

**KENSINGTON & CHELSEA
TENANT MANAGEMENT ORGANISATION**

**Operational Health and Safety Meeting
Thursday 12th September 2013 Portobello Room 1**

Present: Sacha Jevans (SJ)
Janice Wray (JW)
Andy Marshall (AM)
Peter Maddison (PM)
Alex Bosman (AB)
David Burns (DB)
David Gibson
Kiran Singh
Maria Needham
Vicky Gilbey

Introduction

The purpose of the meeting is to review the current Health and Safety procedures and enhance current processes; ensuring the correct members within the organisation have the appropriate management strategies and the necessary resources in place to meet compliancy

Agenda

1. Health and Safety Review and Obligations

1.1 JW gave an overview of organisational responsibilities. JW noted areas of special attention for actions which had been previously agreed in other H&S focused meetings but had not be escalated appropriately, resulting in actions not being adequately meet. Below are key areas:

- Asbestos- Based on current data to hand, approximately 300 of the largest blocks have had a communal asbestos management survey undertaken. JW estimated there were about 200 of the smaller blocks – mostly street properties - which have yet to have a communal survey carried out. (These figures are based on the breakdown of blocks with communal areas where FRAs have been undertaken.) JW explained that with the repairs budget available up to now we have prioritised the higher risk blocks, those where asbestos is known to be present in the dwelling etc. This is an area of non compliance and does need to be

**Action
by**

addressed.

Asbestos legislation does not explicitly cover dwellings however, these are covered by our common law responsibilities to our residents and as such we carry out void surveys, write to new tenants etc. to advise them of the locations of asbestos in their home and how to ensure they are not subjected to risks from it.

Considering the Asbestos legislation had been in place for 10 years ago, PM felt the current management of Asbestos was an area of exposure and a programme for communal and dwelling management needs to be put in place.

JW

JW explained she would be meeting with Matt Hodgson, Health and Safety Consultant and an Asbestos consultant in two weeks from the date of the meeting, to discuss our approach to Asbestos compliance and she would provide an update at the next meeting.

JW/AB

- Legionella-Shortfalls were noted in the current management of communal water storage. AB explained his team were on target to be compliant by November 2013.

. JW and AB to review the current Voids check list in support of compliancy and provide and update at the next meeting.

- ESA (Estate Service Assistants)-The inspection regime needs to be revisited as not all actions were captured and some of those captured are not being progressed in a timely manner leading to elevated levels of risk in some locations. Escalation procedure to be investigated.

AB

- FRA -Priority needs to be given to ensuring actions are completed in line with the FRAs and London Fire Brigade requirements.. The FRA actions need to be completed by July 2014.

AB/JW

- Need to ensure that when blocks are refurbished or materially altered H&S are advised as a new FRA is required in these circumstances.

JW agreed to bring FRA statistics to the next meeting

- Lessee flat doors- 105 doors are currently considered to be potentially non-compliant. Clarity regarding RBKC decision on non-compliant door replacement needs to be explained in detail. PM suggested sending a letter to leaseholders

All

regarding non-compliant doors with an insert explaining TMO would replace doors where appropriate.

JW agreed to advise Home Ownership and RBKC Legal Services of the Group's position on providing replacement doors for these leaseholders and will provide a further update at the next meeting.

- Virep (Violent Incident Report)- Better checks and a regime on reporting needs to be agreed. Virep spreadsheet is available to all staff via the intranet and is updated constantly. However, it can only record reported incidents of abuse etc. It is likely there are a number of residents who present a potential risk but about whom no information is yet available.
- Procurements-Agreements need to be made on how H&S issues relevant to procurements are managed. JW advised of the need to carry out consistent h&s vetting of contractors – at procurement stage and also once they are employed and working on our blocks. There are a number of vetting schemes available that we may wish to consider taking advantage of (CHAS, SSIP etc.)

1.2 PM was concerned with the management strategy on windows and child safety, as there are risks but he was not clear on TMO's approach. JW explained that following the fatality at Silchester Estate TMO took Counsel's opinion on this issue and based upon this opinion a draft policy was submitted to Operations Committee for approval. Committee approved this but asked for a technical specification to be drafted to supplement the policy and ensure that Project managers etc. were clear about what is required. Janice agreed to circulate for the next meeting, Counsel's Opinion, the Policy and the draft technical specification that had been provided by Mike Hallimond.,.

2 Agreeing Agenda

2.1 It was agreed JW should bring legislation updates and advice to the meetings; including issues mentioned by the group i.e. windows and child safety, lift safety, lessee doors, Asbestos and Legionella.

2.2 JW explained she felt much of the H&S approach was reactive and responsive rather than proactive and was in line with

budgetary implications, and felt there was no assurance that agreed actions were being met going forward i.e. Void standards, fire stopping and felt processes need to be put in place to confirm things are effectively progressed and concluded.

2.3 MN explained ESAs do 100 inspections per month and felt processes should be put in place to check that the inspections forms were being completed correctly. JW raised concern raised by ESAs that some issues appear to get lost in Reporting Repairs'. KS explained the implementation of ESA PDAs should help improve processes once a methodology of reporting issues has been agreed. ESA PDA should be in place by the end of October 2014. KS agreed to provide an update at the next meeting

2.4 Adrian Bowman, Assistant Safety Advisor undertakes the annual communal inspections. JW explained she was proposing to put the process into a W2 work flow. It was agreed JW should bring 'High Level exceptions to the meeting.

2.5 SJ wanted clarity regarding the health & safety training programmes in place TMO staff. It was agreed JW would provide a summary on measures in place to keep staff updated with training and legislation changes.

2.6 At the next meeting the Agenda would be as follows:

- Brief on H&S; including incident report by JW
- Performance update by AB and DB
- Operational processes (exceptions) by All
- Training by JW

3 Monitoring and Reporting

3.1 AB explained there was a big concern with fire equipment as the data to hand was inaccurate including the an inaccurate asset register. He confirmed that FRA actions are being worked thorough and completions would be forwarded to h&s.

3.2 Software upgrades are needed to improve data storing so that the exception reports can be disseminate to the relevant members of staff.

3.3 AB presented the group with the current programmes in place and also gave an indication of where the organisation was in terms of compliancy. Within 8 weeks the domestic gas, domestic electrical and communal water storage programmes should be up to date. It was agreed AB would bring compliancy

update percentages to future meetings. AB and DB would ensure targets were met against time frames.

AB
AB/DB

TMO are expected to give the auditors an update following the H&S 'limited assurance' award. JW agreed to raise concern about the timing of the follow-up audit with Anthony and feed back to next meeting.

JW

4 Resourcing Health and Safety

4.1 PM explained responsibilities needed to be clearly indicated before he could determine how long it would take to effectively manage H&S resourcing; including management of day to day information and how much work is needed to meet compliancy against time frames. It was agreed a benchmarking exercise should be undertaken against other organisations.

AB explained a full programme for communal inspections and re-inspections is needed. Permanent recruitment is required and time scales when post(s) will be filled is also needed

4.2 A&R team will manage and implement a new Asbestos programme. Additional resources would be needed to implement the programme.

4.3 DB wanted clarity on who would be challenging A&R in terms of efficient processes and management. It was suggested an external organisation could be instructed to sense check.

5 Organisational Culture

5.1 It was agreed there was need for an organisational improvement in how H&S issues were managed and maintained. SJ agreed to liaise with Matt Hodgson H&S Consultant and ensured 'High Level' exception would be addressed at the Operational Health and Safety Group meetings

5.2

6 Date of next meeting

Date to be confirmed.