



## CORPORATE HEALTH AND SAFETY COMMITTEE – 21ST NOVEMBER 2016

**SUBJECT: STATUTORY MAINTENANCE COMPLIANCE REPORT – OCTOBER 2016**

**REPORT BY: INTERIM CHIEF EXECUTIVE**

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform Committee Members of the current compliance rating of CCBC Premises in relation to statutory maintenance.

### 2. BACKGROUND

The following report provides an overview of current statistics for outstanding remedial tasks for the high risk disciplines, which have not been closed down within the allocated timescale. In addition the progress made since September in relation to Electrical and Legionella outstanding tasks has been monitored and are provided in the report.

### 3. LINKS TO STRATEGY

- 3.1 The report links to the Authority's statutory duties in relation to buildings and links to the Council's Asset Management Strategy.

### 4. REPORT

- 4.1 The compliance statistics include the remedial tasks from the following statutory inspections, statistics include faults and improvements identified during inspections in line with current standards:-

- **Electrical Installations** in Buildings are inspected under the IEE Regulations, currently 17<sup>th</sup> Edition. Inspections are undertaken every 5 years or less depending on the type of premises.
- **Gas Safety Inspections**, As required under the Gas Safety (installation and Use) Regulations 1998, Annual Inspections undertaken.
- Inspections under the Control of **Legionella Bacteria** in Water, Approved Code of Practice. Monthly, quarterly and annual maintenance of water systems.
- **Fire Logbook**, the fire logbook includes statutory maintenance of emergency lighting, fire alarm (5 yearly), fire alarm (annual) and fire extinguishers
- **Fire Risk Assessment**, reactive tasks resulting from the fire risk assessment, fire risk assessments are carried out annually or every 3 years.

4.2 Any dangerous faults identified during the inspection/testing works are rectified or made safe prior to the contractor leaving the premises. Such issues are reported to the building manager, Building Consultancy Officer and where relevant, Health and Safety. The residual issues recommended for less urgent attention by the inspection/testing contractor are uploaded to RAMIS system. Remedial works are progressed via Facilities Management and Building Consultancy, depending on the nature of the work. Historically the large number of individual buildings managers/ budget holders meant the approach to these remedial works was inconsistent and piecemeal and it was often not possible to aggregate remedial works to maximise contract efficiency. The situation is now much improved with the FM team co-ordinating works on a significant proportion of our buildings. The outstanding remedial tasks listed on RAMIS as of 28.10.2016 are detailed below, the figures in brackets indicate the number of priority 1 tasks. Tasks listed have been outstanding for over 90 days.

4.3 Premises Managed by Facilities Management Services

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Leisure Services	12	1	1	2 (P1x1)	9	67
Libraries	18	12	0	1	13	58
Park Services – Pavilions	68	41 (P1x1)	4 (P1x1)	12 (P1x3)	5	3
Community Centres	36	16 (P1x4)	2 (P1x1)	12 (P1x2)	11	20

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Day Centres	12	0	2 (P1x1)	0	11	39
RHOP	6	0	2	1	2	31
SS – Other	15	0	0	0	3	37
SS – Offices	10	0	0	0	5	52

4.4 Corporate Services (Managed by Corporate FM Team)

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire logbook	FRA
Corporate Property	12	0	4	1	5	19
Tir-Y-Berth Depot	1	19	0	6	0	5
Finance	2	0	0	0	0	9

#### 4.5 Chief Executive (Managed by Education)

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Primary Schools	74	409 (P1x53)	117 (P1x8)	91 (P1x13)	99	386
Secondary Schools	14	1774	116 (P1x8)	31 (P1x1)	51	319
Community Education	10	25	1	0	3	3
Inclusion Services	12	0	8 (P1x1)	5	12	19

#### 4.6 Communities (Managed by Service Areas Directly)

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Bereavement Services	7	0	0	2	0	0
Park Services	6	3	8 (P1x1)	0	0	4
Refuse and Cleansing	12	1	3 (P1x1)	0	3	14
Countryside	9	1	6	1	4	23
WHQS	1	0	1	3	1	0
Sheltered Accommodation	35	12 (P1x1)	2	0	3	26
Housing	5	5	11	0	4	22
HOG	4	2	1	0	3	1
Business Support	3	0	0	3	0	12
Community Regeneration	2	0	0	0	2	13
Destination and Events	7	21	0	3 (P1x1)	10	29

#### 4.7 Social Services (Managed by Environmental Health)

Service Area & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Public Protection	1	0	0	0	0	0

4.8 The following monthly trend analysis tables show completion of outstanding tasks for Electrical and Legionella works since September 2014, these two disciplines have been singled out for trend monitoring due to the high number of outstanding tasks which were reported in 2014. Going forward we will also provide trend analysis for Fire Safety related tasks as well as include trend analysis for Education premises.

Table 1. *Electrical tasks which are outstanding (over 90 days)*

	ELECTRICAL					
	September 14	December 14	July 15	October 15	June 16	October 16
Community Centres	375	29	0	0	46	16
Corporate Property	191	172	0	0	0	0
Economic Development	268	177	117	37	14	0
Sheltered Accommodation	231	115	232	230	46	25
Social Services (FM Managed)	247	275	52	79	2	0

Table 2. *Legionella Tasks which are outstanding (over 90 days)*

	LEGIONELLA					
	September 14	December 14	July 15	October 15	June 16	October 16
Community Centres	372	38	34	34	10	2
Corporate Property	148	72	2	2	4	4
Economic Development	57	90	3	3	4	0
Sheltered Accommodation	315	90	13	14	4	2
Social Services (FM Managed)	433	183	8	2	7	4

## 5. EQUALITIES IMPLICATIONS

5.1 There are no significant implications associated with this report.

## 6. FINANCIAL IMPLICATIONS

6.1 The cost of the outstanding tasks is covered by building maintenance budgets held by Facilities Management, Housing or individual service areas.

## 7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications associated with this report.

## **8. CONSULTATIONS**

8.1 The report reflects the views of the listed consultees.

## **9. RECOMMENDATIONS**

9.1 The contents of this report are noted.

9.2 CMT advise on the carryover of relevant budgets to be used in 16/17 to address the outstanding tasks for Corporate Property as detailed in the report.

## **10. REASONS FOR THE RECOMMENDATIONS**

10.1 To ensure the Authority meets its statutory responsibilities with regards to premises.

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