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1. Electrical testing

Cambridge City Council electrical testing will be at 98% within the next 24 months.

Previously after three attempts by the contractor unsuccessful accesses were not pursued. When this weakness was identified the approach changed, combining Gas and EICR into a one unified contract leveraging the access rate from the gas safety program.

Where the contractor has three failed attempts the council intervenes dealing directly with the tenant to gain access. This approach has seen a 10% increase in overall compliance within the past 6 months.

2. Fire Management

The fire risk management strategy is designed to verify compliance with:

- Regulatory Reform (Fire Safety) Order 2005 (FSO) as amended by the Fire Safety Act 2021, ensuring the completion of a Fire Risk Assessment
- Fire Safety (England) Regulations 2022 (FSR) and, where applicable, the Building Safety Act 2022 (BSA) is ensured.

To provide a more in-depth perspective, this process has been segmented due to the substantial number of outstanding actions. However, while understanding that compliance primarily focuses on having a Fire Risk Assessment in place, the Council does recognise the number of outstanding actions is higher than acceptable.

In addition, the overall aim of Cambridge City Council strategy is an incremental approach that achieves an overall risk portfolio with a tolerable risk rating.

Thereafter to have plans in place addressing the remaining risks in priority order. The aim to maintain a risk portfolio with an overall risk rating of “tolerable” recognising that an overall risk rating of “trivial” would be very challenging given the nature/age of Cambridge City Council stock.

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As of 2nd January 2024, Cambridge City Council is 100% compliant with legislation where the requirement is to have a Fire Risk Assessment (FRA) completing 447 Active Fire Risk.

A FRA generates fire actions, the number and severity of those actions decides on the overall risk

Table 1: Fire Actions

	Complete	Not Overdue	Overdue	Total
High	331		260	591
Medium	291		949	1240
Low	301	52	692	1045
Total	923	52	1901	2876

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire

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Table 2: FRA Risk

FRA with All Actions Completed	10
FRA with Substantial Risk	10
FRA with Moderate Risk	66
FRA with Tolerable Risk	359
FRA with Trivial Risk	2

Fire Risk Level Definition

Trivial: No action is required and no detailed records need be kept, however the situation should be monitored regularly.

Tolerable: No major additional controls required, however the situation requires ongoing monitoring and there may be a need for consideration of improvements that involve minor or limited cost.

Moderate: It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period and ongoing monitoring is required.

Substantial: Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.

Intolerable: Building (or relevant area) should not be occupied until the risk is reduced.

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2.1 Substantial Risks

The following ten sites listed below are categorised as substantial risks.

- This is forecast to be reduced by two when next reported.
- One other site of five blocks is due for works completion in the spring. On completion of compartmentation works scheduled for Spring 2024, and contingent upon the fulfilment of outstanding actions including the conversion of two remaining flats to electric, it is anticipated that a new Fire Risk Assessment (FRA) will result in a downgrade of risk to the "tolerable" category

The remaining three will likely stay as Substantial for a protracted period while a programme of works for compartmentalisation is undertaken. As an additional safety measure these sites will see increased inspection programme.

Aylesborough Close:

- Currently unoccupied and has been handed over to Housing Development Team to be redeveloped.
- Risk Assessment to be deactivated from the database.

Hanover and Princess Court (2 blocks/sites):

- Identified as regeneration projects, site to be redeveloped in 2025
- Develop plans for further risk reduction measures by April 2024. Reviewing Measures and Fire Safety Management Plans (FSMP) with interim measures to be put in place until project commencement:
 - Engage and educate with tenants - Increasing Awareness and Training Initiatives on Fire Procedures for residents, staff, and contractors.
 - Improving signage - contractor has been commissioned and forecasted be in place under 14 days from 04/01/24
 - Additional portable detectors to be provided - quote being sought and contractor to be commissioned.

Kingsway Flats (5 blocks/sites):

- Kingsway Flats is classed as one estate of five blocks with 130 flats in total that includes leaseholders.
- At Kingsway flats, fire compartmentation works are now in progress and are scheduled to be complete in late Spring 2024. It

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is forecast that this will, dependent on other actions being completed and a new FRA, reduce the risk to tolerable.

- Work is ongoing to replace the remaining gas heating systems with electric alternatives and then all gas supplies will be removed from the building.
- Reviewing Measures and Fire Safety Management Plans (FSMP) with interim measures to be put in place until project completion:
 - Fire alarm system – A fire alarm has been installed, constituting a significant mitigation measure. This system serves as a critical safeguard, ensuring tenants receive early warnings in the event of a fire, thereby enhancing overall safety within the premises.
 - Engage and educate with tenants - Increasing Awareness and Training Initiatives on Fire Procedures for residents, staff, and contractors.
 - Improving signage - contractor has been commissioned and forecasted to be in place under 14 days from 04/01/24
 - Three properties remain on gas, with one tenant agreeing to move to electric.
 - All three properties have safety devices fitted to the gas flow.
 - There is an increased inspection programme for these three properties.

Ditchburn Place:

- Reduce to Tolerable risk rating by Feb 2024
- Works required to replace 1 flat door that does not currently conform are nearing completion. Supply chain stress has impacted the replacement programme forecasted completion date Jan/early February 2024

Stanton House:

- Stanton Hse has been identified as a possible regeneration project.
- Actions to be taken to reduce current residual score:
 - Implemented a 24-hour On-site Officer/Security waking watch walking the floors
 - Relocating/educate tenants who may not be able to self-evacuate of the risk and provide an offer to move from top floor to ground floor (if the tenant is agreeable) and/or offer an alternative property if available.
 - Implementing an interim remedial works plan to include fire doors and compartmentation works to address inadequate or

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missing fire-retardant prevention measures – works starting 15th Jan 2024 and programmed for 10 weeks to completion.

- Increasing Awareness and Training Initiatives on Fire Procedures for residents, staff, and contractors
- Inspect and maintain current fire doors to ensure effective control is in place - contractor commissioned to complete works.
- Reviewing Measures and Fire Safety Management Plans (FSMP) Across All Sheltered Schemes

2.2 Moderate Risk

In relation to moderate risks, the risks relate to following:

- Penetrations in compartment walls,
- Surface material or surface treatments required,
- Fire doors,
- Housekeeping and bins or combustibles stored too close to the building.

Management plan

Revisiting all transient risks pertaining bin storage and housekeeping by April 2024

- All minor works pertaining cable penetrations to be on a program of work by April 2024
- Surface treatments to be applied where required on internal escape routes by March 2025

2.3 Tolerable Risk

All actions to be reviewed in priority order monthly at fire risk management meetings in 2024.

Remediation is in place for:

- Door Replacements – Planned Work
- Remedial work to compartment walls – Responsive work delivered by a contractor
- Treatment of Surface – Cyclical Work
- Housekeeping – Enforcement and Education which are transient issues

The objective is to achieve an overall risk rating of Tolerable across the whole housing estate, addressing outstanding risks through this process. This will be achieved by managing the substantial and moderate risks through Cambridge City Council current Fire Risk Management Strategy:

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- Communication and monthly risk review meetings to be held with all fire risk and tasks owners reporting on the status of all actions, priority, completion targets and any overdue tasks.
- Task owners are to be clear in relation to their role, responsibilities including actions required, with further training for all colleagues.
- Contracts and contractors are to be in place delivering maintenance and repair services for all compliance elements.
- Work is to be suitably resourced, planned and monitored.
- Arrangements are to be in place monitoring effectiveness of remedial action plans following fire risk assessment reviews.
- There are to be clear escalation routes where the risk cannot be addressed through planned arrangements, through to Leadership Team.

3. Asbestos Management

This relates to the duty to manage asbestos in non-domestic properties on two counts. These are:

- 1. Regulation 4 - The duty to manage asbestos**
- 2. Regulation 5 - Identification of asbestos**

This was identified during the implementation of an asbestos compliance module, within the new data structure for blocks and communal areas from our dataset.

- Cambridge City Council have accelerated the inspection program and will be fully compliant by the end of the financial year 23/24
- Cambridge City Council are identifying and prioritising blocks that have not been previously inspected in line with the correct inspection regime.
- There are no high or medium actions outstanding from these findings.
- All surveys and findings are triaged taking necessary actions where required and continued monitored by Cambridge City Council asbestos surveyor
- All priority actions identified are addressed immediately and remediated with an HSE licensed asbestos contractor Alliance Asbestos Ltd.

3.1 Data Discrepancies and Surveys

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Discrepancies have been identified with the naming convention within the MRI Housing Enterprise (Housing Management Database) data structure used for compliance/asset management. This has led to inconsistencies across property types and hierarchy for blocks and communal areas.

The MRI data has been reviewed during the implementation and identified that not all communal areas were defined correctly in the data structure.

To address this issue:

- a thorough review was undertaken, including a desktop, pre-survey site inspections, and site surveys.
- new initial asbestos management surveys were conducted for all sites at the highest hierarchy, or any sub level identified within.

The review concluded that the total surveys to be undertaken are:

- Blocks including all structures requiring a survey - **773**
- Surveys completed in the last 12 months - **345**
- Surveys still to be conducted – **428**

3.2 Management Action Plan

A management action plan to ensure compliance with asbestos management is being implemented. The measures are:

UKAS accredited analytical services provider Thames Laboratories conducting 25 surveys per week. Survey programs and progress is monitored weekly. The schedule is built to complete all outstanding inspections by **March 31 2024**.

Cambridge City Council's surveyor, overseeing this programme has the proficiencies P402 (Building Surveys and Bulk Sampling of Asbestos) P405 (Managing Asbestos in Buildings including Asbestos Removal).

All surveys and findings are managed, triaged and monitored by an in-house asbestos surveyor, prioritising necessary actions. All priority actions are addressed immediately and remediated with an HSE licensed asbestos contractor Alliance Asbestos Ltd.

The management of asbestos is being addressed based on inspection findings.

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- Sites identified as having no suspect material will be removed from the reinspection program.
- Sites identified as having high or medium actions are completed immediately.
- There are no high or medium actions outstanding.

3.3 Procedures

Alongside the practical programme a further review of procedures is being conducted covering:

- Asbestos Management Plans
- Risk Assessments and Safe Systems of Work
- Communication of emergency procedures
- Information, instruction, and training focusing on raising awareness
- Collaboration with corporate health and safety team including inspections and audits
- Engaging with tenants when taking on a new tenancy
- Engaging with tenants via tenant alteration procedures prior to any home improvement
- Making survey information available or obtain a survey if required on request.

4. Lifts

The Council is 100% compliant with regards to servicing and maintenance.

However, is 89% compliant to the requirement outlined in Regulation 9 (thorough examination and inspection every six months as required by LOLER).

HSB Engineering are contracted to complete these inspections. Cambridge City Council M&E Engineer revisited all sites with HSB Engineering and reported that the engineer assigned to this servicing program (contract) was new and unfamiliar with the access procedures. This has been addressed.

5. Governance

As part of strengthening the governance in preparation for more formal Regulatory oversight several areas have already been under review and in train regarding governance, performance measures and reporting. Following the identification of areas require significant improvement,

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further work has taken place to strengthen the structures; the new Director of City Services (Property) and new Director of Communities (Housing Management) to lead relevant services.

Further to this:

- **Compliance Reporting**

Further work is being undertaken to develop more detailed compliance reporting in a consistent format for reporting through to internal Boards and Housing Scrutiny Committee.

- **Strengthening internal governance structure for reporting**

- The Housing Leadership Board provides leadership and governance to maintain high standards across the housing functional area to include compliance. The Housing Leadership Board consists of the following key roles:
 - Director of City Services Group
 - Director of Communities
 - Assistant Director Housing and Homelessness
 - Head of Finance and Business
 - Strategic Delivery Manager for City Services Group
- The Housing Leadership Board oversees the performance reporting into Housing Scrutiny Committee.
- The creation of a Compliance Board to focus solely on the spectrum of compliance discussed in this paper, providing oversight and governance.
 - Director of City Services Group
 - Director of Communities
 - Assistant Director Housing and Homelessness
 - Strategic Delivery Manager for City Services Group
 - Property Compliance and Risk Manager
 - Asset Manager
 - Fire Risk Assessor and Advisor
 - Key Service Managers
- The Compliance Board oversees the compliance performance reporting into Housing Leadership Board

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- These boards will be co-chaired Director of City Services Group and Director of Communities to ensure Leadership Team level support and guidance.
- Internal Audit to support management plans.
- Were required external auditors to support on specialist areas of work.