

Report to Resources Committee

18 November 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 to 30 September 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 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 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 co-ordination 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 to 30 September 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, 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)
9. There were no significant areas of weakness identified on the site visits.
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. The accident, incidents, near miss procedure and reporting forms has been revised following consultation with key stakeholders. The new version of the document has been uploaded to the intranet in October 2015.
12. In the period 1 April to 30 September 2015, six non reportable Accidents and four 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

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

Violent Incidents and Warning Alerts

14. In the reporting period 1 April to 30 September 2015, there have been 33 alerts as follows:
 - 25 Serious verbal threat, physical assault, violent offender, harassment, physical, sexual racial or otherwise discriminatory
 - 1 Dangerous animal
 - 3 Needles
 - 6 Weapons (ammonia, sword and knife, cricket bat, taser and notification by police of risk of carrying weapon)
 - 1 Threat of self-harm

15. Two of the incidents resulted in an anti-social behaviour (ASB) case being opened and three other cases involved an existing open case.
16. 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

17. The Asbestos Management Plan is currently under review and a draft has been circulated for discussion and comment. A meeting will be held in November to finalise the plan.
18. The internal audit of Asbestos has progressed and the draft report on recommendations is expected in November 2015.

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. All fire risk assessments are completed for the multi storey accommodation. The Fire Safety Group is evaluating the comprehensive action plans and a report will be produced on the findings and recommendations.

Legionella Control

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

Fire Alarm Systems and Sprinkler System

22. In the period 1 April to 30 September 2015, 48 of 56 (85%) quarterly inspections have been carried out to multi storey blocks and sheltered housing communal areas.
23. 918 of 949 (97%) of weekly fire alarm tests have been carried out to multi storey blocks and sheltered housing communal areas.

Out of Hours

24. In the period 1 April to 30 September 2015, 24 calls were received out of hours. 14 calls were managed over the telephone with advice and support. 10 calls required attendance on site by a member of the Out of Hours team.
25. 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

26. In the period 1 April to 30 September 2015, 349 of 359 (97%) monthly inspections have been carried out to emergency lighting systems.

27. In the period 1 April to 30 September 2015, 49 of 50 (98%) quarterly emergency light invertors (battery checks) have been carried out.

Non domestic gas boilers

28. In the period 1 April to 30 September 2015, 4 of 4 (100%) non domestic gas service checks were carried out in sheltered scheme buildings, communal lounges and multi storey blocks with non-domestic gas boilers.

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 and 30 September 2015, there have been 63 instances of lift breakdown in the 62 lifts in operation. Of the 63 breakdown instances, there have been 10 reports of entrapment. Service response for entrapment is between 20-30 minutes.

Update on the Company Construction Related Activities

31. The following construction related projects are ongoing with notifications to the HSE:

- Maintaining decency works covering various estates across the Borough (7 projects)
- Planned painting works across various sites
- Windows, roofing and boiler improvements at St James Village
- Window renewal programme borough wide
- Upgrade of butterfly properties ongoing
- Accessibility improvement works on Multi Storey and sheltered properties across various sites
- Door entry upgrade (Tunstall)
- DDA compliance works at Eslington Court and Redheugh Court
- New Build development across a number of sites through Keelman Homes, to provide 29 affordable homes
- External Wall Insulation (EWI) works ongoing in Leam Lane and Felling

We are delivering borough wide improvement works to the Care Call lifeline system on behalf of Gateshead Council.

Safety Briefings and Alerts Issued by Health and Safety Team

32. The Health and Safety Advisors provide safety briefings and alters which are specific to service activity and occupational workgroups. During the period, the following briefings have been issued: -

- 28/05/15 – Recent Prosecution: Social Housing firm exposed tenant to carbon monoxide
- 24/09/15 – CDM Advice, transitional arrangements ending 5/10/15
- 02/10/15 – Principal Designer Role, 7 Key Actions

Internal Audit of Health and Safety

33. The audit identified two medium recommendations and one area of best practice. We have commented on the draft audit and identified a timescale for completion.
34. The two medium recommendations include progress with the Health and Safety action plan and first aid and display screen equipment (DSE) was identified as an area of best practice.

Corporate Health and Safety Policies

35. We have recently revised a number of policies and procedures including the Health and Safety Policy Statement, Construction Design and Maintenance (CDM) and Training and Incident reporting as mentioned earlier in the report.
36. We are currently reviewing the Lone Working policy, Safety Tours and DSE guidance.

Links to Values

37. This report links to the following company values of being:
 - Fair
 - Customer focused
 - Open and honest
 - Accountable
 - Inclusive, valuing diversity

Impact on Customers

38. 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

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

Financial Implications

40. 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

41. 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

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

Health Implications

43. 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

44. 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

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