

The Resident
Brooke House
Basildon
Essex
SS14 1HX

Asset Strategy

The Basildon Centre
St Martins Square
Basildon, Essex, SS14 1DL
Tel No: (01268) 533333
Email:
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Ask for: Gary Ryan
Date: 3 November 2023

Dear Resident,

Building Safety

We are taking the opportunity to inform all residents of some legal changes in relation to the Building Safety regulations for high rise properties, to reassure residents of actions the Council take to comply with these safety regulations in your building and remind residents of their responsibilities and how to stay safe.

The new Building Safety Act received royal assent on 28 April 2022 and the main requirements of the Act will be phased into legislation over a 2 year period. Initially, as the owner of the block we are required to identify an accountable person and to register any high rise blocks with the Building Safety Regulator.

The Accountable Person for your block is Gary Ryan, Asset Strategy Manager and your block was registered with the Building Safety Regulator on 28th September 2023.

The Council have a review programme to check the building for the following safety issues:

- Annual Fire Risk Assessment
- Cyclical testing and maintenance regime for all fire equipment, alarms and sprinkler system
- Electrical Testing of Landlords supply
- Emergency lighting tests
- Water safety testing
- Passenger lift servicing
- Annual check of flat entrance doors
- Monthly block inspections
- On site security patrolling building

Fire Safety

As a high rise block your building has a 'stay put' policy in the event of a fire. This means that if a fire occurs you should remain in your property until the Fire Brigade attend to assess the risk and decide if a full evacuation is required, which they will manage in a way to keep all residents safe. If the fire is directly affecting your property,

you and any other occupants in your home should leave immediately and notify the emergency services by calling 999.

There are fire notices located on all floors and in the ground floor lobby.

In the event of a fire the lifts will automatically shut down and anyone required or instructed by the Fire Service to leave the building will need to use the stairs.

In order to support any residents with medical conditions or vulnerabilities that would make leaving the building difficult for them, we need to ensure our details about you are up to date. Some of you will have already informed us if any of the following apply to you or someone else living in your home:

- Limited mobility
- Health conditions affecting your breathing and if you use an oxygen tank
- Hearing or sight impairment
- Cognitive impairment that could affect your ability to leave the building if required

All information you provide to us will be included in the Girder box which is located on the external wall beside the basement entrance. This box is only accessible by specified Council Officers to update information and the Fire Service in an emergency so they can direct support where needed.

You are required to provide this information to your landlord and we are therefore requesting that you please inform us of your circumstances by emailing 3TTEM@basildon.gov.uk by **Friday 17 November 2023**. Please also let us know if none of the support requirements detailed above apply to occupants in your home. We will have staff visiting the block in the coming weeks to assist in gathering this information.

We will be formally requesting this information from you on an annual basis, but please inform us at any time if your circumstances change so we can ensure your support needs are captured and available for the Fire Service.

If you do have any support needs we will arrange for a Fire Service Home Safety visit to discuss a personal evacuation plan with you. Anyone can request a Fire Service Home safety visit by going onto their website [Book a Home Safety Visit | Essex County Fire and Rescue Service \(essex-fire.gov.uk\)](#) or calling 0300 303 0088.

How you can help keep your building safe for everyone

Keep all corridors clear

In the event of a fire the communal areas could fill with smoke causing limited visibility, so any items left in the corridors, such as shoes, rubbish bags, buggies could lead to an obstruction and delay residents being able to exit the building when instructed to do so or impede the Fire Service in the necessary actions they will need to take.

Do not use a BBQ in any communal area including the basement, corridors or staircases.

Keep Doors Closed

The communal doors are designed to hold a fire in one location, which would provide vital minutes for the Fire Service to attend and prevent spread of the fire elsewhere during this time. However, the doors will only perform this function if they are kept closed. We therefore rely on you to close the doors as you pass through them.

Your flat entrance door should provide 30 minutes of protection as long as it has not been tampered with or damaged in any way. Please do not attach anything, put holes through these doors or remove anything from them.

Leaseholders have a responsibility to ensure that their flat entrance door meet the required Fire Safety standards.

Keep Balconies clear and safe

Please ensure you adhere to the following conditions for use of your balcony.

- Your balcony is not for storing items. You can have a fire retardant table / chairs and small ceramic flowerpots, that would not cause an obstruction.
- Do not use a BBQ on your balcony under any circumstances. This would be considered a breach of tenancy and you could be putting you and other residents' safety in jeopardy.
- Do not dry washing on your balcony, please use a clothes airer in the bathroom.

Report it

If you are concerned about any potential safety issue within the building please report this to us. We would rather have multiple reports of the same issue than no-one reporting it. Please email AssetStrategy@basildon.gov.uk or call 01268 208034 to report your concerns.

The Building Safety Act also places a duty on the Council to develop a communication and engagement strategy with residents living in high rise blocks to keep you informed and involved on all building safety matters. We are in the process of developing this strategy and would welcome your views on what sort of information is important to you and how you would like to receive this or be involved in any key decisions regarding your block. Please email your views to residentinvolvement@basildon.gov.uk or complete the survey from the QR code below:



Once we have a draft strategy we will share this with you for further comment and will ensure you have a copy of the final version once approved.

If you would like to discuss any matters detailed in this letter please contact Gary Ryan

Yours faithfully,

Gary Ryan

Asset Strategy Manager

If you would like to find out more about how Basildon Borough Council use your personal data please go to www.basildon.gov.uk/privacy.