







**Date of Issue** - 27th April 2018

**Scope** - Review service arrangements, process maps, gap analysis and action plan only. Ridge review excludes Fire Safety.

## PROGRESS/PROGRAMME

Compliance Area	% Complete	RAG Status	Issued date	Action Plan Comments
Asbestos	100%		-	5 high priority (Red) actions.
Gas Safety	100%		-	12 high priority (Red) actions.
Water/Legionella	100%		10/04/2018	5 high priority (Red) actions.
Electrical safety	100%		27/04/2018	4 high priority (Red) & 6 medium priority (Amber) actions.
Passenger Lifts & Stairlifts	100%		27/04/2018	4 high priority (Red) actions.
Fire Prevention	100%		27/04/2018	4 high priority (Red) & 1 medium priority (Amber) actions.
CDM Regulations	100%		27/04/2018	2 high priority (Red) actions.
Walls and Retaining Walls	100%		27/04/2018	3 high priority (Red) actions.
Play areas and equipment	Not included in this review - managed by Stuart Anderson			

NO.	ACTION	RESPONSIBILITY	TARGET DATE/RAG	COMMENTS/UPDATE
1	Ensure that all staff receive training and support to ensure Bretnwood complies with the Construction (Design and Management) Regulations.			
2	Consider appointing a consultant immediately to provide advice for each project/contract.			

The following issues were identified at a meeting on 18<sup>th</sup> April 2018 to discuss arrangements for the Construction (Design & Management) Regulations - CDM Regulations.

NO.	ISSUE
1	There is no record of any recent jobs/contracts complying with CDM regulations.
2	CDM regulations were not considered in the contract with Wates and Oakray.
3	There is a high risk of non-compliance in small jobs ordered where Brentwood and the contractor are unaware of their responsibilities.

NO.	ACTION	RESPONSIBILITY	TARGET DATE/RAG	COMMENTS/UPDATE
1	Draft an Electrical Safety Management Plan and Procedures			
2	Undertake an immediate Electrical Inspection for the communal areas in the HiMO's (Dounsell, Tyrell Rise & Cadogan Avenue).			Instructed Oakray at the meeting on 18/04/18
3	Undertake an immediate Electrical Inspection at the two sewerage treatment works sites.			Instructed Oakray at the meeting on 18/04/18
4	Implement a testing programme every 5 years for communal areas, HiMO's, sewerage treatment plants and dwellings.			
5	Implement a testing programme for emergency lighting to undertake monthly, 6 monthly and annual checks.			
6	Undertake an audit of current EICR's to check validity and identify works required.			
7	Obtain from Oakray a list of equipment at all sheltered sites.			
8	Collate existing EICR certificates in one place ready for upload to Keystone			
9	Download as much information/certificates as possible from Oakcloud before the end of the contract			
10	Implement a programme of annual testing of lightning conductors			

## BRENTWOOD BOROUGH COUNCIL: ELECTRICAL SAFETY ACTION PLAN

DATE: 18 APRIL 2018

RIDGE

11	Oakray to send all certificates for periodic checks or new installations to the Brentwood repairs inbox – save certificates for upload to Keystone.			
12	Oakray to ensure all certificates have been delivered that relate to monthly applications for payment.			
13	Review emergency lighting provision in communal areas to determine legal requirement – refer to the FRA for requirements.			
14	Ensure all xmas lights are PAT tested.			
15	Produce a schedule of electrical items at each site that should be PAT tested.			
16	Implement an electrical test on the whole property when major electrical work is carried out.			

The following issues were identified at a meeting on 18<sup>th</sup> April 2018 to discuss arrangements for electrical safety.

NO.	ISSUE
1	There is no Electrical Safety Management Plan or procedures
2	The list of assets needs to be reviewed and verified.
3	Electrical tests have only been carried out on voids, sheltered schemes communal areas, no proactive testing of dwellings is undertaken (except on re-lets and mutual exchanges).
4	There is no assigned Dutyholder or responsible person.
5	Annual PAT testing is undertaken and a list of sites is available but there is no list of equipment that should be tested at each site.
6	Brentwood are uncertain that they have all required electrical certificates, all stored on Oakcloud. Sheltered scheme certificates are stored on a local drive.
7	Electrical test certificates for the whole property are not requested when major electrical works are carried out.
8	EICR's are not checked for validity or for works which need to be carried out (Oakray complete all Category 1 recommendations)
9	Emergency lighting in communal areas is only tested every 12 months.
10	Brentwood do not proactively manage any electrical testing, this is largely left to the contractors.
11	Electrical tests have not been carried out on HiMO's communal areas (Oakray only instructed to do bedrooms at change of tenancy)

## 1.1 Background

The objective of this procedure is to ensure that any potential or actual asbestos fibre release arising from an unexpected disturbance of asbestos containing materials is minimised swiftly and any containment work is undertaken in accordance with all regulations and Health and Safety Executive guidance.

## 1.2 Purpose

In the event of a release of asbestos fibres to ensure appropriate actions are followed to reduce risks to health of staff, occupants, contractors, and 3rd parties and to ensure any actions are instigated as swiftly as possible.

To ensure all contractors carrying out emergency works to asbestos containing materials, do so in a manner which mitigates the risk of further exposure to asbestos fibres.

Provide relevant information to staff, including the emergency arrangements in place, to respond correctly in an emergency involving asbestos containing materials and appropriately instruct contractors (specialist or otherwise).

If any contractor has inadvertently damaged a product suspected of containing asbestos, or discovered damaged asbestos when working in a property, these procedures are to be followed.

To maintain an appropriate document trail for compliance audit and updating of the asbestos register.

## 1.3 Procedure

In general, as long as the Asbestos Policy, Asbestos Management Plan and Asbestos Procedures are followed, competent contractors are engaged, and the asbestos register is consulted before commencing work asbestos containing materials should not be disturbed. However, should an incident occur as a result of damage to actual or suspected asbestos containing materials this procedure is to be followed.

## 1.4 Emergency Procedures

Where there is (actual or suspected) exposure, to asbestos fibres then the relevant Dutyholder or Responsible Person (RP) for that property shall be notified immediately. They shall coordinate with all relevant stakeholders and provide suitable advice relative to the incident.

For all incidents, the following actions should be taken:

- Evacuate the room or location, close doors/windows, close off mechanical ventilation and inform the person in charge and relevant Dutyholder, Responsible Person, and the Asbestos Surveying Consultant;
- If persons or clothing have been contaminated, then follow the procedure in HSE Asbestos Essentials em1 (replicated in 1.8 below);
- Prevent further access to all persons, this may include residents, contractors, occupiers, members of the public and staff;
- Contact the Asbestos Surveying Consultant who will provide immediate advice and will attend (within 2 hours) to carry out testing. The Asbestos Surveying Consultant will determine if any emergency work needs to be completed and whether licenced contractors need to be employed to undertake the 'clean up' process prior to re-occupation and the work continuing;

- The relevant Responsible Person or dutyholder, the Asbestos Surveying Consultant and person responsible for the works, must consult the asbestos register to check if an asbestos survey has been undertaken. If there are no survey results for the area concerned, then prevent further access until the Asbestos Surveying Consultant arrives;
- In cases where it has been determined that asbestos fibres have been released, the Asbestos Surveying Consultant will provide advice to those persons exposed, determine what remedial action is required and the working method to be employed. This could include a full 'environmental clean' and notification to the HSE under RIDDOR;
- If household/personal items have been exposed to asbestos fibres, the Asbestos Surveying Consultant will provide assistance to determine whether specific items are capable of being adequately de-contaminated. It may not be possible to safely/comprehensively clean some household/personal items, like clothing, fabrics, carpets etc. and these will have to be disposed of as asbestos waste. In these cases, Brentwood Borough Council (BBC) will need to consider and implement an appropriate compensation process to ensure all items are documented (with photographs), replacement costs agreed and associated records compiled. Disposal of all contaminated items must to be undertaken by an HSE Licenced Removal Contractor.
- Any remedial works will be undertaken by a Licenced Removal Contractor and will be supervised by the Asbestos Surveying Consultant and air-reassurance testing undertaken prior to re-occupation or opening up of the area. All documentation and related certificates must be retained, filed, and logged on the Asbestos Register; and
- Anyone who is concerned that they may have inhaled asbestos fibres should consult their Doctor/GP.

### 1.5 Contacts

Relevant contact details for BBC will be provided to all contractors undertaking work on site, so that any unexpected asbestos containing materials discovered during any works can be reported to the appropriate Responsible Persons or Dutyholder.

The Asbestos Surveying Consultant and Asbestos Removals Contractor can be accessed via dedicated telephone numbers provided below:

**Asbestos Surveying Consultant:** Cube Environmental Limited, Alpi House, Miles Gray road Basildon Essex. Telephone 01268 535345 (for out of hours a manned mobile number will be provided).

**Asbestos Removal Contractor:** European Asbestos Services Limited, Unit 1 Josselin Court, Josselin road, Wollaston Industrial Centre, Basildon Essex, SS13 1QF. Telephone 01268 921981 (for out of hours a manned mobile number will be provided).

**Client Contacts:** Nicola Marsh Telephone 07900 409817  
Rob Burton Telephone 07956 047107

### 1.6 Asbestos Register

Asbestos register information is held on the Asbestos Surveying Consultants portal (and Keystone). Access to this web portal is available on a 24-hour basis via individual's secured password.

The asbestos register will be maintained and available on a 24-hour basis accessible for BBC staff, consultants and all contractors.

Contractors carrying out works shall also have direct contact with the relevant Responsible Person or dutyholder whilst the works are in progress. The Asbestos Surveying Consultant is contracted to provide a



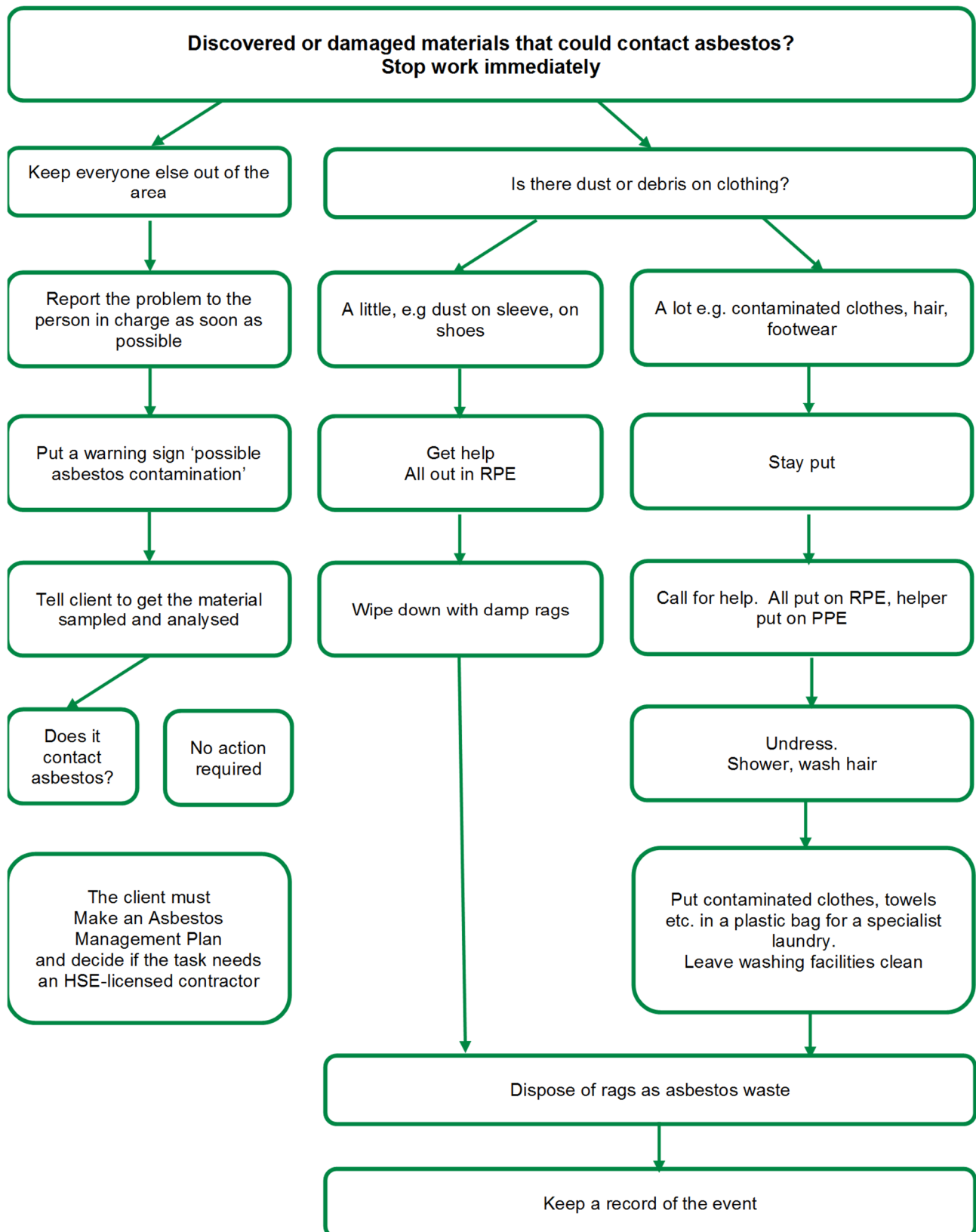
24 hours advice and attendance service, together with the Asbestos Removals Contractor to undertake emergency works. This includes out of hours, weekends and public holidays.

### 1.7 Lessons Learned

Once the emergency procedure has concluded a full investigation, is to be undertaken by the Dutyholder, to establish its cause, effect and aid in preventing any further similar occurrences in the future. Any such occurrences and their outcomes shall be documented and reported to the Asbestos Steering Group for periodic review.

### 1.8 Decontamination Procedure

The following has been replicated from the HSE Asbestos Essentials document 'em1' called 'What to do if you uncover or damage materials that may contain asbestos' and if followed should ensure compliance with the law:



NO.	ACTION	RESPONSIBILITY	TARGET DATE/RAG	COMMENTS/UPDATE
1	Ensure Oakrays contract includes for annual testing of smoke/fire detectors and ensure certification is provided.			
2	Formulate an asset register of sites that have fire fighting equipment			
3	Produce a programme of regular inspections required on fire fighting equipment based on last service date.			
4	Formulate an asset register of fire doors and implement a regime of regular inspection of condition and correct operation.			
5	Update Chubb when fire officer deems fire fighting equipment is not required on a particular site			

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The following issues were identified at a meeting on 18<sup>th</sup> April 2018 to discuss arrangements for fire prevention and fire equipment.

NO.	ISSUE
1	The contract for firefighting equipment is with Chubb, which means equipment is owned by Chubb. Chubb often replace missing fire extinguishers (and charge Brentwood) when the fire officer says they are not needed.
2	Brentwood do not have records of firefighting equipment or when it was last serviced.
3	The condition and operation of fire doors in communal areas are not checked annually.
4	Brentwood are unclear if the testing of domestic smoke/heat detectors is included in the Oakray boiler servicing contract.
5	There is no register of assets for smoke/heat detectors, therefore, Brentwood are uncertain that all assets are regularly checked.

NO.	ACTION	RESPONSIBILITY	TARGET DATE/RAG	COMMENTS/UPDATE
1	Undertake new risk assessments for all known sites.			
2	Check asset data on Keystone against original list of sites to produce a definite asset register, commission further risk assessments as required.			
3	Undertake surveys to establish requirements of sites which are not on the asset register which have potential for risk and commission further risk assessments as required.			
4	Draft a policy and procedure for Water Treatment/Legionella, including a procedure for dealing with an outbreak of Legionellosis.			
5	Ensure adequate budgetary provision is made for procurement of risk assessments, high risk recommendations from risk assessments and an ongoing maintenance of additional sites.			
6	Establish a monthly application for payment process for Oakray including evidence of works carried.			Agreed with Oakray 09/04/18

The following issues were identified at a meeting on 9<sup>th</sup> April 2018 to discuss arrangements for water treatment and legionella.

NO.	ISSUE
1	There are no current risk assessments for any sites.
2	The list of assets needs to be verified.
3	There is no Water Treatment Policy or procedures.
4	There is no assigned Dutyholder or responsible person.
5	There are no central records of any inspections/work carried out held by Brentwood, each site has a log book of visits.
6	All Oakrays records are paper based.
7	There is no exist strategy for transfer of records from Oakray to Brentwood at the end of the contract.
8	There are sites which have not been Risk Assessed and should have been.
9	There are sites that are not subject to regular inspection and testing by Oakray but should be.
10	Tenants in general needs properties have not been advised of the risk of legionella.

NO.	ACTION	RESPONSIBILITY	TARGET DATE/RAG	COMMENTS/UPDATE
1	Review servicing regime for passenger lifts so that inspection intervals are formalised on a risk assessment basis.			
2	Re-tender or formalise the contract with Mountfield for stailifts maaintenance.			
3	Verify the list of stairlifts installed and ensure all receive an annual inspection.			
4	Ensure Mountfield provide certificates for all recent stairlift services and that the contract going forward ensures that certificates are provided before payment is made.			



The following issues were identified at a meeting on 18<sup>th</sup> April 2018 to discuss arrangements for passenger lifts and stairlifts safety.

NO.	ISSUE
<b>Passenger Lifts</b>	
1	Brentwood are unclear as to how often lifts should be inspected.
<b>Stairlifts</b>	
1	There is no formal contract for the maintenance of stairlifts, only a verbal agreement with Mountfield for annual servicing.
2	There is a list of addresses of stairlifts that Mountfield service, Stannah have installed stairlifts but currently may not be serviced by Mountfield.
3	No certificates are provided to Brentwood to state that the stairlifts are safe.

NO.	ACTION	RESPONSIBILITY	TARGET DATE/RAG	COMMENTS/UPDATE
1	Produce an asset register of walls and retaining walls.			
2	Instigate a regime of regular inspection and record condition of all walls and retaining walls.			
3	Where walls are in poor condition and there is a risk of collapse, fence off and organise appropriate repairs/replacement.			
4				
5				

The following issues were identified at a meeting on 18<sup>th</sup> April 2018 to discuss arrangements for the inspection and safety of walls and retaining walls.

NO.	ISSUE
1	There is no inspection regime to assess the safety or condition of walls and retaining walls.