

**KENSINGTON & CHELSEA
TENANT MANAGEMENT ORGANISATION**

Health and Safety Operational Meeting – 23rd February 2015

Present: Peter Maddison (PM), Sacha Jevans (SJ), Janice Wray (JW), Maria Sharples (MS), Gillian Kennedy (GK), John Borra (JB).

Apologies: Kiran Singh (KS), Teresa Brown (TB), Alex Bosman (AB), David Gibson (DG).

Minutes and matters arising of the meeting 21ST November 2014

Grenfell Tower – National Grid have since provided further information in regards to the increased Carbon Monoxide levels reported last year however, it was too late to be useful.

Health & Safety Briefing Update

Lone Worker Update – JW confirmed that there is another training session for the use of the Identicom devices and additionally Managers now receive a monthly report as to who uses the device. MS raised concerns that some Staff Members were still not using the devices although this has been picked up with the individuals involved and they had been made aware of the potential disciplinary action.

SJ told the group that ET had advised that people who were not using the device should be written to from the H&S team with a warning. **MS to send a copy of the letter that had been sent to the porters for JW to distribute to managers to send to non users. JW to bring a list to meeting of non users and their managers to the Health & Safety Operational Meetings.**

High level exception report

Access to Street Properties– AB had suggested using the suite of Assa locks. **JW to ask AB for an update.**

Lancaster West Garage Doors – **AB to provide update at the next meeting.**

Scaffold registers – Ongoing piece of work to continually update the register. JW to monitor.

Lancaster west AOV's – **PM to look into this with Claire Williams.**

Grenfell Tower Fire Safety – JW explained that this will remain on the update as it will continue to remain a risk until works to the Fire ventilation system are complete.

Construction design regulations – JW explained the change to the Design Regulations are not confirmed due to the election but there is potential they could be implemented.

FRA stats

JW confirmed that there had been an improvement in the number of outstanding FRA's. AB had a contractor who was undertaking the FRA's in each. After a recent review Lancaster West has now become a priority and JW and Siobhan Rumble are in discussions about this.

PM suggested that it would be useful to have more information in relation to the priority

**Action
by**

MS

JW

AB

AB

PM

levels and nature of each outstanding FRA. **PM and JW to discuss at a later stage.** JW confirmed that the team are managing and prioritising the FRA's and that there will always be some outstanding FRA's due to the nature of the assessments.
JW to split the outstanding FRA's into high, medium and low categories with targets.

PM/
 JW
 JW

Workplace activity

JW highlighted that the use of Identicom should help to lessen the risk of a number of Workplace activities. JW highlighted that there is always an issue of risk in all workplace activities. JW confirmed that working at height will always be a risk but this was being managed. Again Lone working will always be a risk due to the uncertain nature of situations but again this was being managed.

Working at height - A spreadsheet will be ready within the next 8/9 months which includes procedure for each site, however at the moment there are clear guidelines as to where they can access and where the risk is etc. Contractors are also aware they need to bring own PPE/harness etc to some sites.

OOH working – JW confirmed that it includes duty estate staff who should use the identicom device when OOH working. JW confirmed that Identicom covers some aspects of risk but staff should call the police to accompany them on visits if required. **JW to liaise with Olivia Hutchinson to ensure that Pinnacle have an updated register or violent/abusive tenants.**

JW

Training

Identicom training is ongoing as well as Challenging Customers training.

Asbestos

JT had confirmed to JW that Express had completed 58 surveys although the data received had not yet been verified so this could not be confirmed until uploaded to keystone. JW highlighted that the TMO have an obligation to do the communal areas within blocks. it is envisaged that another 23 should be resolved within the next 6-8 weeks and the H&S team will undertake the annual reassessments.

Health and safety action plan

JW confirmed that the plan includes aspects of Matts Plan as well as feedback form the Health and Safety Committee. JW will meet with the new RD H&S Manager next week to outline RD responsibilities. JW confirmed that the plan covers most areas of risk.

Performance

Performance as at the time of the meeting was as follows:
 Individual Gas compliancy is at 98% but should be back up to 100% shortly.
 Lift servicing is at 100% although insurance inspections is 96.4% (conducted by RBKC)
 Central plant compliancy is 92.6% which is following a positive trend.
 Electrical domestic is 98.2% and a new policy for access is being developed. Residents who had previously declined the works were now engaging. The first injunction will be due for use in 3 weeks time.
 Water testing is increasing and is currently at 92.1%.
 Lightning protection is at 12.35% but due to increase as a result of remedial works identified
 The Fire safety KPI is due to be published next month (JB to follow up). **SJ asked that KPI's were circulated before the next meeting.**

Operational issues

None