



**KENSINGTON AND CHELSEA
TENANT MANAGEMENT ORGANISATION**

Health and Safety Committee Meeting

**Tuesday 14th June 2016 at 2pm
Network Hub, Portobello Rooms 1&2**

Present:	Barbara Matthews (BM)	Janice Wray (JW)
	Sacha Jevans (SJ)	Peter Maddison (PM)
	Alan Brooks (ABr)	Graham Webb (GW)
	Amelia Sales (AS)	Faris Saric (FS)
	Cyril Morris (CM)	John Borra (JB)
	Fahd Ali (FA)	Adrian Bowman (ABow)
	John Griffin (JG)	Daniel Wood (DW)
	Hash Chamchoun (HC)	Ciara McGarry (CMcG)

Apologies:	Teresa Brown (TB)	Sharon Baah (SB)
	Martin Barr (MB)	Fola Kafidiye-Oke (FK)
	Gladys Ajasa (GA)	Alex Bosman (ABos)

Item	Minute	Action
1.0	<u>Minutes</u>	
1.1	The minutes of the previous meeting were agreed as an accurate record of the meeting.	ABr
2.0	<u>Matters Arising</u>	
2.1	JW handed circulated a paper in which MB had set out progress made to date with reviewing the current VIRep information. Representatives of Neighbourhood Management, Customer Services and Health & Safety had met and reviewed the entries, agreed what could be deleted and identified which entries required further investigation. Additionally, MB advised that the future review process should be a simple workflow and should be undertaken in phase 2 in CRM. A further update would be brought to next meeting.	MB
2.2	DW had circulated copies of the letters which had gone to the two remaining non-compliant leaseholders.	
2.3	ABr advised that new contractor had now been procured to complete the programme of work to repair / replace the garage doors at Lancaster West. MQ were appointed on 8th June and works are scheduled to resume on site week commencing 13th June. BM was anxious that this work be expedited as it had been ongoing for a considerable period. A further update was requested	ABr

	for the next meeting.	
2.4	Automatic Opening Vents (AOVs) at Testerton, Hurstway & Barandon Walks – PM confirmed that this work had been completed and was currently being inspected and signed off by the Consultant.	
2.5	Worlds End installation of locks to secure cupboards on communal lobbies at Blantyre Tower – originally allocated to James May who went into administration causing a delay. ABr confirmed that a new contractor has now been appointed and suited locks sourced. BM requested that ABr send an update to the Committee with timescale for proposed completion of the project.	ABr
2.6	MB had agreed to look at procedures for reviewing Insight reports, clarifying what is outstanding and their priority and the need to ensure there is an effective escalation procedure for ESAs reporting health & safety issues. JW to raise with MB and request that he circulates and update.	JW / MB
2.7	JW advised that the article informing residents of the response we offer to lift shut-ins had not been included in last The Link. She had raised this with Pete Griffiths who confirmed it would be included in the next edition.	
2.8	JW confirmed that she had met with PM and AB to discuss the Asbestos Policy and Management Plan. She confirmed that there had been no comments on the Policy, however, she is currently updating the Asbestos Management Plan to take account of discussions at this meeting.	JW
2.9	JW advised that ICT had now amended the asbestos information which is shared with the RD operatives on the PDAs. This is currently in “test” awaiting approval from RD. JW to arrange another meeting.	JW
2.10	ABr advised that Antonia Lee Wilmott is working with ICT on PDA interfacing – including the issue of sharing information on risky residents. ABr to send round a briefing note to update the Committee on this.	ABr
2.11	With regard to the recent correspondence from the LFB regarding their new approach to “specialised housing” (care homes and sheltered blocks) a meeting has now been arranged with LFB officers on 13 th July. Amanda Johnson, HC and JW to attend. In advance of this meeting JW will prepare a brief summary setting out KCTMO’s current procedures in relation to assessing sheltered residents, identifying any potentially elevated levels of fire risk and how these are mitigated. JW and HC to feedback to Committee on discussions and any new LFB requirements at next meeting.	JW & HC
2.12	GW had circulated a progress update on the 3 rd June confirming that pilot works to flat doors and lobby screens had been completed and inspected and appointment of third party accredited specialist fire contractors is imminent. GW advised the Committee that the contractor had made further with the flat entrance door programme and the number of non-accessed flat had been reduced from 41 to 31 with efforts ongoing.	

2.13	BM confirmed that she had received the required costings in relation to the Adair and Hazlewood works programme and these had been submitted to Laura Johnson and approved.	
2.14	Fire Safety Strategy – see 6.1 below.	
2.15	Display Screen Equipment on-line self assessment proforma – see 10.1 below.	
2.16	CM confirmed that a workplace inspection at 346 is scheduled for the 23rd June. Plus Blantyre 5 th July	
3.0	<u>Accident and Violent Incident Report</u>	
3.1	PM confirmed that abusive incident logged as Mr. Daffam actually involved Mr. Murphy. Record to be amended.	ABow
3.2	PM queried why the staff accident defined as road traffic accident had been recorded. JW confirmed that this involved travel between work locations during the working day and hence the inclusion. BM asked that further information be included where necessary.	
4.0	<u>Fire Safety and Fire Risk Assessments</u>	
	<u>FRA Actions</u>	
4.1	BM noted the good progress being made with these, however, the Chief Executive is anxious to have all older actions completed as a matter of priority.	
4.2	PM advised that the 3 Contract Management actions which are over twelve months old all relate to the maintenance of sprinklers within dwellings. It is accepted that the British Standard's requirement for weekly inspections is not achievable so either an alternative and less onerous inspection regime that is acceptable to the LFB needs to be agreed or the possibility of removing these investigated. JW agreed to query inspection regime with the Assessor and liaise with PM and ABos to agree a way forward.	JW
4.3	DW advised that, as we cannot legally force non-compliant leaseholders to replace / upgrade their flat entrance door, sometimes the best that can be achieved is "partially complete". We need to agree a way of closing these actions. JW advised that we should record the action taken in each case on the workflow and once we have exhausted the action we can take we should close them down. DW to discuss with David Ward and JW	DW
4.4	PM advised the zoning diagram for the Lancaster-West office can be provided when the refurbishment takes place.	
4.5	ABow and JW to work on progressing and completing the 43 actions on the health & safety inspection workflow in advance of the inspection programme re-commencing.	ABow/ JW
	<u>LFB Liaison</u>	

<p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p> <p>4.11</p>	<p>JW advised that there had been a LFB liaison meeting on 5th May. The LFB had provided a summary of their recent attendances at both lift shut-ins in TMO blocks (only 3 in the previous 2 months) and also false fire alarm false activations at sheltered blocks (there had been 9 attendances at 70 Tavistock Road which continues to have higher levels of activations than the other sheltered blocks). JW confirmed that she had worked with HC and ABos to monitor the situation but we remain unclear about the reason behind this. ABos's team has checked the sensitivity settings but false alarms continue to be raised.</p> <p>There was a brief discussion about LFB approach to "specialised housing" (discussed at 2.11 above).</p> <p><u>Fires in stock</u></p> <p>JW confirmed that there had been no reports of fires in the stock since the previous meeting.</p> <p><u>Deficiency Notices & "Broadly Compliant" blocks</u></p> <p>No Deficiency Notices received since previous meeting.</p> <p>"Broadly compliant" letter received following LFB audit of Whitchurch House and confirmation received of that we will be receiving a further one following recent audit of 41 Cambridge Gardens. HC also advised of a recent audit of Cremona Sheltered which was also assessed as broadly compliant.</p> <p><u>FRA issues</u></p> <p>JW advised that several recent FRAs within street properties had highlighted issues in relation to leaseholder alterations. On investigation it had become clear that the scope of the alterations had gone beyond the original application to the TMO and to Building Control. The additional work had been discussed with Building Control but not with the TMO and the final certificate did not reflect the additional work. The draft procedure for leaseholder alterations is being amended to take account of these situations.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Adair Tower – Update on meeting the requirements of the Enforcement Notice</u></p> <p>A paper setting out the current position had been circulated. BM advised that the original contractor went into administration on 25th April and RD began work immediately to procure a replacement contractor. The new contractor has now been appointed to undertake the works to the flat entrance doors and the work to the lobby screens.</p> <p>Pilot works have now been completed and inspected on both projects and the programme of work is being progressed as per the timetable set out in Paper 5.</p> <p>Costings submitted to RBKC and have been approved by the Director of Housing.</p> <p>BM confirmed that our request for an extension of the Notice period had been approved by the LFB and the Adair Tower Notice now expires on 23rd</p>	

5.5	<p>September with Hazlewood Tower on 18th October.</p> <p>PM confirmed that one of the lifts at Adair Tower had been out of service and that an Engineer would be attending today to resolve the issue.</p>	
6.0	<p><u>Review of Fire Safety Policy & Strategy</u></p>	
6.1	<p>Fire Safety Strategy – further to the paper which was discussed at the previous meeting BM requested that JW re-send this document and seek comments from all members to be submitted in advance for discussion at the September meeting.</p>	ALL
7.0	<p><u>High Level Exception Report</u></p>	
7.1	<p>CRM - there were a few people that reported issues with seeing the CRM screen as the writing is very small and enlarging the text makes it difficult to access all the information. JW has contacted a company who may be able to help and discussed requirements with staff involved and Nurul to assess needs. An interim solution is currently being worked on.</p>	JW
7.2	<p>Liquified Petroleum Gas (LPG) cylinders –JW reported that abandoned propane and butane gas cylinders are occasionally found on estates. These are potentially flammable /explosive and there are strict rules about their storage and disposal. To date the arrangements for their removal have tended to be ad-hoc and so an effective solution needs to be put in place to have them removed promptly and disposed of by licensed contractors. JW advised that Dominic Davies has been approached to see if this removal can be added to the Cleaning Contract.</p>	ABow
8.0	<p><u>Workplace Health and Safety</u></p>	
8.1	<p>A paper had been circulated for information. CM highlighted that parking at the Hub will be marked out properly next Monday and parking enforcement is due to start the week commencing 20th June. Parking bays closest to Kensal Road will be first come first serve and are for visitors not staff – these can be booked via the Hub receptionists and are available for a 3-hour period only .</p>	
8.2	<p>Lancaster-West office refurbishment – CM confirmed that Teresa Brown, Ernest Raw and RD have been consulted on the draft specification and additional comments taken on board and procurement is due to commence shortly.</p>	
8.3	<p>Archiving - CM advised that there are a number of sites where documents are archived. With regard to Ingelow basement he has worked closely with Janet Seward to ensure regular shredding and this has substantially reduced the level of storage.</p>	
9.0	<p><u>Performance Report</u></p>	

9.1	Paper circulated. It was highlighted that the A&R compliancy figures were very impressive with 4 areas attaining 100% and the remaining 2 areas at 95%.	
9.2	JW confirmed that additional work is required in conjunction with the Estate Services Team Leaders in order to provide regular performance data on percentage of estate staff health and safety inspections completed. This should be available for the September report.	JW
9.3	It was noted that additional figures will be available once the FM contract is in place.	
10.0	<u>DSE Online assessment</u>	
10.1	JW confirmed that the Committee had been invited to complete the Display Screen Equipment on-line self assessment proforma. A number of staff who had already completed this commented favourably on the product. This will now be publicized and rolled out across the organisation. BM asked the rest of the Committee to complete the self assessment before the next meeting.	All
11.0	<u>Health and Safety Plan</u>	
11.1	It was agreed that BM and JW would relook at the format and content of this and come back to the next meeting with an updated Plan.	JW/BM
12.0	<u>Construction Safety - Quick Guide</u>	
12.1	JW sought views from the Committee on the format of the Construction Safety Quick Guide. This was originally requested by Clerks of Works as a pocket-sized handy guide but PM suggested producing an electronic copy should allow all to have ready access. BM suggested some people may want it as a hard copy format. ABow to send round an electronic copy to the Committee for comment.	ABow
12.2	ABr advised it may be useful to base some form of training around the guide and to base toolbox talks on some of this.	
13.0	<u>Annual H&S report</u>	
13.1	JW advised this is in draft and will be circulated by late June for comments.	JW
13.2	JW advised that the Report will go to Executive Team and an Executive Summary of the Report will be submitted to Finance and Audit Committee and then on to Board. SJ sought clarification on what the report will cover. This will comment on compliance, achievements, fire strategy, accidents and incidents, training, enforcement action as well as policies and procedures that have changed residual risks and what will be done to mitigate these and objectives for the coming year.	
14.0	<u>Feedback from Health & Safety Representatives</u>	

14.1	FS advised that the public toilet in the Blantyre Reception has been out of order for a number of months and needs to be addressed as a matter of urgency. FA commented that the repair has been allocated to RGW now and is being reviewed. GW confirmed that RD would take responsibility for resolving this satisfactorily.	GW
14.2	AS confirmed that she had completed some inspections and would be assisting Cyril on the next office inspection (346 KHS next week). She further advised that staff had raised no Health and Safety concerns.	
14.3	FA advised the lone working devices are being utilised more by staff.	
15.0	<u>Repairs Direct</u>	
15.1	GW reported that the RD HSEQ Manager is currently being recruited.	
16.0	<u>AOB</u>	
16.1	None.	
17.0	<u>Dates of meetings in 2016</u>	
	13 th September at 2pm in Portobello Rooms	
	13 th December at 2pm in Portobello Rooms	