

**KENSINGTON AND CHELSEA
TENANT MANAGEMENT ORGANISATION**

Health and Safety Committee Meeting

**19 January 2017 at 10.00am
Network Hub, Portobello Rooms 1 & 2**

Present: Barbara Matthews (BM) – Executive Director of Financial Services & ICT
(Chair) Janice Wray (JW) – Health, Safety & Facilities Manager
Peter Maddison (PM) – Director of Assets & Regeneration
Shannon MacInnes (SM) – HSEQ Manager RD
Derrick Singleton (DS) – Operations Manager RD
Cyril Morris (CM) – Facilities Coordinator
John Borra (JB) – Policy & Compliance Manager
Sharon Baah (SB) – Safety Representative
Martin Barr (MB) – Neighbourhood Manager South
Daniel Wood (DW) – Assistant Director of Home Ownership
Hash Chamchoun (HC) – Head of Housing Support Services
Joanne Jacques (JK) – Sheltered Housing Team Leader
Gladys Ajasa (GA) – Safety Representative
Faris Saric (FS) – Safety Representative
Adrian Bowman (ABow) – Assistant Safety Advisor
Anthony Cheney (AC) – Contracts Manager
Sinead McQuillan (SMcQ) – Company Secretary
Gill Petford (GP) – Executive Manager (Minutes)

Apologies: Amelia Sales (AS) – Safety Representative
Sacha Jevans (SJ) – Executive Director of Operations
Teresa Brown (TB) – Director of Housing
John Griffin (JG) – Safety Representative
Ciara McGarry (CMcG) – Executive Assistant (Minutes)
Alex Bosman (AB) – Head of Contract Management
Graham Webb (GW) – Managing Director RD

Item	Minute	Action
1.0	<u>Apologies for absence & welcome</u>	
1.1	Apologies noted and everyone welcomed.	
2.0	<u>Minutes of Previous Meeting/Matter Arising</u>	
2.1	The minutes of the previous meeting were agreed as accurate.	
2.2	Point 7 – high Level Exception Report – JW advised that after the Stage 3 process the Meeting Counsel issued a new lease.	

<p>3.0</p> <p>3.1</p>	<p><u>Accidents and Violent Incidents</u></p> <p>The summaries of the accidents and incidents reported since the previous meeting were reviewed by the Committee and the following noted:</p> <p>Accidents – JW noted that a visitor has fallen down the stairs at Camelford Walk after tripping on the last stair that did not have any nosing. They have advised that they will be making a claim.</p> <p>Violent Incidents – Three to add.</p> <ol style="list-style-type: none"> 1. Wiltshire Close – Resident hit an OCS Operative, we have spoken to the resident but they have denied the allegation. A NOSP has been served. 2. Penzance Street – Two rough sleepers, one male and one female were abusive to the OCS operative. Work is to be done on changing the layout of this property. 3. Frinstead House – OCS Operative suffered abuse from dealers who gained entry to deal drugs. Security has been increased with the rear door now having fob entry only. Reports of vandalism, but we are unsure if this from our residents or those from Peabody. 	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p><u>Fire Safety and Fire Risk Assessments Update</u></p> <p><u>FRA Actions</u> BM raised concern that there were a large number of actions outstanding that are over 12 months. At the next meeting each of the teams with outstanding actions will need to explain their action plan to clear these down.</p> <p><u>LFB Liaison</u> JW advised that the audit at Hazelwood Tower was carried out yesterday and she was advised verbally that we are all broadly compliant. Confirmation of this will be send in due course. The investigation at Adair Tower is still ongoing, but JW has been advised that the response from the residents to the LFB has been poor. The LFB Fire Safety Team Leader is pushing on our behalf for an outcome. We are keeping Laura Johnson’s team updated and we have spoken to a Barrister. We need to put a chronology of events together in case we need it.</p> <p><u>Specialised Housing</u> We are still consulting on the document but when we audit special housing and we encounter a hoarder, we write to them and also speak to the Neighbourhood Team to support them.</p> <p><u>Lift Shut-Ins</u> There have been an increased number of shut-ins at Adair Tower. AC advised that the lift at Adair Tower is not in this year’s programme, but in the next one. A small adaptation will be done to the lift to ensure it will last until it is renewed. We are currently working with the LFB as when stuck in the lift people are calling the Fire Brigade instead of the proper number and they are then obliged to attend. An article was put in the Link recently but that has not reduced the numbers at all. This was discussed and it was agreed to try a poster in the lifts clearly stating who to call if stuck in the lift. JW will speak to City West to see how they deal with this problem.</p> <p><u>Deficiency Notices since previous meeting</u> The following have been received:</p>	<p>All</p>

	<ul style="list-style-type: none"> • Lonsdale House – requirement for a maintenance regime for self-closers. We have sought clarification on this as this has never been raised in similar organisations. We have also asked Dan Wood for his advice on Leaseholders as their front door is their own. • 9 Colville Square – received a broadly compliant in October 2014 and now they are querying emergency lighting and whether compartmentation allows a stay put strategy at this location. BM suggested that a survey on compartmentation should be done on a couple of the flats by RD. • Barandon Walk – reference made to doors which are potentially non-compliant. We have asked for clarification on the specific locations. JW will speak to Carl, A & R and RF about a solution. • Trellick Tower – we have received several emails from the LFB about defective communal doors and rubbish. We are working on resolving these problems. We need to look at recycling. • Grenfell Tower – not all doors were self-closing, and a mobility scooter was found to be parked in a communal area and was being charged via a lead passed through a letterbox into a flat. <p>4.6 <u>Key Themes from Fire Risk Assessments (FRA)</u> A few blocks still have main entrance doors fitted with Banham locks and Nicky Bartholomew is looking into this.</p> <p>4.7 <u>Fires in Stock</u> There have been three fires reports since the last meeting:</p> <ul style="list-style-type: none"> • 9 Pickwick House – no injuries and limited damage to property • 25 Mulberry Close – no injuries • Cremorne – pot of pasta left to cook ignited. No injuries but it did highlight a very vulnerable resident. <p>4.8 <u>Community Safety Bids for LFB Funding</u> JW advised that the Telecare Overlay System at Dartrey Walk Sheltered Clubroom bid was successful in obtaining funding from the LFB’s Community Safety Fund.</p>	JW
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>Review of fire Safety Policy & Strategy</u></p> <p>JW advised that the Fire Safety Strategy has been updated and the three areas where proposed changes will incur additional costs are highlighted in the report.</p> <ul style="list-style-type: none"> • Fire Action Notes – the cost for obtain self-adhesive notices for all blocks across the stock is circa £k. Fitting these signs has not been factored in and it was suggested that perhaps the ESA’s could do this. • Programme of fitting self-closing devices to flat entrance doors – There is no extra money available from RBKC for this so it will need to be included into our existing programmes. We are awaiting the legal position on this first. • Increasing the frequency of the comprehensive Fire Risk Assessments – this would add an additional £13k per year at current prices. <p>The process for getting this agreed would be to get it first approved by ET, then RBKC, followed by Legal advice before going back to H & Safety Committee before going to Board for final agreement.</p>	

6.0	<u>High Level Exception Report</u>	
6.1	The PAT testing programme starts on 31 January 2017.	
6.2	Anonymous letter criticizing Wates working practices – it was noted that nothing has been heard on this.	
6.3	Working Time Regulations – HSE Visit – this has now been resolve.	
7.0	<u>Violent Incident Reporting, Review & CRM workflow Update</u>	
7.1	JW noted that the phrases need to be standardized. The first 10 on Appendix A are for information and the rest are to be amended. We are looking to move this onto CRM once the current data has been cleansed. Esausive have been in to look at the workflow and Kirk Dede is leading on this.	
7.2	This needs to be a manager's item at team meetings to ensure amendments are made and the standardized phrases used. If this is a performance target, then operatives need to be able to do this on pda's.	
8.0	<u>Identicom Lone Worker Devices</u>	
8.1	JW thanked JG for producing this report, which highlights the advantages of using the device, and why some staff might be resistant to using it. JW noted this is the first time she had had feedback on its use. It was noted that FS and Repairs Direct have both reported problems when there is no phone signal in a building.	
8.2	Phone Apps were looked at 2/3 years ago and as they are now more advanced BM asked for these to be looked at again.	
9.0	<u>Workplace Health & Safety</u>	
9.1	CM noted that the DSE self-assessments need to be completed by everyone by the end of the financial year. 103 staff have completed them and a reminder will be included in the next QWIC. It was felt that the e-learning has overshadowed this.	
9.2	Blantyre Office – it was noted that Repairs Direct now have the tiles. Latimer Office – Works are all done with a few snagging points to be completed in the next couple of weeks. Staff took ownership on the colours for the office.	
10.0	<u>Performance Report</u>	
10.1	JW advised that this is still work in progress with getting some of the stats, but it is very positive reading and shows we are achieving results.	
10.2	MB noted that on the ESA Inspections the Pass or Fail is now added as it is a lot stricter now.	
10.3	The new targets for next year will be discussed at the next meeting.	

11.0	<u>Safety Reps</u>	
11.1	Abow asked about recycling at Blantyre using sacks. JW will look into this.	JW
11.2	SB noted that the storeroom at Portobello has been decluttered. The community room at Henry Dickens court has Wates goods in it and the electrics are not working. SB has spoken to Clare Williams about this, but as yet nothing has been done. PM will speak to Clare about getting this done asap. GA noted that the results from the South are sent to Nicky Bartholomew and the ESAs. Responsibility for the ramp is still needed at there are lots of cigarette butts on it which someone could slip on. JW to speak to Nicky about this.	PM JW
12.0	<u>Repairs Direct</u>	
12.1	SM noted that at the next meeting there will be an RD action plan following the recent gap analysis on H & S for RD. Members of the Neighbourhood Teams have been working on this as well to ensure the information is fed back to the right people.	
12.2	The RD operatives will all be undergoing medicals from 25 January onwards. Two accident claims have been received and an investigation procedure for accidents will be established to ensure consistency. BM asked for a regular update report on accidents for this meeting.	
13.0	<u>AOB</u>	
13.1	JB noted that the TMO Scaffolding Policy now has a first draft which JW has worked on. It is now with Senior Managers and SM from Repairs Direct for comments and observations. PM and JB to discuss this. Acklam Road – it was noted that there are lots of cardboard boxes there which JW will look into. AC noted that there is an Aladdin's Cave at Worlds End full of household appliances that are now on CRM for action. CM noted his concern at heaters that are lent to tenants when their heating fails. This was discussed and it was agreed that we should not have these back as they would have to be PAT tested. If they are returned they should be disposed of. Abow noted that at Worlds End there is a resident who is deaf and dumb and has various pieces of old equipment that need PAT testing. Social Services do not accept responsibility for doing this. JJ will look into this equipment and report back to JW on it. JW noted for info that a half day Fire Safety training session was held in December. BM noted that she is unable to attend the H & S meeting currently on 14 March	PM/JB JW JJ

	so asked for the meeting to be moved.	
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