

Bi-monthly meeting – LFB Fire Safety & KCTMO H&S

5th May 2016 at 9.30am at Network Hub, Kensal Road.

Present:

LFB – Nick Davis – LFB Station Manager – Kensington & North Kensington

LFB – Rebecca Burton – LFB Fire Safety Team Leader

KCTMO - Janine Fitzgerald – Senior Sheltered Housing Officer

KCTMO – Janice Wray – Health, Safety & Facilities Manager

Notes of meeting

1. Apologies for absence & Introductions

Apologies were received from Claire Williams.

Janine Fitzgerald introduced herself and explained her work role as the TMO's Senior Sheltered Housing Officer.

2. Matters Arising from previous minutes

With regard to mobility scooter charging Rebecca confirmed that she had spoken to her colleague who deals with Notting Hill Housing who was unaware of any mobility scooter charging within internal communal areas of any blocks and had confirmed he would always advise that this is against LFB policy.

3. Adair Tower – Enforcement Notice

Janice advised of progress with meeting the requirements of the Enforcement Notice.

With regard to ventilation she confirmed that Exova Warringtonfire had now produced their report and presented it to the TMO's Executive Team. Officers are now producing a specification in consultation with Exova to present to RBKC and once this is agreed it will be submitted to the LFB for approval.

With regard to the fitting of self-closers Janice advised that an access procedure had been agreed with RBKC's Legal Services and a contractor had been appointed and had made substantial progress with door inspections to identify specifically what works are required in each case. Unfortunately, the contractor has gone into administration and we are currently confirming arrangements for the remaining inspections and also for the necessary remedial work.

Therefore, Janice confirmed that we will need to seek an extension to the timeframe in the original notices. She thanked Rebecca for confirming the procedure for requesting an extension and advised that she would be writing imminently with this request. Rebecca confirmed that a maximum period of 3 months could be granted but that this would begin at the expiry of the original deadline.

4. Fires in KCTMO Properties

Janice advised of one fire within the stock since the previous meeting –

- On 14th March there had been a small refuse fire in the refuse area at Barandon Walk on the Lancaster West Estate. The LFB had attended and had e-mailed to advise that a vulnerable resident had fallen over whilst trying to extinguish the fire himself and had unfortunately broken his ankle. Nick agreed to investigate further.

5. AFD False Alarms & Lift Shut-ins

Rebecca had circulated information on LFB attendance at false automatic fire alarm activations (AFAs) at our sheltered housing schemes and temporary accommodation blocks since the previous meeting. Only two blocks had been affected – 70 Tavistock Road where there had been 9 false activations and Whitchurch House where there had been 3.

Rebecca agreed to resubmit the summary with details of the Whitchurch attendances.

Nick also agreed to raise with his crews the need to record the flat number involved in each activations.

Janine explained the TMO procedures for interrogating the Fire Alarm control panels and obtaining information from our remote monitoring contractor.

Nick had provided a breakdown of the LFB's attendance at lift shut-ins since the last meeting and Janice confirmed that only 3 of these were TMO-managed blocks. Specifically, there had been 2 attendances at Raymede Tower and one at Dartrey Tower.

6. Enforcement Action / Deficiency Notices & Correspondence with LFB

Janice confirmed that she had received a “no significant breach” letter following LFB audit of Whitchurch House on 22nd March.

7. Letter from Assistant Commissioner Dan Daley

Janice circulated this letter which was about “care homes and specialised housing”. She advised that she had sent a message through to the mailbox detailed in the letter and given her contact details and her RBKC colleague Amanda Johnston's details. Unfortunately, she had yet to receive an acknowledgement. Rebecca advised that the LFB Policy team are looking to run briefing sessions in June so there may be a slight delay in response. Further, they have now accepted the value of coordinating these such that the relevant Fire Safety Team Leaders are present at each session.

Janice advised that, in advance of the meeting it is her intention to put together a brief summary of our existing approach covering when Risk Assessments are undertaken, what they cover, who is responsible for drafting, where they are stored, how often they are reviewed, what are the trigger factors for review, what actions are instigated by them etc.

8. Grenfell Tower

Nick confirmed that his colleagues had attended the recent demonstration of the fire systems at Grenfell Tower which had been really helpful. Janice advised that she had received some feedback that the LFB were requesting a Premises Information Box be installed in the tower. Nick confirmed that this was the case. Janice asked him to confirm specifically what documentation the LFB require to be stored in this box. Nick agreed to do this but advised that details of the operation of the AOVs would definitely be required.

Nick asked for confirmation of when the project would be completed as it appears to be imminent. Janice agreed to advise so that Nick could arrange for each of his crews to carry out familiarisation of the completed block.

9. LFB Procedures – resetting communal alarms, contacting landlords etc.

Janice sought clarification of LFB procedures once they attend a fire or false alarm. Nick confirmed that LFB policy is not to reset the control panel. Janice explained that the TMO are looking for a foolproof way of knowing that the LFB have attended and investigated and do not need to be called out again. In the event of an out of hours activation potentially the LFB could have attended and left site before our duty officer is able to attend - but if the panel has not been reset there needs to be some other way of the duty officer being able to confirm that the brigade have attended. Would the LFB ring the landlord as a matter of course? Nick was not confident that this would happen in every case. Janice asked what procedures the LFB had in place in similar circumstances elsewhere and Nick agreed to give this some thought and come back with a suggestion.

10. Stable Way

No issues currently. Nick advised that Rob North continues his liaison and a successor for him is still being sought.

11. Fire safety familiarisation exercises across the stock

Nick advised that this year's programme of familiarisation visits is being drafted.

12. Any Other Business

12.1 Rebecca advised that 41 Cambridge Gardens had recently been audited by one of her team. This had been found to be broadly compliant but she reported that two issues had been raised. Firstly, the communal fire doors had not been adequately maintained and secondly the FRA provided was dated 2013 and Rebecca queried whether this was due to be reviewed. Janice agreed to have the doors inspected and progress any outstanding repairs / maintenance. With regard to the FRA this is due to be comprehensively reviewed within the next two months.

12.2 Janine raised a query about a hard-wired device on the ceiling of the kitchen of a flat at Whitchurch House. Janice advised that this should be raised with our Contract Management Team.

12.3 Janice asked if the LFB were able to attend the TMO Resident's roadshow on the 14th May as per earlier request. Nick agreed to chase up his colleagues and confirm.

12.4 Nick advised of a fatality in the borough and the subsequent serious case review. This was a leaseholder but vulnerable with some hoarding tendencies and was a very unfortunate incident.

12.5 Nick advised that he had been liaising with the Borough Commander about the possibility of him offering to run some fire safety briefings for carers and others who regularly visit people in their own home. The objective would be to highlight trigger factors / warning signs (cigarette burns on carpet, candles etc.) and clarify what action should be taken to mitigate risk to these people. Janice confirmed that the TMO would be interested in Nick delivering this training to our Neighbourhood Support Officers, Estate Staff etc.

12.6 Date of next meeting - Suggested date of next meeting - Wednesday 13th July at 9.30am in Network Hub. Janice will send out invitations

Distribution:

Those Attending

Claire Williams