

## **GRENFELL TOWER INQUIRY**

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### **WITNESS STATEMENT OF RAYMOND HYLTON**

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#### **I, RAYMOND HYLTON , WILL SAY AS FOLLOWS:-**

1. I have been asked by the Inquiry to confirm the dates of my employment at the Kensington and Chelsea Tenant Management Organisation ("TMO"). I began working for the TMO in or around May 2013 on a part time basis and continued to work on a part time basis until March 2018.
2. I have been asked by the Inquiry to set out a summary of my role(s) and responsibilities while working for the TMO up to June 2017. I initially managed the TMO's Electrical Testing and Rewiring Contract and I was therefore responsible for monitoring the performance of the contract and ensuring that the TMO was obtaining all of the electrical certification required. Although I ran projects, my role was also data focused and I worked closely with Matt Rawlings to upload certification onto the TMO's management database, Keystone. I reported to Alex Bosman, who was Head of the Contracts Management at the TMO.
3. My involvement with the Electrical Testing and Rewiring Contract reduced in or around May 2016 and from that point on I worked in Aid and Adaptions. As part of this role, I was responsible for attending meetings with the Council, liaising with occupational therapists, drawing up specifications following meetings and also giving guidance to operatives who were installing aids and adaptions on properties across the Borough. I also recall that I dealt with Party Wall matters and I acted as the Adjoining Owners Surveyor, appointed on behalf of RBKC. During this time, I reported to Alex Bosman, although he changed roles and I did not report to anyone following this.

4. I have been asked by the Inquiry to describe any training that I had received in relation to fire safety and to describe the nature, frequency and who delivered the training. By way of further background information, and prior to joining the TMO, I had a BSc in Building Surveying and a MSc in Computer Science. I was also a member of the Royal Institution of Chartered Surveyors and had undertaken various courses in Microcomputer Operating Systems and Environments, Microcomputer Systems Installation and Maintenance and Computer Aided Draughting and Design using AutoCad. In August 2003, I was also a National Home Energy Rating Scheme Site Assessor.
5. I have been asked by the Inquiry to describe any training I received with regard to fire safety. As a Chartered Building Surveyor, I was responsible for ensuring my own CPD and have completed this over the years. In relation to fire safety, my CPD up to June 2017 included: health and safety training, the Construction (Design and Management) Regulations, BS 7671 Wiring Regulations and Changes to CDM, Metal Clad CCU's - The third amendment to BS 7671:2011 (IET Wiring Regulations Seventeenth Edition). I have attached a copy of all training I had attended up to June 2017 to this statement (**RH/1 Training Records and Education:** ).
6. I do not recall receiving any fire safety training at the TMO and I was not on lists for people to have training and I could not ask for specific training as I was not a permanent member of staff. I also did not have 1:1's or appraisals and the TMO only trained permanent members of staff, not agency staff or contractors etc. I am therefore unable to comment on the nature or frequency of the training. However, it is possible that I did attend some training sessions if I was invited, although given the time elapsed, I cannot recall.
7. I have been asked by the Inquiry to identify the persons or companies who carried out works on the following fire safety systems at Grenfell Tower:
  - a. Flat entrance doors- flat entrance doors did not fall within the remits of the Electrical and Rewiring Contract and given the time elapsed, I cannot recall any specific details. It is likely that works would have been undertaken by the major works contractor and/or Repairs Direct.

- b. All other fire doors- fire doors did not fall within the remits of the Electrical and Rewiring Contract and given the time elapsed, I cannot recall any specific details. It is likely that works would have been undertaken by the major works contractor and/or Repairs Direct.
- c. Self-closing devices on doors- self closing devices did not fall within the remits of the Electrical and Rewiring Contract and given the time elapsed, I cannot recall any specific details. It is likely that works would have been undertaken by the major works contractor and/or Repairs Direct.
- d. Smoke detector and fire alarms- works to these systems would have fallen under the Electrical Testing and Rewiring Contract and contractors would have included RGE, Repairs Direct, R and MA Stewart and Allied Protection.
- e. The smoke control system- the smoke control system fell under Electrical and Rewiring Contract and works have been carried out by RGE, Repairs Direct, R and MA Stewart and Allied Protection to the systems.
- f. Dry risers- dry risers did not fall within the remits of the Electrical and Rewiring Contract and I therefore cannot provide any specific details. I do however recall that I attended an adjudication in which RGE had invoiced the TMO for deep cleaning of the dry risers and no-one at the TMO had seen the invoice before. However, I have since spoken with a former colleague and understand that this invoice related to the wet risers at Trellick Tower and that RGE had invoiced for the deep cleaning of the these wet risers.
- g. Fire signage- fire signage was included in the RGE Contract and I recall that the contract required RGE to replace signage and also provided fire extinguishers.
- h. Lifts- lifts did not fall within the remits of the Electrical and Rewiring Contract, although I recall that Anthony Cheney and another colleague called Patrick Barrett managed this contract with PDERs.
- i. I respectfully submit to the Inquiry that the appointment of persons or companies was not within my job role and I was never responsible for



appointing any sub-contractors. I know that the TMO had standing orders for tender processes, approved lists for engaging sub-contractors. In relation to sign off invoices, I was not able to as I was not a permanent member of staff, although I would check them for accuracy and Alex Bosman would counter sign them for the Finance Department to process. On high value works, Peter Maddison would also have to sign the invoice. I was responsible for managing the contracts themselves and I was not involved with appointing specific contractors.

8. The RGE Contract with the TMO was up for renewal when I joined, and the RGE Contract was subsequently phased out and the Contract was replaced with various other contractors. Given the time elapsed, I cannot recall specific details, although I have outlined above the contractors that I can recall.
9. I have been asked by the Inquiry to describe how the TMO determined whether external contractors engaged to carry out works on active and passive fire safety systems were competent. I cannot recall any specific process in place, although I am aware that there was a procurement process which was managed by Jenny Jackson. I know that notices to tender were sent out and that the tenders would subsequently be assessed. For the Electrical Testing and Rewiring Contract, I would have assisted Jenny Jackson and Alex Bosman by highlighting any skills needed and would have helped them formulate the tender package.
10. I have been asked by the Inquiry if I was aware of the Code of Conduct for Contractors. I would have seen the Code during the June 2013 Electrical Rewiring Tender and I believe Jenny Jackson would have sent a copy to me.

#### **Fire Risk Assessments**

11. I have been asked by the Inquiry, on receipt of Martin Dunne's email of 17 February 2016 (CST00027221), what steps I took to investigate the allegations that the fire risk assessment ("FRA") was "unsuitable and insufficient".
12. By way of background information, I was not dealing with this matter and this project was being handled by Charlie Saul, an Assistant Contracts Manager at the

TMO. I recall that Charlie Saul was waiting for an email response from Janice Wray and Charlie asked me to chase Janice Wray, as I was more senior and more likely to obtain a response from Janice. I sat next to Charlie in the office and was happy to assist him.

13. I recall that it was the TMO's approach that if you were a tenant or leaseholder, then irrespective of income you were entitled to free aids or adaptations. I recall that Martin Dunne wanted a chair lift and a scooter in the hallway and that Carl Stokes had completed a FRA which established that it was not possible as it was a fire risk. In response, the recommended adaptation was to put the scooter in a cupboard and have the cupboard fire-proofed. The leaseholder then engaged an independent fire risk assessor, who pointed out inadequacies relating to Carl Stokes' FRA.
14. I have been asked by the Inquiry who I discussed the matter with. I cannot recall discussing the matter with anyone, although from the email chain provided to me, I forwarded the matter onto Janice Wray for consideration. I also note that Alex Bosman was involved with the issue, so it is possible that I spoke with him and Charlie Saul about it. Given the time elapsed, I cannot recall any specific conversations.
15. The Inquiry has asked whether the issues were logged as a formal complaint in accordance with KCTMO Complaints Policy. Given the time elapsed, I cannot recall whether or not this was logged as a formal complaint, although I have been shown an email in which Janice Wray forwards Mr Dunne's email to Dulce De Oliveria, who I understand worked in the complaints team (**RH/2 17.02.2016 15:59 Email from Janice Wray to Ducle De Oliveria RE: FW [REDACTED] Golborne Road, Fire Risk Assessment TMO:** ). A complaint therefore may have been logged, although I did not work in the complaints team and I have no knowledge as to whether the complaint was logged.
16. I have been asked by the Inquiry whether I took any steps to satisfy myself of the adequacy of Carl Stokes' FRA. The Inquiry will note from the email chain provided that I forwarded the matter onto Janice Wray, the TMO's Health and Safety Manager. I understand from documents presented to me that Janice Wray

then spoke with Carl Stokes to discuss the findings (RH/3 01.07.2016 13:28 Email from Janice Wray to Carl Stokes RE: FW [REDACTED] Golborne Road, Fire Risk Assessment TMO: [REDACTED]), ( RH/4 01.07.2016 13.34 Email from JaniceWray to Alex Bosman RE: [REDACTED] Golborne Road, Fire Risk Assessment TMO: [REDACTED] ) and (RH/5 17.02.2016 14:16 Email from Carl Stokes to Janice Wray RE: FW [REDACTED] Golborne Road, Fire Risk Assessment TMO: [REDACTED] ). After speaking with Carl Stokes, Janice Wray responded to my email detailing responses to the various issued raised by Mr Dunne (RH/6 01.07.2016 16:55 Email from Janice Wray to Raymond Hylton and others RE: FW [REDACTED] Golborne Road, Fire Risk Assessment TMO: [REDACTED] ).

17. I have been asked by the Inquiry whether or not a formal reply was sent to Mr Dunne. Given the time elapsed I cannot recall, although I understand from an email presented to me that Alex Bosman responded to Mr Dunne's email on 6 July 2016 to outline the TMO's position (RH/7 06.07.2016 11:53 Email from Alex Bosman to Resident RE: Golborne Road TMO: [REDACTED] ). I further understand that Alex Bosman and Carl Stokes were seeking to arrange a meeting with Mr Dunne on site to discuss at RH/5,(RH/8 01.07.2016 13:32 Email from Alex Bosman to Raymond Hylton and others RE: [REDACTED] Golborne Road, Fire Risk Assessment TMO: [REDACTED] ) and (RH/9 01.07.2016 16:27 Email from Carl Stokes to Janice Wray RE: Fwd [REDACTED] Golborne Road, Fire Risk Assessment TMO: [REDACTED] ). The Inquiry will note that I was not involved at this level, which is reflective of my involvement in relation to this matter.
18. The Inquiry have asked about a review by Graham Fieldhouse that I commissioned of the FRAs carried out by Carl Stokes at two properties managed by the TMO in May 2017. Given the time elapsed, I cannot recall what led me to commission the review and at that time I was working at Origin Housing as the Compliance Manager. My role was to review Origin Housing's Property Service Department and manage all of the compliance issues. I recall that there was a number of fire risk assessors, including Graham Fieldhouse. During this time I drafted various Board Reports and I also recommend that the repairs and compliance division should be separated into two separate departments.



19. In relation to commissioning the FRA review, there may have been a discussion at the TMO about Carl Stokes and someone, although I do not recall who, may have asked me if I could have some of his FRAs reviewed. At that time I was preparing for family court and I cannot recall any further specific details, although I recall emailing Janice Wray and asking her for the FRAs. I recall that Janice Wray did not respond immediately, but came to see me in the office. I then went to her office and Janice Wray asked me what I needed the FRAs for and I told her Graham Fieldhouse has been asked to do a review and Janice Wray said she knew him.
20. I note from the email presented to me by the Inquiry that Janice suggested that I had attended a seminar, leading to the commission of the FRA review. I do not recall attending any seminar and this was not the reason as to why the review was carried out.
21. The Inquiry have asked with whom did I share the report (other than Janice Wray) and with whom did I discuss the potential inaccuracies in Mr Stokes' FRAs either before or after the report had been produced. I do not recall sharing the report with anyone else nor do I recall discussing the report with anyone, save for Janice. From an email presented to me, Janice was surprised at the findings of the report as the London Fire Brigade Enforcement Team had reviewed the FRAs following the Adair fire **(RH/10 25.05.2017 16:10 Email from Janice Wray to Raymond Hylton RE: FRA's TMO: )**.
22. I have been asked by the Inquiry, in light of the warning in the report that the TMO was at risk of committing an offence, what steps were taken or planned to address the inadequacies of the FRAs. It was not my role at the TMO to rectify and/or address any inadequacies and I had passed these reports onto Janice Wray. As the Health and Safety Manager, Janice Wray was responsible for investigating the findings of the Report. I understand from an email presented to me that Janice Wray sent the Report onto Carl Stokes to obtain his comments **(RH/11 25.05.2017 17:43 Email from Carl Stokes to Janice Wray RE: FRA's TMO: )**.

23. The Inquiry have asked, in light of the shortcomings identified in the Report, if I expected that fire risk assessments carried out on other properties managed by TMO to be reviewed. I cannot comment on this as it was not within my job role and this would have been the responsibility of the Health and Safety Manager. From the email presented to me, Janice Wray investigated the matter with Carl Stokes and it appears that Janice was satisfied with Carl's FRAs as they had been inspected by the London Fire Brigade's Enforcement Team following the Adair Tower fire (RH/12 25.05.2017 17:43 Email from Carl Stokes to Janice Wray RE: FRA's TMO: ).
24. I have been asked by the Inquiry if I was aware of any other concerns about fire safety or fire risk assessments carried out on properties managed by the TMO. I cannot recall any specific concerns, although following the Adair Tower fire in 2015, there were questions asked and some paperwork completed about what works were required to be completed by R and M.A Stewarts to improve fire safety. Questions were also raised at the time about compliance with the Building Regulations and I recall I was asked about fire-rated window screens and I acquired costs for these.
25. I also recall that R and MA Stewart were involved with a Programme to install hard-wired smoke detection in all TMO properties as some still had battery operated detectors. I also recall that heat detectors were required in the kitchen and smoke detectors were required in the hallways.

**I confirm this statement to be true to the best of my knowledge and belief.**

**I confirm that I am willing for this statement to form part of the evidence before the Inquiry and published on the Inquiry's website.**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

16/12/2020