

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL  
MUNICIPAL YEAR 2017-18**

**SCRUTINY COMMITTEE**

**14<sup>th</sup> November 2017**

**REPORT OF THE GROUP DIRECTOR  
CORPORATE AND FRONTLINE SERVICES.**

<b>Agenda Item No.6</b>
-------------------------

<b>FIRE SAFETY ARRANGEMENTS FOR COUNCIL OWNED BUILDINGS.</b>
----------------------------------------------------------------------

**Author: Colin Atyeo – Director Corporate Estates and Procurement.**

**1. PURPOSE OF THE REPORT**

This report and attached appendices are intended to update the Overview and Scrutiny Committee on the 'Fire Safety Arrangements' for Council owned Buildings.

**2. RECOMMENDATIONS**

It is recommended that Scrutiny Members:

- 2.1 Scrutinise and comment of the information provided within the attached report.
- 2.2 Consider whether there is a need to conduct a further investigatory process and present to the Overview and Scrutiny Committee at a future date.

**3. BACKGROUND INFORMATION**

3.1 The Overview and Scrutiny Committee, at the meeting of the 13<sup>th</sup> September 2017 requested an update on external cladding applications on key Council Buildings. The above was requested in light of the tragic events at Grenfell Tower on 14<sup>th</sup> June 2017.

3.2 A number of directives / safety checks have been received by the Council from both Parliament and Wales Government focusing on:-

Buildings – >18.0 metres in height

Buildings providing overnight accommodation.

Buildings incorporating 'ACM' (Aluminium Composite Material) as part of the construction detail.

3.3 The Council has reviewed its portfolio and identified buildings that incorporate a cladding system as part of the construction methodology. The review was initially based on the construction techniques employed at Grenfell Tower and risk factors incorporating 'ACM': -

- i. Height of structure
- ii. Material employed
- iii. Retro fit application of cladding
- iv. Residential facility
- v. Building Regulations / Fire Safety Compliance.

3.4 Appendix 1 provides a schedule of sites where cladding applications have been incorporated. Guidance required buildings in excess of 18 meters to have samples submitted to BRE (Building Research Establishment) for testing. As Sardis House fell within this area of reporting samples were submitted, these were found **not** to fall within the 'ACM' cladding screening requirements. A further sample of cladding from Pontyclun Primary School has been submitted for testing – results awaited. All other sites, although comprising elements of cladding, are not considered to present a risk to occupants.

3.5 The basis for the 'not considered to present a risk to occupants' although some buildings comprise of more than 1 storey construction –due to the following: -

- Contain more than one means of escape in the case of fire.
- Incorporate an automatic fire detector system.
- Fire alarm system is regularly serviced in compliance with British Standards.
- Fire Risk Assessments have been undertaken in compliance with the Regulatory Reform (Fire Safety Order 2005).

3.6 The Council have employed cladding systems on a number of recently completed projects that are fully compliant with Building Regulations eg. Y Pant Comprehensive circa £23m this is likely to continue on future projects unless either legislation or a Council policy determines otherwise.

3.7 The Council has embarked a further review exercise into 'Fire Procedures' that have been undertaken nearing completion. Namely the sampling of some 22 sites. The sites identified provide a cross section of the Council's portfolio eg. Respite Care Homes, Homes for the Elderly, Childrens Homes, Schools, Sports Centres and offices providing a mix of residential and non-residential occupation. Element comprising in the review being: -

- I. Fire Risk Assessment in place
- II. Fire alarm System and Supportive Fire Evacuation Procedure
- III. A need for Fire safety Training
- IV. Lock down procedure in the event of imminent danger.

The review is being co-ordinated with the Council Health and Safety Team. Findings will be presented upon completion to the Senior Leadership Team.

## **4 CONCLUSION**

- 4.1 The review of the Council's building portfolio has confirmed that a number of instances exist where cladding in various forms. This is not particular to the Council's portfolio as similar construction techniques are employed nationally. Section 3 of this report identifies a number of review elements that were considered. A combination of a Risk/Technical assessment concludes that buildings are 'safe' to occupy as a result of the numerous risk mitigation measures are employed.
- 4.2 The various elements of the 'Fire Safety Arrangements' will be subject to review in the joint meeting between the Council's Health and Safety Team and Corporate Maintenance. Recommendations. Previous dialogue identified with Health and Safety provided a focus for the initiative. The Appendix 2 (interim presentation to be concluded) is a tabulated presentation of findings. The Council's Senior Management Team will be furnished with the completed spreadsheet and any recommendations for implementation.



## Rhondda Cynon Taf County Borough Council - Cladded Buildings (Incorp. non Timber Cladding System)

Name	Address	Postcode	Location	Type of Cladding Material	Insulation Material	Date of Contract sign off
Aberdare Community School	Ynys Road, Aberdare	CF44 7RP	Roof Access enclosures	Kingspan Longspan panels.	Insulation core - closed cell PIR insulation	Sectional Completion 08/05/15
Llwycrwyn Primary school	Llwyncrwn Rd., Beddau Pontypridd	CF38 2BE	Main Hall wall	Kingspan cladding panels	insulation core - enhanced PIR insulation	Sectional Completion 26/10/15
Y Pant Comprehensive School	Cowbridge Rd., Pontyclun.	CF72 8YQ	Majority of walls	Carea mineral composite rainscreen cladding panels.	Insulation core - Rockwool and PIR insulation	Sectional Completion 02/12/16
Tonyrefail Development ( New Comprehensive School Teaching block & new Primary school )	Gilfach Rd. Tonyrefail	CF39 8HG		<b>Comprehensive School</b> - aluminium with plywood backing Rainscreen cladding panels - used on 50% of walls. Insulation core - Rockwool and PIR insulation. <b>Primary School</b> - Kingspan cladding panels used on main hall walls. Insulation core - enhanced PIR insulation	<b>Comprehensive School</b> - Insulation core - Rockwool and PIR insulation. <b>Primary School</b> - Insulation core - enhanced PIR insulation	Currently Under Construction
Ashgrove Offices	Upper Church St, Pontypridd	CF37 2UF		Fibre Cement Cladding System Marley Eternit - Cedral Weather board 8mm panels	Cladding to cover timber frame ext which incorporated 120mm PUR insulation batts in timber frame	2014 2015
Bryncelynnog Comprehensive	Penycoedcae Road, Beddau	CF38 2AE	Drama Hall Gymnasium	Cedral Weatherboard 5m cut to suit. Replacement of rotten timbers	none	2015
Coed y Lan Primary	Tyfica Road, Graigwen, Pontypridd	CF37 2DA	Admin Block	Fibre Cement Cladding System Marley Eternit - Rain screen panels Textura 8mm panels	100mm Rockwool Duo slab?	2015
Cymmer Infants	Graigwen Road, Cymmer	CF39 9HA	Classroom Ext.	Cedral Cemeticious Board		2015
Hendreforgan Primary	Hendreforgan, Gilfach Goch, Porth	CF39 8UH	Main building	Marley Eternit - Cedral weather boards 8mm panels	cladding over original structure to replace decayed timber cladding	2015/16
Mountain Ash Comp	New Road, Mountain Ash	CF45 4DG	Single storey link corridor to 3 storey blk	Fibre Cement Cladding System Marley Eternit - Cedral Weather board 8mm panels	Cladding over original structure to replace rotten timber cladding	2014
Penrhiwceiber Primary	Church St, Mountain Ash	CF45 3YB	Block 4 Flying Start Building	Marley Eternit - Cedral Weather board, composite board	Original insulation, weatherboard to replace existing timber cladding	2014
Pontyclun Primary	Palawyf Avenue, Pontyclun	CF72 9EG	Infants Block	Covering of original timber cladding - Aluminium cladding incorporating powder coat paint finish		2015

			Nursery Demountable Building	Covering of original timber cladding. Aluminium cladding incorporating powder coat paint finish		2015
Sardis House Offices	Sardis Road, Pontypridd	CF37 1DU	External cladding to external concrete walls.	Kingspan Supra rigid panels		2 phases Building 2007, staircases 2009
Tonysgiboriau Primary	Struart Street, Talbot Green	CF72 8AA	Main Building	Cedral Cemeticious Board	Original insulation, weatherboard to replace existing timber cladding	2015
YG Llanharri	Addison Avenue, Llanharri	CF72 9LP	Kitchen and Sports Hall	UPVC Cladding to replace rotten timber cladding	No insluation	2015

Ref	Property Name	Surveyor	FRA in Place Y/N	Date of FRA	FRA Outstanding Actions	Site Responsible Person	Fire Evac Procedure in Place Y/N	Copy of Fire Evac Procedure Obtained	Training Required Y/N	Does Building/F.A. System Facilitate Evac Procedure Y/N	Lockdown procedures in an event of imminent danger	General Comments / Observations
1	Beech Cottage Respite Care Centre	CH	Yes	29.06.17	4 No outstanding FRA Tasks	Debora J.Jones	Yes, full evacuation in the event of alarm or other emergency.	No	Ongoing	Yes but cause and effect programming could be used	No written procedure. Building is reasonably secure but further measures should be considered such as panic alarms, direct contact to the emergency services and CCTV installation and monitoring.	See comment/observation sheet.
2	Bronwydd House	KE	Yes	30.06.2017, new FRA in progress.	34 No FRA outstanding tasks.	Cheryl Jones (Senior Finance Officer)	Yes, full evacuation in the event of alarm or other emergency.	Yes, copy of formal evacuation poster received.	Yes, fire marshal only trained 3 years ago, no other staff trained to use fire extinguishers or evacuation procedure.	Yes, full staff evacuation of all blocks to the car park.	No procedures in place. Responsible Person unsure what to do in the event of an emergency.	The site comprises of a range of seven buildings, one of which is currently unoccupied. One building (7) is less than four years old, and is brick and steel frame build, over two storeys. It has a low level metal pitch roof. Three of the other occupied buildings (2, 5 and 6) are two storey modular buildings with either low level pitched or flat roof construction. A further building (4) has both single and two storey elements and has mixed construction, consisting of part traditional and part timber cladding. The roof has a low level pitch. The final occupied building (1) is a former large house of traditional construction with a pitched and slate roof and consists of basement, ground, first and second floors. The unoccupied building (3) is single storey and of modular construction.  Responsible Person advised she has received training but does not have time to monitor or view actions, etc. She is reliant on Corporate Estates to check. Each block has a secure area to stop visitors at the entrance to each block. Visitors have to press a call bell for staff to come to the door.
3	Bryndar Childrens Home	CH	Yes	10/05/2017	1 No outstanding FRA task	Carol Booth	yes	No	Ongoing	Yes but cause and effect programming could be used	No written procedure. Building is reasonably secure but further measures should be considered such as panic alarms, direct contact to the emergency services and CCTV installation and monitoring.	See comment/observation sheet.
4	Cae Glas HFE	CH	yes	21/09/2017	11 No FRA outstanding tasks.	Peter Pegley	Yes	No	Ongoing	No - No cause and effect programming in the fire alarm system makes the horizontal evacuation difficult to implement.	No written procedure. Building is reasonably secure but further measures should be considered such as panic alarms, direct contact to the emergency services and CCTV installation and monitoring.	See comment/observation sheet.
5	Cardinal Newman RC	CH	yes	25/10/2017	20 No outstanding tasks.	Martin Jones	Yes	No	Ongoing	Yes but cause and effect programming could be used	No procedures in place. Responsible Person unsure what to do in the event of an emergency.	See comment/observation sheet.
6	Clwd Wen Respite Centre	CH	yes	26/09/2017	3 No FRA outstanding tasks.	Luke Giles	Yes - PEEPs	No	Ongoing	Yes	No written procedure. Building is reasonably secure but further measures should be considered such as panic alarms, direct contact to the emergency services and CCTV installation and monitoring.	See comment/observation sheet.
7	Ferndale Comprehensive	KE	Yes	21.12.2016	14 No FRA outstanding tasks.	Michelle Coburn-Hughes (Director of Business and Community Development)	Yes, full evacuation in the event of alarm or other emergency	Yes, copy received dated 2015 with review date 2018.	Yes	Yes	No, school have no plan to react to an emergency i.e. intruder, rely on secure reception entrance for protection. Advised fire alarm will be used for evacuation; this may not be the best action depending on emergency.	A secondary school site with a range of 1, 2 and 3 storey buildings. Construction varies, some is of brick and concrete build, mostly on a steel frame, whilst much is of CLASP design, which is timber panel on steel frame construction. There is one small wholly timber building. Roof types vary from sloping to flat, and are of metal, timber and bitumen materials.  Good level of fire safety awareness with detailed Fire Safety Policy produced in 2015 with review date 2018. Internal advice on fire safety being sought from Chair of Governors (Peter Jones), a previous senior fire officer with the South Wales Fire Service and current Fire Safety Consultant. Limited fire extinguishers on site as school has policy not to fight fires. It was challenged why extinguishers exist if no staff have been trained or expected to use them. Response was "we keep minimal extinguishers to comply with regulations", which is inaccurate, but understandable. Senior Management Team act as Fire Marshals who co-ordinate evacuations. This does not mean the school is covered if there was a fire or other emergency at the school, as members of the Management Team could be teaching the other end of the school. Copy of school Fire Safety Policy received and on file.
8	Ferndale House HFE	KE	Yes	05.07.2017	1 No FRA outstanding tasks.	Michelle Rowlands (Depty Manager) is temporary Responsible Person, until new Manager appointed.	Yes, paper copy in folder provided by RCT. Staff pro-active; undertake fire evacuation test every 6 weeks using different areas in the building to move residents vertically to different parts of the building, as they have a 'stay put' policy in place.	Yes, paper copy in folder viewed.	Previous training has been provided; refresher training needed after appointment of New Manager.	Yes, however, 'Stay Put' policy in place.	No, staff unsure what to do in the event of an emergency other than a fire.	Traditionally built four storey building used as a Residential Care Home. The property has a part flat concrete roof and part pitched with tile on timber batten. The walls are brick/block and the floors concrete.  Fire alarm test undertaken every Friday by the Caretaker. Gas supply is switched off by the staff in the kitchen in the event of a fire, but no automatic shut off valve. 'Stay put' policy not shared with South Wales Fire Service as far as staff are aware.

9	Ffrondeg Womens Refuge	CH			Site Closed	Corporate Estates	No	No	No	N/A	N/A	Building is currently empty. Corporate Estates have the site keys, however the main entrance door is secured via an access control keypad. The access code has been circulated to whoever needs to enter the building. There is no consideration given to the site security, health & safety or fire safety arrangements.
10	Garth Olwg Lifelong Learning Centre	KE	Yes	10.01.2017	20 No FRA outstanding tasks.	Tristan Edwards (Headteacher), assisted practically by Sue Burrows (Facilities Manager) in the Control Room.	Yes, 4 minute delay on sounders to allow staff to investigate via walkie talkies and CCTV, then full evacuation if fire alarm not reset. Where 2nr call points/smoke detectors are activated, full evacuation takes place. Advised 4 minute delay agreed with fire alarm company and fire service. CCTV has recording and playback facility to review current and past video footage.	No	Yes, Senior Management & Canteen Staff have received some training in last 2 years. No training given on existing evacuation procedure or fire extinguishers.	Yes	No formal lockdown procedures written down. All external doors are on an electronic Maglock system to prevent unauthorised access into the area. All areas are covered by CCTV. There is also a p.a. system in all classrooms/corridors to pass on urgent messages. They have extensive CCTV coverage both inside and outside all buildings and would call 999 immediately if we see anything/anyone is suspicious.	Garth Olwg Lifelong Learning Centre and Library (LLC) occupies part of two blocks within a large building also housing Ysgol Gyfun Garth Olwg. This is a five block complex, connected at all levels, except at roof level 6. The blocks are all of a modern construction, with steel frameworks, prefabricated metal profile sheet and timber panel covered walls. They have metal profile sheet covered roofs and concrete floors, all with domestic/commercial coverings. There are air handling/conditioning units situated throughout the premises. The two blocks occupied by LLC are known as D and E. The LLC occupies levels 4 and 5 only (Level 6 is a plant room). At level 3 in both blocks are the school sports facilities. The LLC is in use by the general public, for a wide range of learning/social activities, until 2200 Hrs. Included within these two blocks are classrooms, a theatre, large function room, cyber cafe and a public library. The level 3 sports facilities are also open to the public at night but are not part of the LLC. All the blocks are constructed on sloping ground, hence the differing floor exit levels.  Fire extinguisher training was completed 3 years ago. Refresher training required for correct selection of fire extinguisher along with evacuation training.
11	Garth Olwg Nursery	KE	Yes	16.01.2017	2 No FRA outstanding tasks.	Tristan Edwards (Headteacher), assisted practically by Sue Burrows (Facilities Manager) in the Control Room.	Yes, reliant on fire alarm panel sounding for evacuation and contact from staff in the control room to advise what to do in a fire or other emergency.	No	Yes, Senior Management & Canteen Staff have received some training in last 2 years. No training given on existing evacuation procedure or fire extinguishers.	Yes	No formal lockdown procedures written down. All external doors are on an electronic Maglock system to prevent unauthorised access into the area. All areas are covered by CCTV. There is also a p.a. system in all classrooms/corridors to pass on urgent messages. They have extensive CCTV coverage both inside and outside all buildings and would call 999 immediately if we see anything/anyone is suspicious.	A modern single storey building constructed of concrete block and render walls and concrete floor with profiled sheet metal roof.  Fire extinguisher training completed 3 years ago. Refresher training required along with evacuation testing.
12	Garth Olwg Primary	KE	Yes	10.01.2017	8 No FRA outstanding tasks.	Tristan Edwards (Headteacher), assisted practically by Sue Burrows (Facilities Manager) in the Control Room.	Yes, reliant on fire alarm panel sounding for evacuation and contact from staff in the control room to advise what to do in a fire or other emergency.	No	Yes, Senior Management & Canteen Staff have received some training in last 2 years. No training given on existing evacuation procedure or fire extinguishers.	Yes	No formal lockdown procedures written down. All external doors are on an electronic Maglock system to prevent unauthorised access into the area. All areas are covered by CCTV. There is also a p.a. system in all classrooms/corridors to pass on urgent messages. They have extensive CCTV coverage both inside and outside all buildings and would call 999 immediately if we see anything/anyone is suspicious.	Garth Olwg Primary School, is a 2005 purpose built single storey detached building. It is of a modern construction, with a steel framework and painted concrete rendered block walls. It has a prefabricated metal profile sheet roof and a concrete floor, with domestic coverings. There is an under floor heating system and air handling units.  Fire extinguisher training completed 3 years ago. Refresher training required along with evacuation testing.
13	Garth Olwg Youth Centre	KE	Yes	12.04.2017	4 No FRA outstanding tasks.	Tristan Edwards (Headteacher), assisted practically by Sue Burrows (Facilities Manager) in the Control Room.	Yes, reliant on fire alarm panel sounding for evacuation and contact from staff in the control room to advise what to do in a fire or other emergency.	No	Yes, Senior Management & Canteen Staff have received some training in last 2 years. No training given on existing evacuation procedure or fire extinguishers.	Yes	No formal lockdown procedures written down. All external doors are on an electronic Maglock system to prevent unauthorised access into the area. All areas are covered by CCTV. There is also a p.a. system in all classrooms/corridors to pass on urgent messages. They have extensive CCTV coverage both inside and outside all buildings and would call 999 immediately if we see anything/anyone is suspicious.	A detached two storey building, with brick walls and a metal profile sheet roof. The floors are concrete, with domestic coverings on the first floor. The ground floor is used as a sports changing area and the first floor is used as a youth club.  Fire extinguisher training completed 3 years ago. Refresher training required along with evacuation testing.
14	Ilan Community Centre	CH	Yes	15.09.2015	6 No FRA outstanding tasks.	Mike Cude - Centre Manager	Yes	Copy of fire action plan	Yes	Yes	None	See comment/observation sheet.
15	Llanharry Community Centre	KE										
16	Llantrisant Leisure Centre	KE										
17	Newport Vision Products											
18	Perthcelyn Flying Start	CH	Yes	27/09/2016	None	Suzanne Lockwood	yes	No	Yes - no training provided on the correct selection and use of fire extinguishers.	Yes, policy is full evacuation when F.A. is activated.	No written procedure. Building is reasonably secure but further measures should be considered such as panic alarms, direct contact to the emergency services and CCTV installation and monitoring.	See comment/observation sheet.



19	Pontygwaith Primary	KE	Yes	26.02.2016	15 No FRA outstanding tasks.	Mark Davies (Headteacher)	No formal fire evacuation policy in place, however, school undertake a full fire evacuation test every 6 weeks.	No	Yes, no training provided on use and correct selection of fire extinguishers.	Yes, full evacuation on activation on fire alarm panel to school yards, both junior and infants. Communication problem - both schools are unable to see if everyone is out. Use of walkie talkies suggested as a temporary measure.	No	A site containing two detached Victorian buildings used as a primary school for children aged from 3 to 11 years old.  Good Practice - Each teacher is responsible for their class and pupils, so use a daily pupil attendance sheet which is used to tick off who has evacuated during the roll call. RAMIS system viewed periodically. Heavy dependance on Corporate Estates staff to keep it up to date for them.
20	Rhondda Fawr Sports Centre	KE	Yes	26.01.2017	10 No FRA outstanding tasks.	Nick McFadden (Manager)	Yes, paper copy in folder.	Yes, visual only as no copy on pc.	Yes, staff advised they can use fire extinguishers but not received any formal training on correct selection and use.	Yes, policy is full evacuation when F.A. Is activated.	No, manager and staff unsure what to do in an emergency other than evacuate everyone from the building.	This is a large two storey building. It is of steel frame construction with a combination of brick, block, metal clad and glazed walls. It has a sloping metal roof and the floors are of concrete. It is in use as a sports and leisure centre so the interior is a mix of large open plan areas and cellular construction.  Paper copies of fire policy and procedures in place, but manager has a poor understanding of the contents. RAMIS viewed occasionally.
21	Sardis House	KE										
22	Tegfan Resource Centre	CH	Yes	14/07/2016	21 No FRA outstanding tasks.	Mrs Patricia Summers	Yes	No	Ongoing	No - No cause and effect programming in the fire alarm system makes the horizontal evacuation difficult to implement.	No written procedure. Building is reasonably secure but further measures should be considered such as panic alarms, direct contact to the emergency services and CCTV installation and monitoring.	See comment/observation sheet.
23	Ty Elai	KE	Yes	30.10.2014, new FRA in progress.	58 No FRA outstanding tasks.	Sue Roberts (Service Manager)	Yes	Yes	Yes, no formal training has been undertaken by any of the staff.	Yes, full evacuation on activation of the fire alarm panel. Managers take control of areas and undertake roll call for recording staff.	No, no formal process in place. However, Site Manager advised they would stop anyone entering or leaving the building until the problem was identified and resolved.	A large two storey building, of steel fabricated construction, with outside metal profile sheet and glass panels. The inside walls are plaster board with insulation panels. There is a double pitched roof covered in metal profile sheets. The floors are concrete, with domestic coverings. There are some exterior store rooms belonging to Western Power, which are not available for inspection. The rest of the external stores, contain general storage, they are all metal demountable units. There is also a small single storey inflammable store, with brick walls and a concrete ceiling and floor. It is banded, has ventilation units and the electric lighting is intrinsically safe. It holds confiscated flammable materials and petrol testing equipment and is managed by the Public Health and Protection Department. A large Diesel Generator, is also situated to one side of the building, the fuel is banded and the generator only operates on a total mains failure, so the emergency lighting requirements, for the premises, are still required.  RAMIS system used periodically by Responsible Person and support staff. Responsible Person advised contractors who are expected to update RAMIS on completion of service, are not updating RAMIS. Concerns from Resposibel Person she has no budget to undertake repairs identified on RAMIS, so reliant on Corporate Estates to check RAMIS and carry out the repairs as the maintenance budget holders. Copies of services reports on site. Personal Emergency Evacuation Plans (PEEP's) in place for disabled staff member, who also uses a buddie system for physical assistance out of the office when fire alarm is activated. Building is covered fully by CCTV and secure area at reception prevents visitors accessing any parts of the building.
24	YGG Evan James	CH	Yes	05/10/2017	04/10/2017 = 3No outstanding FRA tasks	Emma Smith is acting Head whilst Richard Carbis is absent	yes	No	Training was provided to some staff in 2016.	Yes	No written procedure. Building is reasonably secure but further measures should be considered such as panic alarms, direct contact to the emergency services and CCTV installation and monitoring.	See comment/observation sheet.
25	YGG Pontsion Norton	KE										