

**KENSINGTON & CHELSEA
TENANT MANAGEMENT ORGANISATION**

Operational Health and Safety meeting – 21st March 2014

Present: Peter Maddison
Janice Wray
Michael Lyons
Alex Bosman
Maria Needham
Teresa Brown
Vicky Gilbey
John Borra

Apologies: Sacha Jevans
David Gibson
David Burns
Kiran Singh

In attendance: Judella Ferreira
Gillian Kennedy

Agenda

1. Matters arising from the meeting held on 17th February 2014
There were no amendments made

2. Exception report

Mobility scooters

Alex explained that there were currently no tenants in any of the sheltered schemes with a mobility scooter so installing charging points was not seen as a current priority.

Janice is still keen to have one communal charging point at each of the sites as she explained that there is a high turnover of sheltered residents and because of their vulnerability someone could move to a property with a mobility scooter at any time.

It was agreed that Hash should lead on this as he was best-placed to say whether this should be given priority. Alex agreed to discuss with Hash. It was also agreed that there should be some thoughts about having charging points in the general housing stock.

Silchester Estate

We had recently been advised by Ofcom that a pirate radio station has been transmitting from the roof of Markland House. This was

**Action
by**

ABos/HC

traced by Ofcom very promptly and we have been liaising with them to agree effective measures to prevent access and stop further transmission. Adrian and our lift engineers had met an Ofcom officer on site the previous day and had managed to disconnect the transmitter and taken down all aerials and leads. The Ofcom policy has changed and they are no longer able to assist unless we commit to changing door locks, securing the area and also informing the Police. As we have also had Vodaphone equipment interfered with in Dixon House, and a roof access door recently left open on Frinstead House, there is clearly an issue with the security of these roofs and so we have agreed to revert back to the previously used system of using a unique high Security GERDA lock on the roof access doors of all four of the Silchester blocks. This is inconvenient for lift engineers and the LFB as keys are held in a key safe within a secure area of Markland House and the ESA must be called to provide access. However, these locks have proved very effective in preventing unauthorised access previously. Adrian has sent emails detailing the new locking arrangements to TMO staff and to the LFB.

AB

Access to street properties

The meeting to discuss access took place last week. There are less than 40 properties for which we don't currently have main entrance door keys. Wendy will be asking the ESA's to try the keys we currently hold to see if this number can be reduced further. Dan will liaise with Maria to draft a letter to residents asking if they would be kind enough to allow us to copy their key. This letter should go out in April. (It has been suggested that the use of mobile key cutting services be employed to facilitate this.)

DW/MN

The group think it would be worth checking the keys for all locks even those we think we now have access to. It was also agreed that we need a key cabinet to store the keys properly and a log book so people can sign keys in and out.

MN

3.

Maria has asked Wendy and the ESA's to start checking keys next week and so will be able to give a definitive list of the properties we can't access by the end of March. Maria will advise Janice and Michael of progress with this.

Martin and Wendy will be responsible for doing a weekly key check as well as a 6 monthly audit.

FRA's

This actions are now to be progressed by property. The stats presented to the meeting show for each team the total

JW

	<p>number of actions allocated through the W2 system since it was introduced on 1st August and the numbers which have been fully completed, partially completed and those that remain outstanding. In order to provide each team with more comprehensive information on the status of their allocated actions Janice agreed forward reports. Further, she agreed that, in advance of future meetings, she would provide each team with a current breakdown of all their actions to supplement the summary presented to this group. The pre-W2 back log is approximately 1400 and Michael confirmed that he has raised orders with RD for the responsive repairs. He will provide details to Janice so that these actions can be recorded as partially complete, with the aim for them all being fully completed by end of June in line with LFB deadline.</p>	JW
4.	<p>There are 20-30 of the contract management actions which are being progressed. There are also some quick wins to do with fire extinguishers in public areas which will also be progressed asap.</p>	JW/PM/ AB
5.	<p>The risk allocation in the FRA actions is as per the definitions set out at the beginning of the assessment programme and as agreed with the LFB. If, however, anyone feels that a risk has been wrongly assessed please let Janice know.</p>	ML
	<p>Michael has taken out the low level FRA's for the responsive repairs and will update Janice on this.</p>	ML / ABos
6.	<p>RGE contract The fire protection and emergency lighting contract ends this month. There is a current dispute with RGE over payment as we have not been receiving any service information or proper invoices whilst the value of invoices has risen considerably.</p>	MN
7.	<p>A short term contract will be in place for 11 months. We will be using RMA to do the lighting.</p>	MN
8.	<p>Fires at Worlds End Estate There was a fire on the estate this week at the base of a communal staircase. There are some housing management concerns as it was felt that this may have been an intentional act - although the LFB have advised that their assessment is of "careless disposal of smoking materials." Maria will view CCTV footage to investigate further.</p> <p>There had also been a recent incident where water ingress into the electrical intake cupboard at Blantyre Tower had caused arcing and had generated volumes of smoke. Investigation confirmed that the water had come from the riser cupboard located directly above</p>	MN

	<p>this intake and the absence of a drip tray (present in other similar cupboards) had allowed this to occur. Andy had asked for dimensions and photographs so a drip could be fabricated and these had been provided.</p>	ML
	<p>Alex asked Maria to speak with Dominic regarding the cleaners doing the deep cleans as this is apparently causing some damage to other plant and plant areas.</p>	MN
<p>Work risk assessments</p> <p>9.</p>	<p>Janice is well on the way to completing assessments by the 1st April. She will be placing the completed ones on a dedicated directory under H&S on the intranet.</p>	
<p>Asbestos</p> <p>10</p>	<p>Michael is working on the low risk sites and was confident further progress can now be made as information on access is now clearer.</p> <p>The asbestos surveyors had been asked to revisit some of the blocks to survey areas which had been omitted originally and the updated reports on these, plus reports on the additional completed surveys, are awaited. Michael is expecting to receive some of these completed reports (which are being submitted on a disc) imminently. However, he agreed to chase the contractors today. The high and medium sites (10 in total) may have been surveyed already but we have not received the reports. It was suggested that Michael ask the surveyors to set up a Dropbox to make it easier sending big files.</p>	ML
<p>Training information</p> <p>11</p>	<p>Janice provided a summary of training undertaken since the previous meeting and confirmed that the Suzy Lamplugh training for the Estate Staff is scheduled for the 29th April. Maria and Alex to agree training dates for the ESA staff on electrical safety / testing Emergency Lighting / programming fobs. . Maria confirmed that the ESA's require two dates - separate sessions for the North and the South</p>	ABos
<p>Matt Hodgson H&S policies</p> <p>12</p>	<p>Matt Hodgson had produced some policies / procedures which Janice, Michael and John are now reviewing in conjunction with the relevant contract manager. These were fairly generic in nature and had not taken account of existing TMO procedures which set out the legislation but also specifically how we would comply with this. A number of these have already been reviewed and will be placed on the intranet – the rest will follow. A further update of progress with these Janice will be presented at the next meeting.</p>	AB/ML

Janice confirmed that as these procedures related to technical areas, the H&S Committee felt it more appropriate that they be signed off by this group in the first instance and then presented to the Health and Safety Committee for information.

Peter asked that any new work undertaken by Matt should be agreed by this group.

Peter also emphasised that we must be consulted on Matt's Board Report to ensure that it demonstrates how we have addressed the issues that have been raised.

Performance

All the performance data is now on keystone

Gas stats are at 99%

Electricals should go up to 50% by the end of next week.

Alex will bring an updated plan to the next meeting.

The lift stats are good with the monthly servicing at 100%.

At the moment the contracts team is feeding back into Bureau Veritas to confirm recommended works are also completed in the necessary timescale.

H&S Inspections & Property RAs on W2

The W2 workflow for Adrian's inspections has now gone live.

Adrian has asked who he should allocate responsive repair actions to. It was agreed that Adrian should trial sending the actions to Michael for the next few months with a view to feeding back on how this is working.

It was suggested that Adrian's role could perhaps be more effective if he were equipped with a PDA. It was agreed that his role should be more about auditing blocks and making sure the processes are robust and in particular that many of the issues he raises should already have been highlighted by the ESAs.

Janice, Michael and Maria will meet to discuss this further.

AOB

Michael said that he had attended two training courses run by Matt Hodgson and felt that the content was either not relevant or not high level enough.

The group agreed that they would like to review training content before it happens and also see staff feedback.

Janice will work with Fay to get a full Health and Safety training programme running.

