



## 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.

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## 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](mailto:rich.clarke@lewisham.gov.uk). Telephone (020) 8314 8730 (ext. 48730).

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## 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
<b>Bellingham Ward</b>					
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)
<b>Blackheath Ward</b>					
Granville Park	Nov22 (H)	6	N/A	Dec22 (L)	Jul21 (H)
<b>Brockley Ward</b>					
Lewisham Art House	Oct22 (L)	0	Feb22 (L)	Oct22 (M)	Nov21 (L)
<b>Catford South Ward</b>					
Torridon Rd Library	Oct22 (H)	3	N/A	Sep22 (L)	Jan22 (H)
Hollydale 43/45	Dec22 (L)	0	N/A	Apr22 (L)	Nov22 (H)
<b>Crofton Park Ward</b>					
Ewart Rd Clubroom	Oct22 (L)	0	Apr22 (L)	Sep22 (L)	Jan21 (L)
Brockley Rise Ctre	Nov22 (H)	12	Sep22 (L)	Jul22 (M)	Sep22 (H)
<b>Deptford Ward</b>					
26 Vansittart St	Oct22 (M)	2	Aug22 (L)	Jan23 (L)	Jan23 (H)
<b>Evelyn Ward</b>					
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)
<b>Grove Park Ward</b>					
Grove Park CEL	Oct22 (L)	0	Feb22 (L)	Jan23 (L)	Jul21 (H)
Grove Pk Cemetery	Dec22 (M)	12	Jun22 (L)	Oct22 (L)	Nov21 (H)
<b>Ladywell Ward</b>					
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)
<b>Lee Green Ward</b>					
Locahber Hall	Dec22 (L)	0	Feb22 (L)	Feb22 (L)	Mar21 (M)
<b>Lewisham Central Ward</b>					
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)
<b>New Cross Ward</b>					
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
<b>Perry Vale Ward</b>					
R'bourne Yth Ctr	Oct22 (L)	0	N/A	Sep22 (M)	Feb21 (H)
<b>Rushey Green Ward</b>					
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)
<b>Sydenham Ward</b>					
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)
<b>Telegraph Hill Ward</b>					
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)
<b>Whitefoot Ward</b>					
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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