

**KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION**

**Health and Safety Committee Meeting**

**Tuesday 24<sup>th</sup> November 2015 at 2pm  
Network Hub, Portobello Room 1**

**Present:**

Sacha Jevans (SJ)	Barbara Matthews (BM)
Janice Wray (JW)	Peter Maddison (PM)
Alex Bosman (AB)	Hash Chamchoun (HC)
Amelia Sales (AS)	Sharon Baah (SB)
Daniel Wood (DW)	Rachel Martinez (RM)
Martin Barr (MB)	Cyril Morris (CM)
Alan Brooks (ABrooks)	Gladys Adjasa (GA)
Fahd Ali (FA)	Faris Saric (FS)
John Borra (JB)	

**Apologies:** Fola Kafidiya-Oke (FK)  
Cyril Morris (CM)

Item	Minute	Action
<b>1.0</b>	<b><u>Minutes of Previous Meeting/Matter Arising</u></b>	
1.1	It may be possible to buy fire safety software at a lower cost and JW and IT are looking into which software to implement for fire safety self assessments.	
1.2	MB to draft a procedure for how the VIREPs should be reviewed for the next meeting in January.	<b>MB</b>
1.3	Reports of any RD accidents - ABrooks reported that RD are going to be more proactive about reporting near misses. JW to follow up with ABrooks.	<b>JW</b>
1.4	Item 2.8: Ms Burke - AB said just kitchen works remain so this will be booked in.	
1.5	Item 2.9: JW put a warning on academy. Is a leasehold property so little requirement to visit.	
1.6	Item 3.2: FRA actions were backlog actions that PM referred to.	
1.7	Item 3.5: <b>CM to check</b>	
1.8	Leaseholder doors - Cindy to come back about the wording. DW to chase. BM confirmed that in the meantime we can confirm the orders and organise.	<b>DW</b>
1.9	Item 5.1: Access to street properties.	
1.10	Lanc-west garage doors - AB confirmed RD will do the work and final timeframes need to be confirmed. Orders to replace/repair doors to be with RD in the next ten days and work can then be programmed in.	<b>AB</b>

1.11	World's End – it was agreed to do Blantyre Tower first. Locks to the electrical intake cupboards will be changed. Orders to be raised and work completed.	AB
1.12	Stable way – The resurfacing work is now complete although there are still claims come through.	
1.13	Refurbishment at 346 - Cyril is keeping up to date.	
1.14	Running reports from insight meeting is done.	
1.15	Asbestos –the policy is here and will them go to ET.	
1.16	Item 7.3 – FRA's for ESA's. SJ asked if there is a record of health and safety actions generated from ESA's. There should be a record on the PDA's. The fire alarm is not on the weekly checklist but everything else is picked up and is on checklist. Actions relating to H&S must be recorded on PDA's. BM confirmed the info is automatically picked up in W2. A PDF version of each check goes to the property file in W2.	
1.17	Checks should be done by reviewing the Onsite reports to ensure actions are being picked up. MB confirmed that escalation should be as usual and FRA's are included. CM to add to agenda to discuss process in next week meeting.	
1.18	Health and safety gas safety policies. And water quality. Water quality needs to go to board.	
1.19	10.1 - Picked up as part of fire actions.	
1.20	Link article but after meeting there was some reluctance to go ahead until contractor performance had improved. Anthony to get Barack to Janice when the time is right. BM asked AB to read the draft article and get back to Janice.	
<b>2.0</b>	<b><u>Accidents and Violent Incidents</u></b>	
2.1	There have been 4 accidents since the last meeting.	
2.2	Ms Boukilli – accident on the staircase between Testerton and Hurstway. Lights test was done on the Friday beforehand but they were not working on the Monday. The lights have been repaired. TMO have not received a reponse on whether a claim will be pursued.	
2.3	Ms Mongan - JW spoke to Daniel Mason. The Contractor had not been back and the cistern was smashed. Possible she may make another claim.	
2.4	Darren Short twisted his ankle.	
2.5	Ms Thomas - had bathroom cabinet fitted which fell off the wall. No injury incurred but we have no record of us fitting the cabinet.	
2.6	Ms Hughes – items being stored in the stairwell have been moved. The NOSP was served.	
2.7	Mr Guedi - had weapons in his property. No threats made. The flat has been	

	sitexed and a warning put on Academy.	
2.8	Ms Emmanuel - male staff must always be accompanied by a female colleague when visiting this property. A notice has been put on the system.	
2.9	Mr Uddin – Neighbourhood Management said no visitors and staff should refer issues to them.	
210	Mr Mohamed – A notice of ‘do not visit alone’ has been put on Academy after aggressive behaviour from the resident.	
211	Mr Eagle – A notice of ‘do not visit alone’ has been put on Academy after abusive behaviour towards a contractor.	
<b>3.0</b>	<b><u>Fire Safety and Fire Risk Assessments</u></b>	
3.1	There are a number of actions outstanding but FRA's are being progressed.	
3.2	Emergency Lighting - PM confirmed that a review has been done and the level of compliance is high. Compliance and W2 processes are not in line but will pick this up in next weeks meeting.	
3.3	Significant findings and action plan. This in will be circulated to committee members so that they aware and can review. The FRA's are not circulated at present unless specifically asked for. There are approximately 15-20 a month.	
3.4	SJ suggested looking at any key themes in the action plans and bringing those issues to the committee. JW noted this suggestion and will do for the next meeting. JW to also look at how the information can be circulated in an appropriate way.	<b>JW</b>
3.5	<b>Fire in block - one incident aside from Adair</b> where the LFB attended. This is under control and JW will get back to Cllr Blakeman.	
<b>4.0</b>	<b><u>Adair Tower Fire</u></b>	
4.1	A significant findings and action plan document has been produced. BM circulated this to the committee. SJ suggested reviewing the emergency process and roles in these instances. This will be discussed at the internal meeting on 15 <sup>th</sup> December and then picked up again at the next H&S meeting.	
4.2	JB suggested a reminder about fire strategies would be useful. JW advised a Link article would be published and a tweet has been prepared.	
4.3	A FRA of Hazlewood will be done tomorrow as it is a similar design to Adair.	
<b>5.0</b>	<b><u>High Level Exception Report</u></b>	
5.1	There are some properties where locks have not been changed. AB advised this will be done in the second phase.	
5.2	No dare for completion of garage doors at this time.  Main vents should be working and control panels done as well.	

5.3	23 Balfour House Fire – This is a leasehold property which had individual locks on internal doors. LFB and Environmental Health are dealing with this. There is some discussion of prosecution. The leaseholder has other properties.	
5.4	AB will get fobs programmed in batches if needed at Lanc-West as programming equipment can no longer be used due to its location.	
5.5	LFB do not have any information on storage in terms of an audit. The storage items have been removed. Not clear what is required. JW wants to send the assessor back so we can be clear about why the items needed to be removed. SJ wants to H&S proof the process in terms of actions deriving from the deficiency notices.	JW
5.6	How do we check actions deriving from deficiency notices are done and monitor how they are escalated if not done within the timeframes. JW will be monitoring the actions. Depending on what the issue is JW will escalate where necessary through the relevant managers. PM would like this in a formal written process. Deficiency notices to be reported at this meeting.	JW
5.7	The TMO is getting lots of filming requests. Making sure that areas are inspected before being approved.	
5.8	Claim for losses sustained at Stable Way. This person does not live at Stable Way but Daniel was onsite at time.	
<b>6.0</b>	<b><u>Workplace H&amp;S</u></b>	
6.1	Work to refurbish the office at Blantyre is now complete. Inspection and FRA to be reviewed when Cyril returns to the office.	
6.2	First Aid/Fire Marshall training to possibly be done in January.	
6.3	CAS office has been cleared.	
<b>7.0</b>	<b><u>Employee Safety Representatives</u></b>	
7.1	JW asked employee representatives if there was anything that needed to be raised in terms of any additional information required.	
7.2	A clearer remit and timeframe for the representatives has been discussed. This role will be important in terms of reporting back to the committee.	
7.3	JW will look at what kind of training would be useful for the representatives.	JW
7.4	JW summarised the functions of the H&S representatives. The role of the representatives is mainly to engage with colleagues and represent their views at the committee meetings. Advance warning of any issues is useful but last minute situations can be brought to meeting.	
<b>8.0</b>	<b><u>H&amp;S Policies – Asbestos</u></b>	
8.1	A more detailed policy has been produced. There is still a management policy which is fine for now. For information: A parliamentary group have commented	

	that it is no longer appropriate to have a management use policy and are in favour of eradication. Not to be implemented yet but it may gather pace.	
8.2	BM asked JW to produce a summary of changes to the new policies in H&S that come to this meeting.	JW
8.3	PM suggested that we need to make residents aware of asbestos and look at communication to residents and contractors.	
8.4	Notification to frontline staff of asbestos: There is no way of staff checking before they enter a property. Nothing joined to the job for RD when it goes through to the operatives. Need to look at how we notify contractors. JW believed there was a process in place via Academy but this is a code which is difficult. Alan said this is only coming across as a code which is difficult when on site. BM confirmed that this procedure will need to be looked at. Need to know where the asbestos is and then how this is communicated. JW to review and follow up.	JW
<b>9.0</b>	<b><u>Repairs Direct</u></b>	
9.1	RD have an action plan of their own. Work under CDM F10's is being reviewed by Alan. RD will be introducing more processes in order to facilitate improvements. BM suggested that these processes are in line with the policies that are used by the A&R department to avoid conflicting policies. This information will need to come to this committee.	
<b>10.0</b>	<b><u>AOB</u></b>	
10.1	JW advised that Adrian will not be back until the New Year and not sure in what capacity. Need assistance in the meantime. JW asked what capacity the committee has to assist with low level inspections and reviewing action plans. SJ asked about risk to organisation of not having someone in this post to do this work. There are other opportunities through other service areas to report any concerns. BM and JW to look at options. JW summarised the work that would need to be covered in reference to the action plans. Some of these things are currently on hold. May need additional resource in order to be able to catch up.	JW/BM
10.2	BM reported for information that the Homes and Communities Agency has downgraded the Orbit group's grading in relation to their governance around fire risks.	