

## **CLYDEBANK HOUSING ASSOCIATION**

To: Management Committee

From: Housing Services Manager

Subject: **Health and Safety Report - (Decision required)**

Date: 21 February 2020

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### **Purpose of Report**

The purpose of the report is to update and inform the Management Committee on our compliance with our legal obligations on employee and tenant/resident safety, to allow consideration of the information and any recommendations and arrive at decisions where required.

### **Potential impact on tenants and service users/Tenant Consultation requirements**

Failure to comply with our legal obligations could result in potential endangerment of employees, tenants and residents.

### **Value for Money**

**CHA considers Value for Money in all aspect of its business including: -**

- Managing our resources to provide quality services and homes to meet the needs of customers and the local community.
- Delivering the right service at the right time at the right cost.
- Planning for and delivering year on year improvements on our services based on customer priorities.
- Getting the most out of our assets and staff by operating efficiently and effectively.

### **Risk**

Non-compliance with statutory legislation could result in a notifiable event to the Regulator, intervention by the Regulation and/or intervention by the Health & Safety Executive resulting in fines or prosecutions.

### **Legal/constitutional Implications (Reference to Model Rules)**

Relevant legislation, e.g. Building (Scotland) Regulations 2004, Health & Safety at Work etc. Act 1974, Control of Asbestos Regulations 2012, Electrical Equipment (Safety) Regulations 1994, Fire (Scotland) Act 2005, Gas Safety (Installation and Use) Regulations 1998, Lifting Operations & Lifting Equipment Regulations (LOLER) 1998, the Control of Substances Hazardous to Health Regulations 2002, Corporate Homicide Act 2007.

There are no adverse legal implications as a result of this report and/or any decision required.

**Relevant CHA Objectives:**

- To provide quality, affordable housing that meets the changing needs of our customers and to ensure fair access to housing within our area.
- To provide a first class maintenance service which offers value for money and ensures the comfort and safety of our residents while maintaining high levels of satisfaction.
- To ensure local decision making and community control, we will encourage our tenants and other customers to influence our policy and participate in decisions, which may affect them.
- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

**Relevant Scottish Social Housing Charter outcomes:**

- Equalities - Social landlords perform all aspects of their housing services so that every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.
- Communication - Social landlords manage their businesses so that tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.
- Participation - Social landlords manage their businesses so that tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with.
- Housing quality and maintenance – Social landlords manage their businesses so that tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) when they are allocated; are always clean, tidy and in a good state of repair; and also meet the Energy Efficiency Standard for Social Housing (EESH) by December 2020.
- Repairs, maintenance and improvements – Social landlords manage their businesses so that tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.

**Relevant SHR Regulatory Standards of Governance and Financial Management**

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being while maintaining rents at a level that tenants can afford to pay.
- The governing body bases its decision on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- The RSL conducts its affairs with honesty and integrity.

- The governing body and senior officers have the skills and knowledge they need to be effective.

*The Management Committee will require to confirm that the contents of this report and decisions required do not constitute a breach, material or otherwise, of the above Standards and there is no requirement to report a Notifiable Event to the Regulator.*

## **1.0 General**

### Audit of Health & Safety Management Systems

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

## **1.1 Employer 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.

## **1.2 Updates**

The January 2020 updates to the Health & Safety Control Manual (Version 3) have been received from EVH and are in the process of being incorporated into the Manual and notified to staff. Details of these updates, the sections referred to and the reasons for these are as follows:

<b>LEGISLATION (REFERENCES THROUGHOUT AND SECTION 8)</b>	
amendment	
<b>1</b>	<p>1.1 An updating of legislation references to the Gas Safety (Installation and Use) Regulations 1998, as amended (i.e. inclusion of ‘as amended’) has been made and modifications made to the gas safety policy (see below).</p> <p>1.2 The Personal Protective Equipment Regulations 2002 are now revoked, although the 2002 Regulations continue to apply, as if they had not been revoked, to PPE placed on the market before 21st April 2019. The Personal Protective Equipment (Enforcement) Regulations 2018 have been introduced.</p> <p>1.3 An updating of legislation references to the Fire Safety (Scotland) Regulations 2006, as amended has been made – no significant change to policy has been required, other than the inclusion of ‘as amended’ in the title.</p> <p>1.4 Whilst there is no effect on current policy, the Work at Height Regulations 2005, as amended (i.e. including the ‘amendment’) should be referenced.</p> <p>1.5 Whilst there is no effect on current policy, the Food Hygiene (Scotland) Regulations 2006, as amended (i.e. including the ‘amendment’) should be referenced.</p> <hr/> <p>NOTE: Please also ‘find and replace’ all mentions of these legislation references throughout your Manual to ensure the correct titles are shown (e.g. including the ‘as amended’).</p>

<b>FURTHER READING (SECTION 9)</b>	
amendment	
<b>1</b>	<p>1.1 Inclusion of 2 new documents (now referenced in Fire Policy and Section 9) in relation to fire safety within the housing sector:</p> <ul style="list-style-type: none"> <li>- Practical fire safety for existing specialised housing and similar premises: guidance. January 2020. ISBN: 978-1-83960-510-9 (Scottish Government)</li> <li>- Practical Fire Safety Guidance for Existing High-Rise Domestic Buildings. December 2019. ISBN: 978-1-83960-358-7 (Scottish Government)</li> </ul> <p>1.2 Inclusion of a new reference to an additional HSE guidance document in Section 2.2. Electrical Safety and Section 9:</p> <ul style="list-style-type: none"> <li>- MAINTAINING PORTABLE ELECTRICAL EQUIPMENT, HSG107 3<sup>rd</sup> Edition. 2013. ISBN 978 0 7176 6606 5  <a href="https://www.hse.gov.uk/pubns/books/hsg107.htm">https://www.hse.gov.uk/pubns/books/hsg107.htm</a></li> </ul>

<b>POLICY AND PROCEDURES</b>	
amendment	
<b>2</b>	<p><b>Section 2.1 Fire</b></p> <p>The fire risk assessing duties within domestic blocks are largely the subject of the Organisation's 'Landlord' duties as opposed to its obligations as an 'Employer'. However, there is a clear cross-over here and to clarify the requirement to treat common areas of housing stock as 'workplaces', rendering them subject to fire risk assessing, paragraph 1 has been strengthened as follows:</p> <p><b>2.1.3 Risk Assessment</b></p> <p>1) The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, <a href="#">as amended</a> require a Risk Assessment to be carried out of the fire risks present in all premises <a href="#">in which staff are employed and whereby the employer / duty holder has a control of those premises</a>. This duty extends to the undertaking of Risk Assessments in the common areas of housing stock and other Organisation-controlled premises that are legally defined as workspaces (e.g. commercial buildings for which the fire risk assessing duty has not been contractually passed to a tenant).</p> <p>A number of relatively minor changes have also been made to this policy to reflect the change in terminology of some roles, to include some useful new document references and to offer some 'tidying' of references etc. These changes include:</p> <ol style="list-style-type: none"> <li>1. Updating of legislation reference to: Fire Safety (Scotland) Regulations 2006, as amended – (i.e. inclusion of 'as amended').</li> <li>2. Inclusion of 2 new documents (referenced in Fire Policy) in relation to fire safety within the housing sector: <ol style="list-style-type: none"> <li>a. PRACTICAL FIRE SAFETY FOR EXISTING SPECIALISED HOUSING AND SIMILAR PREMISES: guidance. January 2020. ISBN: 978-1-83960-510-9 (Scottish Government) <a href="https://www.gov.scot/publications/practical-fire-safety-guidance-existing-specialised-housing-similar-premises/">https://www.gov.scot/publications/practical-fire-safety-guidance-existing-specialised-housing-similar-premises/</a></li> <li>b. PRACTICAL FIRE SAFETY GUIDANCE FOR EXISTING HIGH-RISE DOMESTIC BUILDINGS. December 2019. ISBN: 978-1-83960-358-7 (Scottish Government) <a href="https://www.gov.scot/publications/practical-fire-safety-guidance-existing-high-rise-domestic-buildings/">https://www.gov.scot/publications/practical-fire-safety-guidance-existing-high-rise-domestic-buildings/</a></li> </ol> </li> <li>3. References to 'Emergency Controller' have been changed to 'Fire Warden' to better match common parlance, guidance and training packages.</li> <li>4. Reference to the 'Fire Brigade' has been changed to the 'Scottish Fire and Rescue Service (SFRS)' to reflect its correct title.</li> </ol> <p><a href="#">Revised model policy received</a></p>

### 3 Section 2.9 Gas Safety

An updating of legislation reference to: Gas Safety (Installation and Use) Regulations 1998, as amended (i.e. inclusion of 'as amended') has been carried out.

These Regulations were updated **to insert section 36A**. This new regulation gives the Landlord (for the purposes of this H&S Control the Employer) an option to renew the gas safety record **up to two months prior** to the 'deadline date', which is something that many RSL's were already aiming for to ensure the statutory 12 month deadline was being met. This deadline date remains at 12 months from the previous inspection but if an 'early assessment' is carried out (i.e. during months 11 and 12 from the previous assessment) the record can now be treated as if this early assessment had been carried out on the last day of the 12 month period of validity. This ensures that the benefit of a full 12 months of assessment can be obtained whilst, in practice, the assessments may be carried out at any time from 10-12 months from the recorded deadline. This should give Organisations some breathing space to arrange the annual assessment without running the risk of the 12 month cycle shortening every year, which was happening under the former regime.

The situation as regards record keeping has also been amended to take account of the Amendment Regulations.

The amended policy is as follows:

#### 3) Inspection and Maintenance

3.1 The Organisation will ensure that all gas appliances, flues and installation pipework are inspected for safety within each 12 month period and that a structured inspection and maintenance programme is implemented. *Where an inspection is or was completed within the period of 2 months ending with the deadline date, that inspection is permitted to be treated as having been made on the deadline date (i.e. allowing the 12 month period to run from the deadline as opposed to the 'early assessment date'). This inspection and maintenance work will be undertaken by an external contractor, who complies with point 1.1, above.*

3.2 Records of such gas safety inspections will be reviewed by the competent person, to ensure proper completion. Should any discrepancies be observed, the competent person should raise the issue with the contractor. *Records will be retained until there have been two further checks carried out or, in respect of an appliance or flue that is removed from the premises, for a period of 2 years from the date of the last check of that appliance or flue.*

*These revisions will be incorporated into CHA's Gas Safety Policy and a reviewed policy presented to the March 2020 meeting of the Housing Services Sub-Committee.*

<b>4</b>	<p><b>Section 4.5 PPE</b></p> <p>Whilst not significant in terms of the actual defined policy, the Personal Protective Equipment Regulations 2002 are now revoked, although the 2002 Regulations continue to apply, as if they had not been revoked, to PPE placed on the market before 21st April 2019. The Personal Protective Equipment (Enforcement) Regulations 2018 have been introduced.</p> <p>The references have been updated accordingly.</p> <p><a href="#">Revised model policy received</a></p>
<b>5</b>	<p><b>Section 2.2 Electrical Safety</b></p> <p>Whilst no change to policy has been made, page 1 now includes a new reference to guidance document in Section 2.2. Electrical Safety:</p> <ul style="list-style-type: none"> <li>- MAINTAINING PORTABLE ELECTRICAL EQUIPMENT, HSG107 3<sup>rd</sup> Edition. 2013. ISBN 978 0 7176 6606 5 <a href="https://www.hse.gov.uk/pubns/books/hsg107.htm">https://www.hse.gov.uk/pubns/books/hsg107.htm</a></li> </ul> <p><a href="#">Revised model policy received</a></p>

### **1.3 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.

### **1.4 Training**

This year's appraisal process is underway and will identify any new training requirements which will be scheduled in addition to training carried forward from last year for completion in 2020/21.

- NEBOSH (General Certificate)
- IOSH Managing Safely
- IOSH Health & Safety for Housing Associations
- Legionella Awareness
- Asbestos Awareness
- Asbestos Awareness Minor Works
- Sharps Awareness
- Lone Working
- Fire safety awareness/manual handling
- Working at Height / Safe use of Ladders



## **2.0 CHA non-domestic premises (Office, SEC, Centre81 & CHP Station)**

The following works/testing/inspections were completed during February 2020.

<b>Description</b>	<b>Location</b>	<b>Results</b>
Water temperature testing	Centre81	Satisfactory
Water temperature testing	Social Economy Centre	Satisfactory
Back wash to ENWA unit	CHP Station	Satisfactory

### **2.1 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 accidents or near misses in February 2020.

### **3.0 Landlord**

#### **Public Liability Claims**

There are no outstanding claims.

### **3.1 Risk Management & Compliance**

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

We have adopted the model policies within the Landlord Safety Manual on these subjects, however we are now developing standalone, CHA specific policies.

The following policies are now in place:

Legionella Policy – approved September 2019

Asbestos Management Policy & Procedures – approved December 2019

Gas Safety Policy – approved January 2020

Similar CHA policies will be drafted for fire safety, electrical safety and lift safety and presented to the next Housing Services Sub-Committee for consideration.

### **3.2 Fire Safety**

#### **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 roof space & 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 previously 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	Completed 14/02/20
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 have been obtained for air vents in all 7 blocks and the works will now be instructed with a target completion by the end of March 2020.
Page 14	Any smoke/heat detectors?	Consider installation in high risk areas Ensure back-up power supply	Will be fitted in roof spaces and laundries as part of contract to install in all individual flats	Contract awarded to City Technical Services. Contract will

		checks every 3 months Ensure annual service	Procedures will thereafter be updated to include checks	commence on 02/03/20 and last for 12 weeks
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	Signs have been received and will be fitted by caretakers by 02/03/20 at the latest

### Smoke, heat and carbon monoxide alarms systems – **Decision required**

These works were advertised on Public Contracts Scotland and tender reports were presented to the Finance & Corporate Services Sub-Committee on 4 February 2020.

The contract was split into two lots awarded as follows:



Lot 1 – Multi-storey flats (391 properties) – [REDACTED]

Lot 2 – All other properties (540) – [REDACTED]

Pre-start meetings have been held with each contractor and Lot 1 will commence on 2 March and Lot 2 will commence on 9 March. Both lots have a contract period of 10-12 weeks subject to no issues with access.

We have also completed the application to the [REDACTED] to draw down the interest free loan of [REDACTED] to carry out these contracts.

As previously reported all homes in Scotland must have these alarm systems fitted to meet the new regulations by 1 February 2021.

We have been working closely with the manufacturer of the products, Aico, in order to provide training and guidance to all relevant CHA representatives including contractors.

We have now been made aware of a new “Gateway portal” provided by Aico which would, if installed, provide real time information with regards to the equipment being installed during this contract. The information provided by Gateway would be as follows;

- What equipment has been installed within each individual property
- The condition of the equipment - this includes alerts if any alarm is removed at any time
- Date on which equipment is due for renewal
- Has the alarm been tested?
- Is there power in the property?
- Dates and times when any issues occur

As an Association the portal has the following potential benefits outside evidencing compliance;

- Provide a pro-active maintenance service

- Evidence of cyclical inspections
- Tenancy sustainment – by prioritising tenancies in which staff would visit in order to assess possible breaches of tenancy or assistance that can be provided we can potentially identify issues early which would otherwise have the potential to escalate into a situation where the tenant leaves their home
- Additional information for properties suspected of being abandoned
- Identifying power issues for upcoming voids

Bearing in mind that going forward we would need to carry out an annual inspection of the alarms systems in each property, installation of the Gateway would remove the need for a physical visit which is likely to be in the region of [REDACTED] per property.

We asked the contractor awarded the contract for the multi-storey flats to provide a price for the additional installation of the Gateway equipment and this is shown on the following table:

Contractor	Cost per install (inc. VAT)	Number of Properties	Additional Cost of Gateway Smartlink	Tender Price (inc. VAT)	Total Cost (inc. VAT)
[REDACTED]	[REDACTED]	391	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]
				[REDACTED]	[REDACTED]
* Allowances includes increased specification for vulnerable tenants, possible additional alarms at msf's due to height of beam in hall and costs for repeated no access				Allowance for add-ons	[REDACTED]
				<b>Overall Costs</b>	[REDACTED]
				<b>Budget</b>	[REDACTED]
				<b>Over budget</b>	[REDACTED]
				<b>Loan Amount</b>	[REDACTED]
				<b>Over loan</b>	[REDACTED]

**Properties that would incur additional cost for annual access to check compliance (non-gas/unvented hot water cylinder properties)**

Number of Properties	Cost per Inspection	Total Cost (Annually)	Number of years for Gateway Smartlink to become cost neutral
391	[REDACTED]	[REDACTED]	[REDACTED]

As can be seen from the above table the cost of fitting the Gateway at the multi-storey flats would be [REDACTED] above budget and [REDACTED] over the loan

amount. However we would be saving around [REDACTED] per annum on inspections and the additional outlay just now would be recouped in less than 2 years.

I would recommend that we fit the Gateway system at the multi-storey flats and monitor this to confirm the benefits both in cost savings and efficiency and thereafter we can add to a future budget to fit in all other properties.

### 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.

No reports have been received since November 2019.

### Cyclical Testing & Inspection

The following testing and inspections took place during February 2020:

Hume Street/Glasgow Road – quarterly smoke vent window inspections

There were no adverse findings found.

Evidence of fire safety compliance by scheme/block/unit is stored in this location:  
[..\..\..\Maintenance Folder\Landlord Compliance](#)

## **3.3 Asbestos Management**

All required surveys have now been completed and received with the results incorporated into our Asbestos Register.

As reported previously 4 of our 33 schemes have low risk, good condition asbestos containing materials (ACM's) e.g., external cement window sills and these are being monitored and will be re-inspected on an annual basis.

The cost to date for the additional surveys is £26,457 and this is expected to rise to c£30,000 when all invoices are received.

Following a major repairs contract last year at 37 properties, ACM's were found in the loft of one property and suspected in another, later confirmed. The other 35 properties came back with negative results for ACM's, however we suspected that the external wall insulation works may have been responsible for dislodging asbestos cement in all lofts and we therefore invoked our asbestos management procedures and instructed surveys in all similar type properties, 35 in total.

We have received the survey results which show that ACM's are present in a further 24 properties bringing the total to 26. We have written to all these tenants to advise them of this and return a disclaimer confirming they will not access these lofts. An annual inspection regime has been added to our Asbestos Register.

One of the first lofts to be identified with ACM's was packed with the tenant's belongings and we therefore decided to have the loft cleared of all insulation and ACM's. This was carried out in December 2019 at a cost of £2,724.

We met with TC Young, solicitors, on Friday 24 January to ascertain if it would be possible to add a clause to the tenancy agreement preventing tenants from accessing lofts within their homes.

The advice we received was such a clause could not be inserted retrospectively and even putting it in new tenancy agreements would be hard to manage i.e. how could we guarantee tenants were not accessing loft spaces.

We discussed measures that CHA already have in place e.g., asbestos register, regimes for re-inspections and declarations, where necessary, signed by tenants confirming they will not access individual loft spaces. It was agreed that our asbestos policy/procedures/register would be updated to clarify the course of action required when asbestos is discovered e.g., low level risk or high level risk to tenants. TC Young also confirmed that we would be unable to charge owner occupiers/sharing owners for a share of the cost of any asbestos surveys carried out in common areas as this is outwith our remit as factor.

Evidence of asbestos compliance by scheme/block/unit is stored in this location:  
[..\..\..\..\Maintenance Folder\Landlord Compliance](#)

### **3.4 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.

#### Voids

Since 1 November 2019 we have carried out legionella risk assessments in 18 void properties and any recommendations have been completed prior to the properties being re-let.

#### Domestic Properties

The following testing and inspections were completed during February 2020.

##### Radnor Park multi-storey flats

- Annual service of water pumps
- Treat, test water tanks and draw water through building
- Monthly water temperature testing

No adverse results were reported.

Evidence of water systems compliance by scheme/block/unit is stored in this location: <..\..\..\..\Maintenance Folder\Landlord Compliance>

### **3.5 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) – 5-10 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

#### Cyclical Testing & Inspection

The following testing and inspections took place during February 2020:

Radnor Park – bi-annual emergency lighting check

Evidence of electrical safety compliance by scheme/block/unit is stored in this location: <..\..\..\..\Maintenance Folder\Landlord Compliance>

### **3.6 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 January 2020 all services have been completed within timescale i.e. 495 due and completed.

Evidence of gas safety compliance by scheme/block/unit is stored in this location: <..\..\..\..\Maintenance Folder\Landlord Compliance>

### **3.7 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.

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.

Evidence of lift safety compliance by scheme/block/unit is stored in this location:  
[..\..\..\..\Maintenance Folder\Landlord Compliance](#)