

**MINUTES OF THE TMO HEALTH & SAFETY COMMITTEE MEETING**  
**13 JANUARY 2015**

**THOSE PRESENT:**

Janice Wray	Health, Safety & Facilities Manager
Daniel Wood	Assistant Director Home Ownership
Alex Bosman	Head of Contract Management
Hash Chamchoun	Head of Supported Housing Services
Kevin Langan	Team Leader Supported Housing
John Borra	Policy and Compliance Manager
Maria Sharples	Head of Neighbourhood Management (South)
Adrian Bowman	Assistant Safety Advisor (Secretary)

**APOLOGIES FOR ABSENCE:**

Anthony Parkes	Executive Director of Financial Services and ICT (Chair)
Wendy Stevenson	Estate Services Team Leader - South

No.	Main Points for Consideration by Executive Team	Action
<b>1.</b>	<b>Safety Representatives</b>	
	The H&S Committee currently has no union-appointed Safety Representatives or employee reps. Consultation with employees on H&S matters is a statutory obligation and is crucial in getting staff engagement to buy into H&S. It is recommended that the possibility of introducing some form of incentive to encourage staff with the appropriate skills to volunteer for this role and provide them with the training they require to be an effective employee H&S reps is considered.	ET to discuss & provide a view
<b>2.</b>	<b>Construction (Design &amp; Management) Regns 2015</b>	
	The Construction (Design & Management) Regulations are changing in April 2015. As they have yet to be published we cannot be absolutely clear on what they will require but they will place greater responsibilities on the client for the H&S of projects. Additionally, the role of the CDM Coordinator – who was appointed by the client to assist with policing the project is to be deleted. Janice to discuss the impact on the TMO with Jenny Jackson & David Gibson.	To note
<b>3.</b>	<b>Identicom Lone Worker device</b>	
	The monthly report from Identicom shows that the majority of staff who have been allocated these devices are not using them consistently (or at all in some cases). Janice will distribute the report to all relevant managers and request that they raise with their staff the need to charge, carry and use these on all occasions when they are lone working.	To note

<b>1. INTRODUCTION &amp; APOLOGIES</b>
1.1 The meeting was opened at 10:00. Apologies were received from Anthony and Wendy.
<b>2. MATTERS ARISING FROM MINUTES</b>
2.1 Street property access: As we have now identified the street properties where keys are not available to us, Alex advised that he intends to re-visit this and investigate the possibility of changing locks to fit in with our existing assa suite of locks and keys. It was agreed that this will be preferable to cutting keys for non-standard locks that may have been installed by residents. Once Alex is able to firm up his recommendations Maria and Dan will liaise to coordinate the drafting and mailing of letters to residents at these blocks. <b>Action: Alex.</b>
2.2 Anthony had requested that Alex summarise the testing and outcomes of the Grenfell Tower Carbon Monoxide incident. Alex advised that he had already provided a summary report and was happy to supply Anthony with a further copy. <b>Action: Alex to provide copy of summary to Anthony.</b>
2.3 Anthony had requested that we appraise RBKC of our good practice in relation to out of hours coverage for the sheltered schemes during the Fire Brigade strikes (which ensures fire alarm activation can be investigated immediately and firefighters will attend). Hash confirmed he had sent this information to RBKC, who were proposing to use it to encourage other RSL's in the borough to follow suit.
2.4 John advised that we had received official confirmation of a "satisfactory" rating with excellent prospects following the RBKC audit of the gas safety team.
<b>3. H&amp;S ACTION PLAN</b>
3.1 Janice confirmed that members comments had been incorporated into the Action Plan and this had been further updated with progress to date on each item. This paper had been circulated and the Committee discussed progress. Alex was asked to provide a brief update on the A&R action points. It was noted that as many of the actions were ongoing so it was difficult to give an accurate snapshot of progress at any point in time so Alex suggested that we confirm the date & outcome of the most recent auditing carried out by the H&S team. Janice agreed to update the Plan further with this information. <b>Action: Janice &amp; Alex to update.</b>
3.2 There were still two outstanding non-compliant lessee front doors and efforts to resolve these are ongoing. Dan confirmed that negotiations were still progressing in respect of this.
<b>4. ACCIDENTS, VIOLENT INCIDENT REPORTS</b>
4.1 A total of 21 accident reports had been received since the previous meeting. Of these, 13 were from the sheltered schemes and related to residents activities mainly within their flats. Of the remaining eight incidents only two of these involved employees (both RD employees) - one who apparently scalded his hand on a kitchen water heater and the second had been injured by a faulty drill bit which had caused the drill to slip and injured his hand. (This had been reported to the HSE.)
4.2 Twelve incidents of violence / abuse had been reported in this period. Three of these

documented information supplied to us by other agencies. Another two incidents were from sheltered housing. All of these had, or were in the process of being followed up with some form of action, and warning information posted on our systems.

## **5. FIRE RISK ASSESSMENT (FRA) – Update on outstanding actions**

5.1 W2 workflow: The FRA stats. paper was circulated with the overall position on outstanding actions and also the breakdown of items outstanding by team. A total of 524 actions remain in the system as outstanding. Teams with the most items outstanding were A&R Contract Management with 253, and Responsive Repairs with 168. Maria requested that items allocated to Wendy be re-allocated to Jimmy Lemos for progression whilst Wendy was away and Janice agreed to progress. Alex advised that RMA electrical items should be completed at the end of this month and then he will be able to update W2 to reflect this. Further, Alex advised that there had been some difficulties with the Chubb contract, so outstanding fire extinguisher servicing etc. had not been resolved as swiftly as we required. Janice advised that she would be meeting with John Tatham to get an update on progressing the responsive items.

5.2 Lessee Doors: as advised previously in the meeting

5.3 LFB Liaison: The next regular liaison meeting with the LFB is scheduled for Tuesday 20<sup>th</sup> January. The LFB had specifically requested that the flat entrance door for 27 Gillray House, progress with the fire stopping works in the high-rise Cremorne blocks and automatic fire detection across this estate be added to the agenda for their meetings. It was confirmed that we were awaiting an Occupational Therapy assessment for the resident's disabled daughter at 27 Gillray before we could proceed with installing the replacement door. (It is essential that we have their requirements so that the correct door opening mechanisms etc. could be fitted.) Alex confirmed that the fire stopping works are still scheduled to start in April 2015 and he agreed to provide statistics on the level of automatic fire detection fitted in dwellings throughout this estate.

5.4 Janice advised that there had been two small fires in the stock in recent weeks. The LFB considered both to be minor and no one had been injured. The first was a small accidental rubbish fire outside Kensal House and the second, at 12 Southam House, was caused by accelerant being deliberately poured through the letterbox. The Police are investigating this incident.

## **6. HIGH LEVEL EXCEPTION REPORT**

6.1 A new pirate station had been discovered on Hazlewood Tower during mid November. (This is not a location where problems have been experienced previously). Adrian removed this immediately and informed Ofcom and to date there had been no recurrence.

6.2 Alex advised that the contractor Topcoat would now be progressing the Lancaster West garage door inspections and maintenance.

6.3 Janice advised the scaffold register that had recently been set up was being populated but the RD information was not yet fully comprehensive. John Tatham is aware and is working to improve this info. John and Janice will be meeting to discuss.

6.4 The automatic openable vents on the finger blocks at Lancaster West are not operational currently. Alex confirmed the intention to replace these with fixed vents which do not require extensive maintenance asap. We are still awaiting a LFB Deficiency Notice n

relation to these not opening during a recent dwelling fire however this has not yet been received. Janice advised that she had been made aware that the LFB are particularly anxious about AOVs and crossflow ventilation and are already targeting a number of housing providers across London so it is possible they may challenge our proposed approach.

6.5 The response procedure for the hub reception panic alarm had been trialled twice and managers had responded by attending reception as required by the new procedure. This is now to be tested on a regular basis (at least monthly) to ensure everyone is familiar with the new procedure.

6.6 The lone worker policy had now been updated to reflect the introduction of the Identicom lone worker device. This has been posted on the Intranet.

## **7. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS**

7.1 The CDM regulations are due to change in April 2015. An information sheet regarding the proposed changes was circulated and Janice highlighted one of the major changes is the removal of the CDM coordinator role and the increase in the clients responsibilities / duties.

## **8. H&S INSPECTIONS & PROPERTY RISK ASSESSMENTS**

8.1 The inspection stats were circulated. The vast majority of the items picked up on these inspections had been allocated to Michael Lyons through W2, however, these have now been reallocated to John Tatham. Again, Janice will be meeting with John to clarify how and when these will be progressed.

## **9 REPAIRS DIRECT**

9.1 A health & safety consultancy had been appointed to check RD compliancy on a regular basis.

## **10. SAFETY REPRESENTATIVES**

10.1 A paper was circulated which Anthony had requested setting out the functions of a safety representative both in respect of –

- Union-appointed Safety Representatives who have functions conveyed by the 1977 Safety Reps & Safety Committees Regulations and also
- Employee Reps – who have much more restricted functions set out in the Employee Consultation Regulations 1996

Janice advised that currently there were no volunteers forthcoming from the union. She emphasised the importance of having employee representatives and there followed a discussion on how we could recruit suitable candidates – whether this should be incentivised etc. It was particularly important to recruit people from the estate staff and the CSC as they had frontline roles and faced significantly more risk on a day to day basis than some of their colleagues. There were some suggestions about what kind of incentives which could be made available - such as extra time allocated to enable them to go through a structured programme of training, spend time shadowing colleagues in other sections etc. Following this, Janice agreed to speak with Olivia and Anthony to discuss incentives and how this could best be taken forward.

**Action: Janice**

<b>11.    <u>DATE OF NEXT MEETING</u></b>
11.1    This was confirmed as being on Wednesday 11 <sup>th</sup> March 2015 at 10:00hrs, in Portobello Rm 2, Network Hub.
<b>12.    <u>ANY OTHER BUSINESS</u></b>
12.1    Janice circulated the latest report from Reliance showing usage of the Identicom lone worker system. Specifically, all users should be regularly doing “status checks” and leaving “amber alerts”. It was clear from the report that the majority of staff were using their devices very infrequently if at all. There were, however, several notable exceptions e.g. Pat Coughlin. Janice will send out this latest report to managers asking them to raise this with their teams, It was also agreed that Janice should liaise with Reliance and arrange a further training session during late February for staff who had not been able to attend previous sessions. <b>Action: Janice.</b>
12.2    Alex advised that Clearwater were now on site with the water quality contract, and K & T were due to be on site from 1 <sup>st</sup> February for the gas servicing contract.
12.3    John advised that the gas safety policy was currently being updated.
12.4    There being no other business, the meeting was closed at 11:20.

ADRIAN BOWMAN  
Assistant Safety Advisor

3 Feb 2015

Distribution:

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H&S Committee  
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