

**KENSINGTON AND CHELSEA
TENANT MANAGEMENT ORGANISATION**

Corporate Health and Safety Committee Meeting

29th September 2015 at 3pm
Portobello Room 2

Present: Sacha Jevans (SJ), Barbara Matthews (BM), Peter Maddison (PM), Maria Sharples (MS), Alex Bosman (AB), John Borra (JB), Cyril Morris (CM), Daniel Wood (DW), Hash Chamchoun (HC), Janice Wray (JW)

Apologies: Adrian Bowman, Rachel Martinez, Faris Saric, Fola Kafidiya-Oke

Item	Minute	Action
1.0	<u>Matters Arising</u>	
1.1	JW advised that she had been discussing the possibility of part-funding the purchase of the DSE self assessment software package with HR. We have received a very favourable quote from our preferred supplier for the purchase of a second product. The possibility of this being the fire safety module would remove the need to fund the annual training courses for fire marshals, Estate Staff, Sheltered Officers etc. Further discussion with HR required in advance of a business case.	JW
1.2	JW to put an item in Insider News to recruit more H&S Representatives.	JW
1.3	Violent Incidents - MS to discuss with Martin the need to draft a procedure for how the entries on the VIRep spreadsheet should be reviewed.	MS
2.0	<u>Accidents and Violent Incidents</u>	
	JW highlighted the following incidents:	
2.1	Ms Gill - slipped on wet floor outside entrance door. The claim went straight to insurance and it is suspected that this will have to be settled. Ms Gill had previously complained about the vents being open and rain being able to enter. AB confirmed that we are still waiting for this work to be completed, however, he agreed to look at providing some temporary floor covering until the work is completed as winter is approaching and potentially there could be more accidents and more claims.	AB
2.2	Ms Brennan - Fahd and Adrian had visited and inspected. Accident due to loose bracket on kitchen cupboard.	
2.3	Seamus Dunlea - Arm stuck in a lift. Anthony Cheney has investigated	

	and interrogated repair records and can find no previous problems with this lift.	
2.4	8 year old tenant's son had injured his foot on a rusty nail (now removed) on the communal walkway outside his flat door. It is understood the child was not wearing shoes and nail had not been obvious. Accident Report Form submitted but as yet no indication if the family wish to pursue a claim for compensation.	
2.5	It was agreed that the Committee should receive reports of any RD accidents. Chris Davis had been invited to meeting but if he cannot make the next meeting then Paul will be asked to attend.	JW
2.6	The son of a resident at Dixon House had been verbally abusive and threatening to the ESA. Police called, attended and gave verbal warning. Neighbourhood Officers had visited and explained that any repeat of this behaviour could jeopardise parents' tenancy. (Son does not live at block.)	
2.7	A tenant had made inappropriate advances to a Neighbourhood Officer who was visiting him at home to do the 6 week visit. Tenant called into Blantyre office for interview with MS and Angelique Noble and warning placed on Academy "females to visit in pairs".	
2.8	Ms Burke has been decanted to Darfield Way but has been there for at least a year and is now suggested that her current housing is inappropriate because she would like her son to live with her (and requires an extra bedroom). Verbally abusive to Neighbourhood Officer. NOSP served. It was highlighted that this is a disrepair case so need to consider in more detail. AB confirmed that work on flat due to finish in 2/3 weeks time at which point tenant will move back to her 2-bed property. AB to discuss with Fay Thomas-Green. MS suggested getting her back into the property first and then serving the NOSP.	AB
2.9	Information received from the Police about potential risk to staff from resident at Upper Whistler. Until resolved MS suggested no visits are undertaken to this property. A "no visit" warning will be put on Academy. The gas safety implications were considered but resident is a leaseholder.	JW
2.10	Faris had received a threatening phone call. He did not recognise the caller and so JW had asked IT to trace. Unfortunately this had not been successful.	
3.0	<u>Fire Safety and Risk Assessment</u>	
3.1	There have been an additional 200 completed actions since July. PM added that the age profile needs to be monitored carefully going forward.	

3.2	AB has been going through the list of actions and allocating them to the appropriate contractor. PM confirmed that the data will be cleansed in a meeting tomorrow. PM also met with JW to discuss streamlining the process. JW anxious to get as many of the actions completed as possible in advance of the imminent health and safety audit. PM confirmed all actions to be completed by end of November.	AB
3.3	Paul has advised JW that RD are going through the responsive FRA actions. He should be able to confirm the programme and timescale within the next couple of weeks. AB will discuss with Paul Gevaux.	AB
3.4	JW explained that the W2 workflow had been introduced to meet Audit's requirements to facilitate better monitoring of progress with completing actions. PM suggested logging them as Jobs on Academy. The possibility of the Fire Risk Assessor using a PDA to raise orders whilst out on site was raised. BM raised concern about who was checking that the FRAs and associated actions have been raised correctly.	
3.5	AB suggested looking at the FRA reviewing the roles and what will happen going forward. PM, AB and JW to discuss before the next meeting.	PM/AB/ JW
4.0	<u>Leasee doors</u>	
4.1	Still in the same position and have not managed to progress this issue. Both outstanding cases from the original list of non-compliant doors remain with Legal Services and RBKC. DW confirmed that the TMO have no legal position where enforcement action can be taken against the leaseholder. There was a discussion around the possibility of TMO funding the renewal of these doors or perhaps asking people to pay however much they are prepared to / can afford to. As the TMO is exposed to risk if residents don't have a compliant fire-rated door it was agreed that we should fund the fitting of the doors in these two cases. JW to inform Roger Keane, General Needs Housing Commissioner, and Cynthia Vachino, Solicitor (Litigation)..	JW/DW
5.0	<u>High Level Exception Report</u>	
5.1	<u>Access to Street Properties</u> AB has list of Banham locks. Possibility of getting a copy of these keys was discussed. DW to draft a letter and MS to assist. Locksmith will need to be in attendance on agreed date. AB to provide date of when this will take place	AB
5.2	<u>Lancaster West Garage Doors</u> This will be progressed with a different contractor.	AB
5.3	<u>Lancaster West Vents</u>	AB
5.4	AB to have timeframes by early next week.	

5.5	<p><u>Grenfell Tower</u> Claire Williams, Project Manager, has advised that the passive system should be operational by 4th December.</p>	JW
5.6	<p><u>World's End Locks</u> No further incidents reported on site, however, Police had raised this as an issue with us. AB advised that a Surveyor would visit to specify the work and RD will then pick this up. Surveyor should be able to go next week then the locks can be ordered. JW to order more tamperproof labels for use until locks changed.</p>	AB
5.7	<p><u>Stable Way</u> Surfacing of roadway and paving urgently needs attention as currently in poor condition. We have now received a second claim and because the surfacing was defective at the time of the accident it is likely that Insurers will have to settle the claim. AB confirmed an order has been raised for the works now.</p>	JW
5.8	<p><u>Apollo House suicide attempt</u> Since this incident there has been another attempted suicide off a block at World's End. BM advised that TMO were restricted in what we can do to prevent these events as in both cases TMO had not been negligent.</p> <p>MS raised suicides as an issue that should be reported and staff should be made aware. JW to look into making sure these are reported.</p>	
6.0	<p><u>Workplace health & safety</u></p>	
6.1	<p><u>The Hub</u> CM, BM and JW had met with Lamberts and raised concerns about delays and lack of responsiveness from them particularly when dealing with repairs. They met with Network Stadium on 10th September to escalate our concerns but, unfortunately, we still await feedback on the outcome of this meeting. In order to put more pressure on Lamberts CM was trying to arrange a meeting with some of the other tenants at the Hub.</p>	CM
6.2	<p><u>346 KHS</u> Refurbishment of the main reception at this building is due to start soon. Awaiting details. CM will advise staff and ensure access maintained etc. once details are available.</p>	CM
7.0	<p><u>Health and Safety Action Plan</u></p>	
7.1	<p>JW had circulated the updated Health & Safety Action Plan.</p>	
7.2	<p>JW confirmed that RD has now provided the specification they will use from now on for replacement flat entrance doors. These are required to meet current standards - self-closing FD30 doors with intumescent</p>	

	strips and cold seals. This specification has been approved by the Fire Risk Assessor. JW was anxious that a way be found of easily extracting from Academy confirmation that the order raised is for a compliant door. This would resolve some of the queries raised by the Fire Consultant.	
7.3	JW meeting with Martin Barr, Estate Services Team Leader (North), to discuss how to run reports from the Insight in relation to the ESA inspections & Emergency Light tests.	JW
7.4	BM commented on Lone Working as Yvonne Birch had raised the need for the Resident Engagement Team to be provided with these. JW confirmed that each member of the Resident Engagement Team had been allocated an Identicom device when they were first procured and monthly reports on usage are provided to Janet Edwards.	JW
7.5	Asbestos - PM asked about the asbestos policy. JW confirmed that this was in draft form and would be circulated to the Committee for comments and the updated version brought back to the next meeting.	JW
7.6	JW advised that she had been working with John Parsons to get more information on which blocks had been largely unsurveyed for asbestos. JW to discuss with Chris Davis..	
7.7	JW advised that Chris Davis and RD had been progressing the procurement of additional asbestos contractors, consultants an analytical companies. JW to seek an update on this from Chris and Paul Gevaux.	JW
8.0	<u>Audit Brief</u>	
8.1	This will go to ET tomorrow for approval. JW will go back to Auditors about making amendments to spelling and staff titles.	
8.2	No start date has been confirmed yet but BM advised that this will be in early December - specific date awaited.	
9.0	<u>Health and Safety Policies</u>	
9.1	JB confirmed that feedback had now been received and incorporated into the draft Gas Safety Policy and also the Water Quality Policy. These will now go to ET for adoption.	JB
10.0	<u>AOB</u>	
10.1	JW advised that Adair Tower and Clarendon Walk were recently audited by the LFB. LFB have requested some maintenance information in relation to these blocks before they advise on the outcome of these audits. AB advised that he will be following up on the outstanding documentation / certification later today.	AB
10.2	JW attended RBKC's Audit and Transparency meeting when the	

10.3	<p>Corporate Annual Health and Safety Report was submitted. No specific issues raised in relation to TMO, however, Councillor Pascale wanted it put on record that good progress had been made by TMO with addressing non-compliant leaseholder flat entrance doors.</p> <p>JW advised that she and Anthony Cheney had put together a draft article for The Link to advise residents of the procedure to follow in the event that they were to get shut in a lift. In particular, it emphasise that the lift contractors will respond to shut-ins at all times – this is not confined to working hours. However, AB advised on caution with the timing of this article. It was agreed that AB would advise when this could be published.</p>	AN
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Distribution:

ET
H&S Committee
Gary Mann – BI-Borough Corporate Safety Manager