been received for each door. The doors are surveyed annually by in house, suitably trained operatives during Gas/health checks annually to ensure access.

14. Fire Preventative and protective measures

The building is constructed to support a 'Stay put' policy and is fully compartmented to separate apartments from common areas. Annual type 3 Fire Risk Assessments are carried out annually which occasionally make recommendations which are then actioned to support that policy. The recommendations are managed as set out in the Live 'Building Safety Management System'.

Emergency lighting is installed throughout the common areas and inspected annually and the fire alarm and connected smoke detectors are tested monthly. Smoke and heat detectors as well as sprinklers are also installed into individual flats and tested as part of the annual health and safety check.

A full compartmentation survey was undertaken in June 2022 by 'Sureserve' Fire and Electrical (first couple of pages as an example, refer to **Appendix B**) following which, rectification work was undertaken as per recommendations and the data sheets are also included in the full report.

All essential fire-fighting equipment, namely, fire alarms, sprinklers, lifts, door release mechanisms and dry risers are inspected monthly. The communal doors are inspected quarterly either by an external company 'Team Brand' or WCHG colleagues, both of who have received the appropriate fire door inspection training with HQN or BRE accredited courses. The remaining equipment is checked by competent contractors listed under 'Maintenance and Equipment responsibility' under section 5 of this report.

Fire Strategies

A Retrospective Fire strategy (dated 7th January 2023) and strategy drawings have been undertaken by 'Firntec' A Building Compliance consultant engaged from a Fire Risk and Mitigation framework and accredited to FPA/ IFSM and IFE, to the block which includes the means of escape, passive protection, means of warning, fire spread, suppression systems and fire management. Consideration has also been given to Travel distances to final exit points which are deemed to be within the recommendations. The strategy drawings (**Appendix A**) also indicate the position and location of firefighting equipment for viewing by colleagues and the Fire Service and are placed within the secure premise information boxes within each communal area. The strategy report provides a table of recommendations as can be viewed below.

Table B.1 – Recommendations

Design item	Recommendations	Report reference
Structural fire resistance	Consideration should be given to carrying out an investigation to confirm that elements of structure achieve the minimum fire resistance requirements.	
Roof coverings	Consideration should be given to confirm that the roof coverings comply with the relevant requirements	
Fire safety management	Update existing Fire Risk Assessment to consider existing fire safety arrangements within the property such as fire alarm provision, fire stopping etc – this also includes the review of the occupancy of the building and subsequent management procedures to ensure a safe evacuation of all residents. Fire Risk Assessment should take into consideration the contents of this report.	
External wall system	Consideration should be given to undertaking intrusive surveys of the external wall system to ascertain all construction methods/materials used. An FRAEW (Fire Risk Appraisal of external wall) maybe required in accordance with PAS 9980:2022.	

Taking each point of the recommendations in table B.1 of the report, it should be noted that:

- **A structural fire resistance survey** was carried out in 2020 to investigate the external fire resistance of elements. The report concluded that the walls included combustible composite infill panels within window openings and recommendations were to replace these. The work to replace them was undertaken in 2022.
- **Roof coverings**-The roof was included within the Enveloping work and renewed to current standards following a Roof Testing investigation and report by RWS Consultants Ltd in January 2022 where core samples down to roof slab were taken.
- **Fire Safety Management**- A Further FRA has been carried out within its annual timescale taking into account all the points mentioned and having had sight of the fire risk strategy report.
- **The external wall system** has since had combustible elements replaced with compliant products

Fire Safety Policy

The Fire and Building Safety Management Policy takes into consideration the Regulatory Reform Order 2005 and fire Safety Act 2022 as well as the Fire Safety England regulations. The policy has a separate relating procedure to set out roles and responsibilities in line with the Building Safety management system. The policy was finalised and reviewed by the customer experience committee and Group Leadership Team in May 2023 and due for review in May 2025.

15. Structural Survey reports and ongoing structural safety

A survey was undertaken in November 2017 via competent CHAS accredited structural engineers 'WML Consulting' to survey the building in respect of the possibility of being a 'Large panel system'. It was noted that the building is not LPS and is an in-situ concrete frame with pre cast elements around the perimeter and masonry cladding at all floors.

A recent non-invasive structural survey carried out by Michael Dyson Associates in October 2023 saw access to all communal areas, rooftop and three flats. The report advised that the building had been refurbished with the inclusion of a re-roof. The contractor was selected from a procurement framework for the area of specialism required to be sure that their accreditations and expertise had been reviewed in order for them to get onto the framework.

The construction is reinforced concrete columns and floors with a central core stair and masonry panels for the envelope with cantilevered balconies. The area has a very low risk of surface water/ rivers and flooding from reservoirs or groundwater is unlikely in the area. It was noted at time of survey that there are some defects to structural components with cracking and previous/ongoing damp penetration.

Structural Issues particular to the building

The structural assessment and Fire Risk Assessments don't identify anything particular to this block that hasn't been identified in other similar blocks and further testing recommendations are being considered.

There were no immediate concerns following a review of the reports and meeting with the structural engineer and the recommendations to carry out further investigations to defect areas/ damp penetration (possibly old patches) and durability of testing reinforced concrete are being considered following collation of all block recommendations and on a risk priority basis. A schedule of work/ actions will be created and assigned to relevant teams to complete overseen by the BSM.

The wall finish to most common walls is textured coating for which a full asbestos management plan is in place and reviewed annually.

The building has a single staircase which could cause a 'Bottleneck' effect on evacuation and therefore the alarm system has been configured allow the fire service to evacuate on the floor the fire is on as well as one above and one below but also to carry out a simultaneous evacuation should the need arise.

Vehicle Strike

The block has been assessed particularly with regard to a potential vehicle strike however it has substantial permanent, metal railings to all sides with no exposed sides to which a vehicle would require a high speed to penetrate the railing if at all to which the building is positioned to disallow that and therefore it is a negligible risk of a vehicle striking the building.

16.Ongoing Building Safety Improvements and changes

Building Safety is an integral part of performance monitoring activity with WCHG undertaking early decisions to install fire alarm systems, external wall material assessments and replacements, sprinkler systems, removal of gas from flats from 8 of the 10 high rise, front entrance fire doors with bi-directional test certificates, and to engage a Building Safety Manager.

The activity around fire and building safety will continue to be a high priority with building safety being monitored as a separate activity alongside Asbestos, water management, lifts, gas, electric and damp.

The building safety system is continually reviewed and each team internally audited to ensure the actions continue to follow the system or the system will be changed with any team activity changes for better and more efficient ways of working.

The roles and responsibilities chart included within the Building Safety System and also within appendix A within this document shows who is directly responsible for building safety activity. Apart from these colleagues and teams, the health and safety committee have an input, the residents High Rise Forum and the finance department reviewing building insurance.

Any actions arising on the Fire Risk Assessments or Structural Survey will be tracked through the systems and reported to the health and safety committee for progress.

There is a Building Safety tracker meeting held with managers that have actions for completion that is attended or overseen by senior managers/directors to sign off elements of work. This meeting is now held 6 monthly due to the actions mainly being completed.

The Building safety items left to complete for this block are:

- Review of the follow on works identified in the structural survey- these will be reviewed and actioned prior to the end of September 2024
- FRA items to be tracked through the Aurora system
- DSEAR inspection – programme expected before the end of August 2024

Any fire services notices left in the building following an activation are recorded in the PIBS and any trends are reviewed by the BSM and BSO for mitigation works.

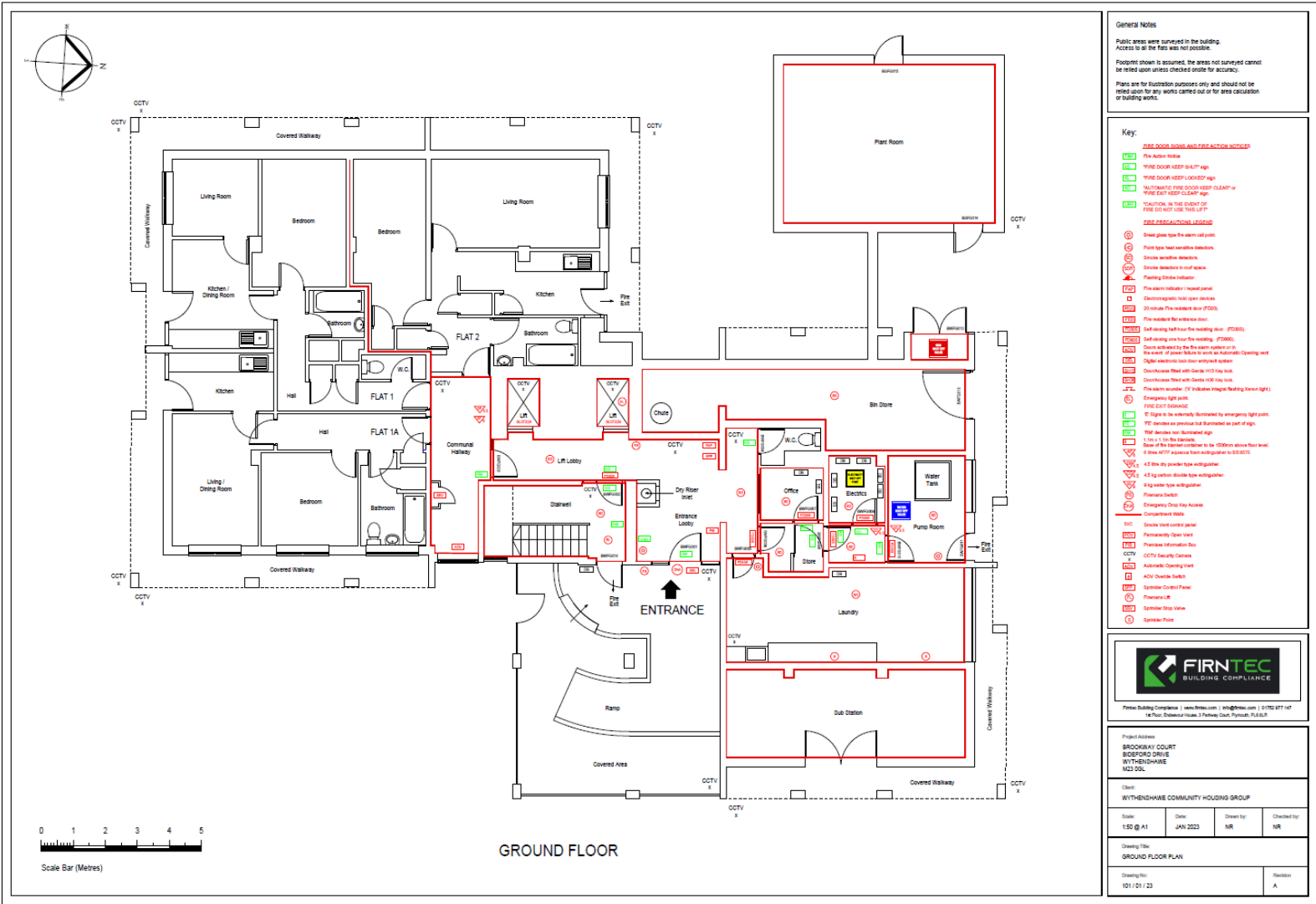
Virtual Safety Cases for golden thread/ change management.

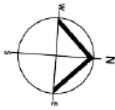
WCHG have engaged a consultant to build some virtual tour safety cases. in order to maintain the golden thread in an interactive and up-to-date manner and in a way that all colleagues and residents alike can understand and relate to.

The virtual safety case has a 360 deg view of the building with a walk through to each floor/area and information by way of hot spots on the walls and ceilings where reports/certificates etc can be viewed. Everything in the safety case will be accessible to view on the virtual safety case with a resident view including Avatars to describe how to use it and provide an overview of the building available in any language to choose from or with subtitles. A member from each compliance team/ The Investment team and the housing team will be provided with access to update their section of the system with an overview from the building safety team to ensure the version is always the latest and most up to date version. The concept has been discussed in the high rise forum previously and a final version will be shown to them when completed for feedback.

17. Appendix A –Floor plans

Ground Floor layout/ fire strategy plan





Scale Bar (Metres)

FOURTH FLOOR

General Notes

Public areas were surveyed in the building.
Access to all the flats was not possible.

Footprint shown is assumed, the areas not surveyed cannot be relied upon unless checked on site for accuracy.

Plans are for illustration purposes only and should not be relied upon for any works carried out or for area calculation or building works.

Key:

FIRE DOOR SIGNS AND FIRE ACTION NOTICES

- 101 Fire Action Notice
- 102 FIRE DOOR KEEP SHUT sign
- 103 FIRE DOOR KEEP LOCKED sign
- 104 FIRE DOOR KEEP CLEAR sign
- 105 FIRE DOOR KEEP CLEAR sign
- 106 CAUTION IN THE EVENT OF FIRE DO NOT USE THIS LIFT

FIRE PRECAUTIONS LEGEND

- 107 Smoke glass type fire alarm call point
- 108 Push type heat sensitive detector
- 109 Smoke sensitive detector
- 110 Smoke detector to roof space
- 111 Flashing smoke indicator
- 112 Fire alarm indicator / repeat panel
- 113 Electromagnetic hold open device
- 114 20 minute fire resistant door (FD20)
- 115 Fire resistant fire entrance door
- 116 Self-closing full hour fire resisting door (FD60)
- 117 Self-closing one hour fire resisting (FD60)
- 118 Door actuated by the fire alarm system or in the event of power failure to work as Automatic Opening vent
- 119 Digital electronic lock door entry/exit system
- 120 Door/Access Head with Genta 103 Key lock
- 121 Door/Access Head with Genta 103 Key lock
- 122 Fire alarm number (FD indicates Integrated/Warning/Alarm/Sign)
- 123 Emergency light point
- 124 FIRE EXIT SIGNAGE
- 125 10' signs to be externally illuminated by emergency light point
- 126 10' devices as previously listed illuminated as part of sign
- 127 10' devices not illuminated sign
- 128 1.5m x 1.5m fire blanket
- 129 Base of fire blanket container to be 1500mm above floor level
- 130 8 line APTT sequence from extinguisher to 30-000
- 131 4.5 litre dry powder type extinguisher
- 132 4.5 kg carbon dioxide type extinguisher
- 133 8 kg water type extinguisher
- 134 Fireman's Switch
- 135 Emergency Stop Key Access
- 136 Compartment Wall
- 137 Smoke Vent control panel
- 138 Permanently Open Vent
- 139 Fireman's Information Box
- 140 CCTV Security Camera
- 141 Automatic Opening Vents
- 142 ACV Overide Switch
- 143 Sprinkler Control Panel
- 144 Firefighter's Lift
- 145 Sprinkler Stop Valve
- 146 Sprinkler Pulse



Firnitec Building Compliance | www.firnitec.com | info@firnitec.com | 01753 877 147
1st Floor, Endeavour House, 3 Parkway Court, Plymouth, PL6 8LR

Project Address

BROOKWAY COURT
BROOKFORD DRIVE
WYTHENSHAW
M20 0GL

Client:

WYTHENSHAW COMMUNITY HOUSING GROUP

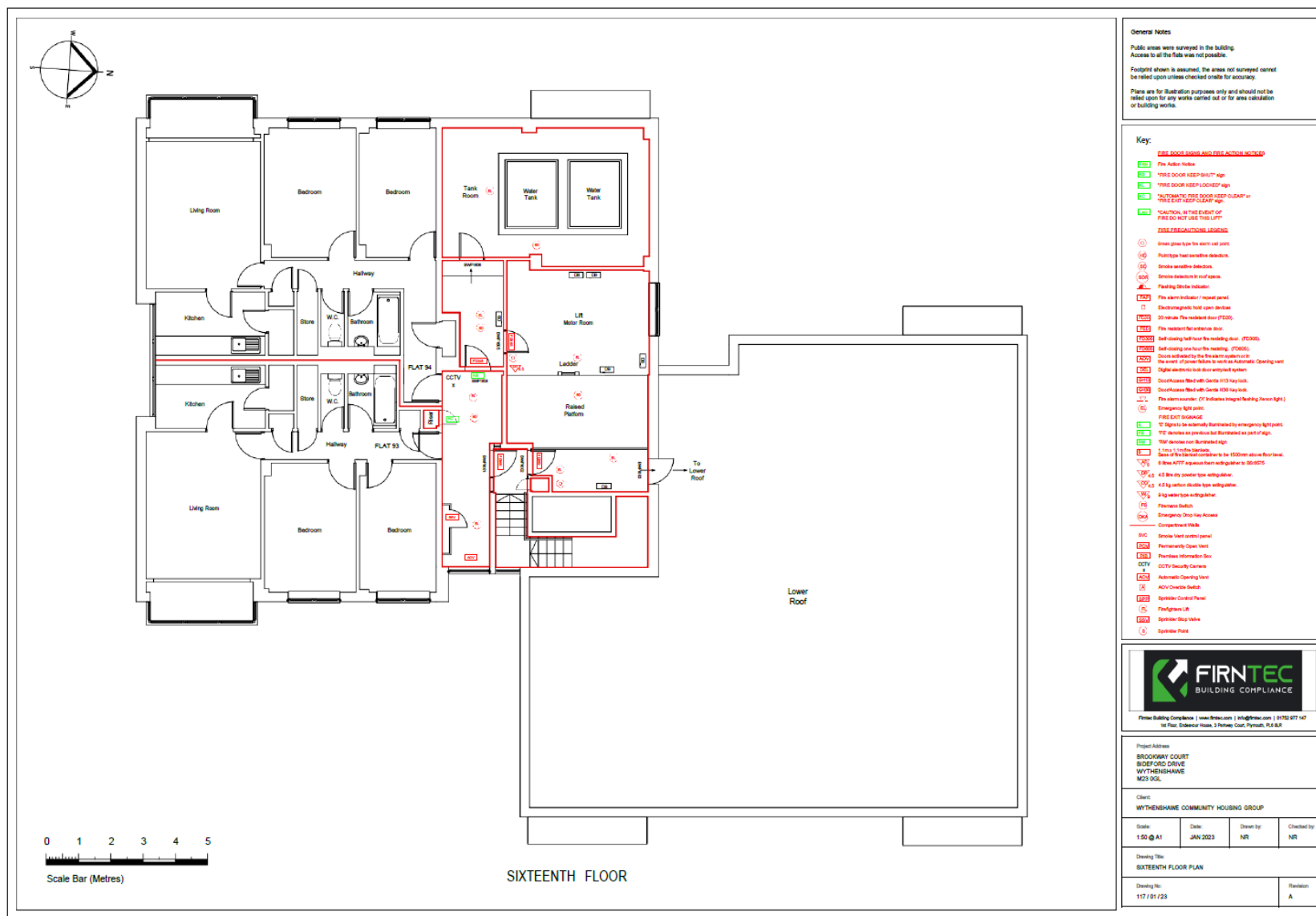
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1:50 @ A1	JAN 2023	NR	NR

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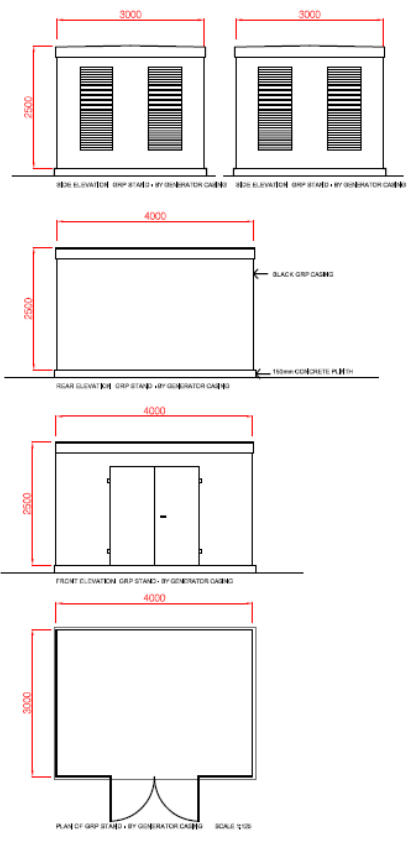
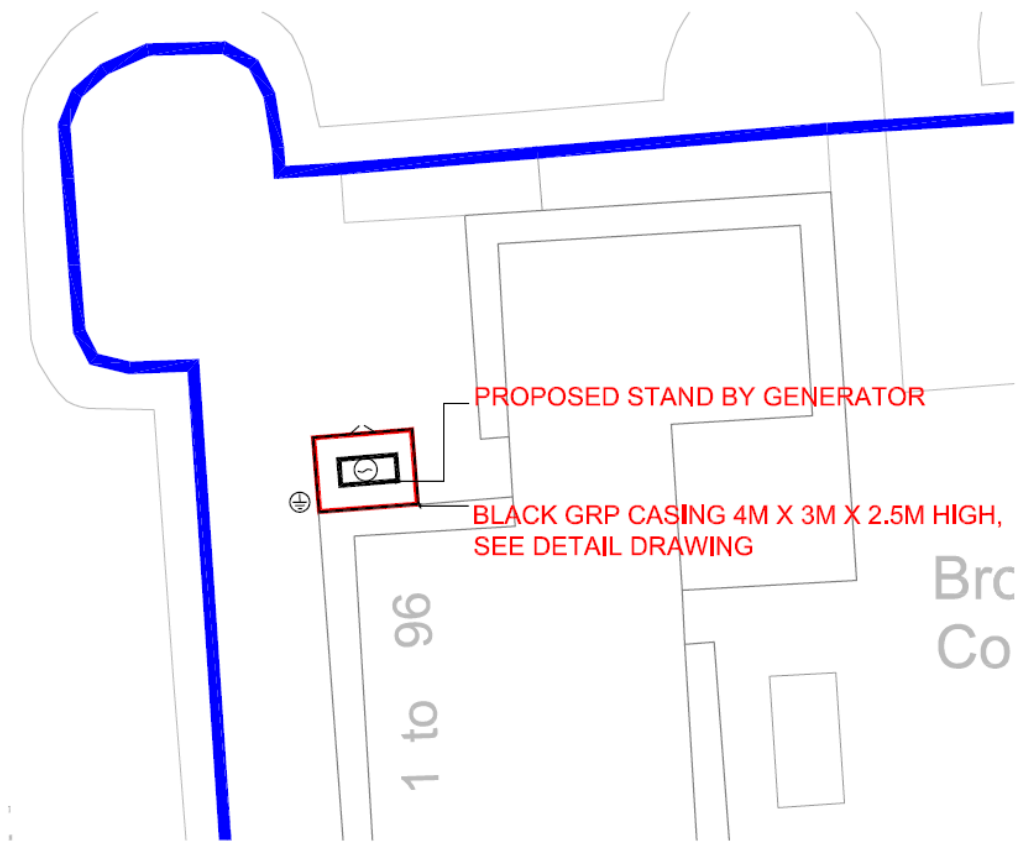
FOURTH FLOOR PLAN

Drawing No:	Revision:
105 / 01 / 23	A

Roof Strategy Plan



Generator housing for lifts



Cartwright & Gross Ltd
Chartered Architects
The Golden Lion
Middle Hillgate
Stockport
SK1 3EH

0161 480 1119

www.cartwrightandgross.co.uk

Do not scale. Contractors must check all dimensions on site before preparing production drawings or commencing any work. This drawing and its design is the copyright of Cartwright and Gross Ltd and may not be reproduced in any form whatsoever without their prior express written consent.

Revision	Date	Revision note
A	14.09.2017	First Issue
B	06.12.2017	Information re GRP enclosure added

Notes

Project :
WCHG Brookwayl Court

Title :
site plan

Drawing number :
790.2 100

Client :
WCHG

Scale :
1:250 @ A4

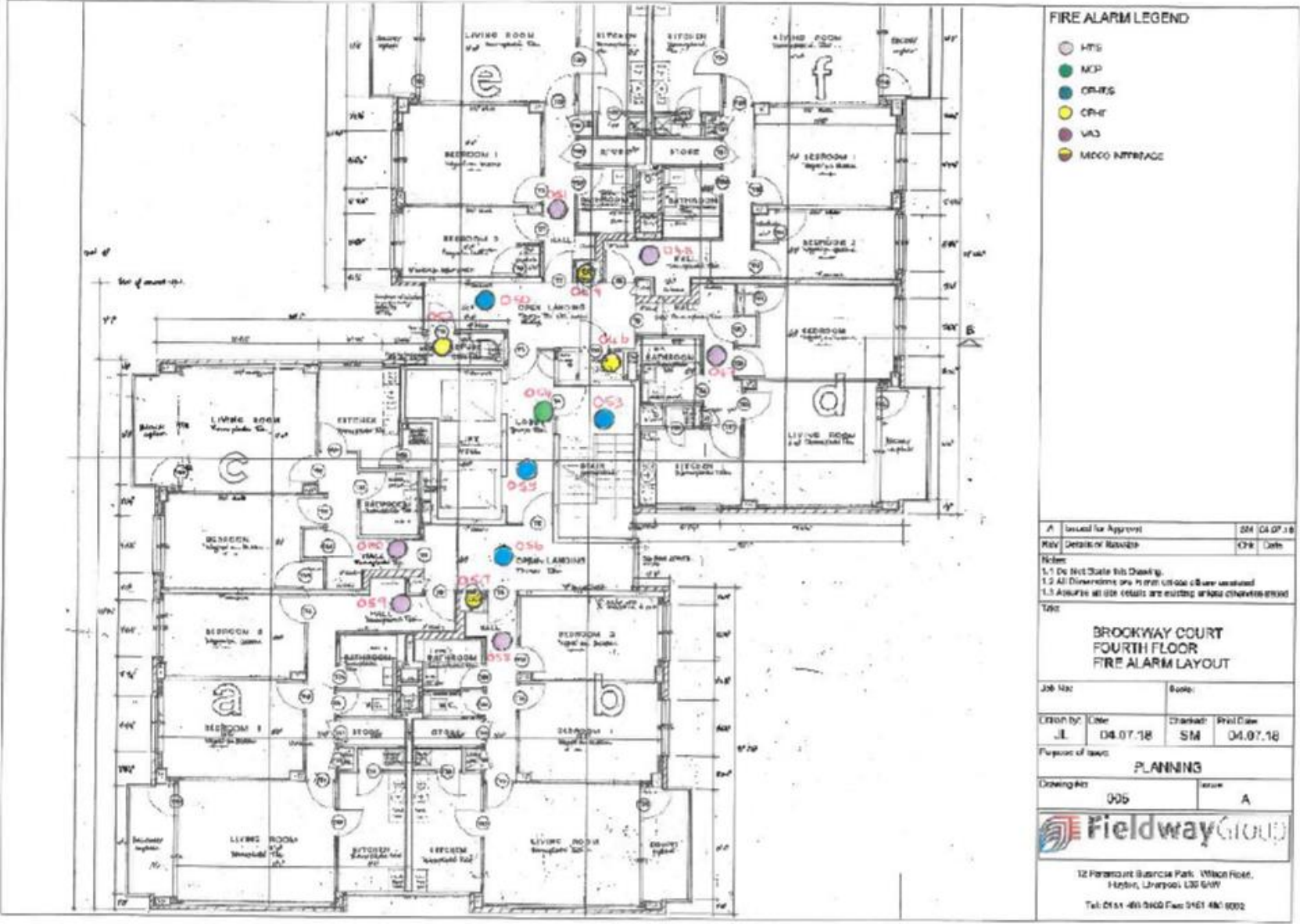
Date :
14.09.2017

CAD Ref :
PL01

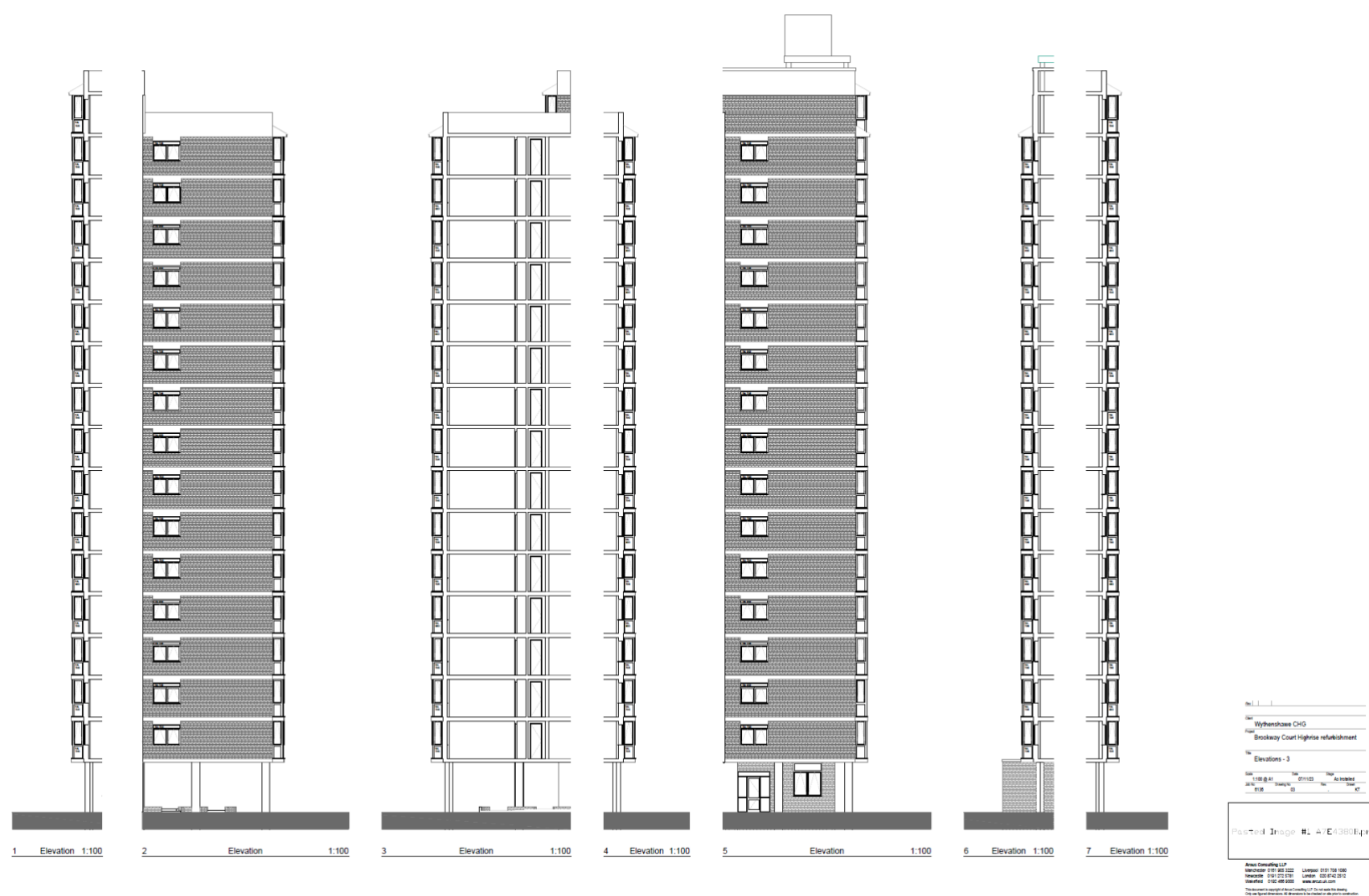
Drawn by :
SRM

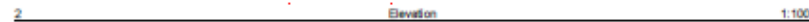
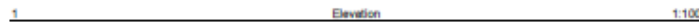


Fire Alarm layout typical intermediate floor



Elevations drawings – As installed windows and spandrel panels



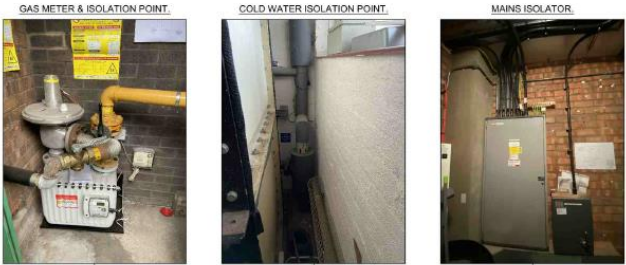


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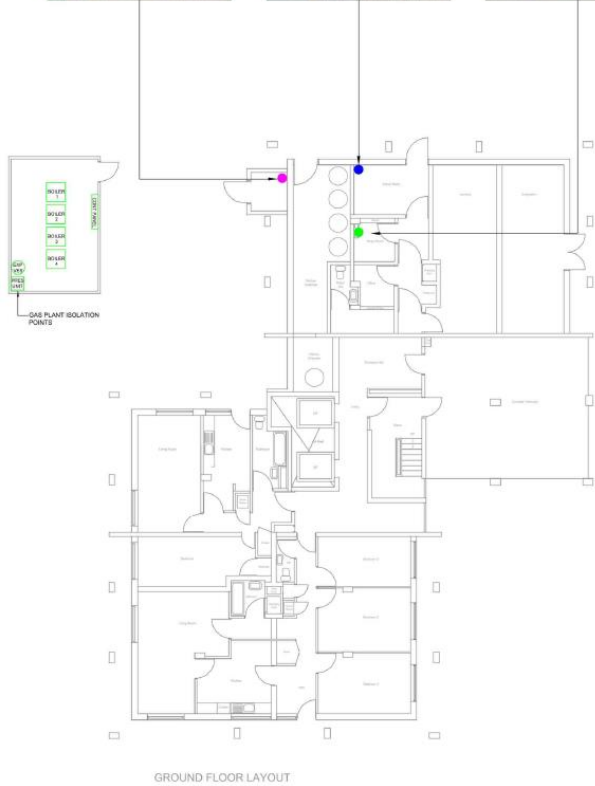
Arcon Consulting LLP
 Manchester 0161 606 1522 Glasgow 0141 766 6060
 Newcastle 0191 272 5361 London 020 6742 3612
 Watford 0146 598 0060 www.arcon.co.uk

The documents supplied are for information only.
 They are not to be used as a basis for any decision.

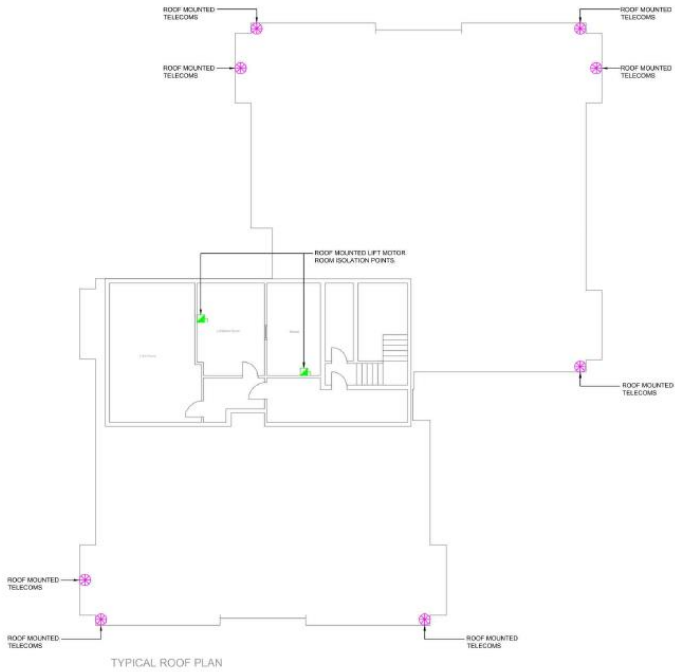
Incoming mains and Isolation points.



BROOKWAY COURT



GROUND FLOOR LAYOUT

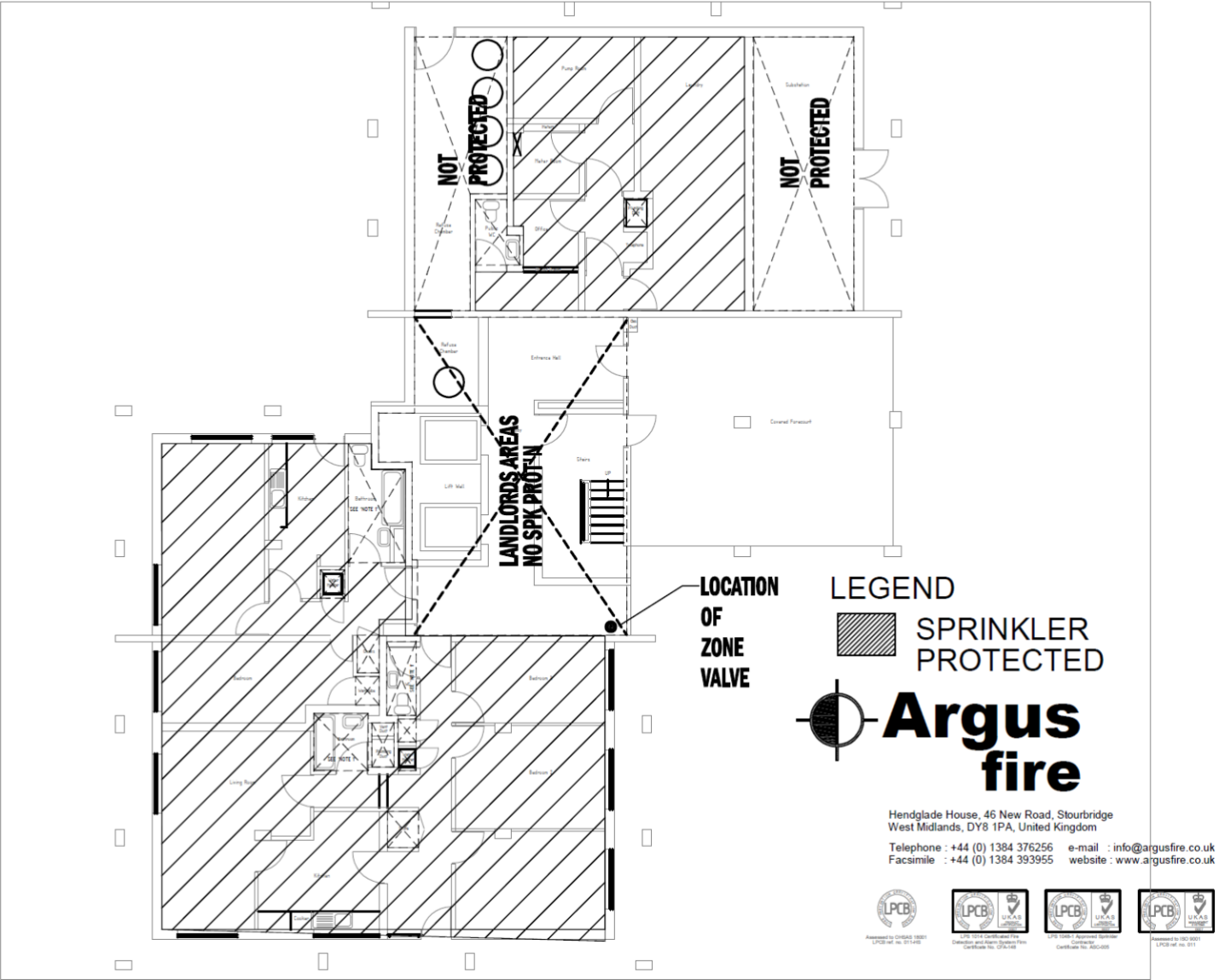


TYPICAL ROOF PLAN

11 INFORMATION ISSUE.		P.T. Aug 2021	
Rev	Description	Revised by	Date
BRIEF			
INFORMATION			
ecs CONSULTANTS Building Services Consulting Engineers 145 Sturges Road Chesham, Bucks. HP8 2DP Tel: 01895 251154 Fax: 01895 251153 Web Site: www.bscs.co.uk Email: info@bcs.co.uk			
JOB NO.	24/051	ISSUED NO.	24_051_M_06
DATE	Aug 21	SCALE	1:100
DRAWN	D.L.	CHECKED	P.T.
JOB TITLE		Brookway Court, Wythenshaw	
SERVICES TITLE		Ground Floor Mechanical Services	
		CIA ISO 9001 ace Engineering	

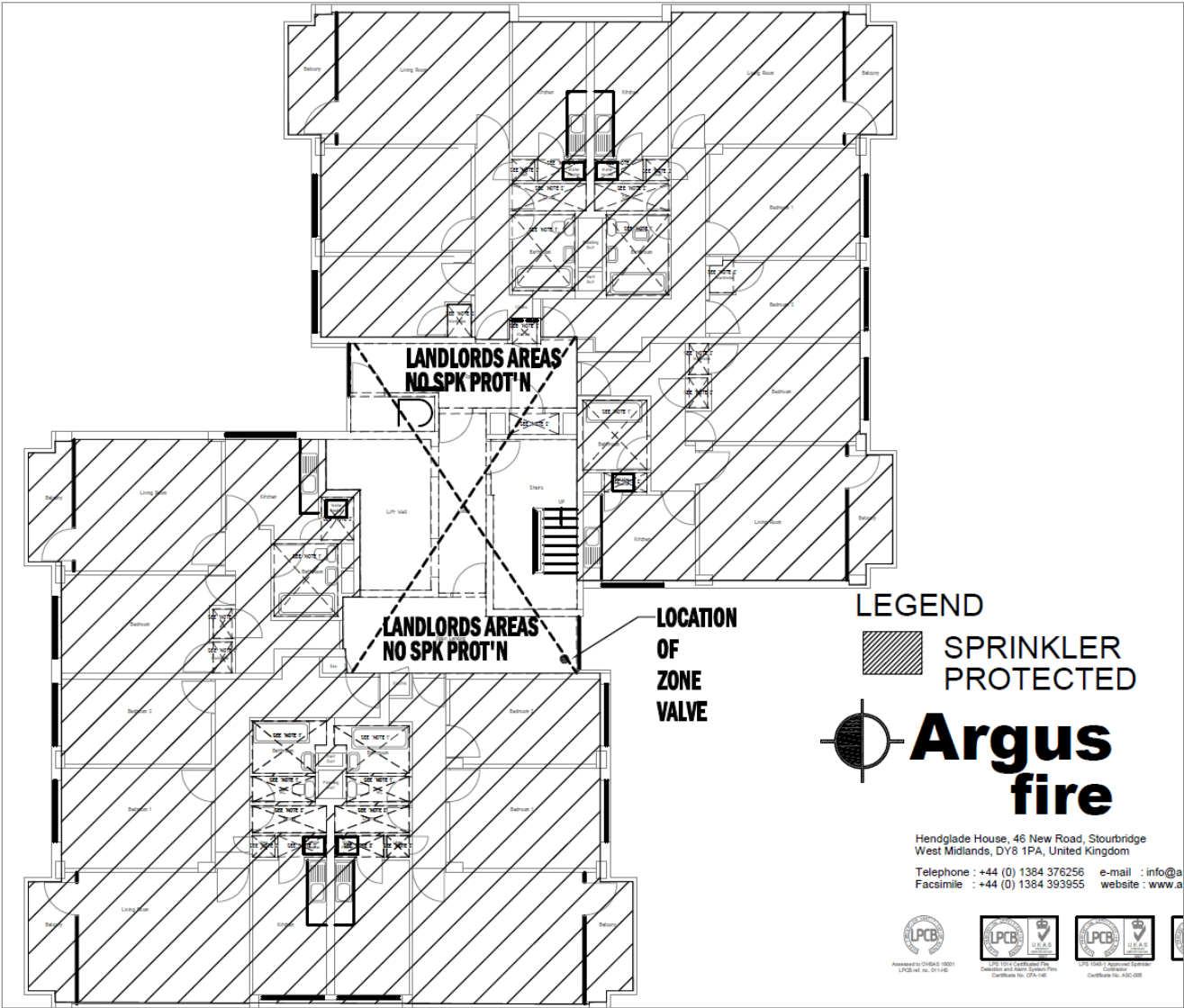
Sprinkler plan- Ground floor

1891-Brookway Court - Ground Floor



Sprinkler Plan – Intermediate floor

1891-Brookway Court - 1st - 16th Floor



Flat Conversion specification

BUILDING SPECIFICATION:

1.0 GENERAL

In accordance with ADIR7 - All workmanship and materials must comply with British Standard Codes of Practice, Building Regulations and any other statutory regulations or standards. All products and materials are to be fixed in strict accordance with the manufacturer's instructions, specifications and be suitable for their purpose in which they are intended. **The contractor shall take into account everything necessary for the proper execution of their works, to the satisfaction of the building control inspector whether or not it is indicated in this specification or on the associated drawings.** To limit thermal bridging and air leakage at junctions within the building envelope, works are to be carried out in accordance with the Accredited Construction Details as referenced in ADL15.

2.0 FOUNDATIONS

N/A

3.0 WALLS BELOW DPC

N/A

4.0 DPC

N/A

5.0 GROUND FLOOR

Make good to any damaged areas and level up to existing floor level.

6.0 WALLS ABOVE DPC

External Walls (brickwork) - N/A

Party Walls - To be in accordance with ADIE section 4.22-4.26 and diagram 4.2 (wall treatment 1) which stipulates the following- existing block wall (min. 100mm thick) to be plastered on both sides and a supported independent timber panel (min. 75x50mm studs) is to be erected on one side of the existing wall. Panel(s) to stand off from wall min. 10mm and receive 2no. layers of plasterboard with staggered joints, voids filled with a sound absorbing mineral wool with a min. density 10kg/m³ and min. 35mm thick. Alternatively use a proprietary compliant system such as Gyptner Universal Wall Lining <https://www.british-gypsum.com/literature/white-book/linings/gyptner-universal>, or similar approved.

Internal Walls (masonry) - Existing walls to receive 12.5mm plasterboard on dabs with skim finish.

Internal Walls (timber) - 75x50mm softwood studs spaced at 600mm c/c with timber sole and head plates securely fixed with voids fully filled with acoustic quilt insulation for increased sound insulation. Either side of studs lined with 12.5mm plasterboard and skim finish.

7.0 CAVITY CLOSERS

N/A

8.0 LINTELS

Pre-galvanized mild steel lintels to BS EN 10346:2015 are to be provided over all masonry openings.

9.0 STEEL

All steelwork fix by a structural engineer. Exposed steelwork to receive 2No. 12.5mm plasterboard linings with skim finish to give ½ hour fire resistance.

10.0 GLAZING

N/A

11.0 VENTILATION

System 1 - mechanical ventilators are to be provided to the following spaces:

Kitchen	- 30 l/s or 60 l/s adjacent to hob; 60 l/s elsewhere and ducted to the external air.
Utility Room	- 30 l/s and ducted to the external air.
Bedrooms	- 15 l/s and ducted to the external air.
Sanitary	- 6 l/s and ducted to the external air.

In conjunction with the above, all windows to habitable rooms to have opening lights equal to min. 1/20th of the room floor area to allow for purge ventilation. Background ventilation must be provided by manually controlled trickle vents built into window frames at a min. 5000mm² equivalent area for habitable rooms and min. 2500mm² equivalent area for wet rooms. To ensure good transfer of air throughout the dwelling undercut, above the floor finish, of min. area of 7800mm² to all internal doors (equivalent to 10mm undercut to a standard 760mm door) or 20mm undercut above the floorboards, or other surfaces, if the finish has not been fitted.

12.0 ROOF

N/A

13.0 DRAINAGE

Below Ground - Proximity of existing inspection chambers indicatively shown. All existing drainage around building area to have runs located and carefully exposed where appropriate. New inspection chambers fitted at changes of direction or connections with rodding facility for clearance of blockages. All new underground drainage to be 100mmØ with a min. gradient of 1:50 and any drains passing under the building are to be encased in concrete and sleeved or linted through load bearing walls.

Above Ground Internal - In accordance with ADH1, all the following waste pipe sizes shall be connected to a SVP or back inlet gully:

- Washbasin and bidet: 32mmØ waste pipe unless the length of waste pipe exceeds 1.7m then 40mmØ is to be used with 32mmØ trap with 75mm deep seal. Provide 50mmØ waste pipe where the length exceeds 3m.
- Bath and shower: 40mmØ waste pipe with 40mmØ trap and 50mm deep seal.
- Sink, existing and dishwashing machines: 40mmØ trap and 75mm deep seal.
- WC pan (outlet <80mm): 75mmØ waste pipe with 75mmØ trap and 50mm deep seal.
- WC pan (outlet >80mm): 100mmØ waste pipe with 100mmØ trap and 50mm deep seal.

Internal 100mmØ SVP's shall be connected to suitable flexible pipework and ducted through the roof-space and terminated at either a ridge or the vent at least 900mm above any adjacent openings that are within 3m. Internal soil pipes to be wrapped in min. 25mm mineral fibre quilt and fire stopped where it passes through intermediate floors and be encased full height with 2No. layers of 12.5mm plasterboard on 38x38mm sw framing.

Above Ground External - N/A

14.0 HEATING

New central heating system to be sized and installed by a suitably qualified Gas Safe Register™ heating engineer.

15.0 ELECTRICAL INSTALLATIONS

All installations to comply with IET Regulations. All fittings to comply with British Standards. Quantity and position of fittings in accordance with IET and ADM requirements. All switches & sockets for lighting and other equipment in habitable rooms at appropriate heights between 450mm and 1200mm from finished floor level. All sockets and switches located within kitchen areas are to be located min. 300mm from any adjacent sink or drain and min. 100mm from a cooker/hob. All fixed internal light fittings to be controllable and 100% energy efficient and should have lamps with a luminous efficacy greater than 45 lumen/circuit-watt and a total output greater than 400 lumen lamps.

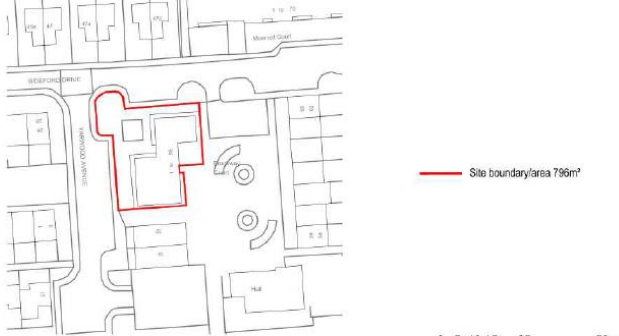
All electrical work to meet the requirements of ADP (Electrical Safety) and to be designed, installed, inspected and tested by a competent person. The following information should be issued to the BCB prior to completion on site:

- Evidence that work has been carried out by a person who is a member of a relevant 'Competent Person Scheme' or;
- The requirements of ADP have been complied with and that an appropriate BS 7671 electrical installation certificate has been issued by a competent person to do so.

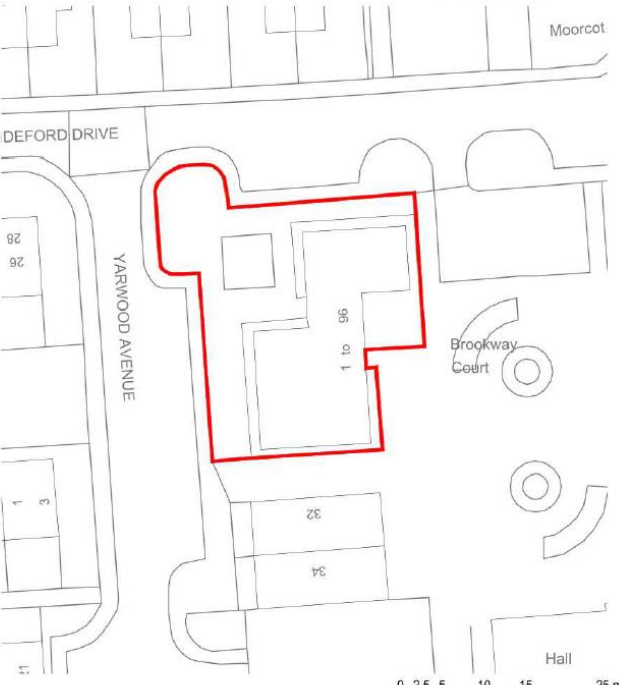
16.0 FIRE SAFETY

Smoke Detectors - Provide mains operated self contained smoke alarms to BS EN 14604 with battery back up and to be of at least Grade D Category LD3 standard to BS 5839-6. Located in the circulation space within 7.5m of the door to every habitable room. All systems to be designed and installed in accordance with ADB-Vol 1.

Fire Doors - Labelled on the drawing as 'FD30' where necessary.



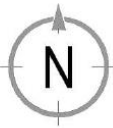
LOCATION PLAN @ 1:1250



BLOCK PLAN @ 1:500

DISCLAIMER

- DO NOT SCALE FROM THIS DRAWING.
- FOR THE AVOIDANCE OF DOUBT ALL DIMENSIONS ARE MEASURED TO WALL STRUCTURE UNLESS OTHERWISE STATED.
- ALL CONTRACTORS MUST VISIT THE SITE AND BE RESPONSIBLE FOR TAKING AND CHECKING DIMENSIONS.
- ANY DISCREPANCY TO BE FOUND BETWEEN DRAWINGS, SPECIFICATIONS AND SITE CONDITIONS MUST BE BROUGHT TO THE ATTENTION OF THE CLIENT'S SUPERVISING OFFICER.
- THE COPYRIGHT OF THIS DRAWING IS HELD BY AD DESIGN AND NO REPRODUCTION IS ALLOWED IN ANY WAY WITHOUT PRIOR PERMISSION.



Rev.	Description	Int.	Date
Drawing Status: BUILDING REGULATIONS			
Project: RESIDENTIAL FLAT CONVERSION (2no. 1 bed flats)			
Drawing Title: BLOCK & LOCATION PLAN BUILDING SPECIFICATION			
Client Information: WCHG FLAT 1, BROADWAY COURT BIDEFORD DRIVE WYTHENSHAW MANCHESTER M23 0GL			
Drawing Information: Dwg No.: 20.043.BR01 Sheet Size: Rev.: - Drawn: APD Check: APD Date: 26.01.21 Scale: 1:500 / 1:250			
Company Information: AD DESIGN 5 Wheat Cross, Stockport, Alton, Or the Chester, M11 7J T: 07789 484848 E: info@ad-design.co.uk			

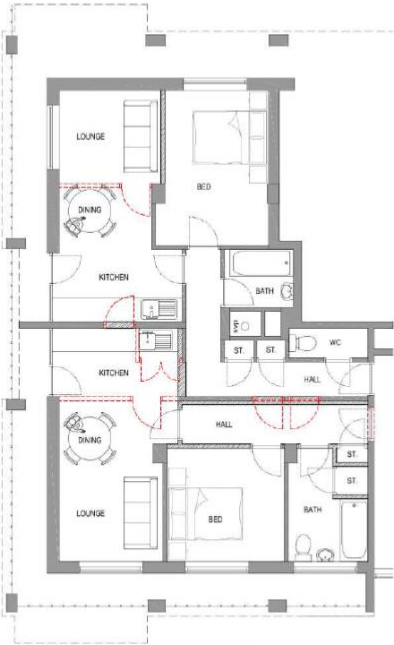
A3



Flat conversion before and After (completed as proposed)



FLOOR PLAN - existing
1:100



FLOOR PLAN - proposed
1:100

- DISCLAIMER:**
- DO NOT SCALE FROM THIS DRAWING.
 - ALL CONTRACTORS MUST VISIT THE SITE AND BE RESPONSIBLE FOR TAKING AND CHECKING DIMENSIONS.
 - ANY DISCREPANCY TO BE FOUND BETWEEN DRAWING SPECIFICATIONS AND SITE CONDITIONS MUST BE BROUGHT TO THE ATTENTION OF THE CLIENT/SUPERVISING OFFICER.
 - © THE COPYRIGHT OF THIS DRAWING IS HELD BY AD DESIGN AND NO REPRODUCTION IS ALLOWED IN ANY FORM WITHOUT PRIOR PERMISSION.

This drawing is for PLANNING purposes only. It is not intended to be used for construction purposes. While all reasonable efforts are used to ensure drawings are accurate, no responsibility or liability for any reliance placed on, or use made of, this plan by anyone for purposes other than those stated above.

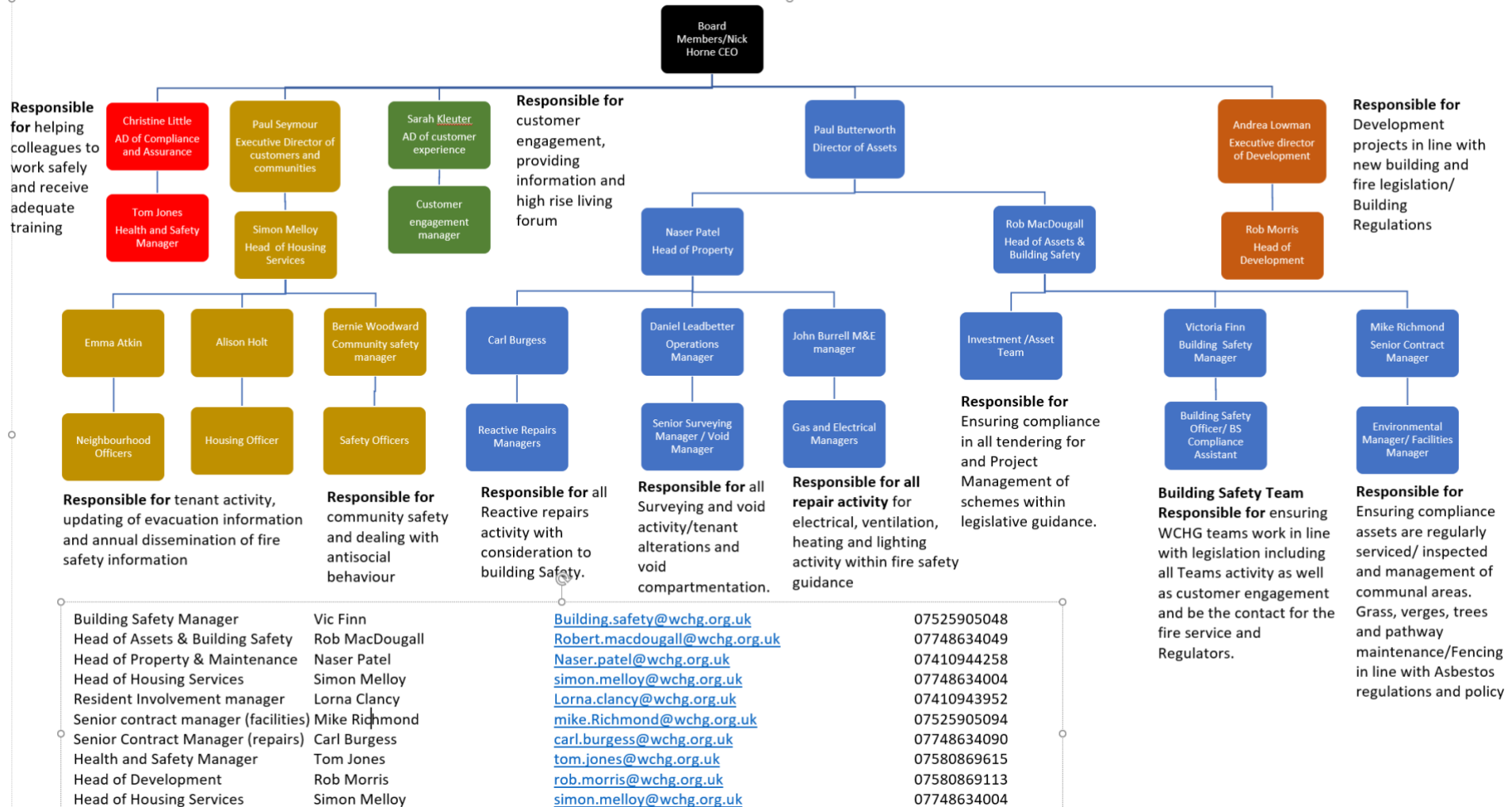
- KEY**
- Existing wall/structure retained
 - Existing wall/structure removed
 - Proposed walls

Rev.	Description	By	Date
1	Drawing Status: PLANNING		
2	Project: RESIDENTIAL FLAT CONVERSION (2no. 1 bed flats)		
3	Drawing Title: FLOOR PLANS EXISTING & PROPOSED		
4	Client Information: WCHG FLAT 1, BROADWAY COURT BIDEFORD DRIVE WYTHENSHAW MANCHESTER M23 9GL		
5	Drawing Information: Dig No.: 20.043.PLO2 Sheet Size: A3		
6	Rev: -		
7	Drawn: APD		
8	Check: APD		
9	Date: 00.12.20		
10	Scale: 1:100		



Roles and Responsibilities

BUILDING SAFETY MANAGEMENT ROLES AND RESPONSIBILITIES- TRADITIONAL HRB's- V9



R

18. Appendix B – Surveys and Reports

Compartmentation survey



Date Submitted: 07/06/22 15:42

Sureserve Survey

Section 1

Client	Sureserve Fire & Electrical
Site Address	Brookway Court Wythenshawe
Date/Time	17/05/22

FRA Actions

Section 1

Action	16th Floor Tank Room
Description of Defect	Door and Frame Damage
Photos of Defect	
Description of Rectification	Replace door and Frame to FD30s
Action	16th Floor Cupboard Between Flats 94-93 Holes in Floor
Description of Defect	16th Floor Cupboard Between Flats 94-93 Holes in Floor
Photos of Defect	
Description of Rectification	Firestopping to be done with Batt and mastic
Action	7th Floor Communal Door between Flats 39-41
Description of Defect	Full Door Upgrade

Sureserve Survey

Photos of Defect	
Description of Rectification	Full Door Upgrade
Action	7th Floor Communal Door
Description of Defect	Full Door Upgrade
Photos of Defect	
Description of Rectification	Full Door Upgrade
Action	7th Floor Bin Refuse Ceiling Fire Stopping
Description of Defect	7th Floor Bin Refuse Ceiling Fire Stopping

Sprinkler completion certificate

Argus Fire Sprinkler Completion Certificate

Completion Certificate for 1891 – Brookway Court

We Argus Fire Protection Company Ltd hereby certify that we have completed on 20th November 2019

An Automatic fire Sprinkler system which has been installed, tested and commissioned inline with the British standard 9251: 2014 – Fire Sprinkler systems for domestic & residential.

The Following list of properties have been refused access too:

Flat 1, Flat 2 and Flat 82

Number of Sprinklers	Type	Response	Temperature	K-factor
590	Extended Coverage Sidewall	SR	74 Degree C	80

other relevant information

The system has been designed and installed to the general requirements of BS9251; 2014

The system consists of 1 No. Main Pump wired directly from the primary single phase 415v incoming supply.

We have provided 17 No. Flow switches to each of the floors.

Where the sprinkler system has been refused, we have capped off the sprinkler feed mains outside of the flats ready for future connections.

This has also been configured so that on operation of a flow switch notification will be sent to the alarm panel on the ground floor detailing the level of the operating flow switch. There is also a flashing beacon / sounder on top of the ground floor panel which will give both a visual and audible alarm.

Date Sprinkler System Commissioned / Left Operational – 20th November 2019

Client's Acceptance:

.....
Signature / Name

.....
Position

Date :.....

Argus Fire Protection Co Ltd:

Kenny Winstanley – Senior Project Manager

.....
Signature / Name / Position

External Wall programme – Certificate of Conformity



Certificate of Conformity - NM3870

Page 1 of 2

This certificate is issued by the IFCC certified contractor in accordance with IFCC Certification Scheme Regulations and Procedures to indicate the compliance of a fire resistant installation. It confirms that the project has been completed having full regard to the requirements of the appropriate product specification and its installation/application instructions and that the claimed performance is substantiated by appropriate certification test and/or assessment evidence. Note: No changes shall be made to the installed products and systems without consulting the installer identified below. Failure to do so will invalidate this certificate.

Client Details	
Client name	A Connolly Ltd
Installation details	Brookway Court Bideford Road Wythenshawe Manchester M23 0GL United Kingdom
Completion date	03/03/2023
Contract ref	23180
Description of works	To carry out fire stopping to areas shown within the One Trace report. To supply and install Nullfire fire stop system to achieve up to 60 minute fire rating.
Scope of works	Refurbishment
Number of floors	
Number of doors	
Building type	Residential
Fire resistance	30 & 60 Minutes
Phase	
Items in scope of work not completed and exceptions	

Contractor Details			
Company name	Fire Industry Specialists Limited	IFCC Certificate Number	IFCC3014
Address	Unit 14/15 Cedar Parc Lincoln Road, Doddington Lincoln Lincolnshire LN5 4RR United Kingdom		
Phone	01522 708490		
Signatory for works	Brian Seaman		
Signature		Date	08/03/2023



Certificate of Conformity - NM3870

Page 2 of 2

Product type	Product brand	Product name
Service Penetration & Linear Gap Seals	Nullfire	FB750 Intubatt 2
Service Penetration & Linear Gap Seals	Nullfire	FB702 Intumastic
Service Penetration & Linear Gap Seals	Nullfire	FB709 HP Intumastic
Service Penetration & Linear Gap Seals	Nullfire	FP302 Intustrap

Details and reference numbers of company records for fire protection installations	
Labels used	
IFCC Fire door label numbers	

Alarm Cause and Effect Matrix

Fieldway Group

Cause		Effect	
Ref:		ID	Area
1	Operation of Grade D within Flats (Heat Detector in kitchen, Smoke Detection, or multi sensor). This is managed by the tenant	Operation of Grade D within Flats	All Individual flats
2			
3			
4			
5			
6			
7			
8			
9			
10			
11	Operation of Grade A within Flats (Detection in hallway/entrance of flats)	Operation of Grade D within Flats	All Individual flats
12			
13			
14			
15			
16			
17			
18			
19	Communal Detection	Operation of detection in communal areas	All Areas
20			
21			
22			
23	Faults	Any fault on communal or Flat Fire Alarm System	All areas
24			
25			
26			
27			
28			
29			
30			
31			
32			

Ref:	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Individual Flat				Individual Flat				Communal Areas			Signalling/ Indication		
	ID	Operate Grade D Sounder Tone Flat that caused fire within flat which has generated a fire alarm.												
	Area	Individual Flats			Individual Flats				All areas			Communal Lifts		
		Operation of heat detector within flats.			Operation of heat detector within flats.				Operate all communal area sounders.			Lift to return to ground floor		
									Entrance/ Exit			Front, Rear and Laundry Door open.		
									Fire Panel			Put event on main fire panel display and record in event log		
									Fire Panel			S&M Monitoring station/FRS		

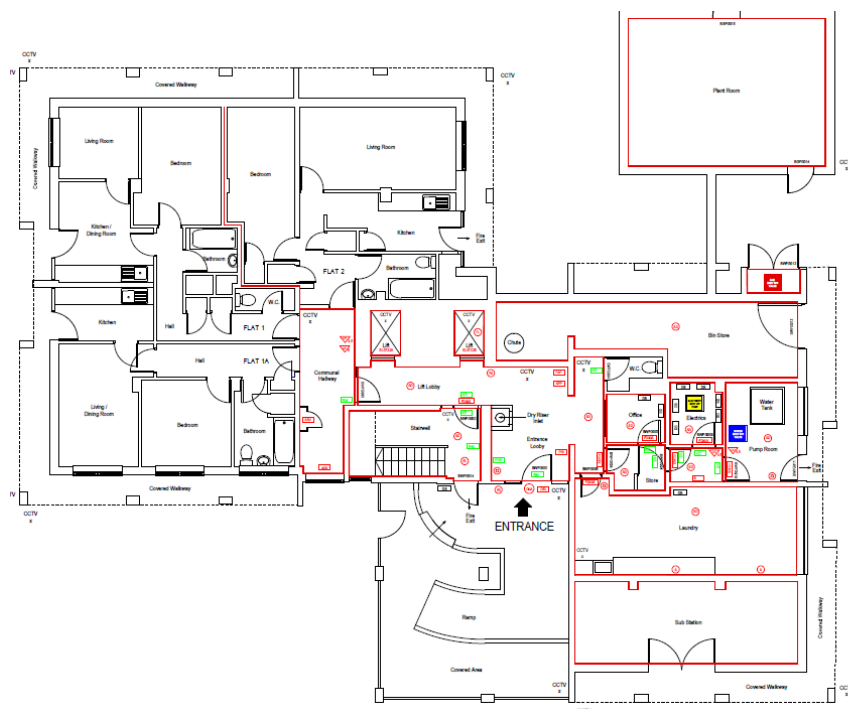
Ref:	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	E													
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Key	
E	Evacuate
A	Activate AOV's
S	Signal
C	Shut Down Air Conditioning Units
G	Lift returns to ground floor doors open
I	Lift returns to first floor doors open
I	Indicate on Control Panel
X	Put event into control panel log
V	Override/Open
H	Gas is shut down
R	Door Retainers will release
F	Front door unlocks
D	Disable

NOTES	
	</



Building Safety Management System working document



Author	Vic Finn
Date Produced	19th April 2023
Review and feedback by senior management	April 2023
Date of review by Consultant	9th June 2023
Version	Final- live document
Date of issue	12th October 2023

20. Appendix D- Resident Engagement

Resident Involvement Strategy



Resident Involvement Strategy 2024 – 2026

Date of approval	27 November 2023
Sponsor	Paul Seymour, Executive Director of Customers & Communities
Owner	Sarah Kluter, Assistant Director of Customer Experience
Strategy monitoring body	Customer Experience Committee
Resident input into strategy	Resident workshop: 29 September 2023 Resident survey: September - October 2023 Customer Experience Committee: July 2023 & November 2023
Date for strategy review	November 2026
Linked strategies/policies	• Our Plan 2023-2026 • Wyth Everyone Strategy • Value for Money Strategy • Brand and Communication Strategy • Complaints, Compliments and Comments Policy • Involvement Expenses Guidance • Community & Neighbourhood Development Strategy
Statutory and Legal Framework	• Tenant Involvement and Empowerment Standard and draft Transparency, Influence and Accountability Standard • Charter for Social Housing Residents: Social Housing White Paper • Together with Tenants • Social Housing (Regulation) Act 2023 • Building Safety Act 2022 • Preparing a resident engagement strategy guidance from the Health & Safety Executive, updated 21 September 2023 • Housing Ombudsman's Complaint Handling Code
Version/date	V.2 October 2023



Why? The purpose of this strategy is **to drive organisational improvement** to better meet diverse needs of our tenants and leaseholders.

How? By providing customers with a wide range of meaningful opportunities to **make decisions, influence** and **scrutinise** our strategies, policies and services.

1. Introduction

- 1.1 Wythenshawe Community Housing Group (WCHG) is the largest Manchester-based housing association. We are responsible for 13,700 properties providing a home to almost 30,000 people – some 37% of the Wythenshawe community.
- 1.2 Our purpose is to provide good quality homes and services to our tenants and leaseholders and to play a leading role in creating safer, healthier communities.

Regulatory context

- 1.3 As a registered provider of social housing, our Board co-regulates in partnership with the Regulator of Social Housing to ensure WCHG meets the [Regulatory Standards](#), including the emerging Consumer Standards and fully complies with the [Social Housing \(Regulation\) Bill 2023](#).
- 1.4 The four emerging Consumer Standards and Code of Practice, alongside the [Charter for Social Housing Residents: Social Housing White Paper](#) and the National Housing



Federation's (NHF) [Together with Tenants](#) set out the case for landlords to further strengthen the relationship between residents and landlords.

- 1.5 The [Building Safety Act 2022](#) gives residents more rights, powers and protections so that homes across the country are safer. We note that in September 2022, the Health & Safety Executive provided [specific guidance](#) on what landlords need to include in their resident engagement strategy.
- 1.6 This strategy aims to position WCHG to be able to meet the evolving requirements of the regulatory environment.

Strategic context

- 1.7 The strategy supports the delivery of the following Corporate Plan measures:
 - Metric: TSM (TP01) – how satisfied or dissatisfied are you with the services provided by WCHG
 - Metric: TSM (TP05) – listens to views and acts upon them

Review approach

- 1.8 We would like to thank the involved customers who have worked on the development of this strategy. This has included a workshop with 37 of our involved customers in September 2023, as well as consultation with our Resident Panels and Customer Experience Committee.
- 1.9 Thanks also go to our non-involved customers who took the time to make comments - both as part of the Tenant Satisfaction Measures Survey in Summer 2023 and the Resident Involvement Survey in Autumn 2023.
- 1.10 We commissioned England's leading tenant engagement specialists, [Tpas](#), to conduct a review our approach to customer engagement. The findings of the report, alongside engagement with involved tenants and non-involved customers, form the basis of this strategy.



BUILDING SAFETY AT BROOKWAY COURT

KEEPING SAFE AT HOME

Keeping safe in our homes is important to all of us. This leaflet is for everyone over the age of 16 who lives in your building, and outlines:

- What Wythenshawe Community Housing Group (WCHG) is doing to keep you safe
- What you can do to keep yourself and your neighbours safe
- How you can be involved in building safety decisions
- How to keep your household safety information up to date
- How to let us know when something's not right

Whether you've already let our Neighbourhoods Team know that you may need help in case of a fire, have joined us on one of our regular 'Walkabouts' or already make sure you keep fire exits clear, we'd like to thank you for helping to keep homes safe.

Please keep this booklet safe so you know what to do in an emergency and who to contact when you need advice, support, or to report an issue.



Jason Redwood
Neighbourhood Officer for Brookway Court



Robert MacDougall
Head of Assets and Building Safety

Do you need this guide translated or in a more accessible format? Ask your Neighbourhood Officer or email inclusionanddiversity@wchg.org.uk.

ABOUT BROOKWAY COURT

Brookway Court is a high-rise, purpose-built block of apartments that was built in 1971. It has 17 floors connected to one staircase.

The main staircase, and doors leading to it from the walkway, are made from materials that are able to resist fire. It is important to keep the staircase, walkways and all communal areas clear of obstacles so that residents and the Fire Service can use them easily and safely.

The walls and doors that divide the apartments from the common areas are constructed from fire retardant materials that will prevent flames and smoke from spreading in either direction. It is important your apartment front door and the common doors throughout the building are regularly inspected and never propped open.

The apartments are fitted with fire and smoke detectors and a sprinkler system which is monitored via a panel in the foyer area and is linked to a remote alarm monitoring centre.

All these features mean your building is designed to contain a fire in the area where it starts (e.g. in an apartment or common area) and stop it spreading to surrounding areas (e.g. common area or an apartment). Brookway Court is designed as a 'Stay Put' block. This means if there is a fire elsewhere in the building, you should be able to stay safe in your apartment unless you are asked to evacuate by the Fire Service.



EVERYONE HAS A RESPONSIBILITY TO KEEP THEMSELVES AND EACH OTHER SAFE

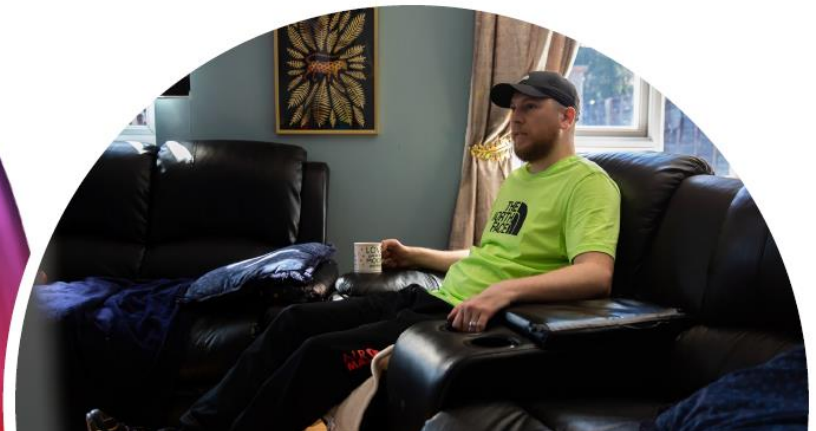
TO KEEP YOU SAFE, WE WILL ENSURE:

- Your home and block are safe for you to live in and meet correct regulations, including a smoke alarm in every property
- Fire doors are properly maintained to meet legal standards
- You have well lit escape routes at all times
- Systems and processes are in place to ensure anyone working in your block is competent to do so
- We communicate with other organisations such as the Fire Service to keep you safe



YOU CAN HELP BY MAKING SURE YOU:

- Keep an eye on your cooking at all times
- Check your smoke alarms are working once a week by pressing the button to ensure it sounds
- Are available for the annual check of heating and smoke alarms
- Use the fixed heating system fitted in your home. If this isn't possible, only use a convector heater in your hallway
- Ensure chargers and cables are the model meant for the device, and from reputable sources i.e. CE marked
- Switch off and unplug all electrical appliances overnight (apart from those that should be left on, like a fridge)
- Keep exits from your home clear so that people can escape if there is a fire
- Keep door and window keys accessible. If you need keys to unlock your front door keep them in the same safe place so you can grab them easily in an emergency
- Always close doors at night, particularly the kitchen and lounge
- Keep lighters and matches out of sight and reach of children



IT'S REALLY IMPORTANT YOU:

- **DO NOT** tamper with any entry door or wedge them open, this includes the internal doors in your home
- **DO NOT** block bin chutes or use them to dispose of lighted materials
- **NEVER** leave a lit cigarette unattended and ensure they are fully extinguished
- **NEVER** light BBQs on balconies, communal areas or landings
- **DO NOT** smoke in any communal area in your building including internal stairwells and corridors
- **DO NOT** use a radiant heater, especially one with a flame (gas or paraffin) or a radiant element (electric bar) as these are prohibited in your building
- **DO NOT** use a chip pan - WCHG will provide an electric deep fat fryer in exchange free of charge
- **DO NOT** overload electrics - one plug for one socket
- **DO NOT** use damaged or frayed electrical cords
- **DO NOT** leave burning candles unattended and ensure they are extinguished when you leave the room

Please report any issues or concerns to Wythenshawe Community Housing Group, particularly around fire safety.

IF WE ALL PLAY OUR PART, TOGETHER WE WILL KEEP YOUR HOME AND EACH OTHER SAFE



West View Court has been built in such a way to protect the people in it from fire. It is important to remember if a fire starts in your home that you have a plan to evacuate and stay safe.

IF A FIRE BREAKS OUT IN YOUR FLAT:

- Leave the flat as quickly as possible
- **DO NOT** try to remove any possessions or personal items from your flat
- Close your flat door securely behind you
- Tell your immediate neighbours
- Raise the alarm and call 999 as soon as you can
- Evacuate the building using the **stairs** and **NOT** the lift
- Go to the fire assembly point outside the building:
OUTSIDE THE BUNGALOWS TOWARDS BAGNALL COURT ON WEST VIEW ROAD



IF A FIRE BREAKS OUT ELSEWHERE IN THE BUILDING:

- If you consider it safe to do so you can stay in your flat
- Keep your flat door closed securely
- Close all internal doors and remain in a room with a window
- Gather towels and sheets for use if smoke enters your flat door. If it does, dampen the towels/sheets and place them around the bottom of the door to prevent smoke entering
- The fire alarm will only sound if the Fire Service wish to evacuate the block. When this occurs, alarms will activate throughout the block, and you should immediately exit the building via the stairs
- If you think it is unsafe to stay in your flat, your flat is threatened by fire and smoke, or you are told to leave your flat by the Fire Service, evacuate the building using the **stairs** and **NOT** the lift
- **DO NOT** return to your flat until you have been told it is safe to do so

WHAT IF I CAN'T MANAGE THE STAIRS?

If a fire is in your flat and you can't use the stairs, you should alert your neighbours immediately. Go to another flat and close the door until the Fire Service advises you otherwise.

If you're unable to do this, make your way to the nearest staircase and await advice from the Fire Service. If you have a mobile phone, inform the Fire Service or WCHG of your location. You can inform WCHG via the concierge service or by calling Assure24 on 0161 946 9501.



CALLING THE FIRE SERVICE

The Fire Service must be called to all fires, and you must do this as soon as possible.

1. Dial 999 from any telephone
2. Ask for the Fire Service and if requested give the telephone number you are calling from
3. When connected to the Fire Service, tell them clearly where the fire is. You are at:

BROOKWAY COURT, 1-94 BIDEFORD DRIVE, WYTHENSHAW, M23 0GL.

Do not hang up until the Fire Service has correctly repeated the address back to you. The Fire Service cannot help if they do not have the correct details.



KEEPING YOU SAFE

The walls, doors and floors of this building are designed to resist fire and stop the spread of smoke.

Fire doors must be closed when they are not in use.

Outside of the building, the area has been designed so emergency vehicles can get as near as possible to the building. These areas must be clear at all times.



PLANNING

Take time to think about how you would exit the building and where the doors to the stairways are.

It's important escape routes are kept clear at all times.

Think about the corridors you use and what they would be like filled with smoke. Even external corridors can become filled with black smoke.

If you would not be able to use the stairs during an evacuation, e.g. mobility problem or visual impairment, please get in touch with our Neighbourhoods Team on 0800 633 5500.



COMMUNAL AREAS, LANDINGS, LOBBIES AND STORAGE AREAS

To keep safe, all communal areas, landings, lobbies and storage areas must be free of obstructions, including door mats, furniture, rubbish bins, books, pushchairs and bicycles. Items found in communal areas will be removed immediately and stored for three weeks after which they will be disposed of if they are unclaimed.

Combustible items cannot be stored in communal areas within the building. If combustible items are found in communal areas, they will be removed without warning and disposed of immediately.

If you see something that is not working as it should, please report this by contacting your Building Safety Officer or call us on 0800 633 5500.



CHUTES AND RUBBISH

Please ensure your rubbish bags do not block the chutes and that smoking materials are fully extinguished.



ELECTRICAL APPLIANCES

Take extra care when using electrical items in your home, such as hair straighteners, mobile heaters and electric blankets.

Extension leads should be fully unwound and plugged directly into a socket. Do not overload sockets as this can be dangerous.

All electrical and white goods such as fridge freezers, washing machines and dryers need to be safe for use.

The Government issues information on products that have been recalled by the manufacturer because they could cause a fire.

We share this information on our website under [“Our Services > High Rise Safety”](#).



SCOOTERS

Please let us know if you have a scooter, e-scooter or mobility scooter.

All scooters should be stored in the designated area and never in communal areas or landings.

The scooters should be charged between 8am and 8pm and never overnight.

Scooters must not be taken into lifts.

Scooters should have an annual service and adequate insurance.



ALTERATIONS TO YOUR FLAT

Permission from WCHG is required before making alterations to your flat or any doors or door furniture.

The flats are designed with fire protection features and these should NOT be tampered with or removed.

If you wish to discuss alterations to your flat, you can contact us on 0800 633 5500 or email customerenquiries@wchg.org.uk.



CHECK AND MAINTENANCE SCHEDULE

Tom Porter, Building Safety Officer, checks your building each week.

All essential fire fighting equipment, including communal fire doors, door release mechanisms, fire alarms, sprinklers in service areas, fire fighting lifts and riser mains, are checked monthly.

Our Heating and Electrical Team inspect the front entrance fire doors annually.



WALKABOUTS

Each month your Neighbourhood Officer will visit your building to check for any building safety issues in communal areas, and to listen to any concerns or issues you may have.

Join your Neighbourhood Officer on the:

Second Wednesday of the month at 10am.

Please meet in the building lobby.



Jason Redwood
Neighbourhood Officer for
Brookway Court



WHO IS RESPONSIBLE FOR THE SAFETY OF YOUR BLOCK?

BUILDING SAFETY TEAM

The Building Safety Team are here to ensure activities that take place in your building are carried out in such a way as to not compromise it and your safety. They are also here to ensure your voice is heard for anything related to fire safety in your building.

COMPLIANCE



Deliver regular and statutory servicing and maintenance of key facilities in the building such as lifts, electrics, fire safety equipment, hot water and other systems.

NEIGHBOURHOODS



Manage all aspects of tenancy and estate management issues, anti-social behaviour, allocations and mutual exchanges.

REPAIRS



Maintain your home to a good condition. When repairs are reported they will arrange for them to be completed by the correct technician.

CLEANING



Ensure the building is maintained to a good standard, keeping communal areas clear and clean.

INVESTMENT



Deliver major improvement schemes such as lift upgrades, rewires, kitchen and bathroom replacements, sprinkler installs, fire door renewals, cladding renewals, etc.

ASSURE24



Monitor CCTV, door entry, fire, sprinkler and lift alarms so that there is always 24 hour support in the event of an emergency situation. Contact Assure24 by calling 0161 946 9501.

CUSTOMER FEEDBACK TEAM



If you are not happy with the service from one of the above teams you can contact the Customer Feedback team who will look into what has happened.

CALL US ON 0800 633 5500 OR 0300 111 0000.

MAKING A DIFFERENCE

ANNUAL HEALTH AND SAFETY HOME VISIT

We will visit you to discuss fire safety in your home and assist you with questions you may have about your block. We will check you feel safe in your home by asking how you feel about living in your block.



PERSONAL RESCUE EMERGENCY PLAN (PREP)

If you would need help to evacuate in the event of a fire, you must tell us. This could be because of a disability or if you have reduced mobility. We will arrange a visit for you to have a Person-Centred Fire Risk Assessment (PCFRA). Following this, a Personal Rescue Emergency Plan (PREP) may be created for you.



NOTICEBOARDS

There is a Building Safety notice board in the lobby area with important information you should familiarise yourself with. Any important fire safety information will be updated here along with any notices from the Fire Service.



ANONYMOUS REPORTING

You can report fire safety issues anonymously by completing the form at the bottom of the [“Our Services > High Rise Safety”](#) page on our website. Alternatively you can phone the numbers provided in this leaflet and ask to remain anonymous.



ANNUAL FIRE RISK ASSESSMENT

We work closely with our Fire Risk Assessors who undertake annual risk assessments and recommend remedial action to keep the blocks in a safe condition.



GREATER MANCHESTER FIRE AND RESCUE SERVICE

We are actively working with Greater Manchester Fire Service to reduce incidents in your block. We will share information about this on notice boards.



HIGH RISE LIVING FORUM

The High Rise Living Forum is made up of tenants like you who meet every three months to discuss building safety and other subjects affecting residents. The Forum is part of our commitment to ensuring you have an opportunity to influence building safety decisions. You are very welcome to join the group, please call 0800 633 5500 to find out more.



LISTENING TO OUR CUSTOMERS

Feedback from residents helps us to understand your concerns and gives us a chance to make things right. Below are some examples of feedback we've heard from customers in the last year and the changes we've made to put things right.

If there's something you'd like to discuss, we want to hear from you. Email us at complaints&praise@wchg.org.uk.

YOU SAID



We weren't answering calls quickly enough during some very cold weather.



You've been waiting longer than usual for your calls to be answered by our Customer Hub.



Sometimes you had little or no information about lift maintenance or during breakdowns.



You don't always get the information you need, when you need it and operational communication can sometimes be poor.

WE DID



We have set up a group to look at our plans during extreme weather.



A call back service is now available to help reduce your waiting time after an increase in calls.



We can now send text messages to your mobile about any scheduled maintenance or lift breakdowns.



We're producing a new communication strategy and will give regular progress updates on its delivery to our CXC. They will make sure we deliver real improvements.



YOU SAID



Some residents at several high-rise blocks said that repairs did not always resolve a leak long term.



Residents raised concerns about the poor condition of walkway surfaces to deck access walk up flats.



Residents at some blocks complained of leaks and water staining to their ceilings.



Lifts only providing access to alternate floors is inconvenient, especially when one lift is broken or undergoing maintenance.

WE DID



Roof renewal works have been brought forward from 2028 and are currently in progress.



The renewal of walkway surfaces were added to a separate planned programme of fire safety upgrades and completed this year.



We identified some internal waste pipes are degrading and at the end of their life. We brought forward our planned programme of renewals from 2025 to 2023.



We agreed with customers to enhance specification and work to invest more and improve so both lifts service all floors.



GET INVOLVED

HIGH RISE LIVING FORUM

Join our High Rise Living Forum. Residents meet with officers once every three months and we'd be delighted if you wanted to find out more. Just call us on 0800 633 5500.

IN THE FUTURE

Please let us know if you have any suggestions for changes to this guidebook.

Is there more information you would like? Can we make it easier for you to get involved in building safety decisions?

We review this guidance every year and we'd like to hear your views.

In addition to inviting your general feedback, there will also be times when we'll ask for your opinions about decisions we need to make that impact you. To do this we may send you a letter, email or survey to complete, or invite you to a meeting. You will usually have 3 weeks to respond to the consultation, sometimes longer.

We will always feedback the outcomes of these consultations to you, usually on our website and noticeboards in your building - keep a look out.

You can find a full copy of our Resident Involvement Strategy on our website on the ["About Us > Our Policies and Strategies"](#) page.

CONTACT THE BUILDING SAFETY TEAM

Contact details for your Building Safety Manager and Building Safety Officer can be found in the lobby area of your building for reporting fire safety issues.



Building Safety Manager
Victoria Finn
07525 905 048



Building Safety Officer
Tom Porter
07525 905 042



Neighbourhood Officer
Jason Redwood
07410 944 335



KEEPING **EVERYONE** SAFE

Would you or anyone in your household need help to evacuate your building in an emergency?

For example if you have any mobility issues or a visual impairment? Please let us know by calling 0800 633 5500. It may be necessary for an Officer to visit you in your home, and for a further visit from Greater Manchester Fire & Rescue Service.

Is your information up to date?

It is important we have up-to-date information for who lives in our buildings in case of an emergency. This means you need to update your resident information if someone moves in or out, or if you have any medical conditions.

Please scan the QR code or contact us on 0800 633 5500 to update your information now.



You may need to download a free QR Scanner using your App Store on older phones/tablets.



First Edition: Winter 2023

Wythenshawe Community Housing Group

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customerenquiries@wchg.org.uk

