

NOTTINGHAM CITY HOMES

PROPERTY SERVICES
COMMITTEE
19 JULY 2010

REPORT OF THE DIRECTOR OF PROPERTY
SERVICES

HEALTH & SAFETY UPDATE

1 SUMMARY

- 1.1 This report updates the Board about significant health and safety and fire safety developments within the Property Services division over the previous two calendar months.
- 1.2 This report covers May and June 2010.

2 RECOMMENDATIONS

- 2.1 It is recommended that Property Services Board note the contents of this report.

3 REPORT

3.1 Incident reports and outcomes

- 3.1.1 There were 13 injuries and 2 dangerous occurrences reported by Property Services employees in May/June 2010.
- 3.1.2 Two of the 12 injuries were reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). Both these injuries were reported because the injured party in each case was unable to work for more than 3 days.
- 3.1.3 A total of 19 days were lost in Property Services to injuries sustained in May / June 2010. This figure is subject to amendment as days lost are not counted until employees have returned to work.
- 3.1.4 The main cause of lost time injuries (4 incidents - 10 days lost) within Property Services continues to be manual handling. Manual handling assessment reviews are ongoing through the Property Services risk assessment working group.
- 3.1.5 There was one reported injury from a tenant, where a window being fitted by NCH employees fell inwards to the room where she was sitting. This was reportable under RIDDOR as the tenant was taken to hospital by ambulance, although no visible was found at hospital. This incident has been fully investigated by the H&S team and recommendations for improvement agreed by the Head of Repairs & Maintenance.

- 3.1.6 The 2 dangerous occurrences were a report of items being thrown from a high rise building, and the overturning of a skip at Harvey Road.
 - 3.1.6.1 Incidences of items being thrown from high rises are less common than before due to action being taken and publicised, although they do continue from time to time. Action is always taken where evidence can be obtained.
 - 3.1.6.2 A waste skip tipped forward at Harvey Road because the skip that had been provided lacked stabiliser blocks at the front, and heavy items had been placed in the front sloping side. This skip has been replaced, and a memo sent round informing users of the incident with instructions how to load skips in future.
- 3.1.7 A new incident reporting process was introduced at the beginning of May. Feedback so far has been positive, especially as the new report forms are simpler to fill in, although we acknowledge that further work is needed to simplify near miss reporting. Maintenance managers in Property Services have been trained how to report incidents using the new process.

3.2 Fire Safety

- 3.2.1 Fire safety improvements are ongoing. Refurbishment building work is complete at Highcross, Highurst and Clifford Courts, and work is in progress at Kingston Court. Tender responses are being received for the works identified at the other high rise buildings.
- 3.2.2 Alarm systems have recently been fitted at Highcross, Highurst and Clifford Courts and at the Victoria Centre. Fire emergency plan reviews have also been carried out at these locations with the Fire and Rescue Service, and information about these plans will be communicated to residents using a mixture of public meetings, individual visits and letter drops as appropriate for each building.
- 3.2.3 NCH has requested a formal extension to the enforcement notice at Highcross Court until 31st March 2011, as the previous notice expired on 30th June 2010. No formal response had been received at the time of writing, although verbal feedback is that the request has been accepted. NCH and the Fire & Rescue Service will carry out quarterly joint fire safety inspections until the property is decommissioned.

3.3 H&S Inspections

- 3.3.1 Regular health & safety inspections are carried out by the Health & Safety Team along with Property Services managers and trade union representatives, both of internal works and those carried out by contractors.
- 3.3.2 Whereas work at height has consistently been the main cause for concern identified during H&S inspections over previous months, this

has not been the case in May / June, although inconsistent marking of ladders has been identified, and options are being looked into to resolve this.

3.3.3 Most items picked up in May / June were to do with the use of tools, welfare facilities, and the segregation of work and customers during window fitting work. Actions are being taken to resolve each of these issues. The results of inspections are now available to all Project and Maintenance Managers on a health and safety bulletin.

3.4 Health and Safety Committee

3.4.1 The Health and Safety Committee is the group set up by the company to involve employees in health and safety management.

3.4.2 The revised Committee meeting continues to be well attended and to be well received by attendees.

3.5 Health & Safety Training & Information

3.5.1 An construction management internal training course for Project and Maintenance Managers has been developed and will be delivered in July.

3.5.2 Ladder stabiliser and fall arrest system training is ongoing, and a significant number of operatives have now been trained how to use this equipment.

3.5.3 The fleet driver handbook has been reviewed and reissued (this is the booklet for van drivers). Work on a 'grey fleet' (car users) driver handbook will start shortly.

3.6 Other Items

3.6.1 An explosion on Stockhill Lane seriously injured the tenant and her partner in June, and seriously damaged the house. The cause of the explosion is not known, and is still under investigation by the Police. There had been speculation that a boiler that had been fitted by NCH some weeks before the explosion might have been involved, but photographic evidence has been obtained which indicates that this installation was not the cause of the explosion. The house is being demolished - this will be complete in early July. Although the police have been interviewing NCH employees about the incident, there is no indication at this stage that the company has been negligent.

3.6.2 The Health & Safety Executive investigation of the incident at Victoria Centre Lift 1 is ongoing. All lifts are in service at the time of writing, although a programme of works to improve the lifts following recommendations by the consultant appointed by NCH at the time of the incident is being developed by OTIS. A new lift maintenance policy and procedure is being developed by the Asset management Team with

support from the Health & Safety Team.

4 OTHER OPTIONS

4.1 None

5 FINANCIAL AND RISK IMPLICATIONS

5.1 This report is for information only.

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

6.1 Management of health & safety is essential to all of the Company's objectives as it will affect the health, safety and wellbeing of all the Company's stakeholders and customers.

7 VALUE FOR MONEY AND EFFICIENCY ISSUES

7.1 This report is for information only.

8 EQUALITY AND DIVERSITY IMPLICATIONS

8.1 This report is for information only.

9 BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

9.1 None

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