

Lakanal Coroner action plan

No.	Coroners Recommendation	Action	Timescale for Completion
	Information and guidance to occupiers of flats and maisonettes in high rise buildings	<i>Apply to 10 >storey, lower but complex blocks, SHUs and hostels (145 known)</i>	
1	Demonstrate to those who are about to enter into occupation of a flat or maisonette the fire safety features of their dwelling and of the building generally; this should include walking residents through relevant features such as escape balconies and demonstrating how to open fire exit doors and where these lead.	<p><i>FST to assess blocks and prepare information/guidance packs on an area by area basis and provide to lettings team.</i></p> <p><i>The lettings team will incorporate this information into the 'welcome pack' and will go through the guidance and walk through the relevant features with new tenants at the point of sign up. Tenants will be asked to sign to confirm they have had and understood the advice. The signed sheet will be stored on Info@Work to ensure we have a record.</i></p> <p><i>The resident officer for the building to visit each new tenant within the first 6 weeks after they take occupation. At this visit the resident officer will ask the new tenant to confirm they have had information and guidance in relation to fire and again a signature will confirm this. This record will also be stored on Info@Work</i></p> <p><i>Operations to share the block specific literature/packs with all existing residents in the blocks and consider how best to provide demonstrations to existing residents where appropriate</i></p>	Oct-14 Underway. Camberwell Area ready to be distributed.

2	<p>Give residents clear guidance as to how to react if there is a fire in the building, namely to explain whether they should attempt to get out of their flat or maisonette and leave the building, or whether they should remain in their flat; that guidance should explain clearly how to react if circumstances change, for example, if smoke or fire enter their flat or maisonette</p>	<p><i>FST to revisit fire safety works done prior to the approval of the current Fire Action Notices (FANs) to bring these up to date, and increase the number installed to three per floor, where appropriate.</i></p> <p><i>FAN information to also form part of the block's specific literature/pack referred to in recommendation 1.</i></p> <p><i>Resident officers to ensure as part of the annual tenancy check that residents understand the council's fire safety guidance and information and will make referrals to the fire safety team for further information or demonstration as required.</i></p>	<p>Mar-14 Underway and on target to complete by end of March 2014.</p> <p>N/A</p> <p>Underway</p>
3	<p>Consider additional ways in which information might be disseminated to residents, for example, by fixing inside each flat and maisonette a notice about what to do in case of fire</p>	<p><i>Issue all residents in high rise blocks with an expanded version of the fire action notices and stay put principles in booklet form (FST drafting).</i></p>	<p>Sep-13 Completed</p>
	<p>Signage in high rise residential buildings</p>		

4	<p>It is recommended that your authority reviews signs in common parts of high rise residential buildings to ensure that these are sufficiently prominent and provide useful information. It is recommended that signage:</p> <p>In common areas explain whether residents should normally remain in their flats or maisonettes or whether they should evacuate the building, in which case evacuation procedures should be explained</p>	<p><i>As No. 2 above - FST to revisit fire safety works done prior to the approval of the current Fire Action Notices (FANs) to bring these up to date, and increase the number installed to three per floor, where appropriate.</i></p>	<p>Mar -14 Underway and on target to complete by end of March 2014.</p>
5	<p>Provide clear information to residents to enable them to find escape routes</p>	<p><i>FST to review directional signage previously installed and arrange replacement where necessary</i></p>	<p>Mar-14 Underway and on target to complete by end of March 2014.</p>
6	<p>Use pictograms to assist those for whom English is not their first language</p>	<p><i>Directional signage already in pictogram form</i></p>	<p>N/A</p>

7	<p>Provide information to those in the emergency services which would assist them to understand a building's layout and enable them quickly to find a particular flat or maisonette once inside the building</p>	<p><i>FST to carry out a review of all existing high rise block signage and ensure that it includes the location of each flat on its floor and is placed at a level low enough to ensure visibility in smoke conditions.</i></p> <p><i>Distribution of plans of 5 > blocks to the LFB.</i></p> <p><i>FST to carry out a review of areas not accessible to general public and liaise with LFB to ensure they are easily accessible by LFB by use of LBS key suite.</i></p> <p><i>Ensure staff availability at times of LFB familiarisation visits, when requested, to ensure that all parts of the buildings are accessible during such visits</i></p>	<p>Mar-14 Underway and on target to complete by end of March 2014.</p> <p>Jun-14 Underway and on target to complete by end of June 2014.</p> <p>Mar-14 Underway and on target to complete by end of March 2014.</p> <p>Ongoing</p>
8	<p>It is also recommended that your authority liaise with London Fire Brigade regarding use of premises information plates and boxes</p>	<p><i>FST/LFB to arrange installation of premises information plates at prioritised blocks once the LFB have provided format requirements.</i></p>	<p>Dec-13 12 blocks agreed. Await plates from LFB then LBS to install.</p>
<p>Policies and procedures concerning fire risk assessment</p>			
9	<p>It is recommended that your authority review its policies and procedures concerning high rise residential buildings</p>	<p><i>Officers to carry out a further review in October and then annually</i></p>	<p>Oct-13 and annually Complete and ongoing</p>
10	<p>Prioritising such buildings for regular rigorous review</p>	<p><i>This recommendation has already been completed</i></p>	<p>Completed and ongoing</p>

11	Considering the skills and experience needed to undertake an assessment of higher risk residential buildings	<i>This recommendation has already been completed.</i>	Completed and ongoing
12	Considering the training required for members of staff considered to be competent to carry out assessments	<i>This recommendation has already been completed.</i>	Completed and ongoing
13	Identifying when individual flats or maisonettes should be inspected and how these should be selected for inspection	<i>Our current fire risk assessment process already identifies areas where further internal in-dwelling investigation might be required.</i>	Completed and ongoing
14	Ensuring that assessors have access to relevant information about the design and construction of high rise residential buildings and refurbishment work carried out to enable an assessor to consider whether compartmentation is sufficient or might have been breached	<p><i>Prior to every fire risk assessment being undertaken, an FRA Co-ordinator will issue a comprehensive brief on the layout of the building, records of any recent major works and any other design features or characteristics relevant to the building and its fire safety to the assessor.</i></p> <p><i>Commence storing CDM H&S files electronically on Info@Work</i></p> <p><i>Information from annual property check to be shared with the in-house fire risk assessors</i></p>	<p>Mar-14 On target</p> <p>Jun-13 Completed</p> <p>Jul-13 Ongoing</p>
	Training of staff engaged in maintenance and refurbishment work on existing building		

15	<p>Consider the training needs of personnel who will be involved in procuring or supervising work to existing high rise residential buildings – whether maintenance, refurbishment or rebuilding of parts of buildings – to ensure that materials and products used in such work have appropriate fire protection qualities. Staff should, for example, be trained to understand the significance of the compartmentation principle and to appreciate when Building Control should be notified about work to be undertaken.</p>	<p><i>Regular training to be made available to M&C and MW staff</i></p> <p><i>Lead designers and consultants to attain NEBOSH accreditation</i></p> <p><i>All of the council's contractors engaged in major works and day to day maintenance to regularly demonstrate sufficient knowledge, experience and qualification in fire safety issues and requirements in construction</i></p> <p><i>FST to sign off major works and other works with fire safety implications</i></p> <p><i>MWs to review the current processes to ensure that there is liaison with the council's Building Control team in all major work proposals and completions, and that all necessary consents and sign-offs are obtained</i></p> <p><i>MWs to carry out a retrospective review of major works to ensure that the necessary consents are in place</i></p>	<p>Mar-14 Sourcing, on target</p> <p>Mar-14 On target</p> <p>Mar-14 On target/ongoing</p> <p>Completed and ongoing</p> <p>Jul-13 Completed and ongoing</p> <p>Oct-13 Review completed, arranging testing of composite panels</p>
Access for emergency vehicles			
16	<p>Liaise with emergency services to consider access for emergency vehicles to high rise residential buildings, having particular regard to obstructions such as vehicle parking in locations which emergency services might need to use</p>	<p><i>LBS has liaised with LFB and agreed a reporting and resolution process</i></p>	<p>Completed and ongoing</p>
Retro fitting of sprinklers			
17	<p>Consider the question of retro fitting of sprinkler systems in high rise residential buildings</p>	<p><i>The council will undertake a full independent feasibility study which looks at the requirements for each of the blocks concerned</i></p>	<p>Nov-13 Feasibility report received. Officer report at Cabinet on 10/12/13.</p>