

CLYDEBANK HOUSING ASSOCIATION

To: Management Committee
From: Housing Services Manager
Subject: **Health and Safety Report**
Date: 20 November 2019

Health & Safety Control Manual – Version 3

An electronic version of the manual can be found on the intranet. A hard copy is also kept in the Board Room.

The manual is divided into the following sections:

- Policy and organisation
- Buildings
- People
- Work carried out by employees
- Work carried out by external contractors
- Sheltered housing
- Appendices

Please contact me directly if you wish clarification on any of the items contained within the manual.

Intranet

There is a dedicated Health & Safety tab on the intranet. Within this location the following folders can be found:-

- Employee Handbook
- Control Manual
- Risk Assessments
- Policies
- Disaster Recovery Plan
- Advice Notes
- Training Notes

Management Committee and staff are encouraged to check this section of the intranet on a regular basis for up to date information / advice on health and safety matters.

Landlord Safety Manual

As per previous training, the Management Committee is aware of its duties outlined within the Landlord Safety manual and have signed relevant sections of the manual to confirm this. An electronic version of this manual can be found on the intranet. A hard copy is also kept in the Board Room.

Audit of Health & Safety Management Systems

The next scheduled audit of our health & safety management systems is scheduled to be carried out in January 2021.

Training

The appraisal process and new staff inductions highlighted the following health & safety related training which will be scheduled in for completion in 2019/20:

- NEBOSH (General Certificate) – 2 staff members
- IOSH Managing Safely – 1 staff member
- IOSH Health & Safety for Housing Associations (1 staff) – May 2019
- Legionella Awareness (2 staff) – completed August 2019
- Asbestos Awareness (2 staff) – completed in May & June 2019
- Sharps Awareness – to be confirmed
- Lone Working (12 staff) – completed on 1 May 2019
- Fire safety awareness/manual handling – requested for 4 September 2019 but ACS unable to accommodate this. Further dates have been requested.

It has not been possible to arrange a number of the above training courses due to availability of trainers and suitable dates. I am therefore looking into in-house training for the various topics so that as many members of staff can attend on the same day.

CHA premises (including Office, SEC, Centre81 & CHP Station)

The following works/testing/inspections were completed during October:

<u>Description</u>	<u>Location</u>
Quarterly smoke vent/window inspections	Cart Street
Monthly water temperature testing & disinfection of showers	Centre81
Monthly water temperature testing	Social Economy Centre
Monthly back wash to ENWA unit	CHP Station
Monthly water temperature test	CHA Office
Monthly water temperature test	Social Economy Centre
Monthly water temperature test	Radnor Park MSF's

No adverse results have been received following the above testing/inspections.

Accident & Near Miss Register

The Association complies with the duty placed on it by legislation to inform the appropriate authorities of any persons injured whilst carrying out work performed for or on behalf of the Association. In this regard accurate records of all accidents, incidents and “near misses” arising are maintained.

Any such accidents or near misses, whether reportable to the enforcing authority or not, will be notified to the Committee on a monthly basis.

There were no incidents or near misses in the month of November.

Public Liability Claims – no update from last month

Ian Smith Court

This claim relates to a claim in the sum of £50,000 from a member of the public who alleged to have stepped into a large pot hole at Ian Smith Court and as a result sustained an injury.

Our insurers have advised us that the total claim will be £53,886.94 which includes compensation to the claimant and solicitors fees. To date £18,436.94 has been paid with £35,450.00 remaining to be paid out.

Risk Management & Compliance

This is an updated section of the report and will cover the 6 main landlord compliance subjects i.e. fire safety, asbestos management, water systems management, electrical safety, gas safety, lift safety. These heading will appear on each monthly report with updates or actions when applicable.

We currently have an Asbestos Policy/Procedures, however this is being reviewed and an updated policy will be presented at the December meeting for consideration by the Committee.

We have also adopted the model policies within the Landlord Safety Manual for fire safety, electrical safety, gas safety and lift safety and standalone, CHA specific, policies will be presented to the Housing Services Sub-Committee for consideration at their January 2020 meeting.

Our Legionella Policy was approved by the Management Committee in September 2019.

Fire Safety

Fire Risk Assessments at Multi-Storey Flats

The original fire risk assessment was carried out at Luset View in July 2017.

A number of recommendations contained within that assessment have been programmed into our major repairs programme from 2019-2026 as follows:

- Common fire doors – Commencing in 2020/21 over 3 years
- Flat entrance doors – Commencing in 2020/21 over 3 years

- Installation of smoke alarms in roofspace & laundries – Programmed as part of smoke alarm/heat detectors contract in 2019/20
- Landing carpets – Programmed for replacement in 2026
- Raised thresholds at some escape routes – will be incorporated in common fire door renewal contract
- Burn damage to lights in stairwells – individual fittings being replaced as required

The above will remain on the monthly report until each action has been completed.

Leven View

As reported last month a fire risk assessment was carried out by ACS on 25 September 2019. The following table is an update on the recommended control measures and actions.

Page no.	Assessment criteria	Recommended Control Measures	Comments/Actions	Comments / Completion date
Page 9	Does the building have a fire logbook and emergency pack?	Fire logbook must be kept on site	Recommended that formal documented weekly inspections are conducted to include the inspection of fire doors and monthly testing of emergency lighting	Training programme being arranged for on-site caretakers to carry out weekly checks. Target completion – 12/12/19
Page 12	Can steps be taken to reduce the potential sources of oxygen to a fire?	Close all windows, doors etc. Do not store oxidising materials near heat sources	When the tumble dryers are operating in the laundry room they create a negative air pressure. This air pressure 'sucks' the fire door leading to the lobby open. It is advised to increase the size of the air vents in the drying room to equalise the pressure when the dryers are operating.	Quotes will be obtained for air vents in all 7 blocks Target completion 30/11/19
Page 14	Any smoke/heat detectors?	Consider installation in high risk areas Ensure back-up power supply checks every 3 months Ensure annual service	Will be fitted in roof spaces and laundries as part of contract to install in all individual flats Procedures will thereafter be updated to include checks	Contract currently be advertised on PCS Target completion 28/02/19
Pages 17-18	What is the condition of fire doors and final fire exit doors?	Full details in risk assessment	The final emergency exit door leading from the east side	Repair completed 15/10/19

			emergency stairwell would not open The final exit doors in the common cage areas on the ground floor had padlocks fitted to the door. These require to be removed and push pads or push bars fitted.	All padlocks removed and all doors fitted with push pads Completed 23/10/19
Page 19	Are all fire escape routes adequately lit?	Full details in risk assessment	Emergency lighting covers common areas however some lights were not illuminated. Last testing in 2019 but no monthly testing.	New emergency lighting batteries and invertors have now been installed and commissioned. Monthly changeover from mains to battery now implemented
Page 20	Is adequate signage in place?	Full details in risk assessment	Appropriate pictogram to be displayed for lifts in the event of fire signs There is no signage on the dry riser on the first floor Good practice to number all floors in the emergency stairwells	Awaiting clarification of this from ACS and will then implement Completed 01/11/19 Adhesive numbers have been affixed to stairwells by caretakers Completed 07/11/19

Ministerial Working Group on Buildings & Fire Safety

As a result of the work of the Ministerial Working Group on Building and Fire Safety new regulations have been introduced to ensure that every home in Scotland has an effective system in place for detecting and warning of smoke, fire and carbon monoxide (CO).

Under the new regulations, at least one alarm should be fitted in the living room, hallway, landing, kitchen and loft conversion. Any rooms which have to be passed to reach the hallway from the kitchen or living room must also have an alarm fitted, unless the living room or kitchen has its own escape route.

All homes in Scotland must meet the new regulations by 1 February 2021.

We have already advertised these works on Public Contracts Scotland and aim to have completed the contract by March 2020.

Scottish Fire & Rescue Service

Scottish Fire & Rescue carry out periodic inspections at the multi-storey flats to check the dry risers, emergency lighting, common fire doors etc. and advise us if there are any deficiencies that require to be rectified.

Reports on the following were received in October & November 2019.

Date of Visit	Date Received	Block	Recommendation (s)	Action	Completed Programmed
18/10/19	24/10/19	Lusset View	Dry riser outlet unit on floor 11 – renew markings to indicate “Dry Riser Outlet”	Completed	01/11/19
18/10/19	24/10/19	Lomond View	Repair/replace seals at refuse chute hoppers on 2nd, 4th and 7th floors.	Order raised	Due by 29/11/19
18/10/19	24/10/19	Cowal View	Repair/replace seals at refuse chute hoppers on 1st and 3rd floors.	Order raised	Due by 29/11/19
17/11/2019	19/11/2019	Castle View	Hopper not fully closing on 2nd floor Doors not closing fully onto doorframes on 3rd	Order raised Order raised	Due by 03/12/19 Due by 22/11/19
17/11/2019	19/11/2019	Erskine View	Door not closing fully onto doorframe on 8th floor	Order raised	Due by 22/11/19

Asbestos Management

The recent annual assurance statement process brought to light a misinterpretation of our management of asbestos. We have always been vigorous and methodical in carrying out asbestos surveys as part of any major planned works and also in void properties. However it was not realised by myself or other members of maintenance staff that we had to carry out surveys in common areas to determine whether or not asbestos containing materials (ACM's) were present. We had been carrying out surveys in closes or common areas prior to any major or minor works and were aware of three schemes that could be prevalent to containing ACM's.

We completed the outstanding surveys on 31 October. We are still awaiting receipt of some of these surveys but those we have to date have indicated 4 of our 33 schemes have low risk, good condition ACM's e.g., external cement window sills and these should be monitored and re-inspected on an annual basis. This information has been entered onto our asbestos register with alerts for re-inspection dates. This has confirmed that there was no risk to tenants and other customers as a result of the surveys not being carried out previously.

Following a recent major repairs contract ACM's were found in the loft of one property and suspected in another. We have since invoked our asbestos management procedures and have instructed surveys in all similar type properties and will implement our management procedures where any ACM's are identified.

Water Systems Management

The section deals with the effective inspection, maintenance and management of all water systems within premises controlled by the Association and mainly covers Legionella.

We have a cyclical programme in place which covers the above and have now enhanced procedures in line with our Legionella Policy to include testing and risk assessments in void properties.

Electrical Safety

There are various inspections required to ensure our landlord compliance both in common areas and individual properties. Details of what we carry out and the frequency required are as follows:

Multi-storey flats

Lightning protection – 12 months

Emergency lighting (3 hour failure simulation) – 6 monthly

Emergency lighting (battery strength test) – 6 monthly

Changeover of emergency lighting from mains to battery - monthly

Laundries – 12 months

Common service areas – 36 months

Domestic tenanted properties

Electrical Installations Condition Report (EICR) – 5 years

Void properties & mutual exchanges

EICR – at every change of tenancy

Unvented hot water cylinders (properties with Quantum heating) – 12 months

Portable appliance testing (office, C81, SEC & caretakers offices) – 12 months

We have advertised contracts on Public Contracts Scotland for common area electrical testing & inspection and for EICR's in domestic properties.

Gas Safety

We currently have a framework agreement in place with City Technical Services for reactive and servicing maintenance of all properties with a gas appliance.

City Technical operate a 24/7 service for breakdowns involving no heating or hot water. They also carry out annual services (within 365 days of previous service). During an annual service to any gas appliances they also check the carbon monoxide, smoke alarms and heat detectors where fitted.

For the period 1 April to 31 October 2019 all services have been completed within timescale.

All records are held securely on our computer system.

Lift Safety

We currently have a framework agreement in place with Jackson Lift Group to maintain all our passenger lifts. There are 16 lifts in total, 14 at the multi-storey flats, one at Centre81 and one at the Social Economy Centre.

The contract involves one maintenance/service visit to each lift per month. Each lift is fitted with a telephone line and if a customer presses the emergency button in the event of a breakdown or entrapment the call goes directly to Jackson Lifts who are required to attend within one hour. There is also an “out of hours” service and reactive repair service for any works out-with the contract e.g., recent instances where tenants have accidentally dropped keys down the lift shaft.

In addition to the above, our insurers arrange for an independent company to inspect all lifts twice a year, in essence to audit the work of our contractor. We receive reports of these audits and any recommended works are passed to our contractor to implement.

All records are held securely on our computer system.