

CORPORATE HEALTH AND SAFETY COMMITTEE – 22ND NOVEMBER 2010

SUBJECT: RAMIS – STATUTORY MAINTENANCE COMPLIANCE

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The following report is provided to update Members, Management and Trade Union Safety Representatives with regards to the implementation of the RAMIS (information management) system to cover statutory compliance issues relating to the Council's portfolio of buildings.

2. SUMMARY

- 2.1 Measurement of compliance against statutory maintenance requirements is currently an issue for the Authority. On a number of high risk issues including Legionella, Asbestos, Electrical Safety and Gas Safety it is difficult to estimate the Council's level of compliance across its portfolio of buildings. The RAMIS system is currently being extended to cover all statutory risks relating to premises and will prove an invaluable system for auditing compliance against legal requirements.

3. BACKGROUND TO THE RAMIS SYSTEM

- 3.1 The system was procured in 2006 from Risk Monitor Ltd. as part of the Fire Risk Assessment package. RAMIS assists in managing the remedial actions, which result from the Fire Risk Assessments as well as the cyclical tasks required to maintain fire safety during day to day operation of a premises. The system was rolled out to all buildings across the Council and extensive training was provided to users of the system during its launch.

4. CURRENT POSITION WITH DEVELOPMENT OF THE RAMIS SYSTEM

- 4.1 An extensive review of the premises within the RAMIS system has been undertaken to ensure that the properties on the system link to the K2 system currently being used by asset management. The properties and contact details for building managers will be subject to periodic review, especially during the current periods of office moves and re-structures.
- 4.2 The population of statutory maintenance information onto the RAMIS system has commenced. Formats have been agreed for both asbestos management and legionella management information. A considerable amount of work has been undertaken to ensure that the correct information is placed against the correct premises. It is envisaged that the majority of the asbestos and legionella information will be uploaded over the next month.
- 4.3 Work is ongoing to finalise the RAMIS system to enable asbestos management surveys to be completed using the software and to ensure that the 'new' survey format closely matches our existing survey format. This has minimised changes and hence removed any re-training requirements for building managers. Further developments will be undertaken, in the new

year, to enable these assessments to be undertaken using remote handheld technology.

- 4.4 Information has also been provided to allow the upload of the corporate CAD plans to each of the premises within the RAMIS system.

5. FUTURE DEVELOPMENTS

- 5.1 Work needs to be undertaken to ensure that existing information held relating to gas and electrical safety is linked to the appropriate premises within RAMIS. Once this is completed the information can then be uploaded.
- 5.2 Reviews of the report writing and management dashboard elements of the system will be needed prior to the system going live. This is to ensure that the reports are providing the correct information that the Authority requires and to ensure that the dashboard is measuring tasks that are statutory requirements only.
- 5.3 Some training will be required when the system is rolled out to building managers. It is envisaged that that this training will be undertaken in-house by the Health and Safety Division in order to minimise cost. Part of this training will be to ensure that that each site is correctly set up and measuring the appropriate disciplines.
- 5.4 Consideration is also being given to developing the system further so that statutory compliance can be measured with regards to emergency lighting, lift maintenance, local exhaust ventilation, fixed lifting equipment and portable appliances.

6. RECOMMENDATION

- 6.1 That the contents of the report are discussed and noted. Further updates, including a demonstration of the system, will be provided to the Committee at future meetings

Author: Karen Rogers, Senior Health and Safety Officer
Consultees: Donna Jones, Acting Health and Safety Manager
Nigel Barnett, Deputy Chief Executive
Gareth Hardacre, Head of People Management and Development
Councillor Allan Pritchard, Cabinet Member for Human Resources and Constitutional Affairs
Mark Williams, Manager, Building Consultancy