

# INTERNAL AUDIT FOLLOW UP FORM

AUDIT	Corporate Buildings, Premises Management	PREPARED BY	Lorraine Sarson	DATE	9 <sup>th</sup> July 2018
REPORT DATED	3 <sup>rd</sup> April 2018	REVIEWED BY		PAGE	<b>Page 1 of 3</b>
NO	RECOMMENDATIONS	RESPONSIBLE OFFICER/DATE TO BE ACTIONED BY	MANAGEMENT RESPONSE AT TIME OF AUDIT.	Status (1,2,3,4,5)	COMMENTS/ACTIONS BY DEPARTMENT
1	<b>Fire Safety and Legionella Water Quality Standards</b>				
1.1	<p>The Property Assets Team should take direct responsibility for managing and monitoring achievement of building fire safety and legionella water quality standards. This should include:</p> <ul style="list-style-type: none"> <li>Commissioning of fire and legionella risk assessments. To support this a service specification should be produced setting out the roles and responsibilities of parties, performance targets and form of documentation and communication to be adopted to underpin this arrangement.</li> <li>Producing a formal risk criteria that generates an annual programme of fire safety and legionella risk assessments of corporate buildings.</li> <li>All fire and legionella risk assessment actions should be issued promptly to the relevant service and/or responsible person at site for implementation and the Property Assets Team for monitoring. Tracking and reconciliation of assessments issued to parties responsible for actions should be conducted to ensure accountability.</li> <li>A quality assurance process should be instigated with property inspections conducted on a sample basis to ensure the completion and standard of any risk assessment completed.</li> </ul> <p><b>Priority: High</b></p>	<p>Head of Property Assets</p> <p>May 2018</p>	<p>Fire and legionella risk assessments for the corporate property portfolio will be commissioned by the Head of Property Assets from April 2018.</p> <p>A new corporate policy will be introduced to establish the compliance cycle and identify responsibility and accountabilities of the key stakeholders in the organisation.</p> <p>Actions to be implemented during 2018/19.</p>	2	<p>All fire and legionella risk assessments for corporate properties are now commissioned by the Head of Property Assets. The Head of Property Assets also holds responsibility for the maintenance of the Property Assets Register which is used to inform the schedule of compliance assessments.</p> <p>The Health and Safety Lead has produced a new corporate Policy detailing responsibility and accountability. A draft of this Policy has been reviewed by the Corporate Management Team and the legal department have provided advice on property compliance accountability for Maintained Schools where SBC is the employer.</p> <p>The Unions have also been consulted on the proposed Policy and a Union response is due week beginning 16<sup>th</sup> July 2018.</p> <p>The next steps will be to communicate the policy with all responsible persons and this is expected to be completed by September 2018</p>

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1	<b>Fire Safety and Legionella Water Quality Standards</b>				
1.2	<p>The status of actions from the latest fire and legionella risk assessments for all corporate buildings should be established. This process should provide for buildings managed by either the Council as landlord or the tenant, as determined in the building lease agreement.</p> <p>Where these are not demonstrated as satisfactorily completed, a schedule of priority works and required action dates should be put in place and actioned.</p> <p>All new fire and legionella risk assessment actions should be implemented within the relevant target completion period.</p> <p>Evaluate producing a set of corporate key performance measures/outcomes from which to provide a level of assurance and compliance with fire and legionella standards in corporate buildings.</p> <p><b>Priority - High</b></p>	<p>Head of Property Assets in conjunction with the Health and Safety Lead and Head of Property Maintenance</p> <p>April 2018</p>	<p><b>Agreed</b></p> <p>Progress has only been made in reviewing the status of fire risk assessment actions regarding building related repairs i.e. door closers. However, responsibility and status of non-building maintenance fire risk assessment actions are yet to be established and resourced. This gap is due to be addressed as part of the restructure for statutory compliance works</p> <p>The extent of current legionella risk assessments in place for corporate buildings is not clear at this stage. Where these have been conducted the status of any actions required have also yet to be determined.</p> <p>The Health and Safety Lead will work with the Head of Property Maintenance to provide an up to date status report of all Legionella Assessments. To be completed by end April 2018.</p>	2	<p>The restructure of statutory compliance has been agreed through the business change process. Human Resources have been consulted and work is currently taking place to transition into a new compliance group.</p> <p>The new policy and restructure set out responsibility for commissioning, delivering and monitoring all FRA works.</p> <p>It is anticipated that some time will be required to meet the statutory consultation framework for any team members impacted by this proposal. Full Union consultation will be part of this proposal.</p> <p>A review of legionella risk assessments has been completed to provide visibility on each assessment. The Health and Safety Lead has provided an up to date data base on the status of all Legionella risk assessments. The Property Maintenance Team are reviewing and processing actions identified in these assessments.</p>

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1	<b>Fire Safety and Legionella Water Quality Standards</b>				
1.3	Where assessments are generated from bespoke supplier management information systems i.e. Zeta Safe, the compatibility of reports should be investigated to enable easy input from PDF files into commissioner systems to mitigate the time and cost of double handling data between systems. <b>Priority - Medium</b>	Head of Property Maintenance in conjunction with the Health and Safety Lead  Dec 2018	<b>Agreed</b> Relevant policies will be revised in accordance with new arrangements following the restructuring to identify responsible persons for building statutory compliance.	3	The Head of Property Maintenance is to investigate the opportunity to maintain any bespoke reports e.g. Zeta Safe records in the existing SBC software systems.
1.4	The Council's Health and Safety Policies for Fire Safety and Legionella management (in hot and cold water systems) should be updated to reflect the roles, responsibilities and arrangements for corporate buildings as set out in the above recommendations.  <b>Priority - Medium</b>	Head of Property Assets in conjunction with the Health and Safety Lead  May 2018	<b>Agreed</b> Relevant policies will be revised in accordance with new arrangements following the restructuring to identify responsible persons for building statutory compliance.	2	Revised policy will be implemented on completion of the proposed restructure and implementation of the Compliance Group to reflect any changes in roles responsibilities and arrangements.

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