

Lakanal Board Meeting 22nd December 2010

1. Board Membership

Commissioner – Ron Dobson, Deputy Commissioner – Rita Dexter, Interim Head of Legal Services – Linda Armstrong, Head of Health and Safety – Brenda Weir, Director of Operational Policy and Training – Gary Dobson, AC Service Delivery – Dave Brown, AC Operational Policy and training - Jim Knighton, AC Fire Safety - Steve Turek

2. Attendees

Ron Dobson (RD) – Commissioner/Chair
Rita Dexter (RDe) – Deputy Commissioner
Dave Brown (DB) – AC Service Delivery
Gary Dobson (GD) – Director of Operational Policy and Training
Linda Armstrong (LA) – Interim Head of Legal Services
Steve Turek (ST) – AC Fire Safety
Mike Curran (MC) – GM Investigation team
Peter Mansi (PM) – GM Fire Investigation
Joanne Stibbards (JS) – SOM Control
Jim Knighton (JK) – AC Operational Policy and Training
Scott Hayward (SH) – POM Control
Leah Clements (LC) – Investigation team/notes
Brenda Weir (BW) – Head of Health and Safety
Nick Carey (NC) – Fire Investigation

3. Apologies

Dave Kennett

4. Minutes of last meeting

4.1 all agreed.

5. Actions arising from minutes of last meeting

- 5.1 Action point 2 - A meeting was held on Monday with BRE/CLG to discuss their work involving smoke travel throughout the building. This will enable CLG to review the GRA and ensure it is still effective. The results of the modelling will be shared with the Police and LFB. Further interviews are likely to be required with Firefighters to determine extent of door opening, etc. PM confirmed they are aiming to complete this work by the end of March.
- 5.2 RDe commented on the ability of CLG to review this work once it is complete and implement any recommendations. It would be worth provoking CLG to consider this. Action PM.
- 5.3 Action 4 – sequence of events – This is a live document and is ongoing.
- 5.4 Action 6 – review high rise policy - JK confirmed the paper is being finalised ready to submit to CMB.
- 5.5 Action 7 –review Control involvement in PRC - JS confirmed the proforma has been completed in draft form.

- 5.6 Action 9 – revise RIF file – JS confirmed the RIF has gone to an ops manager who was involved in the Marriot fire and the Control training section for comment. When feedback is received it will be ready to go live in the new year.
- 5.7 Action 10 – revision of Policy 539 - completed.
- 5.8 Action 13 – draft letter to CLG re FSG - JS stated Control are waiting for the review team to feed back on the Control report.
- 5.9 Action 14 – Policy for communications with fire ground - JS stated Control have made their contribution to current draft policy and are awaiting Operational Policy template draft.
- 5.10 Action 16 – Control review of training – the refresher training is now complete.
- 5.11 Action 17 – training for Control supervisors – There have not been any new supervisors at Control, the timetable and training has been prepared ready for when there are.
- 5.12 Action 19 – Independent Review of draft Control analysis - See Action 13 above.
- 5.13 Action 20 – review of high rise fires where fire spreads beyond the compartment - work is ongoing. There is no evidence other than at Lakanal of fire dropping below the floor of origin.
- 5.14 Action 21 – preplanning - DB stated this will continue to be ongoing.
- 5.15 Actions 22 and 24 – recording information at a bridgehead/movement of a bridgehead - JK stated both of these will be included in the high rise policy going to CMB in the new year.
- 5.16 Action 23 – JK confirmed he is working with Control on first draft.
- 5.17 Action 25 – Search policy - JK confirmed the first draft of this is complete. The risk assessment is being carried out. A meeting has been booked for early January. Once this is done it will feed the draft.
- 5.18 Action 26 – mitigating hazard caused by fallen cables - JK stated R&D have been tasked with this. They will present a report with some options to consider.
- 5.19 Action 27 – requirements for fixing of cables - ST confirmed fire safety are talking to building consultants. This is ongoing.
- 5.20 Action 28 – FSR housing Policy - ST stated ongoing work is being carried out with LACORS through CFOA.
- 5.21 Action 30 – standards on installation and testing of fire lifts – the installation group have had meetings with CFOA in regard to how we approach this.
- 5.22 Action 32 – ST confirmed this is a relationship issue and is ongoing.
- 5.23 Action 34 – external and national RFS issues - JB stated this is an ongoing consideration in terms of the national issue in document B on building Control.

6. Workstreams

a. FI

- 6.1 BRE have provided their final report on disc. This will need to be amended slightly when the Fire Investigation report is finished, when the timings in the sequence of events are finalised. The aim is to finish the FI report by the middle of Feb.
- 6.2 PM confirmed this fits in with the Coroner's timescales.

b. Fire Safety

- 6.3 ST confirmed all work will be completed to the Coroner's timescales. TC commented that Rick Murphy made a general statement at the pre Inquest hearing requesting that those being interviewed to be made available as soon as possible to assist with the speed of the investigation.

c. General investigation

- 6.4 MC confirmed the team have compiled a document containing other issues which have been considered during the investigation but are not thought to have had any significant relevance to the outcome of the incident. The intention to keep this as a live document in case further issues come up and need capturing.
- 6.5 RD requested for an action list to be formulated stating what the issue is, what the status is and the source of that issue.
- 6.6 The board identified two outstanding supplementary matters:

1. the drain valve on delivery side of pump outlet to release pressure when maintaining supply to a riser. When a length burst they had to rely on the escape of water from the burst to release the pressure before the length could be exchanged.

Referred to Operational Policy

Status: Ongoing

2. That dividing breaches have shut of valves to allow flexibility in delivery of supply from the riser.

Referred to Operational Policy

Status: Ongoing

- 6.7 MC advised the Board that the team is also cataloguing evidence and information to enable us to reference the documents appropriately.
- 6.8 A draft of the overarching report will be prepared in the new year.
- 6.9 The team is liaising with the Police to progress the computer modelling which will provide a presentation of fire spread and operations at the incident.

7. AOB

- 7.1 LA reported that LFB attended the pre Inquest hearing on the 8th December. The Coroner requested a timetable for the investigation which she was provided with. On the basis of this it is anticipated she will call another hearing possibly for May, by which time the Police reports should have been submitted to her.
- 7.2 The families provided submissions to be considered. The issue of Dayana Francisquini reportedly reaching the 7th floor is being investigated by the Police. TC confirmed statements of those at the 7th floor bridgehead at the alleged time have been reviewed and no evidence can be found of residents being told to go back above the 7th floor to their flats.
- 7.3 The families have suggested the Inquest should take 8 weeks.

- 7.4 The letter from BCL has raised the issue again of LFEPA having a conflict of interest – conflict with its operation role and it's role as an enforcing agency.
- 7.5 The Police have asked whether we need a meeting in relation to the potential conflict. It was agreed this meeting should take place.
- 7.6 LA confirmed a number of documents have been requested in the BCL letter through the Police. The Police have not requested these from LFB.

APPENDIX 1 ACTION PLAN

Ref	Action/Issue	Key Tasks	Lead Officer	Update	Complete
1	Analysis of High Rise Policy		AC/OP	7/1/10 completed 22/2/10 meeting held with CLG to discuss review of GRA	YES
2	Undertake BRE modelling		AC/FSR	7/1/10 work has commenced, it is expected to be complete in June 22/2/10 some initial modelling is completed and the reconstruction test is scheduled for the 22/3/10 7/4/10 reconstruction tests were successful 19/7/10 First draft of report has been received and sent back with comments. The test will also be run to consider the impact of the missing staircase. 22/12/10 Whilst our BRE final report has been received a meeting was held at BRE on 20 th December to discuss the CLG/BRE work stream. These results are to be shared with Police/LFB. Aiming to complete by the end of March.	In progress
3	Complete Operational Sequential Time Event Plot		DAC Cutbill	5/5/10 decision not to proceed and now superseded by the Sequence of Events document	YES
4	Complete Sequence of Events		DAC Cutbill	?/8/10 draft provided to Police. Completion subject to further investigations 22/12/10 This is complete on the information available to date and may therefore be subject to change later.	YES
5	Undertake Gap Analysis of Control National and London FSG Policies		AC/SD	07/4/10 completed	YES
6	Review High Rise Policy		AC/OP	15/9/10 Policy has been revised in draft and is with Assistant Commissioners for comment 8/11/10 draft finalised, paper being formulated for CMB. 22/12/10 Final paper in preparation for CMB.	In progress

7	Review Control involvement in PRC and ORT meetings		AC/SD	8/11/10 formalising Control's PRC process with separate PRC for Control, information sheet to be forwarded to operational PRC and RT officer. 22/12/10 draft proforma has been completed.	In progress
8	FSG – Training to include input from Fire Safety Officers		AC/SD	15/9/10 – Training includes input from Fire Safety Officers	YES
9	FSG – Revise RIF file		AC/SD	15/9/10 – Ongoing 8/11/10 – draft complete, meeting with Ops policy scheduled this week. 21/12/10 RIF has gone to ops manager/Control training section for comment, after which it will go live in the new year.	In progress
10	Revision of Policy 539		AC/SD	15/9/10 – Ongoing 8/11/10 – Policy now on hotwire and includes AFA/shut in lifts. To be reviewed 01/11. 21/12/10- completed	YES
11	FSG -Initial Training		AC/SD	15/9/10 Initial Training on FSG is now provided later in induction training	YES
12	FSG – Refresher Training		AC/SD	15/9/10 – Refresher training provided to all control staff, consideration being given to how this is completed in future years. It may include Computer Based training and STEP records 8/11/10 – CBT package being formulated for alternate years. All training records now transferred to STEP.	YES
13	Draft Letter to CLG re FSG		AC/SD	15/9/10 – awaiting completion of investigation 8/11/10 – letter reviewed and aligns with current report. 21/12/10 – Review Group to feed back to Control. Next meeting Jan 7 th .	In progress
14	FSG – Policy for communications with the fire-ground		AC/SD	15/9/10 – consideration is being given to standard formatted messages and two way communications. All responding	In progress

				<p>senior officers should be informed of FSG calls.</p> <p>8/11/10 – meeting arranged with Ops Policy to progress 11th November.</p> <p>21/12/10 – Control have made contribution to draft policy, awaiting draft of template from Operational Policy.</p>	
15	FBU Briefing		AC/OP	15/9/10 - Briefing conducted on 12/8/10	YES
16	Control – General Review of Training		AC/SD	<p>22/6/10 – Audit of Control ongoing.</p> <p>15/9/10 – Audit feedback now received. Enhanced role play was one recommendation and a more proactive training plan including use of STEP</p> <p>8/11/10 – see point 12</p> <p>21/12/10 – refresher training now complete</p>	In progress
17	Enhanced Training for Control Supervisors		AC/SD	<p>15/9/10 – Suggested two week course include attendance at Minerva training, will be piloted in new year</p> <p>8/11/10 – timetable agreed and 2 week package being formulated.</p> <p>21/12/10 – as above. No new supervisors have been taken on since package was completed.</p>	In progress
18	Draft Control Sequence of Events		AC/SD	8/11/10 – complete, included in report as appendix	YES
19	Independent Review of draft Control analysis		H of LS	<p>8/11/10 – draft report prepared by 12th November for independent review.</p> <p>21/12/10 – meeting 7th January to continue this work.</p>	In progress
20	Review of high rise fires where fires spread beyond the compartment		AC/FSR	<p>8/11/10 – ongoing</p> <p>21/12/10 – ongoing.</p>	In progress
21	Fire crews to increase the level of pre-planning at residential high rise fires to include single line diagrams showing number and location of individual flats.		AC/SD	<p>8/11/10 – ongoing, to be picked up by AC Brown and tied in with work AC Reason is carrying out regarding MDTs.</p> <p>21/12/10 – ongoing, as above</p>	In progress

22	Policy/procedure on recording command information at the bridgehead.		AC/OP	8/11/10 – incorporated into draft high rise policy 21/12/10 – included in the high rise policy being submitted to CMB next year.	In progress
23	Policy/ procedure for operational staff dealing with fire survival calls at an incident		AC/OP	8/11/10 – meeting arranged with Ops Policy to progress 11 th November. 21/12/10 – working with Control on the first draft.	In progress
24	Policy/procedure for controlled movement of a bridgehead at a high rise incident.		AC/OP	8/11/10 – included in draft high rise policy 21/12/10 – included in the high rise policy being submitted to CMB next year.	In progress
25	Policy/procedure for conducting search operations – to include guidance for those conducting search operations and those having to manage those operations		AC/OP	8/11/10 – draft complete. Board agreed for generic note rather than specific BA note to be progressed. 21/12/10 – first draft complete. Risk assessment being carried out. Meeting booked for early January.	In progress
26	Policy/procedure for the means of mitigating the hazard to crews from fallen cables		AC/OP	8/11/10 – considering inclusion of wire cutters in bridgehead equipment. RMD tasked with examining this. 21/12/10 – as above. R&D formulating a report with options to consider.	In progress
27	Consideration of changing national requirements for the fixings of cables		AC/FSR	8/11/10 – ongoing 21/12/10 – ongoing	In progress
28	The FSR Housing policy – review policy and LACORs agreement		AC/FSR	8/11/10 – review complete, various Local Authorities signed up. 21/12/10 – ongoing through CFOA	In progress
29	Review engagement with Local Authorities		AC/FSR	8/11/10 – LFB is currently engaged with all Local Authorities.	In progress
30	Raise standards on installation and testing of fire lifts as a national issue.		AC/FSR	8/11/10 – advice requested, relates to prosecution. Ongoing. 21/12/10 – installation group have held meetings with CFOA examining how this should be approached.	In progress
31	FSR Team planning to continue targeting of		AC/FSR	8/11/10 – team target established.	In progress

	social housing using a risk based approach.				
32	Conduct post investigation/prosecution review, in particular in relation to liaison with MPS/CPS/HSE		AC/FSR	21/12/10 – This will not be commenced until the investigation is concluded.	In progress
33	Review learning and training for inspecting officers in terms of social housing.		AC/FSR	8/11/10 – module has been revised.	YES
34	Consider any external and national RFS issues		AC/FSR	8/11/10 – ongoing, meeting scheduled for 17 th November with contracts expert. 21/12/10 – ongoing consideration	In progress