

Report to Resources Committee

5 May 2015



Title: Health and Safety Update

Report of: Support Services Manager

Purpose of Report

1. To provide the committee with a report on the company's health and safety activities for the period 1 April 2014 to 31 March 2015.

Background

2. Following a review of Support Services, Health and Safety is managed by the Support Services Manager, supported by the Health and Safety officer, Fire Safety Advisor and a Service Level Agreement with Gateshead Council. The Health and Safety activities are 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 premise
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 a supporting role in 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 (Revised CDM regulations 6 April15)
- Refurbishment and New Build Works.

Partners Activity Update

6. In the period 1 April 2014 to 31 March 2015, 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 1 April 2014 to 31 March 2015 monthly joint Health and Safety site inspections visits have taken place with Mears. The works visited have included 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 are used to prevent damage to flooring.
9. There were no significant areas of weakness identified on the site visits. A number of minor recommendations and areas for improvement were identified to include issue of identification badges for new contractors, disposal and replacement of a hop up steps that he been damaged by incorrect use as a saw horse.
10. Spot checks are carried out weekly on capital works to ensure compliance with policy and procedures and good working practices.

Accident Reporting

Accidents / Incidents near misses TGHC Employees

11. In the period 1 April 2014 to 31 March 15, 15 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 3rd Party / Subcontractors

12. In the period 1 April 2014 to 31 March 15, there was 2 non-reportable Accidents/ Near Misses reported. There were no reportable accidents under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Violent Incidents and Warning Alerts

13. In the reporting period 1 April 2014 to 31 March 15, there have been 76 violent incidents. All accidents and reported violent incidents have been investigated and follow up action taken to include a review of safe systems of work.

Asbestos Management

14. Following a previous Audit recommendation, work has been ongoing to review contractual arrangements for the provision of asbestos surveying and removal. Having worked with Corporate Procurement we have considered the services that could be offered by three organisations that are on a local framework for asbestos

management services and found that they do not provide a comparable service to the one being provided by the current provider. The incumbent is on the framework and the rates we pay currently appear to be in line with the framework rates, so we have some assurance around ongoing quality and value for money.

15. A further Local Authority consortium exercise was being undertaken by NEPO to identify a procurement framework for both demolition works and Asbestos surveying and removal although this and find they have not progressed any further than initial stages of engagement with Authorities.
16. We would want to replicate the level of service we are currently receiving in a new arrangement as we are very satisfied with the service delivery, surveys and management information.
17. In the absence of an appropriate and equivalent framework, we will carry out a mini tender for the management of asbestos, including surveying and inspection.
18. In the period 1 April 2014 to 31 March 15, 295 asbestos surveys have taken place for Refurbishment and Demolition (R&D) in the following areas:
 - maintaining decency investment works
 - repairs and maintenance, including gas servicing
 - Void properties and for aids and adaptations.
 - air tests
 - re-inspections of known asbestos containing materials (ACM) in high rise buildings

Fire Safety Management

19. 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).
20. The Fire Safety Advisor has developed a draft fire safety policy and fire risk assessment template. Training is to be developed to ensure compliance with the policy and risk assessments.
21. Tyne and Wear Fire Safety (TWFRS) have viewed the draft documents and we are working closely with them to produce an inspection regime.

Legionella Control

22. In the period 1 April 2014 to 31 March 2015, 678 of 701 (97%) water hygiene inspection/ treatments have been completed by Construction Services. Angel Court and Pleasant Place inspections/treatments are planned work.

Fire Alarm Systems and Sprinkler System

23. In the period 1 April 2014 to 31 March 2015, 107 of 113 (95%) quarterly inspections have been carried out to multi storey blocks and sheltered housing communal areas.
24. 1,816 of 2,008 (90%) of weekly fire alarm tests have been carried out to multi storey blocks and sheltered housing communal areas.

Out of Hours

25. In the period 1 April 2014 to 31 March 2015, 36 calls were received out of hours. 31 calls were managed over the telephone with advice and support. 5 calls required attendance on site by a member of the out of hours team for the following incidents:
- One report of a car rolling back and hitting the front elevation of a bungalow due to the hand brake not applied correctly
 - One faulty installation on a sprinkler system in Regent Court
 - One chip pan fire
 - Two kitchen fires
26. Regular meetings are held with the Out of Hours (OOH) team to review incidents, share learning points and to ensure compliance with policy and procedures and safe systems of work

Emergency Lighting

27. In the period 1 April 2014 to 31 March 2015, 718 of 721 (99.5%) monthly inspections have been carried out to emergency lighting systems.
28. In the period 1 April 2014 to 31 March 2015, 86 of 86 (100%) quarterly emergency light invertors (battery checks) have been carried out.

Non domestic gas boilers

29. In the period 1 April 2014 to 31 March 2015, 28 of 31 (90%) non domestic gas service checks were carried out in sheltered scheme buildings, communal lounges and multi storey blocks with non-domestic gas boilers. We have arranged a service review meeting with Local Environmental Services on this activity.

Bin Chute Fire Shut Off Tests and Inspections

30. 25 of 25 (100%) Certificates of Compliance have been issued. Annual inspection takes place in May 2015 valid for a period of 12 months.

Cyclical Repair and Maintenance Update

31. Bi-monthly meetings with Gateshead Council Local Environmental Services and the Gateshead Housing Company are continuing along with the monitoring of the delivery of the cyclical maintenance programme.
32. Cyclical Maintenance records from Construction Services are automatically uploaded weekly into the Northgate system. The implementation of SFTP sites (Contractor Portals) has enabled more of our specialist sub-contractors to upload electronic records.

Lift Maintenance

33. In the period 1 April 2014 and 31 March 2015 there have been 195 instances of lift breakdown in the 62 lifts in operation. Of the 195 breakdown instances there have been 16 reports of entrapment 12 of the incidents were incidents of false activations.

34. The south lift in Regent Court was damaged as a result of the fault in the sprinkler system mentioned above. The estimated cost of repair is £9,220 and will be met by the installation company.

Update on the Company Construction Related Activities

35. There are eleven construction related projects ongoing with notifications to the HSE.

36. Works are ongoing on the eleven construction related projects involving multiple sites as follows: -

- Maintaining decency works covering various estates across the Borough (2 projects)
- Planned painting works across various sites
- Windows, roofing and boiler improvements at St James Village
- Window renewal programme borough wide
- Pilot for the installation of steel work in butterfly properties
- Accessibility improvement works on Multi Storey and sheltered properties across various sites(2 projects)
- Door entry upgrade (Tunstall)
- Eslington Court lift renewal
- New Build development across a number of sites through Keelman Homes, to provide 29 affordable homes

Barnes Close electrical upgrade works are complete.

Fire safety improvement works to Sheltered Housing across various sites are complete.

Update on Health and Safety Legislation Changes

37. A revision to the Construction, Design & Management (CDM) Regulations came into force on 6 April 2015. This applies to all construction work and has implications for the company when discharging the roles of Client, Designer and Principal Designer.

38. Training has been attended by key employees to ensure compliance in discharging the roles of Client, Designer and Principal Designer.

39. A draft policy and guidance has been developed to meet the legislative changes and will be brought to the next resources committee for approval.

Links to Values

40. This report links to the following company values of being:

- Fair
- Customer focused
- Open and honest
- Accountable
- Inclusive, valuing diversity

Impact on Customers

41. 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

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

Financial Implications

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

Equality and Diversity Implications

44. 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

45. Value for money principles are followed in all health and safety activity.

Health Implications

46. 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

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

Recommendation

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