

**KENSINGTON & CHELSEA
TENANT MANAGEMENT ORGANISATION**

Health and Safety Operational Meeting – 21st November 2014

Present: Peter Maddison (PM), Janice Wray (JW), Teresa Brown (TB), ,David Gibson (DG), Maria Sharples (MS), Alex Bosman (AB), Gillian Kennedy (GK), David Burns (DB), John Borra (JB).

Apologies: Sacha Jevans (SJ), Kiran Singh (KS).

Minutes of the meeting 2nd October 2014

Matters arising

Damaged Lamp posts at – The TMO need to consider replacing the damaged lamp posts which may be done prior to end of January.

Works have been commissioned at Tavistock as part of the adjudication for RGE and for fire alarms.

Exception report

JW confirmed that an aerial has been discovered on hazel wood tower. The team will monitor to see if anyone attempts to go back to collect/tamper with aerial.

Access to Street Records – The keys for communal blocks are expected at the end of next weeks to check whether they fit the locks. Wendy Stevenson has been trying the keys we do have to see if they are still correct then get mobile locksmiths to do the rest.

Lancaster West Doors – AB will potentially need to tender these works as value of works is around 50/60k. Alternatively the works could be done through Repairs Direct.

Lessee doors – David Ward is negotiating with the resident at Trellick Tower who has a non compliant door. Aiming for resolution by Christmas.

Scaffold registers – possible issue with RD due to the end of contract with the current contractor . JW has a document which is being uploaded but it is not clear what is still in situ. AB clarified that it was due for completion shortly by RD. The list needs to be constantly updated as it is a live document..

Automatic Openable Vents - AB confirmed that Colt are the only company who can work on the vents. The control for the vents in the finger blocks needs to be moved from Grenfell Tower to the finger blocks. JW told the group that there has always been an issue. The issue with the vents being open and causing slippery floors as the vents constantly open. JW to go back to LFB and tell them the system is operational again. JW confirmed that the TMO are expecting a deficiency notice,

Grenfell Tower Fire Safety – JW confirmed that the TMO are looking to ensure that we integrate the most recent fire safety kit. LFB are not engaging with Eddie Defarn.

Action by

AB

AB

Rydons have done everything LFB have asked them to do. In regards to the vents, Rydons were sourcing a contractor to get the works done as soon as possible. It is likely to be after Christmas. Rydons have explained to LFB that the system is beyond economical repairs and LFB are aware to be appropriately equipped when arriving to deal with fires.

Grenfell Tower – National Grid attendance - Riddor had contacted JW to explain there is no current risk. AB to send report from GCS to JW. PM explained that the report from riddor showed carbon monoxide in the chute area on the 3rd floor however no report of levels from within boiler room. **JW to send email sent to HSE to PM.** PM highlighted that there had been Issues obtaining the information from National Grid and had to request the reports via a FOI.

JW

Introduction of Rapid Response - Moving forward there will be a regular testing of the alarm in the office. PM suggested that we do an unannounced alarm as there is a concern that people won't respond. JW to let PM know when the test will be. All actions done including a new a queuing system. Only thing left to resolve is whether the reception door will be left open.

H&S Action plan - JW has developed a plan which is to be distributed to the group.

JW

Lone Worker Policy & Guidelines - MS and JW looking at how disciplinary information should be included within the policy. MS confirmed that three members of staff refuse to use the devices and they are discussing this with their union. **JW to add to policy wording to the effect of 'failure to use this May result in disciplinary action'**. JW has consulted and reviewed the policy with staff.

JW

FRA Stats

In regards to the responsive Health and Safety FRA actions, JW confirmed that RD has a subcontractor who specialises with works for fire risk assessments. This will help to reduce the number of actions.

Contract Management FRA's – It was confirmed that these are with the contractors to be signed and SOR codes to be added. The remainder are with capital works so should be completed shortly.

JW suggested that there had been an additional 28 surveys done however there was no paperwork to support these.

Performance

Currently there is 99.9% for communal gas.

There 91% for electrical however the rate of increase will now drop as most properties outstanding involved no access cases.

JB confirmed that the policy and procedure to gain lawful access is in final draft currently with a view to implement shortly.

Water Quality is down at 49%. Clearwater have started on site early now but formally start on 1st December. It is envisaged that the figure will increase to 100% by Christmas.

Fire Compliancy is 49% with a view for improvement with Chubb is end of January.

Lifts – servicing is currently at 100% but the insurance inspections are lower. The Veritas contract is being reprocured so the service is slowing down.

The Audit response for domestic gas was substantial.

Operational issues

MS highlighted that there has been several issues with lifts at Worlds End. AB confirmed that most works have been completed with some cosmetic works remaining.

PM highlighted that there had been issues with the lift contractor as well as obtaining parts for the lifts as the parts were often not stocked due to age. Elm Park Gardens are under the first year lift programme. PM suggested that there could be a problem with doors being jammed and the lift not resetting itself.

JW highlighted that LFB were due to send an email each time there is a lift shut in. JW was awaiting information from LFB regarding recent shut ins. Calford Seaton were undertaking inspections. AB confirmed that Contractors should be making TMO aware of trappings they attend.