

Compliance Report

Executive Summary

This report will cover the compliance performance across the corporate portfolio over the last 12 months. The corporate portfolio consists only public properties where Denbighshire are responsible for the repair and maintenance.

Each section will detail the legal responsibilities as set out in current legislation and highlight the previous 12 months' performance.

Scope

Definition of corporate buildings

Where DCC own a property or are responsible for the maintenance and servicing of the building, Denbighshire County Council remains the Duty Holder for that property. However, the location manager retains responsibility for maintenance and safety, and is legally required to cooperate with measures or processes implemented to manage the risk.

Each property will have different compliance requirements (i.e. not all properties DCC own will need to have an Asbestos re-inspection or some properties may not have mains Gas so will not require an annual service) so the totals for each compliance area will be presented at the start of that section.

ADM Denbighshire Leisure

The current position with Denbighshire Leisure is that individual Service Level Agreements are in place in order to finance the legal compliance elements of the building management. Example in Appendix 1

Compliance Areas

We currently monitor the top 5 main areas of property compliance across the corporate portfolio. These include:

- Gas Servicing
- Electrical Testing
- Asbestos Re-Inspection
- Legionella
- Fire

Structure of the team

The compliance management is currently divided across 2 departments, the property maintenance team who coordinate and manage the Electrical Testing and Gas Servicing. And the Property Health and Safety Team, who manage Legionella, Asbestos and Fire.

Structure charts can be found:

Appendix 2 – Property Maintenance Structure

Appendix 3 – Compliance Structure

Appendix 4 – Compliance Admin Support

KPIs

In order to monitor progress, KPIs are reported on a monthly basis by Sam Jones and distributed to all relevant stakeholders. In addition, a monthly meeting is held with the managers of the compliance areas to discuss performance.

From August 2023 – these meetings will be minute'd.

KPIs are colour coded based on a set of performance thresholds. These thresholds were established in 2018 when monitoring of KPIs fell within the Property Health and Safety Team and were presented and agreed by the Asset Management Group.

The thresholds differ based on their perceived potential risk and are as follows:

KPIs	RED	AMBER	GREEN
Percentage properties with a valid electrical test certificate	<85%	>85%	>90%
Percentage properties with a valid gas safety certificate	<95%	>95%	>98%
Percentage of properties with a valid Water Risk Assessment	<85%	>85%	>95%
Percentage of properties with a valid Fire Risk Assessment (FRA)	<85%	>85%	>95%
Percentage of properties with a valid Asbestos Report	<95%	>95%	>98%

The data presented below is from 12 months' worth of KPI data for each compliance area. Each section details a brief summary of what the item is (if necessary) then the legislative framework is presented. Following this the Performance is shown and any commentary on performance will be included in this section. Finally, Key Priorities are listed including any future changes or improvements to be made.

ASBESTOS

'Asbestos' is a naturally occurring mineral which is made up of thin fibres. These fibres were historically mixed with other compounds in varying quantities and widely used in construction pre 2000.

Asbestos comprises of 6 types, but primarily, the most commonly used were: Crocidolite, Amosite and Chrysotile.

Asbestos fibres pose the most significant risk when airborne and inhaled or ingested. The diseases stemming from Asbestos can take anywhere between 15-60 years to develop.

LEGISLATIVE FRAMEWORK

Asbestos is governed by a number of regulations. The Health and Safety Executive (HSE) Approved Code of Practice (ACOP), L143 entitled "Managing and Working with Asbestos" sets out the primary principles.

ACOP L143 is a working document based on the Control of Asbestos Regulations 2012 (referred to hereafter as CAR 2012) which details the need to eliminate or reduce so far as reasonably practicable any potential risks associated with Asbestos whilst complying with all legal responsibilities required under Health and Safety Act 1974 (HSAWA 1974) and Control of Substances Hazardous to Health 2002 (COSHH 2002).

Denbighshire County Council will ensure they are compliant with the requirements of CAR 2012. This includes maintaining an Asbestos Register, ensuring all staff and contractors who may disturb Asbestos have access to the register, the completion of a series of periodic reviews of Asbestos Containing Materials (ACMs) in situ and repair, protect or remove ACMs based on that review.

Currently the Asbestos Team have 2 formal contracts one for Surveying and Analytical and one Licensed Contractor for Asbestos Removal.

PERFORMANCE

Over the previous 12 months, the Asbestos Team have taken on a new member of staff (Craig Wyatt) in place of a leaver Rob Price), and procured a new Surveying and Analytical contract. The contracts for both are monitored during monthly contractor meetings and KPIs managed against the contractual terms.

The Asbestos Team have reviewed the Re-Inspection programme in order to make the programme more manageable during peak times of the year.

The thresholds for performance are highlighted below and the previous 12 months' performance.

KPIs	RED	AMBER	GREEN
Percentage of properties with a valid Asbestos Report	<95%	>95%	>98%

ASBESTOS	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Number of Properties which have Asbestos and should be re-inspected as part of the management programme	145	145	145	145	145	145	145	145	145	145	145	145
Number of properties with a valid Re Inspection carried out	100%	98%	98%	99%	99%	98%	99%	100%	100%	100%	100%	100%

KEY PRIORITIES 23/24

The key priorities for the team are as follows:

- Maintain contractor performance
- Work to maintain the high performance in Re-Inspections
- Manage and undertake a programme of Asbestos Removal for corporate sites.

ELECTRICAL TESTING (EICR)

LEGISLATIVE FRAMEWORK

Denbighshire County Council have a policy and procedure in place which sets out to satisfy, so far as reasonably practicable, The BS7671 Regulations and all Health and Safety Executive (HSE) approved guidance. Including but not limited to the Electricity at Work Regulations 1989 which places further duties on the commissioning and management of Electricity in the workplace.

The regulatory guidance produced highlights the required standards needed in order to eliminate or reduce so far as reasonably practicable any potential risks associated with work or contact with electricity across Denbighshire County Council's property portfolio whilst complying with all legal responsibilities required under the Health and Safety at Work Act 1974 (HSAWA 1974).

DCC currently coordinate a programme of electrical testing, conducted by an NICEIC accredited contractor and does this every 5 years.

PERFORMANCE

Over the last 12 months' performance in this area has been very good, maintaining a 90 percentile throughout the full 12 months. The thresholds for performance are highlighted below.

KPIS	RED	AMBER	GREEN
Percentage properties with a valid electrical test certificate	<85%	>85%	>90%

ELECTRICAL TESTING	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Number of properties requiring an Electrical Installation Condition Report	135	135	135	138	140	142	143	143	143	144	147	147
Percentage of properties with a valid EICR	100%	100%	100%	99%	99%	100%	99%	99%	95%	91%	97%	97%

KEY PRIORITIES 23/24

The key priorities for the team are as follows:

- Work to maintain the high performance in Electrical Condition Testing
- Review current inspection list to identify if new properties need to be added/others removed.

FIRE

LEGISLATIVE FRAMEWORK

Denbighshire County Council ensure they are compliant with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (referred to hereafter as the RRFSO). This includes carrying out, updating and regularly reviewing fire risk assessments of all relevant accommodation we own, manage or occupy, to identify the risks to which customers are exposed and take appropriate measures to minimise the risk to life and property from fire.

We ensure that all properties where Denbighshire County Council are responsible are appropriately equipped with fire protection equipment and emergency lighting, fire doors, and safety signs, as advised by the FRA.

All FRA remedial actions will be progressed to completion and accurate records maintained via the Tech Forge (TF) database system. When a new FRA is completed the database will be updated accordingly.

PERFORMANCE

At DCC Fire Risk Assessments are categorised into 3 priorities. Category 1 requiring an annual review of fire safety, Category 2 – biennially, Category 3 every 3 years. The details are as follows:

Fire Risk Assessments Data		
1	Number of Properties Requiring a Fire Risk Assessment (FRA)	166
2	Number of Properties Categorised as FRA 1	73
3	Number of Properties Categorised as FRA 2	58
4	Number of Properties Categorised as FRA 3	35

The thresholds for performance are highlighted below and the previous 12 months' performance

KPIS	RED	AMBER	GREEN
Percentage of properties with a valid FRA	<85%	>85%	>95%

The below table and chart highlights the overall performance across all areas and demonstrates that there is a consistent pattern of completion. These are arguably the most important KPIs as it shows the performance across the whole council and monitors the completion of all 166 sites.

FIRE RISK ASSESSMENT	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Number of Properties Requiring a Fire Risk Assessment (FRA)	162	162	162	162	162	162	162	162	162	166	166	166
Percentage of total properties with a valid FRA	98%	97%	98%	100%	99%	99%	99%	99%	100%	99%	100%	99%

KEY PRIORITIES 23/24

Fire Safety 23/24:

- Progress with improvements to record and allocate FRA actions
- Review options for online fire awareness training programs
- Professional development and support for the Fire team, whilst on career pathways
- Continue the consistent pattern of FRA completions
- Review current action protocol to see if improvements can be made.

GAS

LEGISLATIVE FRAMEWORK

Denbighshire have a Policy in relation to servicing of heating appliances. The procedure sets out to satisfy so far as reasonably practicable The Health and Safety Executive (HSE) Approved Code of Practice (ACOP), L56 entitled “Safety in the installation and use of gas systems and appliances” and is in line with current practice within Denbighshire County Council (DCC). ACOP L56 details the requirement to ensure a test is undertaken in order to ensure the appliance in situ is safe and suitable for use.

Further to this INDG265 further details landlord responsibilities, along with the standard legal obligations included under both the Health and Safety at Work Act 1974 (HSAWA 1974) and the Gas Safety (Installation and Use)(Amendment) Regulation 2018. Keeping occupiers and visitors safe from harm is paramount. As responsible landlords, Denbighshire County Council will take all reasonable steps to prevent accidents or incidents associated with Gas Services and appliances in the properties that we own or manage.

PERFORMANCE

DCC have a range of heating appliances, Oil, LPG and mains gas. Oil has the requirement to be serviced every 6 months. The KPIs are calculated by due date and at site level.

Performance has remained in the 90 percentile for the previous 12 months. However, as the KPI threshold is set fairly high and is in line with the housing thresholds, the Red Amber Green system does mean the stats look unfavourable.

These higher thresholds are not strictly necessary with the corporate estate and is something which is currently under review.

Revised thresholds have been proposed to match the other compliance areas. This will be reviewed over the next 12 months.

KPIS	RED	AMBER	GREEN
Percentage properties with a valid gas safety certificate	<95%	>95%	>98%

HEATING SERVICES	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Number of Units requiring a Service Certificate	107	107	107	107	108	109	109	109	109	106	106	106
Percentage Oil, Gas, LPG Properties with a valid Service Certificate	95%	93%	97%	95%	94%	94%	91%	98%	95% (97%)	93%	93%	88%

KEY PRIORITIES 23/24

The key priorities for the team are as follows:

- Review KPI Thresholds and obtain agreement from the AMG.
- Review the delivery of the Gas Servicing provision and consider alternative means of delivery (bespoke contract)
- Review current inspection list to identify if new properties need to be added/others removed.

LEGIONELLA

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spa pools.

[Legionella](#) bacteria are widespread in natural water systems, however, the conditions are rarely right for people to catch the disease from these sources. Outbreaks of the illness occur from exposure to legionella growing in purpose-built systems where water is maintained at a temperature high enough to encourage growth, e.g. cooling towers, evaporative condensers, hot and cold water systems and spa pools used in all sorts of premises (work and domestic).

Certain conditions can increase the risk from Legionella:

- A suitable water temperature for growth (25 – 45°C)
- A source of nutrients for the organism e.g. sludge, scale, rust, algae etc
- A way of creating and spreading a breathable droplets e.g. aerosol created when using a shower, spa pool, air conditioning systems etc
- However, most people exposed to legionella do not become ill, and Legionnaires' disease is an uncommon event.

If conditions are favourable, the bacteria may grow increasing the risks of Legionnaires' disease and it is therefore important to control the risks by introducing appropriate measures outlined within Denbighshire County Council's procedures.

LEGISLATIVE FRAMEWORK

Our Procedural documentation sets out to satisfy so far as reasonably practicable The Health and Safety Executive (HSE) Approved Code of Practice (ACOP), L8 entitled "The control of Legionella Bacteria in water systems".

ACOP L8 details the Water hygiene's standards which need to be achieved in order to eliminate or reduce so far as reasonably practicable any potential risks associated with poor water hygiene and the spread of legionella within all of Denbighshire County

Council's property portfolio whilst complying with all legal responsibilities required under the Health and Safety at Work Act 1974 (HSAWA 1974) and the Control of Substances Hazardous to Health (COSHH Regulations)

As the duty holder for many premises, DCC will establish controls to ensure any exposure to Legionella is prevented or kept as low as is reasonably practicable.

PERFORMANCE

In 2021, the management of Legionella came under the Property Health and Safety Team, (see Appendix 1).

Since then we completed a procurement exercise to obtain the services of a new contractor and continue to manage that contract successfully.

As part of the review of this compliance area, we identified a number of improvements we could make including a programme of repair/refurbishment to address any high risk items identified as part of the Risk Assessment, in addition we have added a programme of expansion vessel testing and repair.

We submitted a capital bid in order to find the additional funds needed to bring the corporate property stock up to the required standard. We are now 6 months into this refurbishment programme and it will run for a further 18 months.

After which time it is hoped that the revenue funding will be enough to maintain the water systems and ensure that our buildings remain fit for the future.

Over the last 12 months' performance in this area has been very good, maintaining a 90 percentile throughout the full 12 months. The thresholds for performance are highlighted below.

KPIS	RED	AMBER	GREEN
Percentage of properties with a valid Water Risk Assessment	<85%	>85%	>95%

LEGIONELLA	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Number of properties requiring a Water Risk Assessment	142	142	142	143	143	143	142	142	142	143	143	143
Percentage Properties with a valid Water Risk Assessment which is in date	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%	99%

KEY PRIORITIES 23/24

The key priorities for the team are as follows:

- Progress with Expansion Vessel repair and replacement and Servicing Regime
- Continue with TMV servicing schedule
- Review options for online Legionella training programs
- Professional development and support for the Legionella Team
- Continue the consistent pattern of Legionella Risk Assessment performance
- Evaluate the possibility of bringing the monitoring of assets in house.

APPENDIX 1



SLA Agreement

**Denbighshire Leisure Limited
Denbighshire County Council**

Fire and Asbestos Management

V3 - March 2020

Introduction

Welcome to the Service Schedule for Asbestos and Fire Safety Management. This document contains all the information you will require regarding our service.

There are 2 parts to this document, Part One detailing the Service Provision for Asbestos Management and Part Two detailing the service provision for Fire Risk Assessments to be undertaken.

Each section is then further divided to explain what is covered in the core provision and charged on an annual basis followed by the enhanced services which will be need to be purchases on an hourly or day rate.

If there are specific requirements you need which are not covered in this document, please contact us so we can provide assistance on this.

Summary of Costs

Service	Annual Fee
Fire Risk Assessments	£4,600
Asbestos Management	£1,500
TOTAL	£6,100

Definitions

'The Client' Refers to the Denbighshire Leisure Limited

'The Asbestos Team' will be used to distinguish the Denbighshire County Council provided service detailed in part one

'ACMs' Asbestos Containing Materials

'COSHH' Control of Substances Hazardous to Health

'CAR' Control of Asbestos Regulations

'The Fire Safety Manager' will be used to distinguish the Denbighshire County Council provided service detailed in part two.

'FRA' Fire Risk Assessment

PART ONE

Asbestos Management

Description of our Service

The service offered will support the Leisure Company in adhering to their duties as set out in The Health and Safety Executive (HSE) Approved Code of Practice (ACOP), L143 entitled “Managing and Working with Asbestos”.

ACOP L143 is a working document based on the Control of Asbestos Regulations 2012 (referred to hereafter as CAR 2012) which details the need to eliminate or reduce so far as reasonably practicable any potential risks associated with Asbestos whilst complying with all legal responsibilities required under Health and Safety at Work Act 1974 (HSAWA 1974) and Control of Substances Hazardous to Health 2002 (COSHH 2002).

To ensure compliance The Asbestos Team will maintain an asbestos register, ensure that all staff and contractors who may disturb Asbestos have access to the register, conduct re-inspections of any Asbestos Containing Materials (ACMs) left in situ.

Where it is identified that an ACM has become damaged or is no longer safe, we will coordinate the repair, encapsulation or removal of the ACMs on behalf of the client. The Asbestos Team will also develop a management plan and policy in order to further detail the steps that will be taken to manage the asbestos within the premises managed by the client.

It is the responsibility of the client to communicate the content of the Asbestos reports to relevant persons.

Legal Responsibilities

The legal duties for the management of premises is set out in regulation 4 of the Control of Asbestos Regulations and broadly speaking requires that a management survey is undertaken of all premises and that its contents is communicated to all relevant parties including staff and contractors.

Furthermore, it requires that where planned work is scheduled a more detailed and intrusive refurbishment and demolition survey is undertaken.

The Asbestos Team

The Asbestos Team consists of 2 Asbestos Project Managers who have over 20 years' collective experience working in Asbestos and have a background of surveying themselves. Whilst working at Denbighshire council they have coordinated and managed a range of works from large scale asbestos removal projects to minor encapsulation and repair in domestic properties. The team members are Mark Williams and Rob Price.

Our Obligations to you

We will manage and update the Asbestos register, as far as reasonably practicable, for the following properties:

0056-002	Denbigh Leisure Centre
0058-001	Prestatyn Leisure Centre
0059-003	Rhyl Leisure Centre
0061-005	Ruthin Leisure Centre
0062-001	St Asaph Leisure Centre Site
0728-000	Corwen Leisure Centre
0634-000	Rhyl Town Hall
0734-000	Llangollen Pavilion

We will conduct re-inspections on any Asbestos Containing Materials (ACMs) identified as part of the original Management Survey. This will be done on an annual basis unless otherwise specified in the re-inspection document.

We will provide you with a copy of the re-inspection and update our records. We will keep you regularly updated to incorporate changes in best practice, legislation, emerging issues and trends. Regular updates of any changes to legislative requirements in relation to procurement which may have an impact on the organisation.

We will conduct and finance the removal of ACMs identified as part of a survey which are considered to be hazardous or where the condition has deteriorated, as identified in the re-inspection.

Removal costs will be competitive having been conducted across multiple local authorities in order to obtain the best rates.

We will provide a friendly, accessible, experienced and professional service and provide advice and support. We have a telephone and email contact which is available Monday –Friday 8am-4pm: **TEL:** 01824706989

EMAIL: Asbestos@denbighshire.gov.uk

TEL: 01824706989

Portal access to the Asbestos information on your site

KPIs

We will monitor the completion of Re-Inspections to confirm these have been completed on time. This is run as monthly report and will be available upon request. Our target is to complete 95% of properties on time.

In addition, the site will receive an email with the updated asbestos survey report highlighting any changes.

Additional Services – ‘pay as you use’

Where a refurbishment and demolition survey is required for planned refurbishment work. We will provide you with a quote prior to commissioning the work on your behalf

Removal of ACMs where this is needed in order to facilitate other works, this would need to be funded by the client.

Removal costs will be competitive having been conducted across multiple local authorities in order to obtain the best rates.

Help coordinate and facilitate Asbestos Awareness Training where requested.

What we require from you

Ensure there is a clear understanding of the responsibilities required for effective Asbestos Management.

To cascade the information provided (i.e. asbestos register and relevant survey documents) available to you to all relevant staff.

To report any damage to any ACMs listed on the register

To report and request a sample of suspect material prior to touching/using.

To ensure that all contractors working on the property are aware of any ACMs present and sign to confirm sight of the most current re-inspection

Ensure relevant staff and contractors are trained to a minimum of Asbestos Awareness.

Allow access and support the asbestos team in completing safety critical asbestos removal as and when required.

Adhere to Denbighshire County Council's Policy and Management Plan

If you decide to procure the services from another provider, you will be required to submit all relevant documentation to the Asset Management Team, in order to keep our property database accurate and up to date.

Any supplier you chose to engage, must be suitably competent and retain all the required insurances and accreditation.

Costings

Core Provision - Annual Rate	£1,500
Additional Services	POA

The above cost has been calculated based on the number of Asbestos Containing Materials at each of these sites and is apportioned to the salary of the fully qualified Asbestos Surveyor undertaking the re-inspection. Additional factors considered in the price are, the travel costs associated with the annual site visit, a contribution to the cost of the ICT equipment (tablets and internet access) used to record the condition and software used to maintain the register.

Agreement – Asbestos Management

The signatories below agree to abide by the terms set out above in this service level agreement:

Signed on behalf of Denbighshire Leisure Limited	
Name (Block capitals)	
Date	
Position in organisation	

Signed on behalf of Denbighshire County Council	
Name (Block capitals)	
Date	
Position in organisation	

PART TWO

Fire Risk Assessment

Description of our Service

The service offered will support the Leisure Company in adhering to their duties as set out in the Regulatory Reform (Fire Safety) Order 2005 (referred to hereafter as the RRFSO). This includes carrying out, updating and regularly reviewing fire risk assessments.

To ensure compliance The Fire Safety Team will maintain an asset database recording the dates and contents of the latest Fire Risk Assessment, and all associated actions arising from it. It is the responsibility of the client to communicate the content of the Fire Risk Assessments to relevant persons.

The Fire Safety Team

The Fire Safety Consists of a Fire Safety Manager who has worked for the authority for a number of years is IOSH accredited and IFSM recognised. Fully qualified and competent to complete these Risk Assessments and monitor actions arising from these assessments.

Our Obligations to you

We will manage and update the Fire Risk Assessments for the following properties:

0056-002	Denbigh Leisure Centre
0057-002	Llangollen Leisure Centre
0058-001	Prestatyn Leisure Centre
0059-003	Rhyl Leisure Centre
0061-005	Ruthin Leisure Centre
0062-001	St Asaph Leisure Centre Site
0636-000	Rhyl Events Arena Site
0669-000	Prestatyn North Wales Bowls Centre
0728-000	Corwen Leisure Centre
0812-001	Prestatyn Nova Complex
0634-000	Rhyl Town Hall
0654-000	Ruthin Craft Centre
0734-000	Llangollen Pavilion

1376-000 Rhyl Pavilion
0656-000 Trem y Dyffryn
0691-001 SC2

Written Fire Risk Assessments (FRA) will be provided for all premises listed above
When a new FRA is completed the database will be updated accordingly.

We will ensure that your properties are appropriately equipped with fire protection equipment and emergency lighting, fire doors, and safety signs, as advised by an FRA.

We will record all actions identified and provide support and advice on completing these actions

We will provide you with a copy of the Fire Risk Assessment and update our records.

We will keep you regularly updated to incorporate changes in best practice, legislation, emerging issues and trends. Regular updates of any changes to legislative requirements in relation to procurement which may have an impact on the organisation

We will provide a friendly, accessible, experienced and professional service and provide advice and support. We have a telephone and email contact which is available Monday –Friday 8am-4pm.

TEL: 01824706757

EMAIL: Firesafety@denbighshire.gov.uk

Portal access will be available to the Fire Risk Assessment on your site

Additional Services – ‘pay as you use’

We will help to coordinate and facilitate Fire Safety Awareness Training where requested.

All other requests not highlighted above.

Exemptions

This service only offers the Fire Risk Assessments. In order to manage the other elements listed below, please contact the Service Listed.

Fire Safety Element	Service	Responsible Person
Fire Extinguisher Maintenance	Facilities	John Dixon
Fire Alarm Maintenance	Energy	Rob Jones
Fire Warden Training	Facilities/ Corporate H&S	John Dixon/ Gerry Lapington
Planned Maintenance for Fire Safety Works	Property	Andrew Ward

What we require from you...

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) places a duty on the location manager to appoint a Responsible Person to take general fire precautions to ensure, so far as is reasonably practicable, the safety of the people on the premises and in the immediate vicinity.

Conduct Fire Safety walks to ensure fire exits are accessible and clear of obstruction.

Conduct regular fire alarm and emergency lighting tests are undertaken and results recorded.

Ensure there is a clear understanding of the responsibilities required for effective Fire Safety Management.

All FRA remedial actions will be progressed to completion and accurate records maintained via the Housing Services database and Tech Forge (TF) System.

To cascade the information associated with Fire Safety to all relevant staff.

To ensure that all contractors working on the property are aware of Fire Safety measures and escape routes.

Ensure relevant staff and contractors are trained to a minimum of Fire Safety Awareness.

Adhere to Denbighshire County Council's Fire Safety Policy.

If you decide to procure the services from another provider, you will be required to submit all relevant documentation to the Asset Management Team, in order to keep our property database accurate and up to date. Any supplier you chose to engage, must be suitably competent and retain all the required insurances and accreditation.

Costings

Core Provision - Annual Rate	£4,600
Additional Services	POA

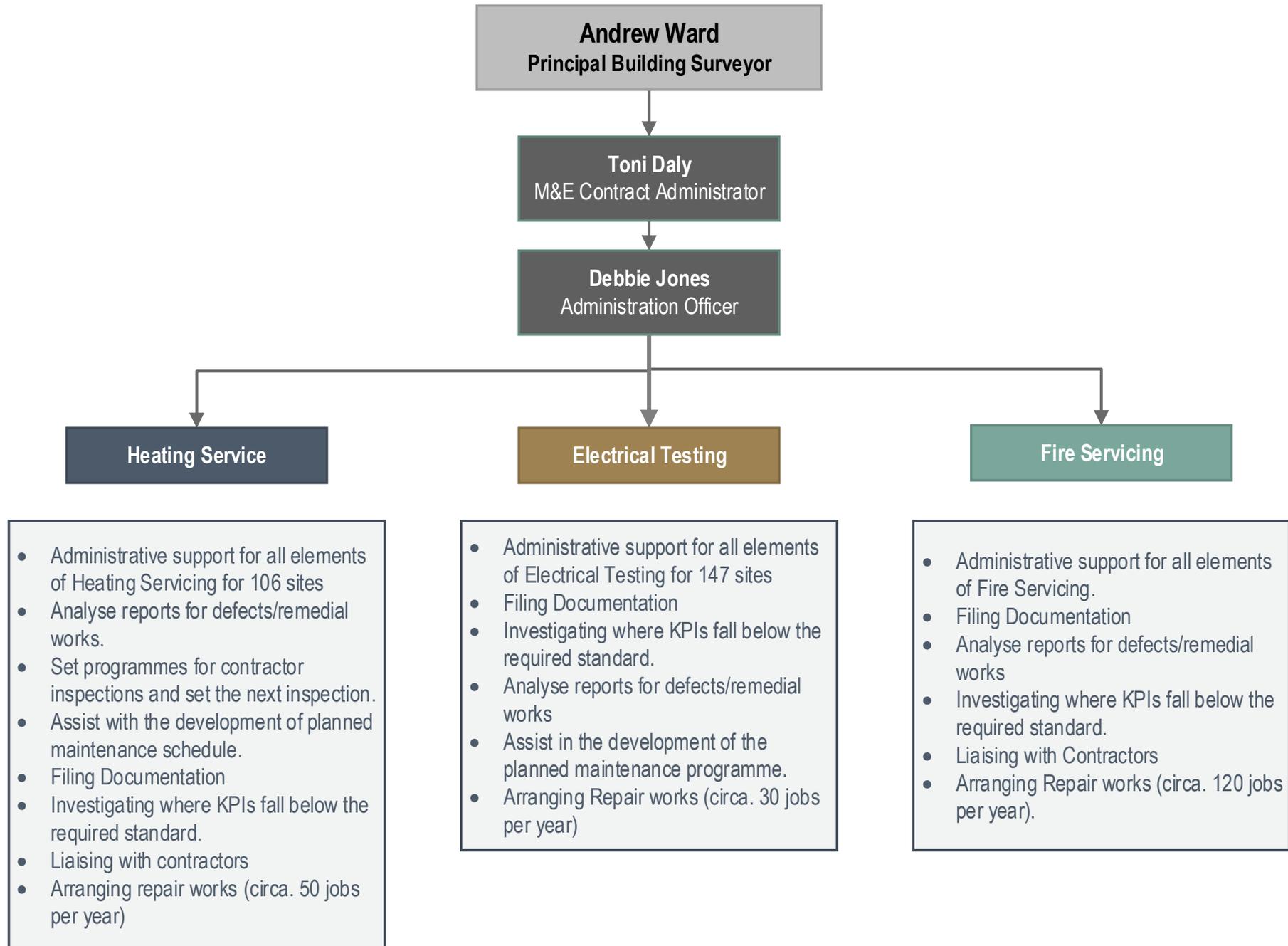
Agreement – Fire Risk Assessments

The signatories below agree to abide by the terms set out above in this service level agreement:

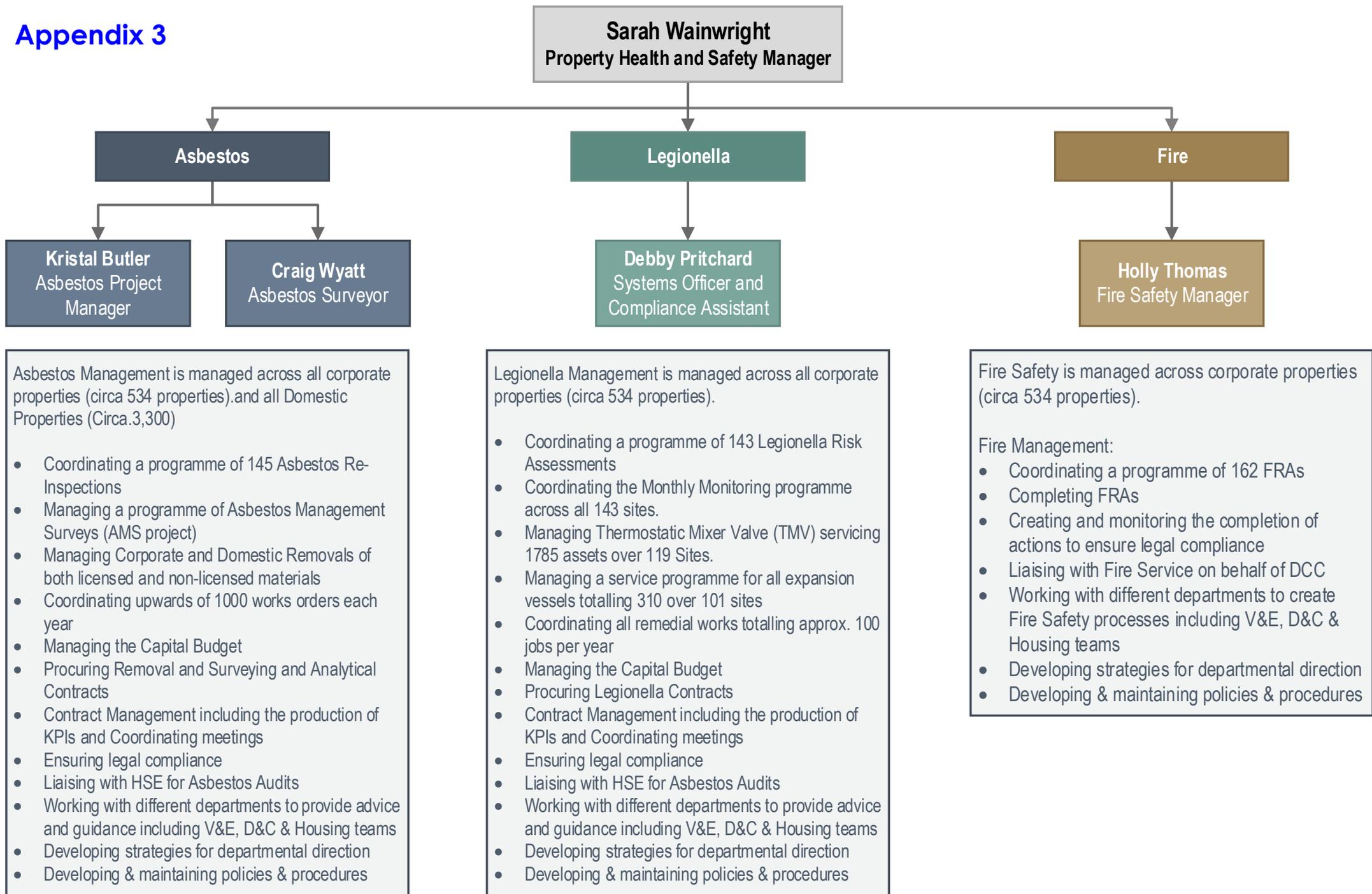
Signed on behalf of Denbighshire Leisure Limited	
Name (Block capitals)	
Date	
Position in organisation	

Signed on behalf of Denbighshire County Council	
Name (Block capitals)	
Date	
Position in organisation	

Heating Servicing, Electrical Testing, Fire Servicing



Appendix 3



Appendix 4

Sarah Wainwright
Property Health and Safety Manager

Samuel Jones
Trainee Property
Compliance, H&S Officer

TF Asset Management Database:

- Conduct regular data integrity exercises
- Maintain accurate asset records
- Ensure full functionality

Fire Safety

- Coordinating appointments
- Inputting Actions arising from FRAs
- Running KPIs to assess performance against programme

Legionella

- Contract Meeting Minutes
- Updating Plant equipment with Dataloaders
- Raising works orders for scheduled work.

General Administration

- Running Compliance KPIs across the whole of DCC
- Extracting Data from Asset system in Reports on Request.

Asbestos

- Scheduling Upwards of 500 jobs per annum on the AMS Project
- Reconciling tenant details and liaising with Housing for access to conduct surveys
- Inputting data from surveys into Open Housing.
- Contractor Meeting Minutes
- Managing Re-Inspections