

**Kensington and Chelsea Tenant Management Organisation
Minutes of Meeting**

Title of Meeting: Asset Investment and Engineering Health & Safety Group

Date: 26th August 2010

Venue: Network Hub Canal Room

Present: J Borra (Chair/Minutes), K Fifield, S Thompson, J Wray, A Bowman.

1.0 Apologies

1.1 S Throp, V Sharples, D Steppel, D Davies.

2.0 Accuracy & Matters Arising from Minutes 5th July 2010

2.1 Accuracy agreed.

2.2 Matters Arising not on Agenda:

Previous Minute 2.2c Relocation of Powerkey Meters in Electrical Intake Cupboards: Process on-going. KF advised that Intake Cupboard signage complete. However, JW asked for clarification on whether all electrical intake cupboards had been included or just those where powerkeys were currently installed - KF agreed to check and advise. Form of words for Tenants Pack and Resident's Handbook advising residents that their providers should not install Powerkey meters within these areas to be completed by 10th Sept. **Action Electrical Engineering Section**

Previous Minute 2.2f CDM H&S: Re Bromley Council and their on-line website portal covering CDM (and training). Noted that S Throp will be meeting Sacha Jevans on this matter. **Action Assistant Director of AI&E**

Previous Minute 2.2g Retendering of Out of Hours Service: Following initial discussions between A Johnson and Keegans on the re-tendering of the out of hours service, H&S Section (A Bowman) now involved to ensure arrangements are in place for sharing information on abusive residents and location of asbestos, links with out of hours technical advice rota etc. Meeting scheduled for 7th Sept and AB to report back on progress. **Action H&S Section**

Previous Minute 4.1 TMO Annual Health and Safety Report 2009/2010: Confirmed report has now gone to ET and brief summary report submitted to RBKC Corporate H&S Advisor. Report to go to Board then full report to go to RBKC. Re the AI&E 2010/11 H&S Training Plan, H&S training to take account of the Annual H&S Plan, previous training identified/undertaken, recurring training, training

issues arising from Risk Assessments, Team Meets, 1 to 1's etc.
Action AI&E

Previous Minute 12.0 Lift Shut Ins - Fire Brigade New Approach:
Previous Minute 12.4 - Older lifts Where Alarms not linked to 24 hour repairs system.

Agenda Item 6 - Fire Fighting TMO Lifts – (JW E mail sent 8/7/10)
Regarding issues relating to the above and other related LFB matters, confirmed that the assistant to the Borough Commander has now retired and a new officer has just taken up this role. In discussion with the Borough Commander JW suggested that TMO H&S Section arrange a meeting to brief the new officer on the TMO's approach to fire safety, fire fighting lifts, efforts to reduce the number of lift trap-ins and particularly the LFB's attendance at these etc. JW hopeful that this meeting can be arranged for Sept 2010. LFB has yet to provide the statistics on TMO lift shut-ins attended by them in the last financial year – although these have now been requested several times. JW anxious to see whether the situation has improved or declined in the last year.

Action H&S Section

Previous Minute 10.0 - Window Safety/Security Policy. Reiterated all information has been issued to AI&E to progress the Design Guide. Progress to be reported at next meeting. **Action Assistant Director of AI&E**

Previous Minute AOB 12.1 - WEE Ground Floor Car Park – Air Extraction Unit: Area/Room requiring investigation cleared. Confirmed fans operate on/off only, backup generator not operating. Confirmed that KF will be meeting Building Control to agree need/operation. Outcome to be reported back to this forum. **Action Electrical Engineering**

Previous Minute 10.1 - RBKC Audit Report:

A summary of key five action points are highlighted in attached Appendix A to these Minutes. All to note.

Previous Minute 1.3 – Cold Water Storage Tanks Replacement Programme 2010/11. J Wray confirmed that a definitive programme of work has been produced and issued by her following consultation with Reef Water Quality. Specification currently being prepared by DS and AC. Unclear whether engineers or Capital Programme Team will be responsible for tendering/managing the works. The need to ensure that the 2010/11 funding allocation is fully utilized was acknowledged and the need to progress the programme urgently to better comply with the legislation was noted. **Action ALL**

Re Sheltered Schemes and Temporary Accommodation and the consideration to the possibility of Community Officers/Hostel

Workers at sheltered schemes undertaking some of the temperature checks etc – this will not be pursued due to possible lack of consistency of approach leading to unreliable results. Confirmed that consultant Reef should continue doing all maintenance checks including temperature recording.

Confirmed briefing for Community Officers, hostel workers etc. in the area of water quality to be provided by Reef and aim to take place by mid Oct. Noted. **Action H&S Section / H Chamchoun**

Previous Minute 10.4 – Confirmation of AI&E Budgets;

Reiterated that this will be a regular Agenda item for future meetings.

Action ALL

Previous Minute 10.1 – Asset Investment Manager/Asbestos

Manager; Recruitment process on-going. **Action Assistant Director AI&E**

Previous Minute 10.2 - Replacement and Relocation of Fire Alarm

Control Panel at Grenfell Tower; Confirmed work complete. Feasibility on upgrading extraction system being progressed. Agreed KF to check panel is boxed in, signage to be checked, sounder in Foyer only, this to be checked. **Action Electrical Engineering / H&S Section**

3.0 Annual Health and Safety Inspection Reports

3.1 None to report. **A Bowman** to resume when his health allows.

4.0 Risk Assessments Current Position

4.1 **Self Assessments for DSE** carried out by all staff in AI&E. Assessments now returned and issues raised being dealt with. Update on progress to be presented to next meeting. **Action J Wray/D Watts**

It was confirmed that the previously produced “Working On Site” and “Working Within the Office” Risk Assessments were issued to Liza de Jesus on 17th Aug to circulate and agenda for the next AI&E Management meeting where they could be discussed/reviewed. **Action AI&E Section**

5.0 Fire Risk Assessment New Fire Brigade Requirements – Latest Position

5.1 FRA for the 100 high risk blocks completed on programme. Acknowledged that works of a Capital nature required but as yet un-quantified.

5.2 Re discussions/liaison with the LFB, some clarification received and further clarification will continue to be sought in relation to LFB standards. Front Door issue regarding non-compliance noted.

- 5.3 Medium Risk Assessments currently out to tender, back tomorrow (27th Aug), interviews to take place 6th & 8th Sept. Quotes sought based on 6 and 12 month duration. Assessments cover 120 blocks of mainly small and medium-size.
- 5.4 Reiterated that **V Sharpies** has a project management role with regard to the capital works arising from the FRAs and will be working closely with the H&S Team in order to progress the outstanding actions from the high risk programme and those arising from the imminent medium risk programme.
- 5.5 J Wray confirmed that the intention is to continue to report progress to the Operations Committee and TMO Board. **Action H&S Section / Asset Investment & Engineering.**
- 6.0 Access for Gas Servicing Via Environmental Protection Act where access unreasonably withheld**
- 6.1 Progress to date confirmed as follows:
- a) Following Workshop held and further feedback from RBKC Legal and Legal Counsel, Policy Process/Procedure now being updated with a view to formal issue and adoption asap in light of target commencement date of August. **Action Business Improvement Team/Gas Engineering Team**
 - b) Publicity initiative for **Gas Servicing** taking place, articles in current/future TMO Link, poster/leaflet, form of words for Residents Handbook, TMO Webpage, advice to Homeowners of option to use T Brown for gas servicing services, laminated information sheet for use by Contractor to identify/confirm servicing works and anticipated time it will take to better inform the Resident. **Action BIT/Gas Engineering Team**
 - c) Breakdown of costs for gaining entry where entry unreasonably withheld has been provided by Engineering for both information and with a view to applying a recharge. J Borra has provided to S Throp for information.
- 7.0 TV/Satellite Dish Installation – Confirmation of Policy**
- 7.1 Acknowledged that the current policy/procedure will require revision in light of the new **Digital TV Policy**. Noted.
- 8.0 Feedback/Update on Status of Current Engineering PPM Contracts**
- 8.1 Inspection and Testing of Standby Generators, new contract in place – initial close contract monitoring taking place to ensure that required standards are met. The issue of whether these operatives were CRB-

checked was queried. KF to investigate. **Action Electrical Engineering**

8.2 RGE Services. Performance in terms of achieving programme / target dates continues to remain good. Challenge continues regarding invoicing. Regular monthly progress meetings continue. RGE performance to remain an H&S agenda item. **Action Electrical Engineering**

8.3 Reiterated Trellick Tower Wet Riser does form part of RGE Services maintenance contract and sprinkler system in basement area has been isolated and the sprinkler heads are to be removed to avoid possible future confusion. **Action Engineering Section**

9.0 Review of Violent Incident Reporting Procedure

9.1 Confirmed that review was on going. Aim is to take to Sept 2010 H&S Committee. **Action H&S Section**

10.0 Response Repairs Contract

10.1 Confirmed that H&S reporting identified as a challenge. Also issues relating to Groundworks H&S, issues relating to Operatives reporting from site and Asbestos awareness training identified as priority.

11.0 Any Other Business

11.1 None

12.0 Future Meetings

12.1 To be rescheduled from Thursday slots to earlier in week to maximize attendance bearing in mind current known commitments. J Borra and J Wray to consider and propose Dates/Time/Venue for remainder of 2010/11.

Circulation All Attendees, Members of the Group, Exec Team