

**MINUTES OF THE TMO HEALTH & SAFETY
COMMITTEE MEETING – 22 MARCH 2012**

THOSE PRESENT:

Janice Wray	Health, Safety & Facilities Manager
John Borra	Performance and Compliance Manager
Dave Watts	Unison Safety Representative (Technical Services)
Wendy Stevenson	Rent Income Manager
Jessica Entwistle	Community Officer
Nick Valdez	Unison Safety Representative (CSC)
Adrian Bowman	Assistant Safety Advisor (Secretary)

APOLOGIES FOR ABSENCE:

Lornette Pemberton	Director of P&OD (Chair)
Glenn McAllister	Unison Safety Representative (Neighbourhood Management)
Mary Lonergan	Unison Safety Representative (Home Ownership)
Kevin Langan	Senior CAS Officer

No.	Main Points for Consideration by Executive Team	Action
1.	Leaseholder doors – LFB to be advised of the worst leaseholder door the assessor has identified. Also H&S preparing a letter to advise all leaseholders of the requirements of the Fire Safety legislation in relation to their flat doors.	ET – for info
2.	ET are advised of our policy of fitting and activating Intermittency Programme Units as a further initiative to facilitate access for gas servicing. These emit a low bleep when the servicing is due and should prompt the resident to contact repairs at which point servicing can be arranged. These are being fitted where new boilers and heating systems are being installed and also where a warrant has been granted to facilitate access for servicing.	ET – for info

<u>INTRODUCTION & APOLOGIES</u>	ACTION
1. The meeting was opened at 14:00hrs. Apologies were received from Mary Lonergan, Kevin Langan, Lornette Pemberton and Glenn McAllister.	
<u>MATTERS ARISING FROM THE PREVIOUS MEETING</u>	
2. Janice advised that she had been in contact with colleagues at Hammersmith and Fulham regarding the on-line dse self assessment system they use, as we were looking to implement a similar system ourselves. Janice would report back at the next meeting with our findings.	JW
3. It was thought that the problem with the kitchen door being propped open in the CSC kitchen / rest area which potentially compromised security had been resolved. The possibility of putting up a sign in this area to ensure that all staff were aware of the need to maintain security had also been discussed and taken forward.	
4. Janice advised that the H&S Policy Statement had now been finalised and was due to go SMT shortly and then on to Executive Team on the 18th April.	
<u>ACCIDENTS AND VIOLENT INCIDENT UPDATE</u>	
5. Two documented accidents had been reported since our last meeting: A resident from Wiltshire Close slipped on some cooking oil that had been spilt beside a refuse chute and sustained a fractured elbow. The second accident was also a resident who slipped on the path at 60 Clarendon Rd during snowy conditions sustaining a fracture to the shoulder.	
6. We had received reports of eight violent incidents, they were: a leaseholder from Finborough Road who had been aggressive and threatening on the telephone to a CSC advisor over an ongoing parking issue. A resident at EPG had been abusive to one of the porters when they attended (at her request) to vent her radiators. A resident had been abusive to a member of the gas team regarding remedial work to her flat. There had been a threatening telephone call from a resident at Pond House to one of our CSC advisors. An unknown resident from Holmefield House had been abusive to OCS cleaners whilst they were jet cleaning in the communal area. Another resident of Holmefield House had been abusive to the caretaker. There had been an incident in the Worlds End over 50's clubroom when a resident had been abusive to another resident. Finally, the Police had attended an eviction at Holland Road when the resident and his brother (who is also a TMO tenant at Fernshaw Road) were threatening and refused to leave the premises. Adrian advised that several of these incidents were very recent and information on action to be taken had not yet been forthcoming.	
<u>FIRE RISK ASSESSMENT UPDATE & LESSEE FLAT DOORS</u>	
7. The Fire Risk Assessment Programme (FRAs) for the low risk properties is on target to be completed by the end of May ahead of the LFB's target of July 2012. Action Plan items from these FRAs and in many cases also those from the medium and high risk properties were still being chased.	H&S

<p>8. Janice, Mark Anderson, Dan Wood, Roger Keane from RBKC and Carl Stokes (our risk assessor) had met with the London Fire Brigade since our last committee meeting to discuss enforcement of substandard leaseholder flat entrance doors. The Lease gives responsibility for these to the lessee and this has also been confirmed by Counsel's Opinion. The LFB accepted that responsibility for enforcement is given to their organisation under the Fire Safety legislation but advised that their Policy Team were recommending enforcement is carried out using the Housing Act. Therefore, it was their intention to engage with the Borough's Environmental Health Department to look to jointly progress a test case. They had asked the TMO to identify the worst leaseholder door that we could do for this purpose. Additionally, however, the TMO accepted it had responsibilities as a landlord and so we will be writing to all leaseholders to highlight this issue, advise them of the legislation and the need to comply.</p>	H&S
<p><u>AIE H&S PROCEDURES UPDATE</u></p>	
<p>9. John advised of the eight policy and procedures that he had been working to review and update. Seven of these were now with Mark Anderson for signing off, before being brought back to this Committee. The last of these, the Gas Safety Policy & Procedures, is currently being finalised by John before submitting to Mark and then coming on to this Committee.</p>	JB
<p>10. The recent training organised by the gas team and presented by Corgi was found to be very useful by all who had attended. (This covered Gas Safety, Carbon Monoxide leakage / poisoning etc.) Jessica asked if she and her fellow Community Officers could be invited to the next course as she felt this would be beneficial for them. Dave agreed to invite them.</p>	DW
<p>11. Janice asked John to advise the Committee of the new TMO Policy of installing Intermittency Programme Units (IPUs). Specifically, these are fitted and activated on all new boiler and heating installations. When the annual servicing is almost due the IPU will emit a low volume bleep which acts as a clear audible indication that the annual gas safety check is due. (The unit has no effect on the heating and hot water provision and is not audible in adjacent properties.) The activation of the unit should prompt the tenant to contact the TMO to report the problem at which point the due Gas Safety Check can be arranged. The IPU is then reset at the conclusion of the gas safety check. Additionally, these devices are now being installed and activated in premises where gas servicing is due, tenant has not provided access and a warrant has been granted by the Court to facilitate access. Dave advised that to date 175 of these had been fitted. Nick asked if the presence of these is indicated on the repairs system. Dave advised that the properties where gas servicing is due are already highlighted on Academy.</p>	
<p><u>ANNUAL H&S REPORT</u></p>	
<p>12. Janice advised that she was currently working on this and was anxious to capture as much information as possible for inclusion, so asked all present to advise her of any health and safety initiatives, new policies etc. that have been introduced in the current financial year.</p>	ALL
<p><u>BUSINESS CONTINUITY – OLYMPICS</u></p>	

13. A meeting had been convened recently to discuss our business continuity in respect of the impact of the forthcoming Olympic games. Various issues were discussed and will require further investigation – disruption to staff travelling to work, possible impact upon deliveries, possible impact upon emergency response times, response from contractors to out of hours issues etc. Jessica asked that impact upon the ambulance service also be investigated. Janice agreed to report back to next meeting with an update.	JW
<u>ESTATE STAFF HANDBOOK</u>	
14. This hand book was nearing completion. Adrian had revised, amended and added new sections to this, and Annabel had worked on the other housing management sections of the handbook. Annabel needed to do a few further checks and then the document could be finalised. The aim was to complete and publish this by May 2012.	AB
<u>SAFETY REPRESENTATIVES</u>	
15. Nick advised that he was not always aware of abusive incidents occurring in the reception areas until he attended these meetings. He asked to be informed of any vires relating to these areas. Janice agreed to forward copies.	H&S
16. Dave raised the issue of potential conflict between staff regarding the air conditioning units – as some staff liked these to be switched on and others preferred them to be switched off. Dave advised that this was compounded by the use by some staff of fan heaters located under their desks. Janice advised that in their specific case a compromise had been reached whereby the unit was kept switched on but some of the vents were kept closed. However, we had approached the managing agents about the possibility of separating pairs of units to allow better local control. Before we had received a definitive answer the managing agents had been replaced and so Cyril has raised this issue with the new Managing Agents. Janice agreed to chase up a response.	JW
<u>DATE OF NEXT MEETING</u>	
17. The next meeting is scheduled for Tuesday 22 nd May 2012 at 2pm in the Canal Room at Network Hub.	
<u>AOB</u>	
18. Janice advised that Marcia would be taking over the administration of the technical out of hours rota from H&S.	
19. Dave advised that he had recently responded to a National Grid enquiry asking who they should inform in situations where they need to shut down a gas supply to one of our blocks. Dave had advised that this should be the engineering section during working hours and Pinnacle outside of working hours. Janice agreed to add this info to the Emergency Plan.	JW
20. Janice advised that the staff welcome pack had been revised to include procedures (fire, reception opening times etc.) at the newly opened Blantyre Office.	

21. There being no further business the meeting was closed at 15:08	
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ADRIAN BOWMAN
Assistant Safety Advisor

27 March 2012

Distribution:

Jane Clifton for Executive Team
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