

Bi-monthly meeting – LFB Fire Safety & KCTMO H&S**12th June 2014 at 9.30am at Network Hub, Kensal Road.****Present:**

LFB - Suhail Dadabhoy & Rebecca Burton

KCTMO - Michael Lyons and Janice Wray

Notes of meeting**1. Introductions & Apologies**

Rebecca confirmed that she had recently taken over the Fire Safety Team Leader role in K&C and H&F. She was welcomed to the meeting.

Apologies were received from Daniel Hallissey and Claire Williams.

2. Matters Arising from previous minutes**2.1 Compartmentation works at Cremorne high-rise blocks**

Janice advised that further delays has been caused by the discovery of asbestos containing materials in these airing cupboards. This has clearly extended the scope of the project and is currently being progressed.

2.2 Lift Shut-ins

Janice advised the group that the TMO had now received confirmation that, with effect from 1st February 2014, we have been given a six-month amnesty on charging for LFB attendance at lift shut-ins. This will be reviewed at the end of this period and LFB will decide whether to grant an extension.

Following a number of requests Dan has managed to reinstate the informal system whereby the TMO receive notification by e-mail from the LFB following each lift shut-in. Janice expressed her gratitude to Dan as this is proving to be extremely helpful.

The TMO's Lift Contract Manager has asked if the LFB record the names and contact details of people reporting lift shut-ins and if so could this information be shared with the TMO as we could then target publicity on response to shut-ins to maximum effect. Rebecca was confident that this information was obtained by the LFB call centre, however, she believed that a Freedom Of Information request would need to be submitted before it could be provided to the TMO.

- 2.3** Suhail advised that, with regard to the decision the TMO were seeking on which calculations to commission for ventilation at Grenfell Tower, Claire had not sent through the information in advance [REDACTED] so he had been unable to progress this further.

- 2.4 On Claire's query of whether there was a need to have the equivalent of a pre-application meeting with the fire engineers Suhail advised that in the first instance information should be submitted to him for betting and discussions with the engineers. It may that that a meeting would be required on specific aspects of design but in general this would not be required.
- 2.5 Janice briefed Rebecca on the Deficiency Notice received on Elm Park House and in particular the TMO's request for clarification of what further action the legislation and the purpose-built guide could reasonably expect from a landlord / managing agent in relation to self-closers on leaseholder flat doors. Rebecca agreed to look into this and advise.

Action : Rebecca

3. Fires in TMO Properties since last meeting

One fire was reported in a flat in Uverdale Road and was thought to have been caused by a candle. Fortunately, the LFB attended promptly and no-one was injured. No other fires had been reported.

4. AFD false alarms & lift shut-ins

Statistics had been provided in advance of the meeting by Suhail and Dan respectively and these were handed round the table. Janice thanked the LFB for this as recediving this information in advance allows us to investigate and hopefully provide more meaningful feedback.

With regard to the AFD false alarms the stats covered a period from the 1st Jan until the 6th June this year and of our seven properties (sheltered & temporary accommodation) only three appeared on the list. In this period of almost six months there had been a total of eleven attendances at these three sheltered blocks. Feedback from our Sheltered Housing Officers based at these schemes indicates that as expected none of these involved actual fires – although one was a result of food left to overheat on a cooker whilst the resident took a shower (the resident in this case “is fully aware of his error and is most contrite” so we do not expect a repeat of this behaviour.) Several false alarms were due to human error not isolating the system in advance of routine electrical checks and another was caused by contractors who had not covered detector heads whilst carrying out their work. In summary, it was agreed that this did not represent a significant amount of false activations and on investigation there did not appear to be any issues with repeat offenders or trends that we need to highlight.

With regard to lift shut-ins the statistics for May showed LFB attended seven shut-ins at TMO blocks. Two of these involved the same lift at Dartrey Tower on the Worlds End Estate and our Contract Manager confirms that works to address this fault are currently underway. There was one attendance at Trellick Tower which is surprising as thia block has a manned reception 24/7 who are very experienced at referring all lift issues to the engineers immediately – so this appears to be an anomaly. One shut-in was at Acklam Road which is on one of our highest priority lifts for replacement and is due to be replaced in the next financial year. Finally, there were two calls to Treverton Tower and the engineers are

investigating why this lift is again causing problems and whether there is the possibility that anti-social behaviour could be contributing to this.

5. Enforcement Action / Deficiency Notices & Correspondence with LFB

5.1 9 Colville Square – threatened Prohibition Notice

Janice advised that she had received a telephone call from Matthew Ramsay at about 2pm on Friday 2nd May raising his extreme concern about a room off the main staircase in this block which contained some stored combustible items and was not secured with a suitably fire-rated door. Matt advised that he required an FD30 door to be fitted in this room that afternoon or else he would be forced to issue a Prohibition Notice. Janice spoke with the TMO Repairs Managers and the consensus was that it would be very difficult to achieve in the timescale, however, we were confident that we could install a sitex door in this area as a short term solution until after the bank holiday weekend. We felt that this was a reasonable solution as it was a very heavy duty door which would secure the area preventing any access and thereby containing the risk. Unfortunately, when Janice put this to Matt Ramsay he rejected it immediately and stated that if we did not install the FD30 door that we should upgrade the existing door with fire rated plasterboard. We felt that this would not control the risk as the door could still be readily overcome by anyone prepared to force the door to access the area. Therefore, Michael contacted a number of our approved contractors and fortunately, eventually, found one who was willing and able to do this installation in the required timescale. Michael attended site with the contractor and stayed there until the work was completed. Janice and Michael both raised concern that what they considered to be a perfectly reasonable short-term solution which could be progressed in the required timescale was rejected.

Janice asked Rebecca to outline the LFB procedure in relation to issuing Prohibition Notices. Rebecca advised that the Inspecting Officer must escalate his concerns to his Team Leader who should visit the site and then escalate to the Deputy Commissioner. Further, Janice had requested from Matt a copy of the audit documentation in relation to this incident. Unfortunately, this had not yet been forthcoming. Rebecca agreed to look into this and forward a copy of this paperwork to Janice.

Action: Rebecca

5.2 Holmefield House – post fire audit

Janice advised that she had been contacted by Marion Kinn following her visit to this block to carry out a post-fire audit following a small bin room fire in December last year. Janice asked what the timescale is for carry out post-fire audits and Rebecca advised that she has asked her team to prioritise these, however, she admitted that there is a backlog due to resourcing issues. Janice reiterated that she is happy to continue to be the point of contact for the LFB and happy to accompany them or the arrange for them to meet a TMO colleague as necessary.

6. LFB Home Fire Safety Visits

Janice advised that it would be helpful if we knew when these visits were scheduled to take place on TMO estates as we do sometimes get queries from residents etc. Previously we have sometimes produced joint publicity in advance of these visits and we would be happy to help promote any future initiatives. Janice asked if Rebecca could please feed this back to the operational teams.

Action: Rebecca

7. [REDACTED] – afd in dwellings

Suhail advised that Nick Coombe had been contacted by [REDACTED] at [REDACTED] raising concern that her newly installed afd was problematic. She stated that this had been brought to her attention by a firefighter who arrived at her home to carry out a Home Fire Safety Visit. Janice confirmed that she had spoken to Nick who had managed to track down the firefighter to New Malden fire station – unfortunately he had not brought the concerns he raised with the resident to the attention of anyone at the TMO (or within the LFB ?). However, Suhail had contacted the TMO and the Project Manager informed him of the action taken since this resident had brought this to our attention. Specifically, an electrician had visited who confirmed that the wiring of these alarms was as it should be, however, the two alarms in the flat had not been “paired”. He was able to sort this and there had been no further problems. The TMO Project Manager had asked the contractor, Apollo, for a programme of when they would be returning to each of the other properties to ensure all other dwellings have appropriately paired alarms. Further, Suhail, the TMO Project Manager and representatives of Apollo and electrical contractor had met at [REDACTED]'s flat to confirm this action. Suhail felt that this had been satisfactorily addressed.

8. FRA issues

For Rebecca's benefit Janice summarised our approach to FRAs - use of consultant, PAS79 standard, rolling programme, prioritised Action Plans etc.

The TMO now has 8 non-compliant leasehold doors remaining from our original list of 107 and we continue to work to reduce this figure further. Most of these lessees have given a commitment to progress the necessary replacement / upgrading works, however, RBKC's Chief Housing Officer is currently considering whether enforcement action should be taken against initially two of these eight.

Copies of FRAs can be obtained from Janice. In the longer term it may be possible for the LFB to obtain these from our Asset Management Database.

9. LFB familiarisation / fire safety exercise – Silchester Estate

Janice thought that Dan's team may now have carried out a familiarisation exercise at this estate. It would be helpful to know in advance of any exercises so that the estate staff could be advised and could offer assistance if necessary.

The TMO is keen to continue with this programme and so this will be kept as an agenda item.

10. Any Other Business

10.1 TMO contact numbers

Janice was concerned that during the recent fire at Uverdale Road which happened out of working hours the LFB had contacted RBKC to progress boarding up, rehousing etc. Clearly this was not their responsibility but the TMO's and so this caused unnecessary delay. Could the LFB Call Centre keep details of TMO contact details so that we can be contacted in the first instance in future. Rebecca to investigate.

Action: Rebecca to investigate

10.2 Fire Engineering

Michael asked, in view of the workload of the LFB Fire Engineering Team, whether they could recommend a competent consultant who we could approach with queries on future projects – perhaps they have an approved list? Suhail advised that we should consult the Institute of Fire Engineers list and ideally identify those with engineering qualifications and LFB experience. Janice also agreed to raise with Carl Stokes the TMO's Fire Risk Assessor.

11. Date of next meeting

Suggested date of Wednesday 3rd Sept at 9.30am at TMO offices at Network Hub.

Distribution:

Those Attending

Dan Hallissey

Claire Williams