

Housing Compliance Programme - High Level Milestones v3_22.02.2019

Consideration	No.	Action	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Annually thereafter	
Key Compliance Activities	KA1	Gap analysis to identify key areas for improvement	Dec-17	Jan-18																		
	KA2	R&M Contract award						Feb-19														
	KA3	Preparations for Go Live including review of procedures & planning, finance, KPIs, demobilisation of outgoing contractors, meetings, risk assessments, comms, workshops, health and safety, training, testing, office set up, resourcing including sub contractors, analysis etc - please see separate Mobilisation Programme for full detail						Feb-19	Jun-19													
	KA4	R&M Contract Go Live (4th June 2019)							Jun-19													
	KA5	R&M Contract implementation							Jun-19											Jan-22		
	KA6	Audit undertaken by BDO with relevant recommendations fed into Housing Compliance programme							Mar-19	Apr-19												
Asbestos	A1	Review a sample of existing asbestos surveys to determine suitability/fitness for purpose	Jan-Mar 18																			
	A2	Compile interim Asbestos Register	Jan-18	Apr-18																		
	A3	Prepare and deliver a programme for undertaking 100% Management surveys	Jan-18								Oct-19											
	A4	Arrange Asbestos Awareness & other training for all relevant Brentwood Borough Council stakeholders (Dutyholder, Responsible Person, Surveyors, Housing Managers, operatives etc)						Jan-19	Apr-19												New starters and refresher training annually	
	A5	Prepare/update asbestos compliance documentation including policy, management plan, procedures & process maps	Jan-18							Sep-19												Bi annually from September 2020 or regulation change
	A6	Formalise dutyholder/responsible person positions	Jan-18							Sep-19												
	A7	Set up asbestos email group and responsibilities	Jan-18	Apr-18																		
	A8	Cube to set up portal for asbestos survey information	Mar-18	Apr-18																		
	A9	Training on RAMS / other notifications / paperwork	Jan-18							Sep-19												
	A10	Establish asbestos steering group with new contractor and convene first meeting						Jan-19	Jun-19													
	A11	Implement Keystone Asbestos Register, incorporating data from Cube						Jan-19	Jun-19													
Gas	G1	Re-establish a replacement domestic boiler programme	Jan-18						Jun-19													
	G2	Establish staff responsibility for the total management of heating servicing	Jan-18						Jun-19													
	G3	Establish the Responsible Person for heating appliance safety & ensure they have the requisite level of training & resource required to fulfil the role. EG access to HSE	Jan-18						Jun-19													
	G4	Undertake training for those staff involved in heating servicing	Jan-18							Sep-19												Refresher training as required
	G5	Produce and deliver a Heating Servicing Policy/Procedure	Jan-18						Sep-19													Reviewed annually from September 2020
	G6	Process map servicing procedure to include those where access cannot be gained before the anniversary date, including no access procedure and get approval at the appropriate level				Oct-18		Jun-19														
	G7	Establish a contract with a specialist company to undertake 10% checks on appliances serviced					Jan-19	Jun-19														
	G8	Establish a procedure for dealing with gas leaks				Oct-18		Sep-19														
	G9	Compile an asset register by fuel types for domestic and commercial installations					Jan-19						Apr-20									
	G10	Ensure all LSGR sheets are stored electronically and can be easily searched to obtain the last 2 years certificates					Jan-19						Apr-20									
	G11	Review KPI's that are currently collected (Fuel Type, Cost of servicing, Number of services carried out)					Jan-19	Jun-19														
	G12	Review the job priorities and consider if any need enhancing during the winter months					Jan-19	Jun-19														
	G13	Establish a resource to review LGSR's					Jan-19	Jun-19														
	G14	Consider if additional safety checks (more than annual) on commercial boilers are required due to their age					Jan-19						Apr-20									
	G15	Establish a Policy procedure for dealing with carbon monoxide escapes and installing detectors					Jan-19	Jun-19														
Lifts	L1	Review servicing regime for passenger lifts so that inspection intervals are formalised on a risk assessment basis						Jan-19	Jun-19													
	L2	Establish formal contract with a competent stair lift service contractor						Jan-19	Jun-19													
	L3	Verify the list of stairlifts installed and ensure all receive an annual inspection					Oct-18	Jun-19														
	L4	Ensure certificates for all stairlifts are stored electronically						Jun-19			Dec-19											
CDM Regs	CR1	All staff receive training & support to ensure Brentwood complies with Construction Design and Management (CDM) Regulations						Jan-19			Dec-19											New starter and refresher training annually
	CR2	Consider appointing a consultant to immediately provide advice for each project/contract		Jan-18	Apr-18																	
Fire	F1	Ensure R&M contract allows for annual testing of smoke/fire detectors and ensure certification is provided						Jan-19	Jun-19													Annual testing of smoke/fire detectors from June 2019
	F2	Formulate an asset register of sites that have fire fighting equipment and ensure inspection regimes are in place						Jan-19	Jun-19													Annual inspection from June 2019
	F3	Formulate an asset register of fire doors and implement a regime of regular inspection of condition and corect operation							Jun-19				Apr-20									Annual inspections from April 2021
	F4	Identify a responsible Person for Fire Safety Management		Feb-18		Sep-18																
	F5	Create Fire Safety Policy		Feb-18		Sep-18																Bi annually from September 2020 or regulation change
	F6	Categorise all premises for FRA purposes		Feb-18		Sep-18																
	F7	Ensure there is an accurate list of all premises with communal areas that require FRAs		Feb-18		Sep-18																
	F8	Update FRA schedule if required		Feb-18		Sep-18																Review and update annually from September 2019
	F9	Ensure all low rise FRAs are carried out at the appropriate schedule		Feb-18		Sep-18																
	F10	Ensure all other FRAs are carried out at the appropriate schedule		Feb-18		Sep-18																
	F11	Write a list of all the actions identified in the FRAs		Feb-18		Sep-18																
	F12	Write a CAMP for both GN and Sheltered if there isn't one - review if there is		Feb-18		Sep-18																
	F13	Write Evacuation procedures for all communal areas (Generic as a start is fine) - or review if there are current procedures		Feb-18		Sep-18																
	F14	Train users to test the automatic fire alarms - if required							Jan-19			Dec-19										
	F15	Create a monthly checklist of actions to be carried out internally in blocks							Jan-19			Dec-19										
	F16	Establish a procedure for dealing with a fire in a communal area							Mar-19			Dec-19										
	F17	Write a mobility scooter policy if there isn't one already - review if there is					Dec-18		Jun-19													
	F18	Prioritise the actions identified in the FRAs		Feb-18		Sep-18																
	F19	Review all maintenance contracts relating to fire safety				Sep-18			Jun-19													
	F20	Deliver training on the fire policy to make sure all relevant staff are aware of it - asset, TEMT, sheltered etc				Sep-18	Nov-18															
	F21	Create a fire extinguisher distribution policy for GN and sheltered							Jun-19		Dec-19											New starter and refresher training as required
	F22	Carry out compartmentation surveys on all premises							Jun-19													
	F23	All fire hose reels removed from site - liaison with Fire and Rescue Service					Dec-18		Apr-19									Apr-21				
	F24	Install Premises Information Boxes on all high-rise and sheltered blocks				Sep-18		Jan-19														
	F25	Create Floor Plans for all sites				Sep-18					Sep-19											
Legionella	LE1	Undertake new risk assessments for all sites and establish requirements of these sites						Jan-19	Jun-19													
	LE2	Check asset data on keystone against original list of sites to produce definite asset registers, commission further risk assesments as required							Jun-19	Sep-19												
	LE3	Produce and deliver a policy and procedure for water treatment/Legionella, including a procedure for dealing with an outbreak or Legionellosis						Jan-19	Jun-19													
	LE4	Ensure adequate budgetary provision is made for procurement of risk assessments, high risk recommendations from risk assessments and ongoing maintenance of additional sites							Apr-19			Mar-20										Bi annually from June 2021 or regulation change
Electrical	E1	Produce and deliver Electrical Safety Management policy and procedures						Jan-19		Sep-19												Bi annually from September 2021 or regulation change
	E2	Undertake an immediate electrical inspection for the communal areas in the HMO's (Dounsell,Tyrell, Cadogan)		Jan-18		Jul-18																
	E3	Undertake an immediate electrical inspection at the two sewerage treatment works sites		Jan-18		Sep-18																
	E4	Implement a testing programme every 5 years for communal areas, HMO's, Sewerage Plants and dwellings		Jan-18					Jun-19													
	E5	Implement a testing program for emergency lighting to undertake, 6 monthly and annual checks		Jan-18					Jun-19													
	E6	Establish a list of electrical items in communal areas for PAT/FAT testing		Jan-18					Jun-19													
	E7	Upload Electrical certificates for servicing and installs to document management system		Jan-18									Apr-20									
	E8	Implement a programme of annual testing of lightening conductors		Jan-18					Jun-19													
	E9	Review emergency lighting provision in communal areas to determine legal requirement - refer to the FRA for requirements						Jan-19	Jun-19													
	E10	Temporary measure - Implement an electrical test on the whole property when major electrical work is carried out		Jan-Feb 18																		
Retaining Walls	RW1	Produce an asset register of walls and retaining walls							Jun-19											Jan-22		
	RW2	Instigate a regime of regular inspection and record condition of all walls and retaining walls							Jun-19											Jan-22		
	RW3	Where walls are in poor condition and there is a risk of collapse, fence off and organise appropriate repairs/replacement			Jun-18	Sep-18																