

**Report to Resources Committee****8 September 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 1 April to 30 June 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.

### **Corporate Health and Safety Groups**

6. A Corporate Health and Safety Group has been established to assist in the management and embedding of health and safety. Head of Investment and Development is Chair of the group. An inaugural meeting was held 6 July 2015 to agree Terms of Reference and standing agenda items.
7. A time limited Corporate Fire Safety Group has been established to assist in the management of Fire Safety. The Head of Investment and Development is Chair of the group. A meeting was held 19 August 2015 to agree our approach to the management of fire risk assessments in multi storey dwellings and sheltered schemes.

### **Partners Activity Update**

8. In the period 1 April to 30 June 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.
9. During the period, 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, painting programmes, window replacement and general repairs.
10. Inspections include a check of operatives understanding of asbestos information, and the use of Personal Protective Equipment (PPE).
11. 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 and a first aid box on site.
12. 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**

13. In the period 1 April to 30 June 2015, three non reportable Accidents and two 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**

14. In the period 1 April to 30 June 2015, there was no non-reportable Accidents/ Near Misses reported. There were no reportable accidents under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **Asbestos Management**

15. As mentioned earlier in this report we have established a Corporate Health and Safety group chaired by the Head of Investment and Development. This group will review and monitor progress with asbestos management as a standing agenda item.
16. An internal audit of asbestos management has been carried out in August 2015 and we are awaiting the final report.

## **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. 21 of 24 fire risk assessments (FRA) have been carried out in multi storey dwellings. Risk assessments from Crowhall Towers, Tennyson Court and Newbold Court are planned as a priority for completion by the end of August 2015.
19. As mentioned earlier in this report, a cross service Fire Safety Group has been established to manage fire risk assessments, action plans and monitoring. The group will meet in September to review 24 completed FRA 's and action plans

## **Legionella Control**

20. In the period 1 April to 30 June 2015, 187 of 189 (99%) water hygiene inspections/ treatments have been completed by Construction Services.

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

21. In the period 1 April to 30 June 2015, 24 of 24 (100%) quarterly inspections have been carried out to multi storey blocks and sheltered housing communal areas.
22. 450 of 481 (94%) of weekly fire alarm tests have been carried out to multi storey blocks and sheltered housing communal areas.

## **Out of Hours**

23. In the period 1 April to 30 June 2015, six calls were received out of hours. Six calls were managed over the telephone with advice and support. Two of six calls required attendance on site by a member of the out of hours team for the following incidents:
  - 11/05/2015 19:30 Stretford Court (8th Floor), broken window
  - 16/05/2015 12:45 Willerby Court, access to electric key cupboard
  - 23/06/2015 22:45 Warwick Court, access for leak
  - 09/06/2015 02:40 Millford Court, burst from basin flexi pipe in bathroom
  - 23/05/2015 14:35 Aycliffe Avenue, bypassed electric meter
  - 20/05/2015 23:40 Warwick Court, leak from property
24. 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**

25. In the period 1 April to 30 June 2015, 178 of 181 (98%) monthly inspections have been carried out to emergency lighting systems.
26. In the period 1 April to 30 June 2015, 31 of 31 (100%) quarterly emergency light invertors (battery) checks have been carried out.

## **Non domestic gas boilers**

27. In the period 1 April to 30 June 2015, four of four (100%) non domestic gas service checks were carried out in sheltered scheme buildings, communal lounges and multi storey blocks with non-domestic gas boilers.

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

28. 25 of 25 (100%) Certificates of Compliance have been issued. Annual inspection takes place in May 2015 and is valid for a period of 12 months.

## **Cyclical Repair and Maintenance Update**

29. Bi-monthly meetings with Gateshead Council Construction Services and the Gateshead Housing Company are continuing along with the monitoring of the delivery of the cyclical maintenance programme.

## **Lift Maintenance**

30. In the period 1 April to 30 June 2015, there have been 24 instances of lift breakdown in the 62 lifts in operation. Of the 24 breakdown instances there have been 4 reports of entrapment. The total downtime for lifts was 17 days and services were affected by breakdown for 41 days.

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

31. The following constructions related projects are ongoing with notifications to the HSE: -
  - Maintaining decency works across various sites Planned painting works across various sites
  - Windows, roofing and boiler improvements
  - 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
  - Door entry upgrade (Tunstall)
  - South End Road garage clearance
  - New Build development across a number of sites through Keelman Homes, to provide 29 affordable homes

## **Links to Values**

32. This report links to the following Company values of being: -

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

### **Impact on Customers**

33. 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**

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

### **Financial Implications**

35. 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**

36. 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**

37. Value For Money principles are followed in all health and safety activity.

### **Health Implications**

38. 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**

39. 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**

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