

# Building Safety Record

**Glow Court, 41 Rookwood Way, London, E3 2XF**

December 2024



## Introduction

- \* Making sure residents and the buildings you live in are safe is our top priority.
- \* It's also vital that you have safety information for your block, which is why we've created this Building Safety Record.
- \* The record provides details about your building, essential fire safety advice, details about what to do in the unlikely event of a fire, and key findings from the most recent fire risk assessment (FRA) which was carried out on 14<sup>th</sup> November 2023 by Steve Milchard GFireE.
- \* The principal accountable person (PAP) for the building is Peabody 45 Westminster Road, London SE1 7JB.
- \* Peabody 45 Westminster Road, London SE1 7JB is a responsible person (RP).

The Building Safety Act 2022 sets out the roles and legal duties of principal accountable persons and accountable persons who manage the fire and structural safety risks of high-rise residential buildings. You can find out more about these roles and duties on the government website:

[www.gov.uk/guidance/safety-in-high-rise-residential-buildings-accountable-persons](https://www.gov.uk/guidance/safety-in-high-rise-residential-buildings-accountable-persons)

## Evacuation strategy

In the unlikely event of a fire, **the strategy for your building is to stay put**. This means that the building has been designed in such a way that if a fire were to break out, it would be contained and not spread to other flats and therefore it should be safe for you to stay in your own flat.

**However, if a fire breaks out in your own home, or if you hear an alarm, you should:**

- \* Make sure everyone inside your home is aware and immediately leaves the flat.
- \* If there's smoke, keep low to the floor where the air is clearer.
- \* Close all doors inside your flat if it's safe to do so.

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- \* When everybody has evacuated your flat, make sure the front door is closed behind you.
  - \* Use the escape plan you've practiced that leads you to the ground floor and out of the building. If you can get to the stairwell, this should be a safe route to get out.
  - \* When you get outside the building, call 999 ask for the Fire Brigade, giving the building address.
  - \* Do not go back inside the building until the Fire Brigade has put the fire out and they tell you it is safe to return home. If the Fire Brigade doesn't allow you back in, we or your local council will arrange temporary accommodation if you don't have friends or family you can stay with.
  - \* Do not use the lift, unless it has been agreed with us, or your care and support provider, as part of your evacuation plan.
  - \* If your escape route is blocked by fire or smoke, stay inside the safest room with a window that opens and call the fire and rescue service on 999, letting them know you're unable to get out. Keep the door closed and use towels or bedding at the bottom of the door to block the smoke, then open the window and call for help.
  - \* Call us on 0300 123 3456 to let us know about the fire.
  - \* If you, or someone who lives with you, would need assistance to get out in an emergency, it's important that the right support/assistance is in place and that the fire service is aware of those needs. To make sure everyone's prepared in the unlikely event of a fire, we've created a short online survey for you to provide details. You can access it at [www.Bit.ly/PeabodyREP](https://www.Bit.ly/PeabodyREP) or by scanning the QR code below.



## Glow Court construction details

- \* Glow Court was built in circa 2019 and is a seven storey building.
- \* The construction of Glow Court is modern concrete framed.
- \* The external wall for Glow Court is comprised of brickwork with glazed shop fronts to the commercial elevations on the ground floor.

## Fire safety measures in your block and flat

The following measures are in place in your block, and they all play an essential role in keeping you and your neighbours safe. It's vital that you do not try to adjust or tamper with any of them.

- \* Each flat has smoke, heat, and carbon monoxide detectors and there are heat and smoke detectors installed throughout the communal areas.
  - \* Dry risers (empty pipes which firefighters connect to a pressurized water source) serve every floor.
  - \* Emergency lighting is installed throughout all communal walkways, landings, and lobbies.
  - \* Fire exit signs are displayed throughout the communal areas.
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- \* To make sure that escape routes are kept clear of smoke, there are automatic opening vents (AOVs) located at the top of the stairs and mechanical ventilation within the communal corridor's.

| <h2>What we do to keep you safe</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <h2>What you need to do to keep safe</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>To keep you safe we:</b></p> <ul style="list-style-type: none"> <li>* engage with the Building Safety Regulator and are in a Primary Authority Partnership with the London Fire Brigade, which ensures we comply with all relevant guidance and regulations relating to fire and building safety.</li> <li>* carry out a fire risk assessment (FRA) in your building once a year and complete any actions raised within the given timeframe.</li> <li>* maintain all fire safety equipment in good working order.</li> <li>* provide you and your neighbours with essential fire safety information so that you know what to do in the unlikely event of a fire.</li> </ul>                                                                                                                                                                                                                                                                                   | <p><b>To keep you and your neighbours safe, please:</b></p> <ul style="list-style-type: none"> <li>* read the information in this record and share it with the people you live with.</li> <li>* follow all the advice to reduce the risk of fire.</li> <li>* make sure everyone in your household knows what to do in the unlikely event of a fire.</li> <li>* have an escape plan and practice it with the people you live with.</li> <li>* keep communal areas clear so that you and your neighbours can get out if needed, and so that the fire service can get in quickly and do their job without tripping and putting themselves at greater risk.</li> </ul> |
| <h2>Working together to keep everyone in your building safe</h2> <ul style="list-style-type: none"> <li>* You will hopefully have given feedback in your resident engagement survey. The survey's all about working together on building safety issues.</li> <li>* We need to do this because it's now a legal requirement. But it also makes sense.</li> <li>* As a resident, you know your building well. So, if there's something that you're not sure of or not happy about, we want to hear from you.</li> <li>* By working together, we'll be able to share building safety information in ways that work best for you.</li> <li>* It also means you can get involved in a whole range of building safety decisions relating to your home.</li> <li>* Please do take the time to share your thoughts and ideas with us. If you haven't completed the survey, you can give feedback or raise queries at any time with your Building Safety Manager.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Fire doors (flat front doors and communal doors)

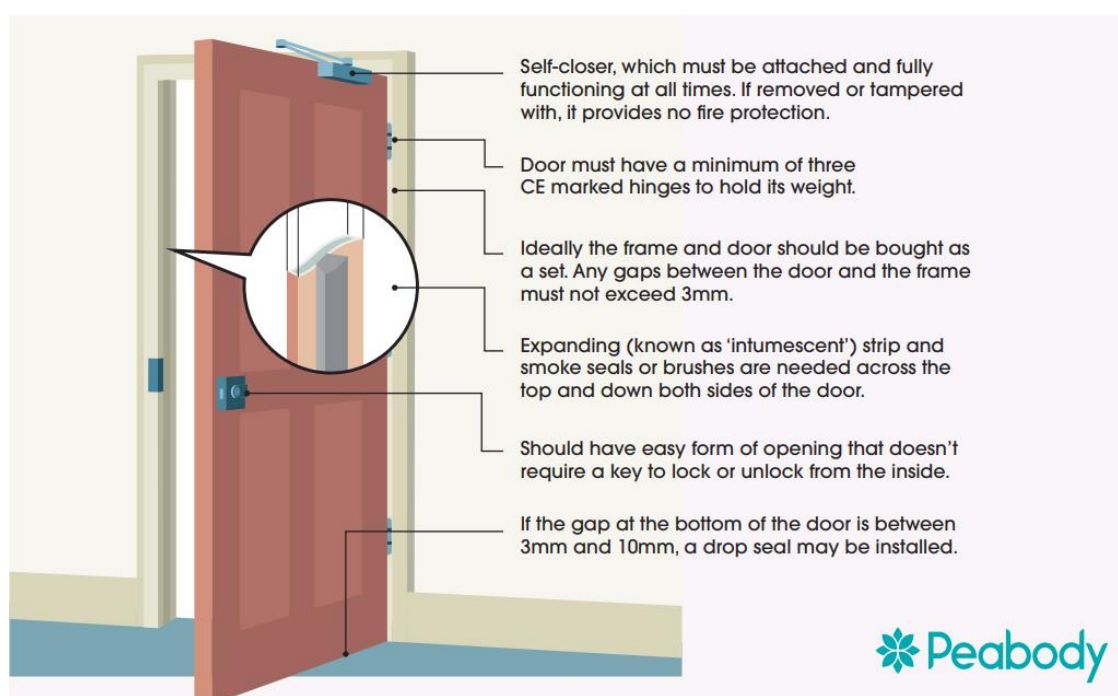
- \* Your flat front door is a fire door which plays a vital role in protecting your household and others in your building.
- \* We must check they're in good working order every year in order to comply with fire safety regulations. **Please help by giving us access to check yours when we get in touch.** Checks should take no more than 10 minutes and, if anything needs fixing, we'll arrange a time that's convenient for you to do the work.

- \* Please don't make any changes to your flat front door and check that the self-closer is working properly on a regular basis (it's good to get in the habit of checking it works every time you come in or go out).
- \* We also carry out quarterly checks on fire doors in communal areas. If you notice any damage to any fire doors in your building, please report it to us on 0300 123 3456 or [www.peabody.org.uk/contact-us](http://www.peabody.org.uk/contact-us).
- \* Communal fire doors must be kept shut and never be wedged open.

Our simple guide shows what parts of your door we look at during our check. You can also do the same. If anything doesn't look right, please let us know as soon as possible by contacting us at 0300 123 3456.

## Flat front doors

If you live in a flat, these typical front door features are essential and need checking annually.



\*This is an example and all door sets should be installed in line with the manufacturers' instructions.

## Regular checks we carry out

In addition to the annual checks on flat front doors and quarterly checks on communal fire doors, here are details of the other regular checks that we are responsible for carrying out. Although most of the checks relate to communal areas, we need to come into your home to carry out your annual gas safety check and your five-yearly electrical check. Please allow us access when we arrange this appointment with you.

### Fire risk assessment (FRA)

#### Re-assessed every 12 months

An FRA is a review of a building that's carried out to assess its level of fire risk and offer recommendations to make it safer, if necessary.

### Electrical safety

#### Tested every five years

This includes internal and communal electrical installations such as wiring, sockets and lights.

### Wet and dry risers



- \* Your best route is the way you normally go in and out of your home. However, there are likely to be several different ways you can get out in an emergency, so make sure you're familiar with all the alternatives in case your first option is affected or not safe to use.
- \* Aim to get to the stairway as quickly as you can as it will have fire doors and will usually be enclosed and ventilated.
- \* If any doors or windows that form part of your escape route are lockable, keep keys nearby (whilst keeping security in mind) and make sure everyone knows where they are. A torch is also useful in case you need to get out at night.
- \* Make sure all parts of your route are kept clear of obstructions at all times and don't store items such as pushchairs, bikes or shoes as they are trip hazards.
- \* Most fire and rescue services offer free home visits and can provide advice and recommendations on escape routes. Contact your local fire service to find out more. You can find contact details online at [www.nationalfirechiefs.org.uk/fire-and-rescue-services](http://www.nationalfirechiefs.org.uk/fire-and-rescue-services).
- \* Practice walking the entire escape route regularly.
- \* Let us know if any part of your escape route is blocked or not accessible.

The escape route from your flat is via the single staircase which leads directly to the final exits on the ground floor.



## Your local fire station

London Fire Brigade  
Bethnal Green Fire Station,  
11 Roman Rd,  
Bethnal Green,  
London  
E2 0HU

The fire station is 1.8 miles away.

## Other useful information

- \* The name of your Building Safety Manager (BSM) is Cameron Newman.
- \* If you have any queries about building safety in your block, or the information in this building safety record, please contact Cameron Newman BSM on 0300 123 3456 or [residents.firesafety@peabody.org.uk](mailto:residents.firesafety@peabody.org.uk).
- \* If you're not happy with any aspect of building safety and would like to make a complaint, or if you'd like to report a building safety issue, please contact us in the first instance on 0300 123 3456 or [www.peabody.org.uk/contact-us](http://www.peabody.org.uk/contact-us).
- \* Please note that you can also contact the building safety regulator if you have a complaint or want to report a building safety issue. You can find details at [www.hse.gov.uk/building-safety/residents](http://www.hse.gov.uk/building-safety/residents).
- \* You can find out about the regulations and guidance we have to follow for all of our buildings that are 18 meters (seven storeys) or higher on our website [www.peabody.org.uk/high-rise-buildings](http://www.peabody.org.uk/high-rise-buildings).

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## Contact us

To talk to us about building safety, please contact your Building Safety Manager  
or call us on 0300 123 3456, 8am–5pm Monday to Friday.

Peabody Trust, 45 Westminster Bridge Road, London SE1 7JB

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