

**KENSINGTON AND CHELSEA
TENANT MANAGEMENT ORGANISATION**

Health & Safety Committee Meeting

**Tuesday 19th January 2015 at 10am
Network Hub, Portobello Room 2**

Present:

Barbara Matthews (BM)	Hash Chamchoun (HC)
Sacha Jevans (SJ)	Amelia Sales (AS)
Janice Wray (JW)	John Griffin (JG)
Sacha Jevans (SJ)	Fahd Ali (FA)
Peter Maddison (PM)	Alex Bosman (AB)
Daniel Wood (DW)	Alan Brooks (ABr)
Graham Webb (GW)	Cyril Morris (CM)

Apologies:

Martin Barr (MB)	Rachel Martinez (RM)
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Item	Minute	Action
1.0	<u>Minutes of Previous Meeting/Matter Arising</u>	
1.1	It was agreed that the minutes and matters arising should be circulated within two weeks of the meeting.	JW/CM
1.2	Regularly reviewing the items on the VIREP spreadsheet. Martin to provide a date for this as it is a work in progress.	MB
1.3	Repairs Direct accidents will come to this meeting in a form to be prepared by the next meeting.	ABr
1.4	Ms Burke complaint - this is now complete as of 21st December.	
1.5	Leaseholder H&S doors - DW to send the letter received from RBKC to the committee.	DW
1.6	Lancaster West garage doors inspection and replacement programme - AB confirmed inspections are complete and works to be completed this week.	
1.7	Automatic Opening Vents (AOVs) at Testerton, Hurstway & Barandon Walks – works are complete. Vents are working but the control panel needs to be repaired. AB to review the procurement plan for this.	AB
1.8	World's End Estate securing cupboards on tower block lobbies – AB confirmed that an order has been raised. Inspections have been carried out by RD. Intake cupboards to be commenced this week and should take 2/3 days. Girda keys not to be used.	
1.9	Review of Insight reports MB meeting OH and Gw to discuss what is	

	outstanding and what priorities are in terms of ESA actions.	
1.10	Article in the Link has been agreed and sent to Peter Griffiths. JW to follow this up.	JW
1.11	Emergency Lighting has been discussed separately.	
1.12	Review of emergency procedures has been done. Checklists and cascade list is agreed but there is some work to be done to make the information available on the intranet and inform staff. JW explained the role for OOH support as ideally two more volunteers are needed to assist with this service. JG and FA volunteered. JW to amend the cascade list. JW, OH, JG and FA to meet to discuss this in detail.	JW
1.13	Access to street properties. Seventeen further addresses that have been identified where access for staff/contractors may be needed. The work to change the locks has been booked for W/C 25th January 2016.	
1.14	Lancaster West fob programming equipment located in Grenfell boiler room – AB confirmed that he instructed the contractor to programme batches of fobs until this equipment is safely relocated when the project at Grenfell is complete.	
1.15	Draft Asbestos Policy - JW proposed a separate meeting to discuss this in more detail.	
1.16	Updating on asbestos in properties. JW to meet with RD when Chris returns and progress after ABr raised concern about current arrangements for notifying RD staff of the presence of asbestos at a property.	JW/AB r
2.0	<u>Accidents and Violent Incidents</u>	
2.1	Ms Novell - slipped on tiles that were newly fitted. No accident report form returned but JG highlighted concern about the workmanship.	
2.2	Ms Cox - Slipped on metal external access steps but the work was carried out by RBKC. The steps are most likely for RBKC to maintain. JW has advised her of what action to take to progress with RBKC. JW to report back on this.	JW
2.3	Mr O'Donnell - Trip at Stable Way. Daniel was on site all day when this incident was reported to have happened. No outcome as of yet.	
2.4	Andrew Palmieri - Faulty door closer on the men's toilet on 1 st floor of the Network Hub which has been fixed.	
2.5	Mr Freemantle & Mr Remy - Smoke inhalation claims. The information has been passed to the insurance company who will determine what further action/information is required.	
2.6	Mr Refaat Kotb - This is being investigated by the Neighbourhood Team. Happened OOH's.	

2.7	SJWEXPLAINED asked. There is anything that should be done differently to prevent bah of these accidents. SJ asked for some purpose around this information if there are trends	
3.0	<u>Fire Safety and Fire Risk Assessments (FRA's)</u>	
	<u>W2 Workflow FRA Actions</u>	
3.1	JW and BM highlighted the main points of the FRA summaries	
3.2	PM asked for the detail behind this report. PM noted that the system should be more robust to ensure actions are escalated if they are out of time or allocated to staff who are no longer with the organisation. GW advised the process will be reviewed to avoid outstanding historic actions.	
	<u>LFB Liaison</u>	
3.3	JW reported that there is a new Station Commander which is having a positive effect on liaison.	
3.4	There was a recent fire at a flat in Elm Park Gardens. The LFB will complete a full investigation. It is thought that there was no detection system in the flat but this is a leasehold property. Cigarette smoking may be the cause but this has not been confirmed. Some residents commented on the lack of detection in common areas but this is not required as the main risk is in the dwellings. JW commented that it is unlikely that the LFB would try to enforce detection in communal areas.	
3.5	Door closers are an issue for leasehold properties if the TMO cannot enforce their installation as there may be difficulty in controlling a potential fire if these are not put in place.	
3.6	JW summarised the process for deficiency notices relating to Paper 3 in the meeting documents.	
3.7	Latest deficiency notice - combustible storage. The TMO have tried to adopt a managed use policy but LFB prefer a sterile policy. JW has asked for clarification on some points in order to establish the extent of the changes that need to be made. Any items that are combustible must be moved and JW is working with Neighbourhood Management to ensure decent standards are met. General guidance will be given to the teams once the position has been confirmed.	
3.8	DW raised concern that the managed use policy is in breach of the tenancy agreements. JW to draft a guidance note and then clarify with LFB and circulate to staff. A process is needed and detail on what the follow up actions should be (reporting process).	
3.9	Deficiency notices are usually sent to relevant ESA manager. PM asked for a live summary of what is being circulated. JW to provide. SJ commented that there is a need to carry out a trend analysis to interrogate the data and check that actions are carried out and escalated appropriately.	JW

4.0	<u>Adair Tower Fire - LFB Enforcement Notice.</u>	
4.1	It was identified that a fire engineer should be commissioned to look at the technical aspect of ventilation in the two staircases at Adair Tower.	
4.2	Door closers to be fitted on all flat entry doors in order to meet requirements. JW has researched tamper-proof closers but these are more expensive and will not necessarily prevent them being removed. Door closers to be chosen so that installation can progress.	
4.3	Gas canisters left by a contractor have now been removed from the roof.	
4.4	The technical specification for doors needs to be agreed and was discussed separately by SJ, AB, PM, BM and JW.	
4.5	Door replacement at Adair for those damaged/burned - All orders to RD have been completed. ABr is going back to check for any defective doors that may have been fitted.	
4.6	Draft Notice - JW to add the telephone number to the draft that will go in communal areas of the building. AB suggested using the word 'home' instead of 'dwelling'. SJ suggested it should be clear to residents which staircase should be used in the event of an emergency. This may not be an issue of both staircases become fire escapes.	JW
4.7	PM suggested writing to individual residents to convey the message in the notice and possibly include in the sign up packs. JG also recommended translating the notice into other widely spoken languages. JW to look into this.	JW
5.0	<u>High Level Exception Report</u>	
5.1	Mobility scooters are still being found in inappropriate places which is being addressed on a case by case basis.	
5.2	The lone worker device is not being used consistently and JW asked the committee to promote use of the device to colleagues. JW and GW to discuss potential use for OOH's in RD separately.	
5.3	Some staff may be visiting in pairs which may be an explanation. JW to get feedback from Managers and then review the current system.	JW
6.0	<u>Workplace Health and Safety</u>	
6.1	CM reported that he is meeting with the managing agents for the Network Hub next week but advised that this has been very difficult in terms of trying to progress outstanding issues. CM was advised to escalate where necessary.	
6.2	Concern has been raised around the reception area at 346. CM is asking for a Fire Risk Assessment – main concerns are the material used for the floor and whether the wood panelling has been treated. CM meeting with other tenants at 346 to discuss the approach.	

6.3	CM to identify a member of staff to do workplace inspections for Lancaster West and 346.	CM
7.0	<u>Health and Safety KPI's</u>	
7.1	JW has put together a list of proposed KPI's which can be edited by the committee. JW asked the committee to let her know if they have any changes within the next two weeks.	All
7.2	It would be useful to develop a process to show that the detection systems that are being installed have been checked. The LFB have suggested that detection systems and door closers need to be tested. PM and SJ discussed the difference between TMO's legal obligations and LFB aspirations. TMO will have to consider whether this work is feasible in terms of cost and practicality. JW to check TMO obligations in relation to this.	JW
7.3	SJ asked JW to transfer the KPI's into a management report for the next Committee meeting with items yet to be decided being left blank.	JW
8.0	<u>Draft a Asbestos Policy</u>	
8.1	Details regarding who the staff representatives are should be put into Insider News and on the Intranet. This should include details of the representatives remit.	JW
8.2	JW discussed ways in which the representatives can get involved in the committee.	
9.0	<u>Repairs Direct</u>	
9.1	The accident reporting form is to be prepared for the next meeting and progressed.	ABr
9.2	ABr to confirm a workplace representative for this committee meeting.	ABr
10.0	<u>AOB</u>	
10.1	JB confirmed that with regard to the new Framework Contract, an unannounced Health & Safety Audit was undertaken in early December 2015 to visit the two Contractors, (Wates & Keepmoat) site offices and then visits to Kitchen & Bathroom works currently on site in the North and South of the Borough. The outcomes were extremely positive with very positive feedback received from Tenants having the works carried out.	
10.2	JW to circulate information on sentencing guidelines for Health and safety.	JW
10.3	Proposed date of the next meeting: 22nd March 2016.	