

## **CLYDEBANK HOUSING ASSOCIATION**

To: Management Committee

From: Housing Services Manager

Subject: **Health and Safety Report**

Date: 25 October 2019

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### **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 Maintenance Section.

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.

The policy statement and responsibilities sections of the manual require the annual signatures by Committee and these will be available at the meeting for any members who have still to add their signature.

### **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.

### **Updates**

The September 2019 updates to the Landlord Safety Manual have been received from EVH and are in the process of being incorporated into the Manual. Details of these updates, the sections referred to and the reasons for these are as follows:

<b>Landlord Control manual section</b>	<b>Description</b>	<b>Reason for update</b>
Section 7.12	Fire Safety in housing stock and common areas	Remove previous section 7.12 and replace with amended section:  The introduction of the Housing (Scotland) Act 1987 and the new tolerable standards to fit smoke and heat detectors came into force in January 2019. This update gives landlord information on the legislation, the standards to be achieved and timescale for compliance.

### **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:

- NEBOSH (General Certificate) – to be confirmed
- IOSH Managing Safely – to be confirmed
- 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.

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

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

<b><u>Description</u></b>	<b><u>Location</u></b>
Annual visit to test water tanks	Centre 81
Water temperature testing	Centre81
Water temperature testing	Social Economy Centre
Monthly Back Wash to ENWA unit	CHP Station
Monthly temperature test	CHA Office
Monthly temperature test	Social Economy Centre
Monthly water temperatures	Radnor Park MSF's
Bi Annual signal check to Fire System	Social Economy Centre
Annual maintenance check to fire system	CHA Office
Annual maintenance check to fire system	Centre81

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

### **Risk Management**

#### **Fire Risk Assessments at Multi-Storey Flats**

The original fire risk assessment was carried out at Lusset 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 – Programmes as part of smoke alarm/heat detectors contract in 2019/20
- Landing carpets – Programmed for replacement in 2026
- Cage area external doors – Upgraded to fire escape doors following recent fire risk assessment
- 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
- Various locations – redundant wiring – the risk assessment said “To prevent confusion and reduce the potential for accidental contact with live electrical systems, redundant electrical equipment and wiring should be removed wherever practicable to do so. A number of examples of presumed redundant electrical equipment/wiring were noted around the building, particularly within the utilities cupboards. We contacted utility companies and asked them to remove any redundant wiring however we were unsuccessful in getting them to attend. We have carried out our own assessment of these areas and the wiring does not seem to be redundant but telecommunications cables. These are all contained

within cupboards on each floor and the cupboards are checked daily by caretakers to ensure they are locked.

### Leven View

A fire risk assessment was carried out by ACS on 25 September 2019 and a copy of this is attached to this report.

I have listed below 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	
Page 9	Any electrical equipment (portable or fixed)	Portable appliance testing	Last PAT testing certificate dated 2018.	PAT testing completed on 28/03/19 and certified
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 emergency stairwell would not open The final exit doors in the common cage areas on the ground	Repair completed 15/10/19  All padlocks removed and all doors fitted with

			floor had padlocks fitted to the door. These require to be removed and push pads or push bars fitted.	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.	Emergency lighting batteries and invertors currently being replaced to ensure all lights illuminated. Target completion date 01/11/19 Procedure will be updated to comply with change in regs from 6 monthly to monthly.
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	We will get clarification of this from ACS and get fitted  Order raised Target completion date 01/11/19 Adhesive numbers have been purchased and will be affixed to stairwells by caretakers Target completion date 01/11/19

### Asbestos Management

We are continuing to bring all of our information, including survey data, together in our new digital Asbestos Register and an update will be given at the meeting.

We are also in the process of reviewing our Asbestos Policy and procedures to determine their effectiveness and to ensure the policy contains references to the importance of the health and safety of our tenants and how we manage this. This will be available for next month's meeting.

### Ministerial Working Group on Buildings & Fire Safety

As part of the work of the Ministerial Working Group (MWG) on Building and Fire Safety, it was agreed that the Scottish government would be taking forward a public

consultation on guidance for those responsible for fire safety in high rise domestic building and information for people who live in these buildings. The consultation is now live and will run for a period of 12 weeks, closing on 17 July 2019. We await the results of the consultation.

We have also assisted West Dunbartonshire Council in submitting information to the Scottish Government who is compiling a Simplified High Rise Inventory for the whole of Scotland.

### **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 2019.

<b>Date of Visit</b>	<b>Date Received</b>	<b>Block</b>	<b>Recommendation (s)</b>	<b>Action</b>	<b>Completed Programmed</b>
13/08/19	04/10/19	Castle View	No fire safety defects or shortcomings observed in common areas	N/A	N/A
18/10/19	24/10/19	Lusset View	Dry riser outlet unit on floor 11 – renew markings to indicate “Dry Riser Outlet”	Order raised	Target completion date 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	Target completion date 01/11/19
18/10/19	24/10/19	Cowal View	Repair/replace seals at refuse chute hoppers on 1st and 3rd floors.	Order raised	Target completion date 01/11/19

### **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 October.

### **Public Liability Claims**

#### **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.

### **Radnor Park Communal Fire Doors**

I am pleased to report that the Government's investigation into the fire door industry has now been completed and it found no performance concerns with timber fire doors after tests on products from 25 manufacturers all passed.

This means we will not have to go to the expense of testing doors ourselves and will be able specify a tested product when we procure this contract next year.