



AGENDA

HEALTH AND SAFETY COMMITTEE

Date: THURSDAY, 2 FEBRUARY 2023 at 5.00 pm

**Civic Suite
Catford Road
London SE6 4RU**

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This meeting is an open meeting and all items on the agenda may be audio recorded and/or filmed.

COUNCILLORS

Councillor Chris Best
Councillor Paul Bell
Councillor Laura Cunningham
Councillor Stephen Hayes
Councillor Aisha Malik-Smith
Councillor Aliya Sheikh

Unions

GMB
Unite
NEU
Unison

Directorate Representatives

Dr Catherine Mbema, Director of Public Health
Wayne Wilson
Kathy Freeman, Executive Director for Corporate Resources
Mick Lear, Service Manager, Benefits
Joan Hutton, Director of Operations - Adult Social Care
Siobhan Da Costa, Legal Services
Paul Boulton, Interim Director of Public Realm

Health and Safety Advisors

Rich Clarke, Head of Assurance
Marta Makowska, Corporate Health & Safety Manager

Members are summoned to attend this meeting

**Jeremy Chambers
Monitoring Officer
Laurence House
Catford
London SE6 4RU
Date: 25 January 2023**

ORDER OF BUSINESS – PART 1 AGENDA

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The public are welcome to attend our Committee meetings, however, occasionally, committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

Agenda Item 1

HEALTH AND SAFETY COMMITTEE		
Report Title	ELECTION OF CHAIR AND VICE CHAIR	
Key Decision		Item No. 1
Ward		
Contributors	CHIEF EXECUTIVE	
Class	Part 1	Date: 2 February 2023



Health and Safety Committee

Election of Chair and Vice Chair

Date: 2 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Head of Governance and Committee Services

Outline and recommendations

Members are asked to appoint a Chair and Vice-Chair of the Health and Safety Committee for the municipal year 2022/23 .

The Chair and Vice Chair are usually agreed at the start of the municipal year, however the previous meeting was inquorate and so the item was rolled forward to this meeting.

Recommendation

To appoint a Chair and Vice-Chair of the Committee for the municipal year 2022/23.

Agenda Item 2



Health and Safety Committee

Minutes

Date: 2 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Head of Governance and Committee Services

Outline and recommendations

Members are asked to consider the Minutes of the meeting of the Health and Safety Committee, held on 4 November 2019.

These minutes from 2019 could not be formally confirmed at previous meetings due to inaccuracy. Therefore they are being presented again for the committee to agree.

Recommendation

To agree the Minutes of the meeting of the Committee, which was open to the press and public, held on 4 November 2019 (copies previously circulated).

LONDON BOROUGH OF LEWISHAM

MINUTES of the meeting of the HEALTH AND SAFETY COMMITTEE, which was open to the press and public, held in Committee Room 3 Civic Suite Catford Road, Catford SE6 4RU on Monday 4 November 2019 at 6.15 p.m.

Present

Councillors Best, Hall, and Millbank.

Apologies for absence were received from Councillors Kalu and Kelleher.

Unions

Kim Knappett – NEU

Health & Safety Adviser

David Austin - Acting Chief Finance Officer.
Chris Damri – Asset Management

Minute No.

Action

Election of Chair

In the absence of the Chair it was;

RESOLVED that Councillor Millbank be elected Chair for the meeting.

2 Declarations of Interest

None.

3. Corporate Health and Safety Team Update

3.1 Mr Austin presented the report. He said that the Health and Safety Board met a week ago. The main topics for discussion were Beckenham Place Park, an incident involving a Council tree falling and progress works regarding fire risk.

3.2 Mr Austin introduced Mr Damri who leads the asset management team. He was in attendance because this Committee had previously identified asbestos as one of the main topics for discussion. Members asked for more information about the risk of asbestos and how it is managed. He said that there is an asbestos register but it is not available as a single document; asbestos registers are held individually on all council buildings

At 6.30pm, Councillor Hall arrived and the meeting became quorate.

- 3.3 Mr Damri said that in the past, asbestos was used widely in construction. Its use was restricted in the 80's and 90's and abolished from March 1999. Lewisham's building stock is very likely to contain asbestos. It was used because it has many good qualities; it is strong, good for insulating and cannot be dissolved by water or chemicals. It was used in a lot of products.
- 3.4 The only way to identify asbestos is through a survey and Lewisham employ external people to identify it. The HSE have replaced the type 1 and type 2 survey with R and D survey which is intrusive. An action plan may recommend removal of asbestos even if it is dangerous but usually the recommendation is to leave it and encapsulate it.
- 3.5 Mr Damri confirmed that there is not one asbestos register, this information is kept separately for each individual building corporately. The documents are large but this information could be printed out for each building if requested. The information in each document explains how the asbestos should be treated. When asbestos is found it triggers certain action. If the information does not cover all the building, an additional survey will be undertaken in that area.
- 3.6 Councillor Best referred to remedial works at the Sydenham Centre. She asked what prompted this action. Mr Damri explained the action that would have been taken if asbestos had been identified but he did not know the reasons for the works at the Sydenham Centre. He agreed to investigate the matter and advise Councillor Best accordingly. Councillor Best said that because of the pre-election period, the assembly meeting to have been held on 7 November had been cancelled. It was hoped that the meeting could be re-arranged in January if the Centre is open.
- 3.7 Councillor Hall said that the presence of asbestos had been focussed on buildings, but asbestos could be anywhere. He said that local residents were concerned about asbestos found in soil in Beckenham Place Park. There were claims that it had been floating in the air. He asked what action had been taken by officers. Mr Damri said that asbestos occurs naturally in the ground and could have been buried or occurred naturally. He said that fibre release is less likely than in other contexts. It is highly unlikely that there will be fibre release from asbestos that has been buried in the park because it will have been contained in the soil, and will probably be wet. If asbestos is identified, it must be

CD

dampened down to prevent fibres escaping into the air and the area should be cordoned off.

- 3.8 Councillor Hall asked for a more detailed explanation of how asbestos was managed in Beckenham Place Park, particularly in the light of public interest. CD
- 3.9 Councillor Hall referred to paragraph 5.5 in the agenda and the management of asbestos risk on the Excalibur Estate. It refers to 'they will have taken the necessary steps to remove the asbestos safely. Councillor Hall said that this reference does not make it clear whether the necessary steps were taken. He asked who inspects asbestos works when it has been completed. Mr Austin said that the duty is on the contractor who will have had to show that they have the experience to undertake the work.
- 3.10 Councillor Millbank asked how members can be sure that asbestos works have been checked. Mr Damri said site inspections will reveal whether the contractor is working in accordance with method statements. The HSE do not routinely inspect works. Site inspectors ensure that works have been undertaken in accordance with best practice. Mr Austin advised members that a report on contamination Funds was submitted to Mayor and Cabinet on 24 April 2019. It was agreed that this report be circulated to all members of this Committee for information. CW
- 3.11 Councillor Hall said that there have been complaints about the management of asbestos in Beckenham Place Park and on the Excalibur estate. He said that these complaints would have been directed to the responsible directorate. Mr Damri said that he is responsible for facilities management, and if a complaint was received from a member of the public stating that a contractor was not working in a professional manner in the management of asbestos, a member of his team would go to the site to investigate.
- 3.12 Mr Damri confirmed that each building has its own asbestos register. These documents are kept centrally and if members request a copy of a register for any building, officers will send it to them.
- Incident in Beckenham Place Park**
- 3.13 Councillor Best referred to paragraph 4.2 and the incident that took place in Beckenham Place Park. It was a serious incident and she would have expected to see more details of the events that took place. In future, she asked for more details to be submitted to this Committee when reporting serious events. Mr Austin agreed to undertake this in future. D.A

3.14 Mr Austin said that an update had been received from Mr Murray about the incident in the Park along with information about where the investigation had progressed to. A report, with recommendations, will be submitted to the next meeting of the Health and Safety Board, in January 2020 and it was agreed that a copy will also be submitted to the next meeting of this Committee. DA

3.15 Mr Austin referred to the incident in Beckenham Place Park. He said that if there is to be a change around the regime for fencing, swimming and opening times, a report will need to be produced to identify money for the works.

Progress works regarding fire risk.

3.16 Mr Austin said that with regard to fire risk, officers are on track for remedial works. These works followed the serious blaze in flats in Barking and Dagenham. The flats had wooden balconies. Lewisham have identified some flats in the borough that also have wooden balconies and works were being planned to replace them.

Collapse of a Council Tree onto the Road

3.17 Mr Austin said that a tree fell in a Council cemetery. A previous inspection of the tree recommended a further inspection within three years. The tree fell within two years. Officers are considering this incident and whether there should be any changes to current practices. The incident was referred to the HSE and the insurance risk is being considered.

RESOLVED that the report be noted and the request for further information be actioned.

1. Minutes

RESOLVED that the minutes of the Health and Safety Committee held on 10 June 2019 be confirmed and signed.

The meeting ended at 6.50 pm.

Chair



Health and Safety Committee

Declarations of Interest

Date: 2 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Head of Governance and Committee Services

Outline and recommendations

Members are asked to declare any personal interest they have in any item on the agenda.

Declaration of interests

Members are asked to declare any personal interest they have in any item on the agenda.

1 Personal interests

There are three types of personal interest referred to in the Council's Member Code of Conduct :-

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests

2 Disclosable pecuniary interests are defined by regulation as:-

- (a) Employment, trade, profession or vocation of a relevant person* for profit or gain

- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.
- (e) Licence to occupy land in the borough for one month or more.
- (f) Corporate tenancies – any tenancy, where to the member’s knowledge, the Council is landlord and the tenant is a firm in which the relevant person* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:-
 - (a) that body to the member’s knowledge has a place of business or land in the borough; and
 - (b) either
 - (i) the total nominal value of the securities exceeds £25,000 or 1/100 of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

(3) Other registerable interests

The Lewisham Member Code of Conduct requires members also to register the following interests:-

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes , or whose principal purposes include the influence of public opinion or policy, including any political party

- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25

(4) Non registerable interests

Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members' Interests (for example a matter concerning the closure of a school at which a Member's child attends).

(5) Declaration and Impact of interest on member's participation

- (a) Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take no part in consideration of the matter and withdraw from the room before it is considered. They must not seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**
- (b) Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph (c) below applies.
- (c) Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- (d) If a non-registerable interest arises which affects the wellbeing of a member, their, family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.

- (e) Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

(6) Sensitive information

There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

(7) Exempt categories

There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-

- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
- (b) School meals, school transport and travelling expenses; if you are a parent or guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor;
- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception)



Health & Safety Committee

Corporate Health & Safety Team Update

Date: 2 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Rich Clarke, Head of Assurance

Outline and recommendations

This report provides information to the Health & Safety Committee on matters of interest raised in previous meetings. It also summarises information raised at the Corporate Health & Safety Board including relevant incident statistics.

We ask Members to note the report.

1. Summary

- 1.1. The report includes an update on matters raised previously by this Committee, including details on training offered to Council staff.
- 1.2. The report summarises relevant matters raised at the Corporate Health & Safety Board, including most recent accident and incident statistics.

2. Recommendations

- 2.1. We ask that Members note and comment on the report.

3. Policy Context

- 3.1. The Council has various legal, regulatory and ethical responsibilities in ensuring the continuing health and safety of all those to whom it owes a duty of care. The work of this Committee in general helps to ensure the Council meets its responsibilities, especially to non-domestic service users. This report contributes to the Committee's understanding of health & safety governance at the Council and so aids in the effective completion of its responsibilities.

4. Update On Matters Raised By Committee

Health and Safety Training

- 4.1. Over the last calendar quarter of 2022 the Council has offered five different face-to-face training sessions. These are:
- **Fire safety awareness.** This course, which includes hands-on experience with fire extinguishers, is intended to support those becoming Evacuation Marshals.
 - **First aid at work.** This delivers fully certified training for front line staff and incorporates refresher training for those already nominated as first aiders.
 - **Emergency first aid at work.** Targeted at lone workers especially and provides practical support for delivering first aid in emergency situations.
 - **Menopause awareness.** Exploring neuroscience and biological science to help understand and support. The scope of this course covers both personal awareness and information to help support colleagues.
 - **Fire Marshal training.** Aimed at all those with designated roles in fire safety, also including health and safety representatives and facilities management.
- 4.2. There were 121 places available across the five courses. Although all were booked, only 71 people attended (notably, the first aid at work course had 100% attendance). The Council's Learning and Development team are following up with people who did not attend courses to potentially rearrange.
- 4.3. Another valuable channel for delivering training is eLearning provided to staff through the Council's online Learning Hub. We have developed a range of courses in consultation with the Learning Hub provider, as listed below. Most courses are discretionary, with staff encouraged to complete them where relevant by their line manager. Two courses (Display Screen Equipment and Introduction to Health and Safety) are mandatory for most new starters.
- 4.4. The list below is all the eLearning courses currently available and in use with the number in brackets noting the number of course completions in the first three quarters of 2022/23. We have highlighted the two mandatory courses.
- Asbestos awareness (6)
 - **Display screen equipment (225)**
 - Control of substances hazardous to health (7)
 - **Introduction to health & safety (228)**
 - Fire safety awareness (11)
 - Driving for work (2)
 - Healthy lifestyles (3)
 - Legionella awareness (5)
 - Mental health awareness (1)
 - Stress awareness and email stress (2)
 - Working at height (3)
- 4.5. This is a total of near 500 course completions during the year. In addition to the courses, the Council provides standing information on Health and Safety within its Staff Support Hub. These pages received almost 900 unique page views during the first three quarters of 2022/23.

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Building Evacuations

- 4.6. The Council must complete an evacuation of each building at least once every 12 months. Coming into the third quarter of 2022/23 there was only one building overdue for an evacuation: Eros House in Catford. We completed a planned evacuation of that site without incident on 8 December 2022. Previous evacuations were completed of Laurence House (19 August 2022) and the Civic Suite/Old Town Hall/Town Hall Chambers (31 March 2022).
- 4.7. We also recently agreed to a request received from the Probation Service which operates a site in Canadian Avenue, near to Laurence House in Catford. The Probation Service had been advised by a fire risk assessment to change their evacuation point as the existing site required residents to cross the road and stop traffic. We have agreed, after appropriate consultation and risk assessment, for them to use an area within Laurence House's car park as a muster point, starting in spring 2023.

Warm Hub Risk Assessments

- 4.8. We have discussed risk implications for any changes to building use or occupancy arising from their use as warm hubs. So far, no direct changes to risk assessments are noted as required, but we are monitoring the levels of reported incidents to assess whether any additional support may be required.

Defibrillators

- 4.9. The Council now has four defibrillators installed and scheduled for maintenance within the main corporate estate. These are in Laurence House (ground floor reception and third floor lift lobby), Civic Suite (ground floor reception) and Old Town Hall (ground floor reception). A list of trained operators with contact numbers is included on each defibrillator cabinet as well as first aid points.

Corporate Estate

- 4.10. There is a separate report on today's agenda detailing our work in considering health and safety risks arising from premises on the corporate estate.

5. Matters Raised At Corporate Health & Safety Board

- 5.1. The most recent Board meeting was on 26 January 2023. While the papers for that meeting were published when compiling this report, it took place the day after publishing this agenda. We will provide a verbal update to the Committee of discussions at the Board.
- 5.2. The Board's agenda included the following items:
- HR Report on Occupational Health & Welfare
 - Facilities Management Update, including compliance report on the corporate estate.
 - Feedback and actions from each Directorate meeting.
 - Statutory compliance report and incident reporting summary provided by the Corporate Health & Safety team.
- 5.3. The principal areas relevant to this Committee are picked out in section 4 of this report, or the separate report on corporate estate buildings compliance.

6. Incidents

- 6.1. The Board (and relevant Directorates) also received information on reported incidents and change year-on-year. The table below summarises:

Directorate	Year to 31 Dec 21	Year to 31 Dec 22	Change (%)
Chief Executive's	1	1	0 (0%)
Children & Young People (excl Schools)	2	15	+13 (+650%)
Schools	1,318	1,368	+50 (+4%)
Community Services	59	63	+4 (+7%)
Corporate Resources	81	115	+34 (+42%)
Housing, Regeneration & Public Realm	44	51	+7 (+16%)
Total	1,505	1,613	+108 (+7%)

- 6.2. The more serious incidents are known as 'RIDDOR' incidents. These are those with required reporting to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The number and nature of such incidents in the quarter to 31 December 2022 is set out in the table below. For comparison, there were 30 such incidents in the quarter to 31 December 2021.

RIDDOR Category	CED	CYP	School	COM	COR	HRPR
Dangerous Occurrence	0	0	0	0	0	0
Major Injury or Condition	0	0	2	1	0	0
Member of Public to Hospital	0	0	3	1	0	0
>7 Day Absence	0	0	8	0	1	0
Pupil to Hospital	0	0	3	0	0	0
Prescribed Disease	0	0	0	0	0	0
Totals	0	0	16	2	1	0

- 6.3. The most serious incidents involved fractures arising from falls or slips and trips. The Council documents all RIDDOR incidents and investigates as appropriate. There is, to the best of our knowledge, no external agency involvement in any of these incidents.

7. Financial implications

- 7.1. The report is to note. There are no financial implications arising from the recommendations.

8. Legal implications

- 8.1. The report is to note. There are no legal implications arising from the recommendations.

9. Equalities implications

- 9.1. The report is to note. There are no equalities implications arising from the recommendations.

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10. Climate change and environmental implications

- 10.1. The report is to note. There are no climate change and environmental implications arising from the recommendations.

11. Crime and disorder implications

- 11.1. The report is to note. There are no crime and disorder implications arising from the recommendations.

12. Health and wellbeing implications

- 12.1. The report is to note. There are no health and wellbeing implications arising from the recommendations.

13. Background papers

- 13.1. No background papers.

14. Report author and contact

- 14.1. Rich Clarke, Head of Assurance. rich.clarke@lewisham.gov.uk. Telephone (020) 8314 8730 (ext. 48730).

Agenda Item 5



Health & Safety Committee

Corporate Estate Health & Safety

Date: 2 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Rich Clarke, Head of Assurance

Outline and recommendations

This report provides information on the Corporate Estate including buildings occupied by Council staff and/or open to members of the public. It describes the breadth of the estate, routine work undertaken to inspect the buildings for health and safety compliance and planned developments to deliver further assurance.

We ask Members to note the report.

1. Summary

- 1.1. The report details the Corporate estate, summarising the health and safety compliance inspection approach and the current position of individual buildings. All inspection and statutory compliance activity is up to date. Although most remedial tasks are complete, there remain several instances of work outstanding that are being chased through facilities management and the Council's capital team.
- 1.2. We have significantly developed this approach over the last few months, bringing greater visibility to outstanding actions and coherent assurance with other Council services. There is more work to do in embedding and developing this work, which is progressing with the support of the Chief Executive. This report sets out some of those 'next steps' to deliver more consistent and broader assurance.

2. Recommendations

- 2.1. We ask that Members note and comment on the report.

3. Policy Context

- 3.1. The Council has various legal, regulatory and ethical responsibilities in ensuring the continuing health and safety of all those to whom it owes a duty of care. The work of this Committee in general helps to ensure the Council meets its responsibilities, especially to non-domestic service users. This report contributes to the Committee's

understanding of health & safety governance at the Council and so aids in the effective completion of its responsibilities.

4. Corporate Estate Inspections

Buildings in the Corporate Estate

- 4.1. Appendix A to this report details all of the corporate estate assets currently part of our routine inspection programme. In the last few months of 2022 we undertook an exercise in consultation with colleagues in finance, insurance, capital, facilities and other services with the aim of producing a consolidated listing of the council's estate. This exercise identified various inconsistencies between asset listings held in different parts of the Council, although no major errors or omissions. Work is ongoing, led by the Capital team, to produce this consolidated list but in the meantime we made various updates and corrections to the Health and Safety team listing.
- 4.2. Our approach to premises compliance comprises four major strands.
- **Fire Risk Assessment:** Annual inspections and assessments conducted under contract with a specialist supplier. Where necessary, the assessments will identify remedial works that are followed up by the Corporate Health and Safety team. Typically, an assessment will be graded on a high/medium/low scale driven primarily by the building's inherent risk taking its use into account.
 - **Asbestos Assessment:** Comprises a decennial survey of every relevant building conducted under contract with a specialist supplier. We follow up these surveys with annual inspections completed by the Corporate Health and Safety team, who also keep track of any identified remedial works.
 - **Legionella (Water Management) Assessment:** A biennial review of water management in a building providing a 'high/medium/low' rating based on the volume and nature of water supply at the site. Where the review identifies remedial works, these are followed up the Corporate Health and Safety team.
 - Together, the three assessments above form the "statutory compliance" required by law of the Council in managing its assets.
 - **General premises compliance assessment:** Quarterly inspections carried out by the in-house team focussing on matters of general compliance and outstanding remedial actions. We have recently revised the standard checklist for inspections (see appendix B) to broaden its scope beyond a straight premises focus to more general compliance. While these general items were already reported where noted, we did not previously have a means of consistently providing positive assurance to building managers. We are currently piloting this new checklist and aim to develop an associated routine reporting template later in the year to present and organise results.
- 4.3. Each of these strands can produce recommendations for remedial works to correct identified deficiencies. Typically we ask for works to complete within three months (so that the next inspection can verify completion), but occasionally to longer or shorter timescales where appropriate. Responsibility for ensuring works are complete rests with the 'building manager' or equivalent. Especially for larger, multi-service sites there is often no single point of contact which can delay work completion. Types of remedial works identified can range from simple clearing of entrances up to significant capital requirements.

Planned Developments in 2023

- 4.4. We recognised during 2022 a need to refresh our approach to building inspection. Although we were completing the basics, we needed to refresh governance to ensure information was readily available to appropriate people so efforts could focus more clearly on the most urgent tasks.
- 4.5. As part of developing our approach, the Council has created a group to drive and monitor improvements. This group includes the Chief Executive, Director of Housing, Regeneration and Public Realm, Director of Resident's and Business Services and the Head of Assurance. The group has prioritised:
- Developing a single, maintained, and accurate record of buildings in the corporate estate which various teams can draw on for information.
 - Clarifying the role of 'building manager' who will function as the principal recipient of monitoring reports and lead on arranging remedial works.
 - Creating a support and development programme for the building managers, including training, handbook guidance and networking options.
 - Improving reporting to create easily accessible information available to senior decision makers seeking assurance on their buildings.
 - Reviewing governance arrangements to streamline information flow and make sure onsite personnel have ready access to support and guidance.
- 4.6. Beyond these tasks, we are also considering how best to seek and retain assurance on the Council's broader asset base, including its leased commercial properties. We are also considering additional tools to support and streamline the team's work, including bespoke software for reporting and using MS Teams channels for sharing relevant information with people working on major sites.

5. Financial implications

- 5.1. The report is to note. There are no financial implications arising from the recommendations.

6. Legal implications

- 6.1. The report is to note. There are no legal implications arising from the recommendations.

7. Equalities implications

- 7.1. The report is to note. There are no equalities implications arising from the recommendations.

8. Climate change and environmental implications

- 8.1. The report is to note. There are no climate change and environmental implications arising from the recommendations.

9. Crime and disorder implications

- 9.1. The report is to note. There are no crime and disorder implications arising from the recommendations.

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10. Health and wellbeing implications

- 10.1. The report is to note. There are no health and wellbeing implications arising from the recommendations.

11. Background papers and Appendices

- 11.1. No background papers.

- Appendix A: Current listing and status of corporate estate assets.
- Appendix B: Premises inspection checklist

12. Report author and contact

- 12.1. Rich Clarke, Head of Assurance. rich.clarke@lewisham.gov.uk. Telephone (020) 8314 8730 (ext. 48730).

Appendix A: Corporate Estate Premises H&S Status

Building Name	General Inspection		Asbestos	Fire	Water
	Date & Status	O/S Actions	Date & Risk	Date & Risk	Date & Risk
Bellingham Ward					
Southend Lodge	Dec22 (L)	0	N/A	Jan23 (L)	Nov21 (H)
Champion Hall	Nov22 (M)	3	Jun22 (L)	Feb22 (L)	Jan22 (H)
Home Park P'ground	Dec22 (L)	0	N/A	Sep22 (M)	Jan21 (L)
Bellingham Centre	Oct22 (H)	4	Sep22 (L)	Jul22 (M)	Mar21 (H)
The Dumps P'grnd	Dec22 (M)	1	N/A	Feb22 (M)	May21 (L)
Sedgehill Centre	Dec22 (L)	0	Feb22 (L)	Oct22 (M)	Oct21 (H)
Bellingham Gateway	Nov22 (L)	1	N/A	Nov22 (M)	Nov21 (H)
Blackheath Ward					
Granville Park	Nov22 (H)	6	N/A	Dec22 (L)	Jul21 (H)
Brockley Ward					
Lewisham Art House	Oct22 (L)	0	Feb22 (L)	Oct22 (M)	Nov21 (L)
Catford South Ward					
Torridon Rd Library	Oct22 (H)	3	N/A	Sep22 (L)	Jan22 (H)
Hollydale 43/45	Dec22 (L)	0	N/A	Apr22 (L)	Nov22 (H)
Crofton Park Ward					
Ewart Rd Clubroom	Oct22 (L)	0	Apr22 (L)	Sep22 (L)	Jan21 (L)
Brockley Rise Ctre	Nov22 (H)	12	Sep22 (L)	Jul22 (M)	Sep22 (H)
Deptford Ward					
26 Vansittart St	Oct22 (M)	2	Aug22 (L)	Jan23 (L)	Jan23 (H)
Evelyn Ward					
Deptford Adv P'grnd	Oct22 (L)	3	N/A	Sep22 (L)	Nov21 (M)

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Building Name	General Inspection		Asbestos	Fire	Water
	Date & Status	O/S Actions	Date & Risk	Date & Risk	Date & Risk
2000 Action Centre	Oct22 (M)	2	N/A	Nov22 (M)	Feb21 (L)
Evelyn Child Centre	Oct22 (H)	3	N/A	Mar22 (M)	Jan21 (H)
Riverside Yth Centre	Dec22 (L)	0	Jun22 (L)	May22 (M)	Jan23 (H)
Evelyn Comm Ctr	Nov22 (H)	2	N/A	Jun22 (M)	Jan21 (H)
Grove Park Ward					
Grove Park CEL	Oct22 (L)	0	Feb22 (L)	Jan23 (L)	Jul21 (H)
Grove Pk Cemetery	Dec22 (M)	12	Jun22 (L)	Oct22 (L)	Nov21 (H)
Ladywell Ward					
B'ley & L'well Cem	Nov22 (L)	0	May22 (L)	Apr22 (L)	Mar22 (H)
L'well Day Centre	Dec22 (L)	0	Oct22 (L)	Jun22 (M)	Aug22 (H)
L'well Child Centre	Oct22 (M)	4	Jun22 (L)	Jun22 (M)	Mar21 (L)
Lee Green Ward					
Locahber Hall	Dec22 (L)	0	Feb22 (L)	Feb22 (L)	Mar21 (M)
Lewisham Central Ward					
Leemore Centre	Dec22 (H)	7	Jan22 (L)	Oct22 (M)	Jun-21 (L)
L'ham Library	Oct22 (L)	19	Sep-22 (L)	Nov22 (M)	Aug-21 (L)
L'ham Registrar	Oct22 (L)	0	N/A	Oct22 (L)	Jul21 (H)
Library Resource Ctr	Oct22 (M)	1	May22 (L)	Dec22 (M)	Jul21 (H)
L'well P'ground	Dec22 (L)	4	N/A	Feb-22 (L)	Feb21 (L)
Wearside Depot	Nov22 (L)	0	Oct22 (L)	Jul-22 (M)	Jun22 (H)
Coroner's Court	Nov22 (L)	0	Feb22 (L)	Sep-22 (H)	Jan22 (H)
New Cross Ward					
Landmann Way	Nov22 (L)	0	N/A	Dec22 (L)	Jul22 (H)

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Building Name	General Inspection		Asbestos	Fire	Water
	Date & Status	O/S Actions	Date & Risk	Date & Risk	Date & Risk
W'pecker Yth Ctr	Oct22 (L)	4	N/A	Feb22 (L)	Mar21 (L)
Mulberry Centre	Nov22 (H)	4	Apr22 (L)	Nov22 (M)	Mar21 (M)
Moonshot Centre	Oct-22 (H)	6	Jan22 (L)	Jun22 (M)	Feb21 (L)
Scotney Hall	Dec22 (H)	4	Apr22 (L)	Sep22 (M)	Apr21(L)
MIDI Music Co.	Oct22 (H)	5	Feb22 (L)	Jan23 (M)	Nov21 (L)
W'length Comms	Oct22 (L)	1	N/A	Jun22 (L)	N/A
Perry Vale Ward					
R'bourne Yth Ctr	Oct22 (L)	0	N/A	Sep22 (M)	Feb21 (H)
Rushey Green Ward					
Saville Day Centre	Dec22 (L)	3	Feb22 (L)	Jun22 (M)	Oct21 (H)
L'ham Irish Centre	Oct22 (L)	0	Feb22 (L)	Dec22 (M)	May21 (L)
Eros House	Nov22 (L)	0	Feb22 (L)	Mar22 (L)	May22 (H)
Broadway Theatre	Inspections to resume January 2023				
Civic Suite	Oct22 (L)	8	Oct22 (L)	Mar22 (M)	Oct21 (H)
Laurence House	Nov22 (L)	9	Jun22 (L)	Sep22 (L)	Jan23 (H)
Old Town Hall	Dec22 (H)	14	Jan23 (L)	Apr22 (M)	Apr22 (M)
Town Hall C'mbers	Oct22 (L)	0	Feb22 (L)	Sep22 (M)	Feb21 (M)
Holbeach Office	Dec22 (L)	0	Feb22 (L)	Nov22 (L)	Jan22 (H)
Catford Library	Dec22 (L)	5	(TBC)	Dec22 (M)	(TBC)
Sydenham Ward					
Kirkdale Centre	Oct22 (L)	0	N/A	Nov22 (M)	Jul21 (L)
Sydenham Centre	Oct22 (L)	4	Sep22 (L)	Nov22 (M)	Apr21 (L)
New Gen Yth Ctr	Oct22 (L)	0	N/A	May22 (M)	Mar21 (L)

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Building Name	General Inspection		Asbestos	Fire	Water
	Date & Status	O/S Actions	Date & Risk	Date & Risk	Date & Risk
Hillcrest Clubroom	Nov22 (H)	2	Jun22 (L)	Nov22 (M)	Jan21 (L)
Telegraph Hill Ward					
B Wallis Com Ctr	Oct22 (L)	0	Jun22 (L)	Jun22 (L)	Feb21 (H)
Honor Oak Sre Strt	Oct22 (M)	1	Sep22 (L)	Feb22 (L)	Feb21 (H)
Honor Oak P'ground	Dec22 (L)	0	N/A	May22 (L)	May22 (L)
Honor Oak Cm Ctr	Dec22 (L)	0	Sep22 (L)	Jun22 (L)	Feb21 (L)
Hatcham Oak Ctr	Oct22 (L)	0	N/A	Dec22 (M)	Jun21 (L)
Whitefoot Ward					
Northover Centre	Nov22 (L)	13	Jun22 (L)	May22 (M)	Jul22 (H)
Hither Green Cem	Dec22 (L)	4	Oct22 (L)	Oct22 (L)	Jan22 (H)

(L / M / H = low, medium, and high risk).

Note that in the full database, some sites are split into multiple buildings but summarised together in this list.

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Appendix B: Premises Inspection Checklist

Below is the standard checklist taken by the team to all premises inspection. Note that there are some specific variations for individual sites where necessary (for example, lift inspections).

- Lighting level is suitable and sufficient
- Temperature indoor is at a comfortable level
- Noise level is comfortable
- Adequate fresh air supply
- Floor clear of slip and trip hazards
- All signage is in place, undamaged, clear, and visible
- All substances hazardous to health are stored securely with warning labels
- Electrical cables have no visible damage or exposed wiring
- Employees on site are wearing appropriate protective equipment
- Safety equipment is stored and used correctly with no visible signs of damage
- Adequate facilities provided (e.g., first aid, sanitary, rest, changing)
- Pedestrians and vehicles circulate safely
- Site is free from visible unsafe practices
- Building is in good condition with no visible risk
- Gas safety inspection available and up to date
- Kitchen gas safety inspection available and up to date
- Air conditioning inspection available and up to date
- Fire detection inspection available and up to date
- Smoke extraction vent inspections available and up to date
- Fire suppression system inspections available and up to date
- Refuge call point inspections available and up to date
- Evacuation chair inspections available and up to date
- Metal staircase and cat ladder inspections available and up to date
- Fire fighting equipment inspections available and up to date
- Fire/smoke curtain inspections available and up to date
- Water tank inspection available and up to date
- Shower heads descaled
- Calorifier descaled and blown down
- Water sampling testing completed
- Water taps temperatures monitored
- Emergency lighting inspection available and up to date
- Emergency lighting tests up to date
- Fixed wire electrical testing up to date
- Electrical maintenance inspection complete
- Portable appliance testing complete
- Lightning protection inspections complete
- Automatic doors and shutters inspection complete
- W/C alarm inspection complete
- Induction loop inspection complete
- Asbestos monitoring administration complete
- Tap flushing and recording low use outlets complete
- Fire alarm checks up to date
- Fire safety checks up to date (including fire doors, escape routes)
- Fire evacuation completed

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