

TOWER HAMLETS HOMES
HEALTH AND SAFETY COMMITTEE
ALBERT JACOBS HOUSE, 62 ROMAN ROAD
MONDAY 26TH JULY 2010 14.00-16.00PM

Name	Division/Role	Initials
Dominic Johnson	Health & Safety Manager	DJ
Shaz Calcher	Housing Bow & North Poplar	SC
Christine Foley	Housing Stepney & Wapping	CF
John O'Neill	Technical Services	JO
Marcia Skinner	Finance & Resources	MS
Porcia Ossei	Human Resources	PO
Christine Jennings	Health & Safety	CJ
Terry Large	Facilities Management	JF
Elsbeth Brown	Asset Management	EB
Matus Holecko	Senior Caretaking Manager	MH

Distribution:

All above		
Gavin Cansfield	Chair	GC
Sayeed Kadir	Deputy Chair	SK
Paul Allen	Strategy and Performance	PA
Rick Crane	Asset Management	RC
Davina Boakye	THH HR Manager	DB
Tony Childs	THH Unison Representative	TC
Jan Field	Facilities Management	JF
Fiona Redknapp	THH Accommodation	FR
Branch Office	THH GMB Representative	
Terry Bailey	THH UNITE Representative	TB
Intranet		

Item No	Description	Action	Status
1.0	<u>Apologies For Absence</u> Apologies for absence were received from Sayeed Kadir (Director of Asset Management), Paul Allen (Head of Resident Engagement) Rick Crane (Drains Team) Terry Bailey (UNITE Union), Paul Rouhan (Learning & Development) Prosper Okunnuga (Unison Safety Representative), and Tony Childs (Unison Safety Representative).	To Note	
2.0	Minutes of the H&S Committee held on 12TH May 2010 The Minutes of the Health and Safety Committee held on 12 th May 2010 were agreed as accurate.	To Note	
2.1	Matters arising from the minutes that did not form part of the agenda; <u>Community Buildings:</u> Paul Allen (Head of Resident Engagement) provided a written update to the committee regarding Community;		

THH continues to work closely with LBTH to develop an agreed process to transfer the management of the Community Halls and Rooms to THH. This process will ensure

that a room or hall is only transferred to THH management when a full sustainability assessment has been carried out and a development plan is in place. It is likely that the process will be finalised and agreed by the beginning of September 2010. We will then prioritise and then assess each community hall and room in turn.

To Note

2.2 Caretaking Accommodation Budget:

Report (via Les Warren) to be presented at the next Committee detailing the financial provisions for caretaking accommodation.

**Les
Warren**

2.3 Legionella Policy

The contents and provisions of the Legionella Policy will form part of Mick Capper presentation of the THH Legionella Policy to the next Committee.

**Mick
Capper**

3.0 **DJ** stated that due to the number of items on the agenda that the meeting would have condensed agenda with the KPI's and Accident Reports being incorporated into the October Committee.

4.0 THH Stress Policy – Porcia Ossei Human Resources

PO attended the committee to give an update on the progress on the THH Stress Policy. The stress policy was circulated by Junal Kadir for comments after the last Committee and the Confidential employee assistance programme publicised via News and Views. **DJ** asked if any comments had been received from the members of the committee after the Stress Policy had been circulated. **PO** stated that no comments had been received. **DJ** requested that members send comments to **PO** within next two weeks.

**All to
provide
comments**

Subsequent to the Committee the Stress Policy has been absorbed into the Trade Forum discussions with THH Unions and Management representatives.

5.0 Potentially Violent Procedure - Peter Brown:

PB attended the Committee to provide an update on the procedure for reporting and accessing information held on residents who were potentially violent.

5.1 **PB** informed the Committee that the flags were now live on SX3 and that this would be publicised and training programmed for late August 2010.

5.2 Concerns were raised about how this information would be accessed by caretaking staff who do not have access to SX3. **PB** stated that for services like Caretaking there would have to a workaround put in place by the Service Managers.

PB

5.3 The accuracy of information and the process for updating information held on the PVP register was seen as a potential weakness in the information chain as NHO's were not

necessarily aware that if residents were being written to due an incident that this information needed to be shared with Lisa Sykes (Service Improvement Group) so that the PVP Register can be updated. **PB** to incorporate in the publicity and training.

PB

- 5.4 SC** raised concerns around information sharing with Homelessness Persons when NHO's are attending a viewing with a client. Often HPU do not attend these viewing although a representative should be in attendance.

6.0 Play areas – Elspeth Brown:

Elspeth Brown attended the H&S Committee to present an overview about play areas and THH responsibilities. **EP** informed the Committee that THH has 55 Play Areas and 33 Multi Use Games Areas (MUGAs).

- 6.1 EP** stated that quarterly (operational) inspections of both Play Areas and MUGAs are carried out by Safeplay and a schedule of works drawn up from these. **EP** informed the committee that there is also an (annual) Safety Inspection which is carried out by an independent specialist.

Daily (routine) inspections should be carried out by the caretakers to remove litter and to report damage or vandalism to these play areas.

- 6.2 EP** explained that the purpose of the inspections and maintenance programme is to manage the risk to Tower Hamlets Homes. It is impossible to entirely eliminate risk, the equipment we provide should have high play value and low risk.

- 6.3** Safeplay have been maintaining our play equipment since 2004/5. Prior to this maintenance was not structured or planned which left LBTH vulnerable to injury claims. Sustained investment in the play areas has paid off, and since Safeplay have been maintaining them they have passed each annual inspection with flying colours. In addition, spend has been reduced year on year from £151k in 2004/5 to £40k in 2009/10.

7.0 Health & Safety Measures in Place for Office Based Staff – Marcia Skinner

MS presented a report detailing provisions and mechanisms in place for the safety of office based staff specifically Security of staff on premises, Site checks for H&S, Security of staff on site visits, Staff well being and Workstation assessments.

To Note

8.0 UNION ITEMS

No items raised for discussion.

9.0 **A.O.B**

The issue of NHO's lone working in surgeries and whether there is suitable and sufficient mechanisms in place to manage the associated risk was raised as an ongoing issue.

DJ to write to Head of Housing requesting actions/processes in place to mitigate risk and report back to the next committee.

DJ

Date(s) & Venue(s) for Health and Safety Committee;		
Date;	Time & Venue;	Forward Agenda (not including standing items);
26/4/10 12/05/10	14:00 – 16:00 Gladstone Place – GP103 14:00-16:00 Jack Dash House – JDH101	Work Related Stress – Davina Boakye Work Related Stress – Porcia Ossei
26/7/10	14:00 – 16:00 Albert Jacobs House Roman Road – RR204	Play Areas – Elspeth Brown Potentially Violent Register – Peter Brown
25/10/10	14:00 – 16:00 Massingham Street (Raynham House)	Legionella Briefing – Mick Capper Caretaking Finance Update – Les Warren. Caretaking Risk Assessments – Claire Demmel Lone Working Feedback (staff survey) – Dominic Johnson
TBC	14:00 – 16:00 Jack Dash House Council Chamber	

Gavin Cansfield
Chair

Date

Sayeed Kadir
Deputy Chair

Date