



Residents' Building Safety Group

TERMS OF REFERENCE

Purpose

- To equip residents with the skills and knowledge to participate, influence & challenge building health and safety policies and practices to ensure legal compliance and residents' safety
- To create resident health & safety champions that can help to spread the word to residents at large on how to stay safe
- To empower residents to effectively engage in the consultation process for building safety

Objectives

- Ensure a system is in place so residents safety concerns are listened to and responded to quickly
- Develop standards for communicating critical building safety information to tenants, their households and visitors, including those with diverse needs
- Agree a process to ensure residents who wish to, are able to access more detailed building safety information
- Agree health and safety performance information that residents can easily understand and monitor
- Explore options as to how residents can be made aware of their own role in ensuring their own safety
- Identify partners that can help to keep residents safe and signpost our residents to them
- Ensure collective residents' H&S concerns are considered to identify learning for the future
- To contribute towards achieving the outcomes of the new building safety Legislation and monitor the processes that will be put in place.

Role of members

- To undertake training in Building Safety and compliance
- Participate in meetings and contribute to discussions
- Raise concerns or questions at meetings on behalf of residents at large or specific communities
- Share information with other residents to help increase health and safety knowledge and awareness
- To positively influence future policy and strategy regarding building safety
- To monitor health & safety property compliance in relation to areas such as fire, asbestos, electrics, gas, lifts, water etc.
- To monitor compliance with regulations in relation to the new Building and Fire Safety Bill

Membership

Resident Representatives to include a maximum of 10, comprising of:

2 from Tower blocks (Market Hill & TVH)

- 2 from low rise flats (geographical spread)

- 2 from Retirement Living Schemes (geographical spread with communal facilities)
- 1 from house
- 1 from bungalow
- 1 leaseholder
- 1 with specialism expertise in H&S background

Staff representatives attending and contributing to meetings:

- Karen Cowan/Wendy Wolfe - remit customer engagement & empowerment
- Emma Atkinson – remit Ongo Property H&S compliance (one team member will attend every session)
 - – remit Ongo wide H&S
 - – Building Safety Manager will chair the meetings

The group will co-opt members to work and advise on specific projects, or to create task/sub groups where appropriate to work on particular themes. Co-opted members may be representatives from other partner organisations e.g. H&S experts etc.

Frequency of meetings

Meetings will normally be held on a quarterly basis; however sub-groups may meet on an ad-hoc basis and will generally be project specific.

Coordination of meetings

Meetings will be coordinated, administered and serviced by the (To be decided due to changes being made)

Reporting arrangements

The Terms of Reference for the Group will be published on the Staff Intranet site and on the Ongo website.

Minutes and actions of meetings will be e-mailed or posted out to all group members and will be published on the Intranet to be accessible to the wider staff group.

A resident representative from the group will provide feedback to Community Voice meetings.

A resident representative and a staff representative from this group will sit on the Ongo Staff Health & Safety Committee to act as a conduit between the meetings.

Review

The Terms of Reference and membership will be reviewed every two years (or earlier if there are any significant changes) by the Residents' Building Safety Group.