

## BHCC Health & Safety Review Action Plan Key Priority Actions 2023/24

Risk Area	Action	Priority (H/M/L)	Implement Start Date	Target Completion Date	Status
<b>General</b>	<b>Building Safety Act.</b>				
	Carry out a gap analysis to comply with the Building Safety Act.	High	Sep-23	Nov-23	Ongoing
<b>Asbestos</b>	<b>Policies &amp; Procedures</b>				
	Prepare a Strategic Management Plan (SMP) for asbestos.	High	Jun-23	Dec-23	Ongoing
	Revise and update Asbestos policy document to meet the requirements of the Asbestos Strategy Homes & Communal Ways.	High	Jul-23	Dec-23	Ongoing
	Set IT Asbestos module and train teams	High	May-23	Nov-23	Ongoing
	Appoint Asset Management Officer to undertake the management of the asbestos register	High	May-23	Sep-23	Completed
<b>Asbestos</b>	<b>Communal Asbestos Surveys</b>				
	Set up annual reinspection programme of all common ways.	High	Jul-23	Sep-23	Completed
<b>Asbestos</b>	<b>Asbestos Register</b>				
	Appoint a dedicated Asbestos Manager to manage all requirements related to common ways and domestic stock	High	Aug-23	Dec-23	Ongoing
	Retain and manage a compliant asbestos register-combining data currently held on separate IT systems	High	May-23	Dec-23	Ongoing
<b>Water</b>	<b>Water Risk Assessments &amp; Site Monitoring</b>				
	A third party contractor ensures compliance and undertakes water risk assessments for all BHCC premises. Review assets held in the contractor portal.	High	Jul-23	Dec-23	Ongoing
<b>Fire</b>	<b>Policies and Strategy</b>				
	Update policy to include Fire Safety Strategy and management plan, to reflect current regulation and responsibilities. Create a Strategic Management Plan to set out how we meet obligations and duties.	High	Jul-23	Nov-23	Ongoing
<b>Fire</b>	<b>Fire Risk Assessment</b>				
	Utilise Government's Risk Prioritisation tool to determine which of our buildings will require immediate/medium- and longer-term re- evaluation.	High	Jul-23	Aug-23	Completed
	Commission resources to complete more intrusive Type 4 FRAs on high rise and Seniors Housing	High	Jul-23	Aug-23	Completed
<b>Fire</b>	<b>Actions Arising from Fire Risk Assessments</b>				
	Develop procedures and processes for the methods of assignment of actions.	High	Jul-23	Feb-24	Ongoing
	Produce a Fire Safety Management Plan, including key performance indicators to be reported to the Operational Fire Safety Group	High	Jun-23	Dec-23	Ongoing

	Fire safety remedial works to be checked and ordered in relevance and priority.	High	Jun-23	Oct-23	Ongoing
	Actions to be allocated to contractors.	High	Jul-23	Nov-23	Ongoing
<b>Fire</b>	<b>Fire Doors</b>				
	Fire Safety Management plan, to include a strategy for assessment and inspection of fire doors including consideration of doors with known or suspected defects and requirements for routine inspections.	High	Jun-23	Nov-23	Ongoing
	Procure external contractors for the fire door inspections as required	High	Aug-23	Mar-24	Ongoing
	Train in house surveyors for fire door inspections	Medium	Mar-23	Mar-23	Completed
	Complete programme for all Manse Master door Replacements	Medium	Mar-23	Mar-24	Ongoing
	Provide Sample IG door for testing and arrange to be tested at BRE or similar.	Medium	Mar-24	Mar-24	Not Started
<b>Fire</b>	<b>Maintenance of Fire Safety Equipment</b>				
	Confirm the servicing and maintenance arrangements for fire dampers and implement programme.	High	Aug-23	Mar-24	Ongoing
	Establish performance criteria for contractor and monitor.	High	Jun-23	Dec-23	Ongoing
	Implement a regime for servicing and maintenance of dry risers.	High	Jul-23	Dec-23	Ongoing
	Provide schedule for dampers and include in Asset Management System.	High	Apr-23	Apr-24	Ongoing
	Implement a regime for servicing and maintenance of fire dampers.	High	Sep-23	Mar-24	Ongoing
<b>Fire</b>	<b>Quality Assurance</b>				
	Develop a framework of quality control related to fire safety management to include an independent assessment of FRA's, appropriateness of recommended remediation and assurance of works.	High	May-23	Dec-23	Ongoing
<b>Fire</b>	<b>Function Testing - Fire Safety Equipment</b>				
	Establish procedures and process for the testing and management of fire safety equipment.	High	Mar-23	Dec-23	Ongoing
	Establish monthly/quarterly/ annual checks as required by operating manuals or British Standards requirements and provide accurate records for this and maintain service levels	High	Jun-23	Dec-23	Not Started
	Procure contracts for the servicing and maintenance of sprinkler systems	High	Aug-23	Jan-24	Not Started
	Maintain all records for fire safety equipment	High	Jul-23	Aug-23	Completed
	Procure third party contractors as required	High	Jun-23	Jun-23	Completed
<b>Fire</b>	<b>Information to Residents</b>				
	Formulate process and procedure for the resident engagement communication requirements under Fire Safety Regulations and Building Safety Act.	High	Jun-23	Nov-23	Ongoing
	Implement and undertake resident engagement.	High	Sep-23	Dec-23	Ongoing
<b>Electrical</b>	<b>EICRs</b>				
	Establish electrical strategic management plan and timeline for the management of outstanding electrical certification and resources required to manage this going forward.	High	Apr-23	Jul-23	Completed

	Provide accurate reports for electrical safety in fixed electrical installations in dwellings and communal areas.	High	Aug-23	Dec-23	Ongoing
	Establish ongoing programmes for future and to meet compliance requirements	High	Jul-23	Jul-23	Complete
<b>Electrical</b>	<b>Risk Analysis</b>				
	Establish a programme which focusses on testing properties deemed to be high risk.	High	Aug-23	Aug-23	Completed
<b>Electrical</b>	<b>Testing Programme</b>				
	Establish a 5 yearly inspection cycle and vary as necessary on a risk-based approach.	High	Sep-23	Jul-23	Completed
<b>Electrical</b>	<b>Portable &amp; Fixed Appliance Testing (PAT &amp; FAT)</b>				
	The arrangements for PAT/FAT testing should be set out and resources identified. Approach and timescales for re-testing based on a risk assessment.	High	May-23	Sep-23	Completed
	Produce policy and procedure for PAT testing	High	Jun-23	Sep-23	Completed
	A database of assets with a requirement for PAT/FAT testing to be identified and established.	High	Aug-23	Sep-23	Ongoing
<b>Electrical</b>	<b>Electrical Works Resulting From Testing</b>				
	Ensure adequate budget and resource requirements to undertake works.	Medium	Aug-23	Aug-23	Completed
<b>Gas/Fuel Safety</b>	<b>Homes with Isolated Gas Supplies</b>				
	Implement a review and establish procedure for homes with no gas supply to determine options for providing support to vulnerable residents.	High	Jun-23	Jul-23	Completed
	Instruct gas contractor to check for alternative heating and hot water sources when medium and long-term 'disked' properties are inspected annually.	Medium	Aug-23	Aug-23	Completed
	Establish process for provision of support for vulnerable/at risk residents with no heating.	Medium	Aug-23	Sep-23	Ongoing
<b>Gas/Fuel safety</b>	<b>Regular BHCC Audit Cycle</b>				
	Implement a cycle of internal audit and review gas safety management.	High	Aug-23	Aug-23	Completed
<b>Gas/Fuel Safety</b>	<b>Smoke and Carbon Monoxide (CO) Alarms</b>				
	Establish a reporting mechanism of installations between the heating and hot water contractor and Housing Repairs and Maintenance and record installations on the Asset Management System.	High	Jun-23	Mar-24	Ongoing
	Establish installation regime of CO detectors	High	Aug-23	Aug-23	Completed
	Develop processes to record and monitor the management of defects.	High	Aug-23	Mar-24	Ongoing
	Establish a smoke alarm installation programme and the reporting mechanism.	High	Jun-23	Mar-24	Ongoing
<b>Lifts &amp; Lifting Equipment</b>	<b>Database</b>				

	Establish a list of all assets and update systems accordingly to Asset Management System	High	Jun-23	Mar-24	Ongoing
	Provide service schedule for lifts and lifting equipment and reporting of this.	High	Jun-23	Jun-23	Completed
	Form document data base for all information.	High	Jun-23	Nov-23	Ongoing
	Maintain records, this will require the systems to be updated and managed,	High	Jul-23	Aug-23	Completed
<b>Lifts &amp; Lifting Equipment</b>	<b>Data Validation</b>				
	Undertake regular audits. Ensure that all relevant asset are included on maintenance programmes and our approach outlined in the Lifts SMP.	High	Jul-23	Jul-23	Completed
	Maintain records and keep systems updated and managed.	High	Jul-23	Aug-23	Completed
<b>Lifts &amp; Lifting Equipment</b>	<b>Sample Records</b>				
	Establish procedures for the reporting and management of lifts inspected by Zurich, the insurer (LOLER reports). Expedite and manage actions, ensure more that one manager is sited on the reports.	High	Jun-23	Jun-23	Completed
	Establish procedure for the reporting and management of LOLER reports	High	Jul-23	Nov-23	Ongoing
	Establish records to keep systems updated and managed.	High	Jul-23	Aug-23	Completed
<b>Lift &amp; Lifting Equipment</b>	<b>Lift Systems Testing</b>				
	Implement monthly lift alarm function tests, record these in an accessible place and incorporate this requirement into the SMP.	Medium	Jul-23	Nov-23	Ongoing
	Ensure lift alarm testing compliance is reflected and incorporated into the lift SMP	High	Jul-23	Nov-23	Ongoing
	Weekly testing of the emergency call system to be undertaken and recorded.	High	Jul-23	Nov-23	Ongoing
	Implement a weekly test of all fire service override controls, record these, place and incorporate into the SMP.	High	Jul-23	Nov-23	Ongoing