



Minutes: Thirty-Ninth Meeting of London Risk Advisory Group

10:00hrs, 06 June 2017, LFB HQ, 169 Union Street, London SE1 0LL

1. In Attendance

Name	Organisation	Name	Organisation
John Hetherington	London Resilience (Chair)	Kate Solomon	LB Barnet (North Central)
Tom Brady	London Resilience	Anna Sexton	Public Health England
Chanelle Cook	London Resilience (Minutes)	Barry Emerson	NHS England (London)
Aqsa Awan	London Resilience	Ruth Shaw	Environment Agency
Chervana Hobbs	London Resilience	Alan Palmer	London Ambulance Service
Trevor Meers	LB Havering (North East)	Alex Thompson	British Transport Police
Terry Leach	London Coastguard	Ian Kemp	London District (Military)
Sarah Streete	London District (Military)	Bob Barker	Faith Sector
Steve Feely	Metropolitan Police	Kan Grover	LB Harrow (West)

Apologies

Name	Organisation	Name	Organisation
Jim Cook	LB Lewisham (SE)	Ian Frost	London Fire Brigade
Hayley Deakin	Environment Agency	Don Randall	Business Sector
Emma Spragg	British Red Cross (Voluntary Sector)		
Sarah Burchard	Thames Water (Utilities)		

Summary of Actions (new actions in **bold**)

Action	Action	Lead	Status as at 06/06/2017
04: 06/16	TfL to provide comment on HL10 and IRA to be approved prior to next meeting.	TfL	No response had been received from TfL. Action ongoing.
05: 06/16	LRT to discuss HL11 with BTP and TfL and approve the changes.	LR	In progress - Alex Thompson (BTP) explained that BTP were leading on this risk on behalf of TfL & Network Rail . He said that changes had been made and TfL's comments would be included. BTP to provide a definition of big and small trains in the risk assessment.
08: 06/16	Undertake further research and report back on risk of unexploded ordnance leeching.	LRT/All	Tom Brady mentioned the UXO workshop held in December 2016 although that did not cover leeching. Jo Couzens suggested referring the risk to EA as there was a risk of contamination. The Group agreed. Response under Action – 02: 03/17



09: 06/16	LFB to review HL21 taking into account sinkholes.	EA/LFB	Ian Frost confirmed that no further work had been undertaken. Action carried forward. On the Agenda as a current risk.
03: 09/16	London Fire Brigade to discuss a reduced impact risk for water supply disruption	LFB	Ian said the requirement for this action was not clear. It was agreed that a further discussions to refine what was needed would take place. It was agreed that there is no requirement to produce an IRA for this risk, as it is a single agency risk.
04: 09/16	London Fire Brigade to discuss development of specific waste water risk with appropriate providers and Environment Agency	LFB	Action removed, not a partnership risk.
11: 09/16	Coastguard and PLA to explore potential for a risk relating to River Thames closure and report back to the next meeting.	Coastguard/P LA	Terry Leach said this was a new risk to the Coastguard and that he had discussed this with Steve Rushbrook from PLA . He said that the action was still on going due to changes in staffing.
01: 03/17	01: 03/17 – LFB to add drones to HL19	LFB	Action carried forward.
02: 03/17	LR to refer UXO and leeching to the EA for consideration of the potential contamination impact.	EA	Ruth Shaw (EA) responded on Hayley Deakin's behalf explaining that leeching was not a concern and that it may not have enough impact to be a risk. She said that a risk may not be needed for a worse case explosion. Action – 01: 06/17 MPS to consider whether a specific UXO risk is required.
03: 03/17	London Resilience to review outstanding previous actions and consider whether they were still relevant	LR	Action Complete.
04: 03/17	London Resilience to include reference to accessing information on waste fire sites into HL7.	LR	Information added – list fluctuates so contact LFB or EA for latest information.
05: 03/17	Any further comments on HL7 to be send to London Resilience	All	No comments received
06: 03/17	HL28 should include the range of bunkered fuel stored and the number of sites and also if any of the sites was of major strategic importance.	LFB	Not possible to add this as LR do not hold the relevant information.



07: 03/17	EA to consider whether the impact on health in H11 (Accidental release of radioactive material from incorrectly handled or disposed of sources) should be higher than 1.	EA	Ruth Shaw (EA) said that Hayley Deakin believes that the EA score should be higher. Barry Emerson (NHS) said that this risk would be covered under PHE rather than NHS . Anna Sexton (PHE) agreed to have an offline discussion with Barry and Tom Brady (LR) on this action.
08: 03/17	London Resilience to ask the NR Team if a score of zero in an IRA was acceptable.	LR	Zero is acceptable, the guidance has been shared.
09: 03/17	Action 09:03/16 H46 be held over to the next meeting for clarification of the zero score point.		Anna Sexton (PHE) said this has been reviewed and she is satisfied with the score being Zero.
01: 06/17	MPS to consider whether a specific UXO risk is required.	LR	
02: 06/17	LR to reconsider the page layout of the individual risk assessment template.	LR	
03: 06/17	LR to add Exercise Unified Response 2016 as a relevant exercise for risks HL22, HL23 and HL105.	LR	
04: 06/17	EA to consider the Kent risk assessment for HL44 and update the group at the next meeting on whether this risks impact should be a 4 or a 5.	EA	
05: 06/17	LRG to find out who and why risks HL22 & HL22a were merged together to become HL22. To be able to score this risk correctly.	LR	
06: 06/17	LR to move some of the text from Outcome description to variation for risk HL23.	LR	
07: 06/17	LR to check and circulate the amended versions of risks H25 and H26 to the group. Including the terminology used under likelihood and Impact (I.e. 1 = low)	LR	
08: 06/17	LR to change the likelihood score to 4 and the risk rating to high for risk HL21.	LR	
9: 06/17	All to monitor their risks historical occurrence and only include events from the past 5 years in this section unless you feel an event from before is relevant to include.	All	
10: 06/17	All to discuss the review cycle for the risk assessment process at the next meeting.	All	

2. Minutes of Last Meeting

The minutes of the London Risk Advisory Group meeting on 07 March 2017 were agreed as a complete and accurate record.

3. Update on new Individual Risk Assessment Template

Aqsa Awan gave a brief update on the new Individual Risk Assessment Template explaining that it was created to condense the information and make it easier to manage and read. She said that the new template tracks data and allows Lead Assessors to make comments and amendments to the IRA's without changing the document, so that the relevant amendments can be made by herself. Aqsa said that the feedback guidance template which should be followed by all Lead Assessors can be seen at the beginning of each IRA. She gave her thanks to those who have suggested changes so far and asked the group if they had any feedback so far on this new template.

This raised discussions within the group around the format and presentation of the new template. It was suggested that the template should be created in landscape view so that all information is included on print outs of the form and also that the font size is considered. Others felt that the condensation of information to fit into the new template structure may lead to relevant information not being included in the IRA's.

The Chair said that the template was a working process and all feedback is welcomed. **The Chair** said that the page layout will be reconsidered and that even though the information was being condensed, all relevant information should still be included within the new template. **The Chair** suggested that the name and date of the last person to make an amendment to the document should be included within the template for future reference, within the Document Control section at the end of the template.

Action: 02: 06/17 - LR to reconsider the page layout of the individual risk assessment template.

4. Risks for Review

HL22 & 22a - Building Collapse (merged together)

Tom Brady gave a brief update informing the group that risks HL22 & 22a have now merged together. **Trevor Meers** asked if it was known why and who made this decision to merge the two together as these would provide a better understanding in scoring the risk correctly. **Tom** said that **LRG** would take this away as an action to find out.

Action: 5: 06/17 - LRG to find out who and why risks HL22 & HL22a were merged together to become HL22. To be able to score this risk correctly.

HL23 - Bridge Collapse

Trevor Meers gave a brief update on risk HL23 and reported some minor changes that needed to be made by LR to the individual risk assessment. He suggested that Exercise Unified Response 2016 should be the only exercise listed under the 'Relevant Exercise' heading as it is the only relevant exercise for this type of risk. He also asked if **LR** could move the second part of the 'Outcomes description' text under the 'variations' heading.

Action 3: 06/17 - LR to add Exercise Unified Response 2016 as a relevant exercise for risks HL22, HL23 and HL105.

Action 6: 06/17 - LR to move some of the text from Outcome description to variation for risk HL23.



HL105 - Complex Built Environments

Kan Grover reported some minor changes had been made to the Health, social and environmental impacts of HL105 but this had no changes on the overall scores. He also suggested that EUR was added as a relevant exercise for this risk.

HL21 - Land Movement

Chervana Hobbs gave a brief update on risk HL21. It was agreed by the group the Likelihood score for this risk should be changed from a 3 to a 4 and the risk rating from medium to High due to recent occurrence in Britain. It was suggested under 'Historical occurrence' that only events which have occurred in the last 5 years should be included within this section unless it was felt an event from before was relevant to be included. It was decided that All should monitor their risks historical occurrence section to convey this.

Action 7: 06/17 - LR to change the likelihood score to 4 and the risk rating to high for risk HL21.

Action 8: 06/17 - All to monitor their risks historical occurrence and only include events from the past 5 years in this section unless you feel an event from before is relevant to include.

H44 – Major reservoir dam failure/collapse

Ruth Shaw gave a brief update on risk H44 on behalf of **Hayley Deakin**. This raised discussions on whether the risk impact should be scored a 4 rather than a 5, as the national risk rating is a 3. It was suggested that EA should consider the Kent risk assessment for HL44 and update the group at the next meeting on whether this risks impact should be a 4 or a 5.

Action: 04: 06/17 - EA to consider the Kent risk assessment for HL44 and update the group at the next meeting on whether this risks impact should be a 4 or a 5.

H25 (Non-zoonotic) & H26 (Zoonotic) Notifiable animal diseases

Kate Solomon gave a brief update on risks H25 & H26. Kate explained that she had submitted an amended version of these risks assessment to LR and asked if these could be circulated to the rest of the group. This also raised discussion within the group around terminology used under likelihood and Impact. It was actioned for LR to check this terminology in conjunction with the national risk rating terminology.

Action 8: 06/17 - LR to check and circulate the amended versions of risks H25 and H26 to the group. Including the terminology used under likelihood and Impact (I.e. 1 = low)

5. London Risk Register

The Chair informed the group that LR are retaining the same format for the London Risk Register until communication objectives are confirmed and until they can be provided to communications professionals. **The Chair** stated that Version 6.1 is awaiting approval by the LRF, which just contains the new flooding risks (not the other updated risks/risk scores).

6. Members Updates

Action: 10:06/17 - All to discuss the review cycle for the risk assessment process at the next meeting.

7. Any Other Business

None



8. Forthcoming Lrag meetings and scheduled risks for review:

Autumn 2017 05 Sept 2017, 10:00-12:30, LFB HQ – Threats

Winter 2017 05 Dec 2017, 10:00-12:30, LFB HQ – Human health and industrial action

OFFICE NOTES

Draft Notes produced by Chanelle Cook – 14/07/2017

Draft Notes approved for circulation by – Tom Brady 19/07/2017

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