

[Name]
[Address]

Wednesday 28th June 2023

Dear

We had previously written to let you know that we had put a 'Waking Watch' in place as a precautionary measure, following Fire Risk Assessment surveys we had carried out at Evenlode. Guarding Security have been providing this nightly 12 hour service since February 2022 and have been carrying out routine block inspections and ensuring the communal areas are free of any obstructions

Following specialist advice, we've reviewed the use of the 'Waking Watch', keeping your safety as our number one priority, and maintaining our zero-tolerance approach to Health and Safety. Since this has been in place, Housing Solutions staff have contacted all residents at Evenlode, have gained assurance on the actions taken from our Fire Safety consultants and carried out the following;

- We have met or spoken to all residents, either on the telephone or face to face to ensure we have current information on who is living in the property, and any specific needs they may have, ensuring our records are fully updated
- We have agreed individual evacuation plans with all residents who have a specific mobility issue and may need assistance to evacuate in the event of a fire. Where specific needs have been identified, staff members have formulated PEEPs (Personal Emergency Evacuation Plans) that have been agreed with residents
- We have carried out testing and inspection of all resident's smoke / fire alarms to ensure they are in full working order, checked the smoke detectors and provided / replaced alarms where necessary
- Provided general advice and guidance via newsletters to all residents on minimising the risk of fire
- Kept the Fire Brigade up to date on the actions we have taken, and installed new information boxes for their teams use in an emergency situation.

Based on the advice we have received and the measures we have put in place, we are now in the position to remove the nightly Waking Watch service. We intend to withdraw Guarding Security UK, who have been carrying out these duties from **Friday 7th July 2023**. We will continue to closely monitor the block, carry out routine inspections. All residents must continue to keep communal areas clear of obstructions and personal items including prams, buggies, and bicycles.

We are working hard to get the external works completed as quickly as possible. Initial surveys have been completed and a specialist project team has been appointed. The next steps will be intrusive inspections of the cladding both externally and from within a number of homes. This will help us to establish a full scope of works that will be commenced following review and contractor appointment in the spring of 2024.

In the meantime, it's very important you continue to keep us updated on your personal circumstances. Please contact your Housing Officer, Katy Darlow on 07824 144785.

If you require a repair, please log this on the online portal <https://www.housingsolutions.co.uk/portal-home/my-account/my-repairs/report-a-repair/> or via the Mobile App.

I would like to this opportunity to thank you for your continued cooperation in this matter.

Yours sincerely



Steven Brookfield
Director of Property and Development