

Kensington and Chelsea Tenant Management Organisation Minutes of Meeting

Title of Meeting: Assets & Regeneration and Repairs Health & Safety Group

Date: 7th February 2013

Venue: Network Hub

Present: J Borra (Chair & Minutes), R Sams, A Marshall
J Wray, A Bowman

1.0 Apologies Received –S Thompson,

2.0 Accuracy & Matters arising from Minutes dated 13th December 2012

2.1 Accuracy agreed.

2.2 Matters/Actions arising not on Agenda:

a) Previous Minute 2.2a Relocation of Powerkey Meters from Electrical Intake Cupboards: Details held by H&S Section (now several years old) listing meters in need of relocating from the intake cupboards has been issued to R Sams. D Ruredzo to lead. Intention is that RGE will be appointed to undertake surveys of Landlords Equipment and Supplies, identifying locations and access arrangements. Blocks identified, survey programme being compiled, mid/late February start, duration 3-4 months. **Action R Sams/D Ruredzo**

J Borra has forwarded his contact at EDF (the provider in some of these cases) to D Ruredzo.

b) Previous Minute 2.2c - WEE Ground Floor Car Park – Air Extraction Unit: Specialist Contractor Colt have indicated that cost would be 75k based upon a replacement option. This appeared expensive and agreed that an alternative quotation required, therefore, Cofley be approached for both a price and method of approach. **Action R Sams**

c) Previous Minute 2.2d – Grenfell Tower Auto Dialer unit for remote monitoring of the system (to CAS). Briefing to staff on remote monitoring, (CAS, Lancaster West Management Team & Out of Hours security guards), still to take place, R Sams to contact Hash Chamchoun today to urgently progress link to CAS. **Action R Sams**

J Wray again expressed concern that this issue has been ongoing since April 2010 is still not satisfactorily resolved. She also emphasised that there is a very vocal group of Grenfell Tower lessees who are very anxious about fire safety and if they become aware of this issue it will potentially be very damaging for the TMO.

As previously agreed, R Sams would check the facilities on the fire alarm control panel and advise of how and when this will be finalised so that the LFB can be made aware of the arrangements. **Action R Sams**

d) Previous Minute 2.2e Out of Hours: Gap in coverage - Communal CWS tanks

where no Central Plant is located. The definitive data required by Willmott Dixon relating to the locations of these CWS tanks has now been issued. Acknowledged that this gap in coverage issue will be taken to the ISP Project Team for future reference.

Action A Marshall

Acknowledgement for the need to have schematics displayed at each location to assist the contractors and R Sams advised that the proposal is to instruct Reef today (7th Feb) to start producing these as part of their regular inspections / assessments. J Wray asked for an update on the sites completed to date to be submitted to our next meeting.

Action R Sams/Consultant Reef

e) Previous Minute 2.2f) Estate Staff H&S Booklet: Slight slippage due to other priorities, however, Booklet issue anticipated February 2013. **Action A Bowman**

f) Previous Minute 2.2g) Annual Health and Safety Inspection Reports: W2 Workflow will be considered to have a more robust record confirming actions taken / orders raised to address and formally sign off all matters identified within inspection.

g) Previous Minute 2.2h) Out of Hours Cover following A&R Restructure: Acknowledged that current arrangements to remain in place.

h) Previous Minute 2.2k) Vireps Reporting Procedure: J Wray confirmed that the updated draft had been issued to SMT for discussion at their next meeting. **Action H&S Team**

j) Previous Minute 10.1) Development of H&S Kpi's: Work continuing, separate meetings scheduled for next week between J Borra and J Wray and J Parsons. **Action J Borra**

k) Previous Minute 12.2 Gas Meter Access. Reiterated that where the TMO are responsible for the cabinet, there was a responsibility to provide an access key and allow access. Issues related to this requirement to be looked at. **Action R Sams**

4.0 Annual Health and Safety Inspection Report

4.1 Downing House, 118 Cambridge Gardens, Walmer House, Kelfield Court – 18th December 2012

88-90 Bramley, Bramley, Treadgold and Kingsnorth Houses – 11th to 16th January 2013

were signed off.

5.0 Risk Assessment – Current Position

5.1 DSE Assessments. “On Line” approach is still likely option to be followed.

5.2 It was noted that new wide screen displays being installed did not have height adjustment and issues were being raised by staff regarding screen height. This was

noted and to be followed up by H&S Section. Also, H&S to discuss with IT the possibility of purchasing adjustable height screens. **Action H&S Section**

- 5.3** Generic Risk Assessments for A&R and Repairs On Site and Office Based Activities updated and issued by J Borra to the Group. Comments/amendments received from H&S Section and incorporated into final draft. Agreed that these are signed off by the Group and passed to the corporate H&S Committee for sign off and adoption. **Action J Borra/H&S Section**

6.0 Fire Risk Assessment – Progress Update

- 6.1** Leaseholder Front Door – FRA Non-Compliant Enforcement: The issue of enforcement yet to be resolved. Application being made to the Secretary of State for determination in terms of responsibility for enforcement.

Acknowledged that at this stage, it is considered that the TMO is doing everything reasonable to reduce the number of non-compliant lessee doors in the stock.

- 6.2** Outstanding Actions: A significant number of actions remain outstanding and Group recorded their concern. All were asked to ensure that these are progressed with actions/progress evidenced and confirmed to H&S Team asap. FRA procedure to be audited imminently so J Wray anxious that this is addressed as a matter of urgency. Additionally, if the LFB discover the extent of actions outstanding actions we will render ourselves liable to enforcement action. **Action ALL**

Confirmed that through the establishment of mapping streams, anticipated that improved management of FRA actions will be achieved. Proposal is for Building Services Team/R Sams/J Wray to meet to discuss progress on actions. **Action R Sams/BST/J Wray**

- 6.3** Fire Safety Policy: Being drafted, will include inspection frequency, evacuation policy etc. Regarding the evacuation strategy, agreed that although many properties have primary access, evacuation plans/policy should continue to be publicised with focus on high risk (high rise) sites.

Brief reference was made to the possibility of a Fire Safety Publicity campaign, with involvement of the Resident Engagement Team. Further consideration to be given to this. **Action ALL**

- 6.4** Auto Fire Detection. FB have confirmed that they intend to charge for attendance at all future activations at a block following their attendance at 10 false activations of fire alarms. Regarding alarm activations at 70 Tavistock Road, agreed that D Ruredzo will ensure that all technical issues such as the sensitivity and / or location of detector heads that could possibly contribute to false alarm activation are to be investigated and addressed as a matter of urgency. **Action R Sams/D Ruredzo**

- 6.5** Strategy for Future Front Entrance Door Renewals: Discussions ongoing with Manse Masterdor about whether they will complete the installation of the remaining 150 doors to complete their original contract. The possibility of MMD supplying the doors for another contractor to fit was also under discussion. There had been some problems with access and also parking in some locations which had contributed to the current

situation. Meeting held with contractor last week. It was acknowledged that C McGarry - Capital Programme Team Project Manager was trying to progress access issues. **C McGarry - Capital Programme PM**

Agreed door specification still to be circulated to S Thompson. **Action J Wray/ALL**

- 6.6** Holland & Elsham Smoke Detectors in Communal Areas: Whilst Mike Hallimond had confirmed that these would be removed and replaced with hard-wired detection in individual dwellings J Wray had reiterated her previous request for details of the actual programme, blocks completed to date and timescales for the remaining blocks so that the FRA Action Plans can be urgently updated. J Borra will approach C McGarry for information. **Action J Borra/C McGarry**
- 6.7** Hard Wired Smoke Detection Installation at Cremorne/Dartry Clubrooms: Issue of the requirement to link installations to a central fire alarm control panel and link this to CAS to enable remote monitoring when Sheltered Officer is off-site was raised. Hash Chamchoun had also raised this with R Sams who had agreed this could be progressed. Agreed that J Wray will e mail R Sams with information to facilitate. **Action J Wray**
- 7.0** **Feedback /Update on Status of Current Engineering PPM Contracts**
- 7.1** Good progress being achieved on gathering evidence of compliance in terms of Legislation/Statute, Code of Practice, British Standards, COSH, H&S at Work etc which is/will be held on Keystone.
- 7.2** Central Plant New Contract Procurement: Tenders returned, (from BTU, Cofely, Mitie, S&F & T Brown), quality assessment being undertaken, to complete 12th February with recommendation to March TMO Board. Programmed contract commencement July 2013.
- 7.3** Lifts New Contract Procurement: Approximately one month behind the Central Plant Contract procurement programme.
- 7.4** Lift Shut-Ins. At the request of the LFB Contact Number Notices have now been installed within Lift Cars. A previous request had been made for the display inside all lift cars of the TMO contact telephone numbers (that are on the notices outside the lift in the ground floor lobby), to obviate calls being made to the LFB following a shut-in. A request was made that we check to ensure that this exercise had been completed at **all** lift cars. **Action R Sams**
- J Wray requested that response times contained in the proposed Contract be confirmed. **Action R Sams**
- 7.5** Periodic Inspections within Dwellings: Periodic Inspection Programme being procured via mini tender including PRI's. Currently out to tender to 4 Contractors with Inspection Programme to commence late February early March 2013. Intention is to have a service provider in post undertaking inspections and resultant works. Prioritisation exercise adopted targeting properties without PIR, with expired PIR and due date PIR. Larger Contract procurement covering remaining areas has commenced

and will be subject to OJEU requirements. Arrangements to set up Periodic Inspections within Communal Areas to follow.

All were asked to note that the ISP Business Plan includes provision for Domestic Wiring. **Action ALL**

- 7.6** Water Hygiene Contract: OJEU applicable, procurement process about to commence, procurement programme to be provided. **Action R Sams**
- 7.7** With regard to hard wired smoke detectors, issue of maintenance policy remains unclear. Suggestion had been made that these be inspected, tested & cleaned annually by the gas servicing contractor – however, arrangements would have to be considered for those installed in properties with no gas supply.
- 7.8** It was acknowledged that following discussions between J Wray and P Maddison, it was confirmed that the Capital Programme will be focusing on meeting compliance.
- 8.0 Responsive Repairs Contract – ISP Update**
- 8.1** Delivery of ISP on programme, WD contract extension to 23rd August 2013. The following matters being progressed/considered – Operating name still to be agreed, branding to follow, TUPE, IT system Capita, vehicle tracking systems, mobile working/PDA's for operatives, framework agreement for materials, sites for local storage (Trellick/Holmeffield/Silchester), supply chains, re-organisation of existing accommodation (JB to be involved, C Morris to be included within information loop).
- 9.0 Asbestos**
- 9.1** Regarding the intention for the operational responsibility for Asbestos to transfer from H&S Team to Assets & Regeneration, J Wray has met with P Maddison, acknowledgement that responsibilities include not only data storage but associated tasks which have resource implications for A&R. Further discussions on this are anticipated. **Action A&R / H&S Team**
- 9.2** Data return issues for both asbestos Contractors still continue and are not consistently providing the data in the agreed format to facilitate easy uploading to Keystone.
- 9.3** Confirmed that two separate meetings with the two Contractors have yet to take place. A Marshall agreed to arrange meetings as quickly as possible. Meetings to include standard approaches to inspection / surveying, (concerns noted over too much “presuming” at surveying stage) and data/information transfer issues. **Action A Marshall & H&S Team**
- 9.4** Reiterated that J Wray/A Bowman /J Parsons discussions/liaison on-going regarding the issue of asbestos removal data updating. The aim is to minimize the amount of data entry at the TMO end. Progress on this is dependant on the receipt of timely data in a compatible format. **Action J Wray/A Bowman/J Parsons**

9.5 Possibility of a programme of Asbestos Management Surveys within Communal Areas being investigated. Confirmed prices being sought.

9.6 Noted that the ISP will include asbestos removal.

9.7 Reiterated that the Asbestos Management Policy and Procedure was currently being reviewed. The review process will include training requirements and revision of workflow process flowcharts. **Action J Wray/J Borra**

10.0 Fall Arrest Systems

10.1 Following the training session at WEE in December 2012, issues identified including, transfastners missing and general lack of control/accountability for equipment, specific training required in relation to each site, no maintenance contract with certification expiry on March/April 2013.

10.2 Agreed that a new approach to be taken to pilot scheme with two harnesses held in the South at WEE and two held in the North at Treverton/the Hub.

10.3 It was agreed that details relating to manufacturers recommendations, list of blocks involved, suitable contractors to be passed to A Marshall / S Thompson again. **Action H&S Section**

11.0 Any Fires/Enforcement Action or Deficiency Notices Served.

11.1 Intention is for this to be a standard agenda item. Nothing to report.

12.0 Any Other Business

12.1 Grenfell Tower – No water last weekend: No provision within the Central Plant Contract for the Contractor to provide/transport bottled temporary supply. Delivery was made by OCS/Caretaker of bottled water supply on a “goodwill basis”. Concern that no formal arrangement in place and as such we could encounter a situation where OCS unable to respond. Procedure required to deal with confirmation of water bottled store and transport arrangements. Confirmed that this has been placed on the ISP Project Team agenda.

13.0 Future Meetings

13.1 Next meeting 10.00am 4th April 2013, Network Hub.

Future Meetings, invites sent – 4th April, 30th May, 25th July, 19th Sept, 14th Nov, 9th Jan 2014, 6th March 2014

Apologies received from J Wray re next Meeting 4th April.

Circulation All Attendees, Members of the Group, Exec Team.

J Borra
Policy and Compliance Manager
A&R Department

19th February 2013