

## Report to Resources Committee

24 February 2015




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**Title:** Health and Safety Update

**Report of:** Support Services Manager

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### Purpose of Report

1. To provide the committee with a report on the company's health and safety activities for the period October to December 2014.

### Background

2. The Safety, Health and Environmental Team ("SHE Team") are responsible for a number of activities designed to reduce and mitigate accidents in the workplace and to ensure the safety of residents and members of the public who access our services and premises.
3. In addition to this, the team act in an advisory role to ensure company wide compliance with a number of statutory and regulatory requirements including: -
  - Occupational Health and Safety
  - Health and Safety Training
  - Occupational Hygiene
  - Environmental Management
4. They also have responsibility for ensuring the company's ongoing compliance with statutory regulatory requirements as follows:
  - Water Management - risk assessments and water testing.
  - Electrical Safety - cyclical electrical testing, fixed wire testing, portable appliance testing and emergency lighting testing.
  - Fire Safety - risk assessment, maintenance, repair and testing of fire alarms and fire appliances.
  - Passengers Lifts Operations - lift repairs, maintenance, refurbishment and upgrades to DDA standard.
5. The team are also responsible for the coordination and monitoring of health and safety on construction sites including:
  - CDM Coordination (Construction, Design, Management) and Control of Contractors

- Refurbishment and New Build Works.

### **Partners Activity Update**

6. In the period October to December 2014, we have monitored our partner's activities and reviewed all asbestos related incidents and working practices. Repairs works are visited weekly to ensure compliance with policy and procedures and good working practices. We continue to work closely with Mears Safety Advisors for compliance and safe systems of working.
7. During the period October to December 2014 monthly joint Health and Safety site inspections visits have taken place with Mears. The works visited have covered void property refurbishments, gas boiler installations, bathroom adaptations and general repairs.
8. Inspections include a check of operatives understanding of asbestos information, that Personal Protective Equipment (PPE) is worn and that dust sheets and other procedures are being followed to prevent damage and distress being caused to tenants
9. There was one significant area of weakness identified on the site visits related to the isolation of electrical services whilst working. Instructions were given to remind operatives to make safe or remove redundant cables prior to works beginning and to isolate electrical services prior to installation of new ceiling boards.

### **Accident Reporting**

#### **Accidents / Incidents near misses TGHC Employees**

10. In the period October to December 2014 five non reportable Accidents / Near Misses were reported. There were no reportable accidents under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

#### **Accidents / Incidents near misses to 3<sup>rd</sup> Party / Subcontractors**

11. In the period October to December 2014, there were no non-reportable Accidents or near misses reported. There were no reportable accidents under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

#### **Violent Incidents and Warning Alerts**

12. In the reporting period April to December 2014, there have been 44 violent incidents or warning alerts as follows:
  - 37 incidents verbal threat
  - 3 weapons
  - 2 threats of self-harm
  - 1 needles found at property
  - 1 dangerous animal

All accidents and reported violent incidents have been investigated and no risk to employees has been identified.

## **Asbestos Management**

13. We are working with Corporate Procurement on the tender of asbestos management. To date we have been provided with a framework of approved suppliers that can be called upon for surveying and analytical services. We have considered the details of the services each provider offers and the cost for this. Our current provider MIS was one of the contractors on the list and the rates for the services they provide and the cost remain good value for money in comparison to other contractors on the framework.
14. To ensure we continue to receive existing or improved levels of service and efficiency, a mini tender will be carried out and it is expected that the contract will be awarded in the period April to June 2015.
15. The following asbestos surveys have taken place for Refurbishment and Demolition (R&D):
  - 20 surveys for maintaining decency investment works
  - 29 surveys for repairs and maintenance, including gas servicing
  - 28 surveys to void properties and for aids and adaptations.
  - 17 air tests
16. During the period October to December 2014 there were no incidents reported by a third party.

## **Fire Safety Management**

17. Proactive monitoring of our Fire Safety strategy continues to take place through joint working and regular meetings with the Tyne and Wear Fire and Rescue Service (TWFRS).
18. The work programme for the Sheltered Housing buildings is progressing with several schemes completed during the reporting period.
19. We continue to review and update fire safety arrangements for the Multi and Sheltered Housing Schemes through fire audits and inspection of all buildings.
20. During this reporting period there were no major incidents to report.

## **Legionella Control**

21. 29 water hygiene audits have been completed in the period October to December 2014. To date, 45 of 67 audits have been completed with the remaining 22 to be completed by March 2015.
22. 191 of 191 (100%) water hygiene inspection/ treatments have been completed by Construction Services.
23. Work has been completed on cleaning of cold water service (CWS) tanks to Warwick Court, Park Court, Peareth Court and to Pleasant Place.
24. Works have been completed at Sydney Court tanks to replace hollow un-capped pipes used to support tank lids at Barnes Close multi-storey blocks.

## **Fire Alarm Systems and Sprinkler System**

25. 31 of 31 (100%) quarterly inspections due this quarter have been carried out to multi storey blocks and sheltered housing communal areas.
26. In the period September to December 2014 there have been eight fire alarm activations as follows:
  - five activations at Regent Court
  - one activation at Lough Court
  - one activation at Bensham Court
  - one activation at Brisbane Court.
27. 396 of 471 (84%) of weekly fire alarm tests have been carried out to multi storey blocks and sheltered housing communal areas. Of the 52 that were cancelled, 39 were a result of Christmas holidays and 13 a result of the closure of Derwentside aged person unit. The cancelled tests have been rearranged.
28. We have assessed the competencies required to carry out weekly fire alarm tests by caretakers in multi- storey blocks and training has been delivered. Routine tests will be managed in-house with effect from January 2015. This will result in an annual saving of £40,000.

## **Emergency Lighting**

29. 187 of 188 (99%) monthly inspections have been carried out to emergency lighting systems in the period October to December 2014.
30. 11 of 11 (100%) emergency light invertors battery checks have been carried out in the period October to December 2014.

## **Non domestic gas boilers**

31. 12 of 12 (100%) of non- domestic boiler services have been carried out in the period October to December 2014.

## **Bin Chute Fire Shut Off Tests and Inspections**

32. 25 Certificates of Compliance have been issued which are valid until May 2015. There were no activations or repairs required in the period October to December 2014.

## **Lightning protection inspection**

33. 25 lightning protection tested were carried out to multi-storey blocks. 16 blocks failed the test and minor remedial works to improve earths has been completed during the period October to December 2014.

## **Lift Maintenance**

34. In the period October to December 2014, there were 45 passenger lift breakdowns. No immediate actions in relation to breakdowns, maintenance or repairs have been reported.

35. There were four entrapments, two entrapments at Eslington Court, one at St Cuthbert's Court and one at Peareth Court.
36. The replacement of the first passenger lift at Eslington Court is progressing well.

#### **Update on the Company Construction Related Activities**

37. There are eight construction related projects ongoing with notifications to the HSE.
38. Works are ongoing on eight construction related projects involving multiple sites as follows: -
  - Insulation works to non-traditional properties in Leam Lane
  - Maintaining decency works covering various estates across the Borough
  - Planned painting works across various sites
  - Fire safety improvement works to Sheltered Housing across various sites
  - Barnes Close electrical upgrade works
  - Accessibly improvement works on Multi Storey properties across various sites
  - New Build development of 20 homes
39. Minor non-compliances identified during the site visits have been discussed with the Principal Contractors and remedial actions agreed to mitigate the risk from construction related activities.

#### **Update on Health and Safety Legislation Changes**

40. The following codes of practice have been reviewed during this reporting period as follows:-
  - Revision of the Construction (Design and Management) Regulations and Approved Code of Practice. This is subject to ratification in April 2015.
41. Three employees have attended a CDM coordinators course to assist the company in the management of CDM activity.

#### **Review of Health and Safety function future delivery**

42. At the July Board Meeting, the Board approved a number of proposals relating to the future delivery of the Health and Safety function to include:
  - the review of Health and Safety by the Council's Health and Safety Team;
  - delegated responsibility to Resources Committee for the monitoring of the action plan;
  - utilising a Health and Safety specialist to update any outstanding assessments, notably in relation to fire safety;
  - entering into an SLA with the Council to provide future compliance and audit services;
  - recruitment of an HR Co-Ordinator to oversee TGHC Health and Safety requirements
43. We have developed an action to monitor progress with the actions. This is attached at Appendix 1 to this report.
44. Key points from the action plan to note are:

- We have appointed a temporary, part time Fire Safety Specialist who joined the company on 20 January 2015 for a period of three to six months.
  - A Service Level agreement (SLA) with Gateshead Council has been signed and is effective from 1 January 2015 and will be reviewed annually. The SLA includes a dedicated H&S Advisor working three days a week to tackle the issues raised in the H&S assessment of the service.
  - A gap analysis and action plan has been developed to realign activity across the company that was historically managed in the Health and Safety team.
45. During the period November 2014 to January 2015 the resilience of the service was tested. Our thanks are expressed to Gateshead Council who supported us during the period.

### **Links to Values**

46. This report links to the following company values: -
- Being honest, accountable and transparent
  - Being motivated, trained and committed across the company
  - Being caring and respecting
  - A commitment to all our employees
  - Embracing equality.

### **Impact on Customers**

47. The improvements identified and actions carried out will help us to provide healthy and safe environments for employees, residents, members of the public and partners.

### **Risk Management Implications**

48. Not meeting the requirement of current and new Health and Safety legislation has been identified as an operational risk for the company.

### **Financial Implications**

49. The Head of Corporate Services confirms that a budget is available to support the activities mentioned in this report through revenue and capital budgets.

### **Equality and Diversity Implications**

50. Detailed Equality Impact Assessments are carried out on all Health and Safety policies and procedures to ensure that they do not adversely impact on any customers.

### **Value for Money Implications**

51. Value for Money principles are followed in all health and safety activity.

### **Health Implications**

52. The company's approach to Health and Safety, embedded within everything that we do and the actions specifically mentioned within this report, ultimately will have a positive impact on people's health and overall wellbeing. By working to ensure that any services we provide meet the needs of the customers, partners and of employees and do not cause undue stress to either party.

### **Environmental Implications**

53. The work detailed in this report will be carried out to ensure we meet our ISO 14001 standards and principles. We will make choices that reflect our social responsibility to improve the environment in which we work and live.

### **Recommendation**

54. The views of the committee are sought on whether it is satisfied with the update on health and safety activities and developments.

Health and Safety Action Plan 2015/16				
<b>Key Objectives</b>				
<ul style="list-style-type: none"> <li>Objective 1: Review of Health and Safety by the Council's Health and Safety Team</li> <li>Objective 2: Utilise a Health and Safety specialist where required to update any outstanding assessments, notably in relation to fire safety</li> <li>Objective 3: Enter into an SLA with the Council to provide future compliance and audit services</li> <li>Objective 4: Carry out gap analysis of TGHC H&amp;S and delegate activity to relevant employees</li> </ul>				
Priority		Intended Outcome		
<b>Objective 1: Review of Health and Safety by the Councils Health and Safety Team</b>		<ul style="list-style-type: none"> <li>Position statement and action plan</li> <li>Realignment of activity across the business where it is best placed</li> <li>Managers managing H&amp;S</li> </ul>		
Action	Target date	Resources	Officer	Progress
Review TGHC H&S Handbook including policy and arrangements on the intranet in terms of contents. Carry out a gap analysis	March 2015	To be met from existing budgets	J Aston S Foggin	Draft priority action plan circulated to Management team for comment 12/01/15 <i>Outcome:</i> 13/01/14 Agreed to establish cross service H&S group led by PG to manage the priorities and monitor implementation of the actions.
Review the location of all health and safety information that is held across TGHC. This will include Sharepoint sites and any other drives. Put together a proposal for how this information can be consolidated.	May 2015	To be met from existing budgets	J Aston S Foggin	See above
Review the process for communication and consultation. Particular focus will be upon the dissemination of new and reviewed documents.	May 2015	To be met from existing budgets	J Aston S Foggin	Agreed to manage this initially though a cross service H&S working group
Review current performance reports that get discussed at senior management level and prepare a standard report format. Forward draft report to senior management for approval/agreement prior to implementation.	April 2015	To be met from existing budgets	J Aston S Foggin	



Discuss with TGHC H&S Advisor the existing system for monitoring H&S standards for ongoing works. Establish a clear target for how best to achieve this moving forward. (Findings from monitoring to be feedback into the H&S Performance Report )	April 2015	To be met from existing budgets	J Aston S Foggin	
Review existing Audit Action Plan and highlight any Category B and C priorities that are still outstanding.	March 2015	To be met from existing budgets	J Aston S Foggin	
Communicate progress to employees and stakeholders	Ongoing	No financial implications	J Aston I Clarkin	
<b>Priority</b>	<b>Intended Outcome</b>			
<b>Objective 2: Utilise a Health and Safety specialist where required to update any outstanding assessments, notably in relation to fire safety</b>	<ul style="list-style-type: none"> <li>• <b>Robust Risk Assessments that reflect the nature of social housing stock</b></li> <li>• <b>Fire Management policy, procedure and plan updated to reflect outcomes and learning from the assessments</b></li> <li>• <b>Embedding of fire safety responsibilities across the organisation</b></li> </ul>			
<b>Action</b>	<b>Target date</b>	<b>Resources</b>	<b>Officer</b>	<b>Progress</b>
In collaboration with H&S Advisor carry out fire risk assessments and produce fire risk assessment documentation.	April 2015	To be met from existing budgets	J Aston T Gallagher	On site visits to multi storey properties has commenced (January 15) TG and PH
Develop a fire safety policy and procedure	June 2015	To be met from existing budgets	J Aston T Gallagher	Current documentation has been reviewed by TG
Advise Corporate Management Team and Managers on cost effective solutions for implementing the recommendations made in the risk assessments.	May 2015	To be reviewed pending outcome of Risk assessments	J Aston T Gallagher	
Liaise with Tyne and Wear Fire and Rescue Service (TWFRS) the enforcing authority on the development of the policy	Ongoing	No financial implications	J Aston T Gallagher	TG has had an initial introductory meeting with TWFRS. A fire safety meeting to be held in Birtley Fire station 16/2/15
Provide corporate management team and managers with ongoing professional fire safety advice, covering legal requirements and best practice.	Ongoing	No financial implications	J Aston T Gallagher	

Priority	Intended Outcome			
<b>Objective 3: Enter into an SLA with the Council to provide future compliance and audit services</b>	<ul style="list-style-type: none"> <li><b>A consistently high quality H&amp;S support to TGHC which will meet the organisation needs, being responsive to health and safety requirements and concerns</b></li> </ul>			
Action	Target date	Resources	Officer	Progress
Agree SLA, implement, monitor and review	January 2015	To be met from existing budgets	J Aston	Completed. SLA agreed and signed effective 1 January 2015
Communicate progress to employees and stakeholders	March 2015	No budget implications	J Aston	Planned to follow Resources committee 24 Feb 15
Priority	Intended Outcome			
<b>Objective 4: Carry out gap analysis of TGHC H&amp;S and delegate activity to relevant employees</b>	<ul style="list-style-type: none"> <li><b>Compliance with legislation and regulation for Human Resources and Health and Safety</b></li> </ul>			
Action	Target date	Resources	Officer	Progress
Carry out gap analysis	June 2015	To be met from existing budgets	J Aston	Meeting held to discuss gaps. Initial priorities identified for realignment.
Outline key duties and responsibilities and identify relevant employees for tasks to be realigned to where they should be	June 2015	No financial implications	J Aston	
Monitor progress and evaluate outcomes	September 2015	No financial implications	J Aston	
Communicate	April 2015	To be met from existing budgets	J Aston	