

**KENSINGTON & CHELSEA  
TENANT MANAGEMENT ORGANISATION**

**Operational Health and Safety Meeting – 17<sup>th</sup> January 2014**

Present: Sacha Jevans  
Janice Wray  
Peter Maddison  
Michael Lyons  
Alex Bosman  
David Burns  
David Gibson  
Maria Needham

Apologies: Kiran Singh  
Vicky Gilbey  
John Borra

**Agenda**

1. **Matters arising from the meeting held on 20<sup>th</sup> December 2013**  
There were no amendments to the minutes.

**Matters Arising**

- PDA's for the ESA's will be introduced in June.  
The inspections being done but recorded on paper Maria pick up with Kiran
- The window design guide that David B is putting together will be brought to the meeting later in the year.
- Fire policy – Michael and Janice will meet to discuss any changes.  
Janice informed the group that the Fire Brigade have already been given the draft; however the finalised version can be signed off at next months meeting.
- The fire brigade haven't come back with dates for visiting.  
They have said they are interested in seeing the W2 workflow process and looking particularly at any outstanding FRA actions which relate to compartmentation.  
Janice has been asked to talk to Michael about the information they will be shown as they will be looking to make sure that we are completing the actions which means

**Action  
by**

they will looking at things in more details.

At the moment we are working from fire risk assessment reports and have until June to complete all actions. Michael suggested that the Fire Brigade be advised of the volume of outstanding FRA actions. However, consensus of the group was that this would result in more scrutiny from the LFB and also possible enforcement action so agreed that we would not disclose this level of detail at this stage.

JRP have reported back and have put the actions into programmes of works for Alex's team. Michael will look at these programmes and see how these can best be progressed in order to meet the LFB's timescale.

Michael said it would take him about two weeks to go through everything so he would give an update at the next meeting.

ML

- There was further discussion about the fire risk assessment process and Janice agreed to set up a meeting with Michael and our Fire Consultant so that he could be fully briefed and would have opportunity to raise any concerns.

JW

- Janice has sent a comprehensive email to ESA's regarding working on roofs.

Adrian will pick up the issue of signage at the entrance point to unguarded roofs on in his estate inspections.

Working at heights training is scheduled to take place in the next two weeks. The harnesses and restraint systems are overdue testing and currently cannot be used. Alex had agreed to progress the necessary inspection & maintenance.

Abos

It was accepted that where contractors are required to work on unguarded areas of roofs they would be required to include arrangements for safe working at heights (such as temporary edge protection) in the scope of their work and their method statements and risk assessments should reflect this.

- Kiran has spoken to Hash and there is a procedure for dealing with tenants found dead in a property. There is also information on the Direct Gov website. Kiran will use this information to create a policy for Neighbourhood Officers.
- Janice has sent a detailed breakdown of FRA actions (raised through W2) within their specific area to Alex, Kiran and Maria as per their request at the previous meeting .

2. • Janice has written to Anthony seeking resources to progress the purchase the Lone Worker GPS Trackers as per the recommendation of the Ops group.

### H&S Briefing update

#### Exception report

- **Trellick Tower Communal Windows update**  
A quote has been given to Alex. We now are waiting to know the timeframe for the work to be done. Abos
  
- **Mobility Scooters**  
Carl Stokes and Keith have visited the sheltered sites and feasibility report to be produced. Abos  
Sacha requested that a fully formed specification plan and costings be presented to the next meeting. Janice agreed to advise Alex.
  
- **Access to street properties**  
There are a significant number of street properties for which the TMO does not hold a main entrance door key. The extent of this issue had been highlighted by FRAs and was raised at the recent H&S Committee. Anthony asked that Dan, Alex and Wendy meet to discuss the best way forward. Janice / Alex will report back the recommendations at the next meeting. JW/Abos  
This needs to be addressed to ensure that we can do our regular h&s inspections in the common parts of these areas and that we can provide access for contractors, asbestos surveys, FRAs etc. Michael advised that additional costs may be incurred for carrying out the asbestos surveys if these access issues aren't resolved as a locksmith may have to go out with surveyors to give access.
  
- **Lancaster West Garages**  
Alex had asked for this item to be kept on the agenda so that progress with inspection of and any necessary remedial works to these garage doors can be monitored. Alex to give an update at the next meeting. Abos
  
- **Leak at Chesterton Square**  
There has been an ongoing problem with a leak into the workshop in the Council offices. This could be emanating from Chesterton Square of the plant area on the mezzanine level between these offices and Chesterton Sq. Abos  
Adrian had raised the issue through Alex, and a surveyor has been out to assess the problem. It is thought that the

leak may be coming from the plant area.  
This issue needs urgent attention as it has been escalated to Senior Managers at RBKC who are waiting to be advised of what action we are planning to take to resolve the issue.

- **Gilray House Compartmentation**

The contractors are still not on site. Keith Noble confirmed that quotes had been received and were with Alex for assessment. The LFB are still chasing us for a start date on this one.

Abos

**FRA**

There have been a few additional assessments put through W2 since the previous meeting. However, there are concerns regarding the outstanding responsive repairs and contract management works.

**Work Activity & Workplace Risk Assessment**

All risk assessments will be current by the 1<sup>st</sup> April. The assessments are being updated and completed on a team basis and copies placed on the intranet.

JW

**Asbestos**

Unfortunately, there has not been much progress since the previous meeting.

Richard has now handed over the overseeing of the contractors to Michael.

Michael will try to get things progressing in the next two weeks and will keep Janice apprised.

ML

Janice will set up a meeting with John Parsons, Michael and IT to discuss the formatting of data received from contractors and see if this can be streamlined so that info upload to Keystone is quicker and easier and less errors are created when the info is then copied in Academy.

JW

**Training**

- Asbestos awareness training has now been arranged.
- Working at heights training is imminent .
- A Suzy Lamplugh lone worker training session for estate staff has been arranged for April.

Further training for Repairs Direct and the technical teams to be identified. Michael will look at the A&R training requirements and identify what training is outstanding.

JW

Janice was asked to speak to HR about formalise a training schedule which would start from induction. Also it would be good to see if training can be automated on the HR Select system.

### **Action plan**

On the action plan points shaded grey indicate completed or ongoing actions, whilst points in white represent those Matt Hodgson is leading on.

Sacha asked Janice to recirculate the company policy statement to her and Peter. JW

**Ref 15** – We are actively doing it, all data is recorded live on keystone. Matt has confirmed he is satisfied with the systems in place.

**Ref 17** - As of yesterday Janice had been advised by Matt that this auditing had been completed and he will be arranging to meet with Sacha and Anthony next week.

The group felt that the audit may have been premature. Sacha will speak to Matt as she would like to know the detail of what he is doing.

It was agreed that Matt should work directly with Peter.

**Ref 22** – Once again Sacha would like to Speak with Matt to understand the detail.

**Ref 4** – This action is pretty much complete. However no one in the H&S group has seen the drafts. Matt to be asked to circulate these policies to H&S for comment.

**Ref 6** – Same response as ref 17

Peter will speak to Alex and his team and set up a meeting with Matt.

### **3. Performance**

Gas stats are going up.

By next week all the data in keystone should be up to date.

### **4. Operational issues**

Janice will be on annual leave in February so will ask Adrian to attend the next meeting.

