



<b>Assessment No:</b>
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**Task Risk Assessment Form**

<b>Location/Dept</b>	Assets	<b>Date Assessment Completed</b>	07/08/2024 17/9/2024 TM&SFARS	<b>Assessor</b>	Martin Harper Tina Mustafa Steve Langston
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**Purpose** This risk assessment should be read in conjunction with the health and safety housing asset compliance improvement plan. This risk assessment impact assesses the known hazards and mitigating actions across the areas of non-compliance identified with a particular focus on the stake holder/ tenant impact.

<b>Who Is At Risk</b> (tick as appropriate)	<b>Employee</b>	y	<b>Other (please specify)</b>  A corresponding tenant impact assessment is being undertaken to determine prioritised risk actions  This risk assessment will then be reviewed as part of a workshop with other partners to determine the most reasonable and proportionate actions
	<b>Volunteer</b>	y	
	<b>Members Of The Public/Tenant house holds</b>	y	
	<b>Visitors</b>	y	
	<b>Contractors</b>	y	

Risk Identified	Hazards Identified	Outcome & injury
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Electrical risk- 1386 Risk assessments to domestic properties. 39 out of the 51 communal area electrical checks had not been completed.	EICR's not completed Electrocution Fire Electrical Burns	Death Death or Serious injury Minor or serious injury
Legionella- 541 legionella actions outstanding	Legionella outbreak	Serious illness or death Loss of water supply
Fire- 259 FRA actions to complete	Fire	Serious injury or Death
Asbestos – Asbestos registers to be completed.	Exposure to asbestos	Respiratory disease Contamination of property

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>Electric</p> <ol style="list-style-type: none"> <li>1. Undertake EICR's on all voids and mutual exchanges</li> <li>2. Undertake EICR's to planned Kitchen and Bathrooms</li> <li>3. Undertake EICR's on Communal areas</li> <li>4. Diagnostic and triage at the first point of contact through our in-house call contact centre</li> <li>5. Repairs policy that prioritises Total loss of power 24hrs partial loss of power 5 working days unsafe power, lighting socket or electrical fitting 24 hours. <a href="#">TBC Repairs Policy</a></li> <li>6. Any defects C1,C2,C3 identified from the EICR's are rectified</li> <li>7. We encourage active reporting of defects from residents as well as cases of injury.</li> <li>8. Stock condition survey being carried out currently at 31.15% completion with a final completion date of December 2024 with current decency levels at 6.32%. All cat 1 hazards identified within the stock condition survey including electrics are referred for repairs. Of the 31.15% 7 properties failed for electric and assumption</li> </ol>	4	4	16

<p>could be that there would be &lt;30 across the stock which would be a decent homes failure.</p> <p>9. Smoke detection in most dwellings</p>			
<p>Legionella</p> <ol style="list-style-type: none"> <li>1. Legionella risk assessments carried out by specialist contractor.</li> <li>2. 100% of risk assessments completed subject to reconciliation exercise (25 Blocks)</li> <li>3. Monthly sampling being carried out by specialist contractor including on the 5 blocks originally missed June 2024.</li> </ol>	3	4	12
<p>Fire</p> <ol style="list-style-type: none"> <li>1. 100% of FRA's completed subject to reconciliation exercise (73 blocks with seen risk assessments 77 identified block subject too validation.</li> <li>2. Sprinklers fitted to all high rise including Eringden</li> <li>3. Smoke detection in most dwellings</li> <li>4. Scheme managers/ resident support officer on site at all sheltered schemes/ Eringden</li> <li>5. completing agreed risk management arrangements.</li> <li>6. Cleaners should report notifiable hazards i.e rubbish on landings.</li> <li>7. Tenancy management team undertake estate inspections across communal areas</li> <li>8. Fire alarm testing and emergency light testing carried out.</li> <li>9. Permits to work process in place with contractors.</li> <li>10. Already work with Staffordshire fire and rescue to provide community support at public events.</li> <li>11. <b>Sprinklers added to evidence complimentary fire control</b></li> <li>12. <b>FAQs/Leaflets advising on good housekeeping (closing doors, not leaving rubbish etc)</b></li> <li>13. <b>Waking watch increase – cleaners to share inspection sheets</b></li> </ol>	2	4	8

<p><b>14. Increased testing of fire alarms, sprinklers, communal lighting</b> Increased testing of fire alarms, sprinklers, communal lighting.</p> <p><b>15. Doors to communal flats checked for compliance</b></p>			
<p>Asbestos</p> <ol style="list-style-type: none"> <li>1. Asbestos re-inspection programme.</li> <li>2. We have a data set by address including a range of asbestos related files with log on access to Equans (5 logons) Wates (2 logons) and ancillary staff</li> <li>3. Some availability of asbestos flags on job tickets</li> <li>4. All repairs related contracts procured require a contractor statement around asbestos.</li> <li>5. Refurbishment surveys take place prior to planned works and void works.</li> <li>6. There is a process in place to supply contractors with asbestos information on planned works</li> </ol>	2	4	8

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating
<p>Electrical</p> <ol style="list-style-type: none"> <li>1. Write to all residents advising them of a programme of works and providing contact details in case of an emergency.</li> <li>2. Using the tenant data profile remedial works in terms of vulnerability.</li> <li>3. At sign up on void, mutual exchanges and planned works issue FAQ's on tenant top tips on managing health and safety.</li> </ol>	Mark Barlow	30/11/24	To be determined	4	4	16

<p>Legionella</p> <ol style="list-style-type: none"> <li>1. Improve diagnostic of potential legionella risk through the repairs contact centre eg hot water through cold water taps.</li> <li>2. Provide details to tenants on good water hygiene practises eg top tips and leaflets</li> </ol>	<b>Jason Lobley</b>	<b>30/11/24</b>	<b>To be determined</b>	<b>4</b>	<b>4</b>	<b>16</b>
<p>Fire</p> <ol style="list-style-type: none"> <li>1. Provide details to tenants on fire safety</li> <li>2. Provide details on how to test smoke alarms</li> <li>3. To meet with Staffordshire fire and rescue to agree community support linked to the safe and well checks.</li> </ol>	<b>Barry Curtis</b>	<b>30/11/24</b>	<b>To be determined</b>	<b>4</b>	<b>4</b>	<b>16</b>

Asbestos	Martin Harper	30/11/24	To be determined	4	4	16
<ol style="list-style-type: none"> <li>1. Provide tenant leaflet on top tips on decoration.</li> <li>2. Increase awareness and diagnostic with contact centre</li> <li>3. Inform the contractor to refer to the asbestos Surveys pending the asbestos register.</li> <li>4. Head of service to refresh risk assessments and onsite requirements ahead of training for premises managers.</li> </ol>						

<b>Date</b>	7/8/24 17/9/24	<b>Assessor Signature</b>	Martin Harper
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### Reviews

(If there are no changes then the assessment should just be signed. However if anything changes a new assessment must be completed)

<b>1<sup>st</sup> Reassessment Date</b>	30/9/24	<b>Assessor Signature</b>	
<b>2<sup>nd</sup> Reassessment Date</b>	15/12/24	<b>Assessor Signature</b>	



# Community Impact Assessment

<b>Part 1 – Details</b>	
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Housing Asset Compliance
Date Conducted	September 2024
Name of Lead Officer and Service Area	Martin Harper
Commissioning Team (if applicable)	
Director Responsible for project/service area	Tina Mustafa
Who are the main stakeholders	Tenants, Leaseholders, Residents
Describe what consultation has been undertaken. Who was involved and what was the outcome	External Consultants supporting Asset Compliance Review, Trueman Change, Staffordshire Fire and Rescue
Outline the wider research that has taken place (E.G.	Reviewed other providers who have asset replated compliance issues & reviewed RSH reports



commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input type="checkbox"/>
	A function, service or project	x
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input type="checkbox"/>
	Being reviewed	x
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

### Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

<p>The Health &amp; Safety tenant/resident impact assessment (attached ) as been prepared based on property/person centric data. The improvement plan to drive down remedial actions is the ultimate resolution – this is a time limited H&amp;S risk mitigation plan whilst that is undertaken</p>
<p>Who will be affected and how?</p> <p>There is no-one group particularly impacted – the remedial actions are split across a full range of property and person centric demographics</p>
<p>Are there any other functions, policies or services linked to this impact assessment?</p> <p>Yes <input type="checkbox"/>                      No                      x</p>
<p>If you answered 'Yes', please indicate what they are?</p>

### Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation )
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The attached risk assessment has identified the property archetypes and identified the likely household composition. No-one group is disadvantaged and the health and safety risk mitigation factors will support all groups.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those with caring/dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Those with drug or alcohol problems	<input type="checkbox"/>	x
Those with mental health issues	<input type="checkbox"/>	x
Those with physical health issues	<input type="checkbox"/>	x
Social inclusion Please include refugees and asylum seekers,	<input type="checkbox"/>	x
Social inclusion: Armed Forces The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who have served in the armed forces, and their families, should be treated with fairness and respect and any impact should be considered	<input type="checkbox"/>	x
Health and Wellbeing	<input type="checkbox"/>	x
Climate Change	<input type="checkbox"/>	x

#### Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications. this includes climate change considerations

**This is the section in which to please outline any actions to mitigate negative or enhance positive impacts in terms of economic, environmental or wider societal considerations, and actions to review and monitor the overall impact of the change accordingly.**

Impact Area	Details of the Impact	Action to reduce risk
<i>Eg: Families</i>	<i>Families no longer supported which may lead to a reduced standard of living &amp; subsequent health issues</i>	<i>Signposting to other services. Look to external funding opportunities.</i>

Section 2 Health & Safety Arrangements  
 Appendix 1 Task Risk Assessment Form  
**Part 5 - Action Plan and Review**

Detail in the plan below, actions that you have identified in your Community Impact Assessment, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
The actions within the related tenant impact assessment will be kept under review by the Health & Safety Lead and SFARS		Martin Harper	End of March 2025	Risks mitigated from outstanding compliance remedial actions

Date of Review (If applicable) .....Monthly via Health & safety review meetings.....

Guidance and form updated July 2023 following CMT approval.