



Health Safety & Fire Risk Assessment

4

Residential Freeholds Limited

Undertaken at

Cuthbert Cooper Place

Darnall

Sheffield

S9 4JN

Care of

Moreland Estate Management Ltd



Report Compiled By

James Purdey

4site Consulting Limited

Report reference No: HSF17784/0840/060219/1

Site Visit Date: 06/02/2019

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1.0 Introduction

1.1 Health, Safety & Fire Combined Risk Assessment

4site Consulting Limited has been instructed to undertake a Health, Safety & Fire risk assessment of the facilities at Cuthbert Cooper Place.

This combined Health, Safety & Fire risk assessment report addresses the requirement to carry out a suitable and sufficient risk assessment under Regulation 3 of The Management of Health & Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005.

The risk assessment carried out was a Type 1 non-destructive, non-intrusive risk assessment, and consideration was given to PAS 79:2012 Fire Risk Assessment Guidance & Methodology and relevant British Standards, Building Regulations and DCLG Guidance

The report includes recommendations for required remedial actions and ongoing monitoring and control measures. The regulations also require the responsible person to devise and implement safety measures as identified in the risk assessment report.

The non-domestic part of the property is the area where the landlord, his employees, representatives & contractors can access without the permission of the occupiers of the dwelling, such as lofts, roof spaces, internal lobbies & stairs, electricity & gas cupboards, lift motor and plant rooms, and external areas including for example paths, cupboards and garden areas. The domestic property is any part of the building which is used as a residence and where the occupiers have sole use.

This assessment considers the following aspects of fire safety and also reflects the fire safety standards identified during the assessment in each area of the building being inspected:

- Sources of Ignition / Fuel
- Persons at Risk
- Fire Detection and Warning Systems
- Means of Escape
- Provision of Fire Fighting Equipment
- Emergency Evacuation Plans and Training
- Maintenance and Testing of Fire Safety Equipment
- Signage
- Plant Emergency Procedures
- Building Plans & Fire Provisions

The assessments, observations and recommendations made are only pertinent to the conditions at the time of the assessment. Regular inspections and review risk assessments are required to ensure the current standards are maintained. The report includes overview assessments for relevant legal requirements indicating whether the client is complying with health, safety & fire legislation.

Unless otherwise instructed, the frequency of the review period for this assessment is dependent on the Health and Safety management system and the severity and likelihood of risks and hazards observed.

James Purdey undertook this assessment on 06/02/2019. The content of this report is based on the information and access provided to the consultants at the time of this assessment. Any recommendations or advice in this report is based upon evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. While every care is taken to interpret the current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

How to Manage this Report
This Report is to be Managed by the Responsible Person

Determine how many legal Non-compliances and Hazards identified by
referring to Introduction Section 1 which details these and what actions are required with the priority status of each hazard. Property Information is also detailed within this section.

View a summary of each assessment results by
referring to Section 2 for the Report Summary (for details of the assessment results, compliance categories and hazard categories).

For specific details of each non-compliance and hazards refer to Section 3
Always deal with Non-Compliance and Priority 1 Hazard actions identified immediately.
Plan to deal with priority 2 and 3 actions as required and determine a time scale for completion.

Ensure that any contractor used has the correct information by
referring to Section 3 for the page per action sheets which can be copied and sent to the contractor for action.

When work has been completed
the responsible person is to record, signing and dating, all actions taken in the action taken box. Use the legislation and addresses within appendices A Section 4 to assist you with your Health & Safety Management. The integrity of the report must remain intact with all completed sheets kept within the report file.

Access to electronic copies of reports
Using your unique Username and Password, you can log onto the "client login" section on the 4Site Consulting website www.4siteconsulting.co.uk. Our website enables you to view your risk assessment online, review and update action plans and print off further copies if required.

**Please Consider the Following When Dealing
With Actions in this Report**

To assist the responsible person to manage the actions within this report the following HSE guidance term should be considered when addressing the actions required:

"So Far As Is Reasonably Practicable" (SFAIRP)

In a perfect world, all risks are to be eliminated, or as a minimum reduced as far as possible.

However, it is recognised that not all risks can be completely removed. In most instances the law allows the responsible person to take into account any budget or legal constraints.

For example, if it is considered that it would cost an unreasonable amount of money to comply with a recommended action while taking into account the established level of risk, then to comply with the recommendation may not be considered as

"Reasonably Practicable".

When an action is recommended for an improvement that may attract a significant cost, the risk advisor will not be aware of any budget constraints that the responsible person may have. The SFAIRP allows the responsible person to weigh up the cost against the risk and then justify why a recommendation is not carried out.

We recommend that whatever the course of action taken the details are noted on the individual Action Plans for any Legal non-compliances and Hazards identified along with any alternative measures that have been put in place.

**This risk assessment will be reviewed in 12 months,
24 months or 36 months (as required)**

1.2 Property Information

Site Address	Client		
Cuthbert Cooper Place Darnall Sheffield S9 4JN	Residential Freeholds Limited		
	Type of Business		
	Managing Agents		
	Management		
	Moreland Estate Management Ltd		
Responsible Person/Body	Contact		
Moreland Estate Management Ltd	Laurence Freilich		
Contact Number (if available)	020 7043 4260		
Local Authority	Areas Inspected		
Sheffield CC	Landlords areas & common parts		
Type of Property	Areas Excluded		
Residential	Tenants demise		
Tenants & Vacant Areas	Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas	N/A	N/A	N/A
Property Summary			
Access Restrictions	N/A		
Property Usage	Private dwellings		
Total No. of Exits	8 4 private		
Approx Size (Sq ft or Units)	68 units		
Security Measures	Key, code and intercom		
Manned Reception	N/A		
Buildings Drawings	N/A		
Approximate year of construction	C.2010s		
Total No. of Stairways	4		
Total No. of Floors (including basement)	4 gnd to 3rd		
Car Park Facilities	Secure car park		
No. of People on Premises	68-250		
Roof Access	N/A		
External Areas (if to be included)	Access, egress and grounds		
Approx No. of Employees	N/A		
Total No. of Lifts	1 Passenger		

1.2 Property Information (Cont.)

Persons at Special Risk	Disabled/tenants/employees/contractors/visitors		
Fire Loss Experience	None observed		
Property Risk Assessment/Audit	Location	Last Update	Issued By
Asbestos Survey/Re inspection	N/A		N/A
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Unknown	Unknown	Unknown
Health and Safety Risk Assessment	Unknown	Unknown	Unknown
Water Hygiene Risk Assessment	N/A		N/A
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	N/A		
Boilers	N/A		
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	N/A		
Electrical Distribution	Each unit	68	10/2014
Electrical Intake	Ground floor electrical cupboards	4	10/2014
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	16-46 only	1	22/10/2018
Plant Control Panels	N/A		
Pressurisation Units	N/A		
Water Booster Pumps	N/A		
Fall Protection Equipment	Location	Quantity	Last Service
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	N/A	
Dry/Wet Riser	N/A	
Emergency Lighting	Non maintained	Unknown
Fire Alarm System	Multi-zone linked to MCPS & SD Units	Unknown
Fire Doors	30 minute fire resistant self closing	Unknown
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	30 minute fire resistant	Unknown
Smoke Dampers	N/A	
Smoke Detectors	Mains supplied linked to FA System	Unknown
Smoke Ventilation System	AOV linked to FA System	Unknown
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Sprinkler System	N/A	

Additional Information

Cuthbert Cooper Place is a purpose-built development of 68 units on ground to third floor, built circa 2000s of concrete, brick and block construction, split into 4 blocks and 4 private units. The blocks are numbered 1-10, 16-46, 47-57 and 58-69, the private units are 11,12,14 and 15. The private units each have their own private entrances and therefore have no internal communal areas to be assessed. Each blocks main communal entrances open into hallways housing the entry doors to the ground floor flats, the electrical intake cupboards and the stairs that rise to give access to the flat entry doors on the first to third floors, a passenger lift is located in block 16-46 only. On the ground floor of blocks 1-10 and 58-69 there are cupboards housing sinks and cold water outlets. The development is secured by an electrical gate and there are parking areas spread around the blocks.

The property is fitted with a multi-zone fire alarm system linked to smoke detectors and manual call points for the detection and early warning of fire along with emergency lighting, smoke ventilation and fire doors to assist in the event of an evacuation. There are fire action notices installed to inform people of the actions to take in the event of a fire. This risk assessment was undertaken on the common areas only; the tenant's demises were not assessed during this assessment and do not fall within the scope of this report. Each tenant's demise should be fitted with a fire-resistant entry door, smoke detection and warning units and carbon monoxide alarms (where required) to help give early warning and aid evacuation in the event of an emergency. The tenant's doors appear to be in good condition and fit within their frames. Providing the integrity of the entrance door to each flat is maintained and not compromised in any way, and has a self-closing device attached, a fire within a flat will be contained. The fire doors and walls should resist the spread of fire and smoke (for up to 30 minutes) before it spreads into the common parts of the block. It is the responsibility of the landlord / owner of each unit to ensure that the main entry fire doors to each demise and smoke detection / carbon monoxide units are fully functional and meet the required standard of fire / smoke protection.

Access on the day of the inspection was via the codes supplied by the property manager. A risk assessment re-inspection programme of one year has been applied until the hazards and non-compliances identified within this property have been actioned with suitable records kept and continuously maintained.

1.2 Property Information (Cont.)

Fire Emergency Policy For Cuthbert Cooper Place

In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'

Fire Policy Reasoning	Fire Policy Limitations
<p>In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'. The property appears to be constructed to the latest Building Regulations, using fire rated materials for fire doors, floors, walls and ceilings that will inhibit the spread of fire, heat and smoke between compartments. There is an active fire warning and detection system installed that may encourage evacuation and compromise the 'Stay Put' policy. Please note that the non-compliances and hazards identified within this report must be addressed to ensure this policy can be adhered to. However, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire services.</p>	<p>The 'Stay Put Policy' is based upon the likelihood that the building meets Building Regulations on the basis of its age and construction, and that there will be no hidden fire separation breaches in compartmentation within the communal and non-communal areas. Should there be any future fire separation breaches in compartmentation anywhere in the property, a change in the 'Stay Put' policy to 'Evacuate' may be required. To ensure the 'Stay Put' policy remains suitable, it is strongly advised that robust communication and cooperation controls are established between all persons in control of any part of the property, and that a Fire Safety Plan be produced and regular Fire Risk Assessments are carried out, ensuring that any actions are completed as required.</p>

2.0 Report Summary

On 06/02/2019 4site Consulting Limited on behalf of Moreland Estate Management Ltd carried out a Health, Safety & Fire Risk Assessment and have detailed any risks and legal non compliances in Section 3.0 of this report. Recommendations to reduce, remove and resolve any risks and legal non compliances are included.

Assessment Results

Compliance Issue	Legal Compliance		Hazards		
	Non-Compliant	Compliant	1	2	3
Health & Safety	5	6	0	2	8
Fire Risk	4	2	0	20	4

2.1 Compliance Categories

Compliance Categories	Action Required
Non-Compliances	Non-compliances require immediate action.
Compliances	Items which are currently in compliance with legislative requirements, requiring no action at this time.

2.2 Hazard Categories

Hazard Categories	Action Required
Priority One	Immediate action required to reduce imminent risk to health, safety and welfare of employees and/or others or action required to ensure compliance with statutory requirements
Priority Two	Action required within 1 to 3 Months to reduce serious risks which do not present imminent danger
Priority Three	Action required within 3 to 6 Months minimising risks to the health, safety and welfare of employees and/or others.

3.0 Action Plan

The action plan is designed to enable you to prioritise allocation of time and resources when scheduling the remedial actions required. It also highlights areas where legal compliance has been achieved.

The plan is divided into eight sections:

3.1 Legal Non-Compliances

3.2 Legal Compliances Achieved

3.3 Hazard Assessment & Observation Process

3.4 Priority 1 – Health, Safety & Fire Risks / Hazards

3.5 Priority 2 – Health, Safety & Fire Risks / Hazards

3.6 Priority 3 – Health, Safety & Fire Risks / Hazards

3.7 Condensed Summary of Non-Compliances

3.8 Condensed Summary of Hazards

To use the action plan effectively, a competent person should be nominated who will maintain overall responsibility for implementation of each action. The responsible person must date and sign against each action upon completion.

An independent review of this risk assessment should be undertaken regularly (normally annually) to keep it up to date.

Regular reviews will ensure that:

- The details of the assessment remain valid.
- Any material change to the property is accounted for.
- The property remains compliant

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.27
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Fire Alarm Testing & Maintenance	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005.
The Fire (Scotland) Act 2005 Fire and Rescue Services (Northern Ireland) 2006
BS EN 54:- Fire detection and fire alarm systems. BS 5839-1:2017

Assessment Observations

Fire alarm system inspection, testing and maintenance is reportedly carried out, however, there are no records available.

Action Required/Recommendations

Maintain formal records of all fire alarm system inspection, testing and maintenance that is carried out and ensure all records are up to date and available on site for inspection.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.29
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Smoke Detectors; Management of maintenance & inspection.	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Fire and Rescue Services (Northern Ireland) 2006. BS EN 54:- Fire detection and fire alarm systems. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5839-1:2017

Assessment Observations

Smoke detectors are reportedly tested and maintained as per manufacturers recommendations, but there were no records available to confirm this.

Action Required/Recommendations

Ensure smoke detectors are tested and maintained as per manufacturers recommendations to comply with BS EN 54 12:2015.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.38
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Smoke Ventilation System; Management of maintenance & inspection.	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005.
The Fire (Scotland) Act 2005
BS7346 Part1:1990, BS EN 12101-2:2017

Assessment Observations

Smoke Ventilation System is reportedly tested and maintained on a regular basis as per manufacturers recommendations, but there were no records available to confirm this.

Action Required/Recommendations

Ensure that the Smoke Ventilation System is tested and maintained on a regular basis as per the manufacturers recommendations.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.52
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Emergency Lighting; Management of maintenance & inspection.	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996. BS5266-1:2016

Assessment Observations

Emergency lighting is reportedly tested and serviced as required, however, there were no records available to confirm this.

Action Required/Recommendations

Ensure records for monthly testing and annual servicing are made available in accordance with BS 5266-1:2016.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.57
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Waste Management	No picture required

Relevant Legislation

Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare Regulations 1992. Environmental Protection (Duty of Care) Regulations 1991. Environmental Protection Act 1990.

Assessment Observations

There appear to be insufficient waste containers on site.

Action Required/Recommendations

Ensure there are suitable and sufficient waste containers on site.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.63
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Accident book/Accident Reporting Procedure including RIDDOR.	No picture required

Relevant Legislation

Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999. RIDDOR, The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013.

Assessment Observations

There is no Accident book/Accident Reporting Procedure in place.

Action Required/Recommendations

Develop and implement an Accident book/Accident reporting procedure.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.70
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Powered Gate Management of maintenance & inspection.	No picture required

Relevant Legislation

Health and Safety at Work Act 1974. Provision and Use of Workplace Equipment Regulations 1998. Workplace (Health, Safety & Welfare) Regulations 1992.

Assessment Observations

Powered Gate is reportedly tested and maintained on a regular basis but no records were available at the time of inspection.

Action Required/Recommendations

Ensure that relevant testing records for the Powered Gate are held on site and available for inspection.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.73
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Co-ordination, co-operation and communication with residents regarding; 1. Their individual flat entrance doors. 2. Fire safety within non-communal areas. 3. The emergency plan for the property.	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. The Management of Health & Safety at Work Regs 1999. Regs. BS EN 1634-1:2014.

Assessment Observations

Evidence has not been shown that there is suitable co-ordination, co-operation and communication between the property manager/responsible person and the tenants. All tenants have not been written to informing them of the minimum requirements for the fire resistance of their entry doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property.

Action Required/Recommendations

The property manager/responsible person must implement a policy whereby all tenants are written to, informing them of the minimum requirements for the fire resistance of their entry doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property. Please refer to Section 5 of this report for a sample letter to assist in meeting this requirement.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Ref No	4.2.74
		Assessor	James Purdey
		Date	06/02/2019
		Responsible Person/Body	Moreland Estate Management Ltd

Requirement	Example
Fire door inspections	No picture required

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005. BS476-22:1987. BS EN 1634-1:2014. BS8214:2014.

Assessment Observations

The fire doors are not inspected regularly by a competent person.

Action Required/Recommendations

Devise and implement a regime of regular inspections of the fire doors by a competent person to include; Door operation, Door integrity, Self-closing device, Hinges, Cold smoke seals, Intumescent strips, Glazing, Signage etc.

Action Carried Out By:

Date:

Action Taken:

3.2 Action Plan – Health, Safety & Fire – Legal Compliance Achieved

3.2 Legal Compliance Achieved – No Action Required			
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Type	Legal Compliances
		Date	06/02/2019
		Assessor	James Purdey
		Responsible Person/Body	Moreland Estate Management Ltd
Ref No.	Requirement	Legislation	Observation
4.2.10	Safety Communication for Contractors.	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	A system is in place to ensure that Site Safety rules & requirements, along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.
4.2.11	Contractor Vetting	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	A suitable system is in place to ensure that all contractors employed to work on site have been vetted for Health & Safety competency, such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc
4.2.13	Health & Safety Risk Management	The Health & Safety at Work Act 1974 S2&3 Management of Health & Safety at Work Regulations 1999 R3	This Health & Safety risk assessment meets the criteria of a suitable and sufficient risk assessment under Regulation 3, Management of Health and Safety at Work Regulations 1999. The issue of this report to the Responsible person is deemed to have made them aware of the observations and they are required to implement the resulting remedial actions. Risk assessments are required to be periodically reviewed.
4.2.23	Fire Risk Assessment	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005 Fire and Rescue Services (Northern Ireland) 2006 Management of Health and Safety at Work Regulations 1999, Regulation 3.	This Fire Risk assessment meets the criteria of a suitable and sufficient risk assessment under the Regulatory Reform (Fire Safety) Order 2005. & Regulation 3, Management of Health and Safety at Work Regulations 1999. The issue of this report to the Responsible person is deemed to have made them aware of the observations and they are required to implement the resulting remedial actions. Risk assessments are required to be periodically reviewed.

3.2 Legal Compliance Achieved – No Action Required

Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Type	Legal Compliances
		Date	06/02/2019
		Assessor	James Purdey
		Responsible Person/Body	Moreland Estate Management Ltd
Ref No.	Requirement	Legislation	Observation
4.2.40	Lifting Equipment; Management of maintenance & inspection.	Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974	(ADVISOR TO DELETE AS REQUIRED) The 6 monthly servicing/testing of the lifting equipment for lifting persons has been carried out in accordance with an examination scheme and the records are maintained on site. The 12 monthly servicing/testing of other lifting equipment has been carried out in accordance with an examination scheme and the records are maintained on site.
4.2.41	Lift Emergency Passenger Release Procedures	Management of Health & Safety at Work Regulations 1998. The Lifting Operations and Lifting Equipment Regulations 1998. Provision and Use of Work Equipment Regulations 1998. BS 7255.	Lift Emergency Passenger Release Procedures in place and prominently displayed in the lift.
4.2.48	Fixed Electrical Installation Inspections	Electricity at Work Regulations 1989. R4 IEE Regulations 17th Edition. The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.	Current, fixed electrical installation test certificates and records of remedial work are available.
4.2.76	Property Inspections	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Regulatory Reform (Fire Safety) Order 2005. Workplace (Health, Safety & Welfare) Regs 1992.	Property Inspections are being carried out on a regular basis and suitable records held.

3.3 Hazard Assessment & Observation Process

The objective of risk assessing systematically and numerically is to evaluate the potential of a risk causing harm.

Hazard	Is something which potentially can cause harm.
Risk	Is the <u>likelihood</u> of injury arising from the hazard.
Risk Rating	Is the <u>severity</u> of the harm the hazard can cause multiplied by the likelihood that the hazard will be realised.

The formula therefore is ***Risk Rating = Severity x Likelihood***.

(The likelihood may also be referred to as the frequency, i.e. how often are people exposed to the potential hazard)

Each assessment produces a numerical overall risk rating which can then be applied to categorising risks into order of priority for required action.

Severity	
4	Single or multiple death
3	Major injury (as defined by RIDDOR)
2	Minor injury (more than 7 days off work)
1	Trivial injury (less than 7 days off work)

Likelihood / Frequency	
3	Certain harm will occur / high or frequent exposure
2	Near certain harm will occur / medium or regular exposure
1	Harm seldom occur / low or irregular exposure

Risk Rating		
9-12	1	Immediate
4-8	2	2 to 3 Months
1-3	3	3 to 6 Months

3.3 Hazard Assessment & Observation Process (Cont.)

Please note the following:

Presently there are no Priority 1 Hazards

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

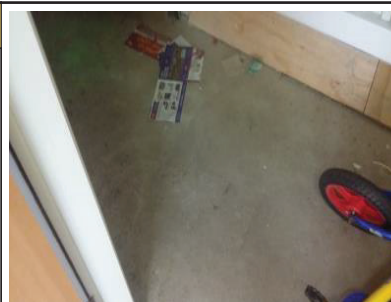
3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	E03	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

16-46 electrical cupboard

Hazard Description

No electrical safety matting installed beneath electrical equipment.
Potential for electric shock.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. HSE INDG354 "Safety in Electrical Testing at Work". NFPA70.250.174.

Action Required and Further Control Measure

Relevant guidance/best practice recommends that a form of insulation/protection against electric shock is provided below electrical equipment.

Employ a competent contractor to install rubber matting beneath electrical equipment.

If this is not practical due to the size or location of the electrical cupboard, ensure any contractors working on the electrical equipment are instructed to provide suitable safety matting.

Replace damaged, contaminated or worn matting, when required.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	F01	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

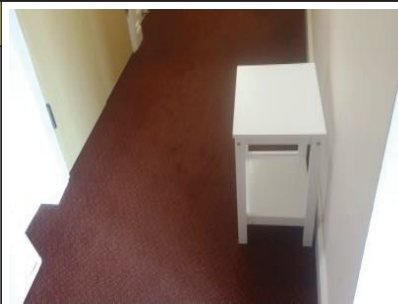
Hazard Location

58-69 gnd floor and sink area

Hazard Description

Combustible items stored

Potential fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005.

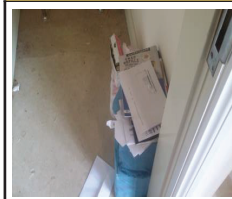
Action Required and Further Control Measure

Remove combustible items and store in a designated storage area.

Inform all tenants & contractors (in writing) that communal areas (including plant & service areas) should not be used for storage purposes.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures



3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FAP01	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

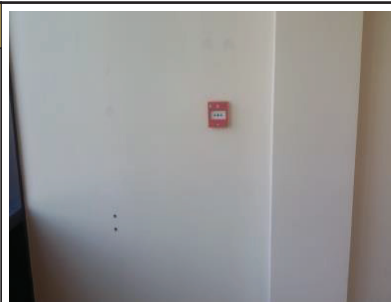
Hazard Location

Throughout

Hazard Description

No fire action notices displayed adjacent to the fire alarm manual call points.

Potential in delaying evacuation process.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent contractor to install fire action notices, which are to be displayed adjacent to every manual call point. Where required, they are to be completed with the current and correct information.

Ensure signage is included in the regular property inspections.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FBS03a	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

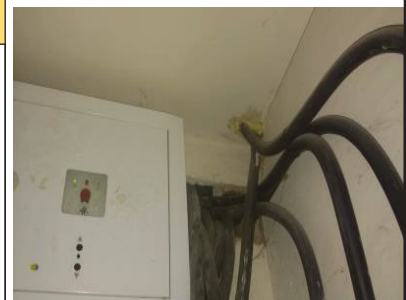
Hazard Location

1-10 electrical cupboard

Hazard Description

Breach in compartmentation with no fire stopping installed.

Potential for fire, heat and smoke to spread through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) act 2005.

Action Required and Further Control Measure

Employ a competent contractor to install fire stopping where breaches in compartmentation occur.
Ensure contractors reinstate fire compartmentation when work is carried out.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FBS03a	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

47-57 gnd floor electrical cupboard

Hazard Description

Breach in compartmentation with no fire stopping installed.

Potential for fire, heat and smoke to spread through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) act 2005.

Action Required and Further Control Measure

Employ a competent contractor to install fire stopping where breaches in compartmentation occur.
Ensure contractors reinstate fire compartmentation when work is carried out.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FBS03a	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

47-57 3rd floor telecoms cupboard

Hazard Description

Breach in compartmentation with no fire stopping installed.
Potential for fire, heat and smoke to spread through the property.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) act 2005.

Action Required and Further Control Measure

Employ a competent contractor to install fire stopping where breaches in compartmentation occur.
Ensure contractors reinstate fire compartmentation when work is carried out.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD01a	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

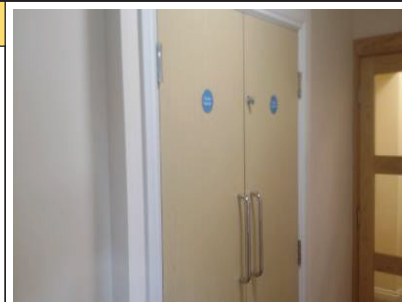
Hazard Location

Water risers throughout

Hazard Description

Riser cupboard door not locked.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005.

Action Required and Further Control Measure

Ensure that the riser cupboard doors are kept locked at all times.

include the riser cupboards in regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD02	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

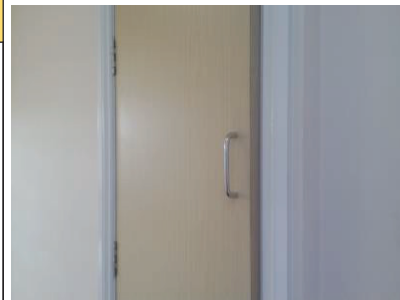
Hazard Location

47-57 telecoms cupboard

Hazard Description

Door does not appear to be to the minimum half hour standard of fire resistance.

Potential for fire to spread throughout premises.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014+A1:2018

Action Required and Further Control Measure

Employ a competent fire engineer to ensure door is to a minimum half hour standard of fire resistance.

Include fire door inspections on regular maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD02a	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

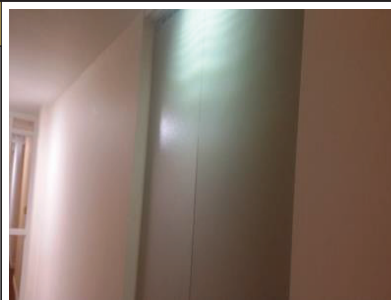
Hazard Location

Lift motor cupboard

Hazard Description

Electrical cupboard door and surround does not appear to be to the minimum half hour standard of fire resistance.

Potential for fire to spread throughout premises.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. BS EN 1634-1:2014+A1:2018

Action Required and Further Control Measure


Employ a competent contractor to carry out the necessary remedial work to ensure that the cupboard door and surround meets the minimum half hour standard of fire resistance.

Include electrical cupboard in regular property inspections.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD05	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

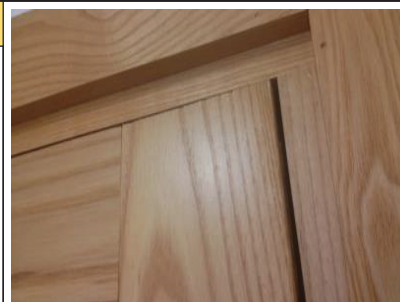
Hazard Location

1-10 2nd floor fire door

Hazard Description

Fire door does not close into frame correctly.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

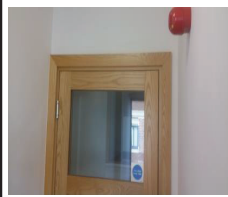
Action Required and Further Control Measure

Employ a competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures



3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD05	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

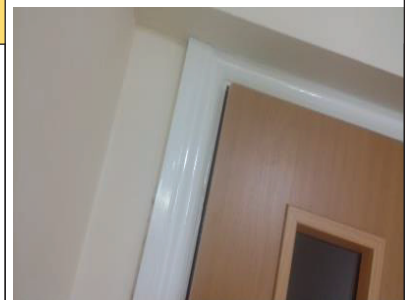
Hazard Location

16-46 1st floor stairwell fire door, next to unit 27

Hazard Description

Fire door does not close into frame correctly.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation



Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD05	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

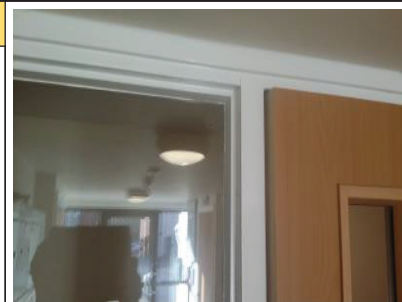
Hazard Location

16-46 gnd floor fire door

Hazard Description

Fire door does not close into frame correctly.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD05	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

47-57 gnd floor

Hazard Description

Fire door does not close into frame correctly.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation


Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent contractor to carry out the necessary remedial work to ensure door closes into the frame correctly.

Ensure doors are inspected regularly.

Action Carried Out By:**Action Taken:****Date:**

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

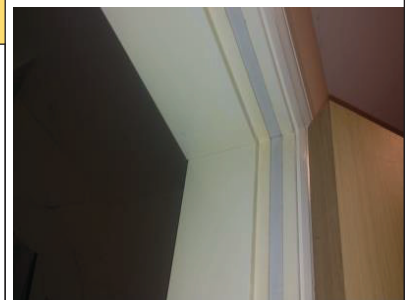
3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD06	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

Electrical cupboard blocks 1-10,

Hazard Description

Cold smoke seal not installed.
Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent contractor to install cold smoke seals in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

Action Carried Out By:**Action Taken:****Date:**

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD16	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

Tenants main entry doors

Hazard Description

Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance.

Potential for fire, heat and smoke to spread throughout the property.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS EN1634-1:2014+A1:2018
MHCLG Advice Note 16.

Action Required and Further Control Measure

Write to all Landlords/Leaseholders to inform them of their responsibility to ensure that the entry doors to the tenants demise meets the minimum half hour standard of fire resistance, unless the doors are those from the original build/fitment, in which case they will offer a nominal 20 minutes fire resistance, and can be replaced as and when any building refurbishment takes place.
Where this cannot be determined, the doors must be replaced to ensure that the compartmentation of the escape route is maintained. In the case of an impasse, the matter should be referred to the Local Fire Authority.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMES01	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

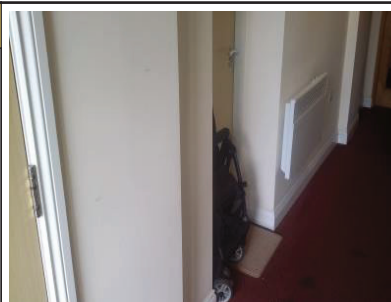
Hazard Location

47-57 gnd floor

Hazard Description

Fire escape route blocked by stored items.

Potential to hinder evacuation of the building in the event of an emergency.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

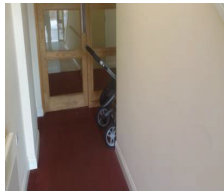
Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures	
	

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMES01	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

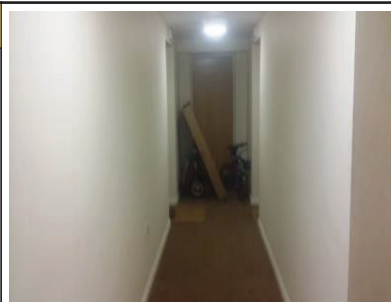
Hazard Location

16-46 gnd floor

Hazard Description

Fire escape route blocked by stored items.

Potential to hinder evacuation of the building in the event of an emergency.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMES01	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

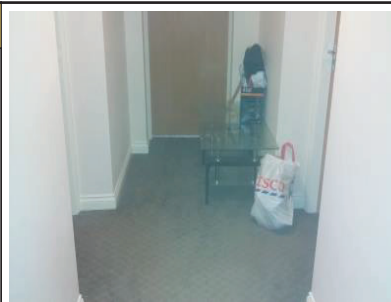
Hazard Location

Unit 33

Hazard Description

Fire escape route blocked by stored items.

Potential to hinder evacuation of the building in the event of an emergency.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Remove all stored items from fire exit/escape route.

Inform all tenants in writing that it is a legal requirement to keep all fire exits and escape routes free from obstructions at all times.

Include fire exits and escape routes in regular property inspections.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMES02b	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

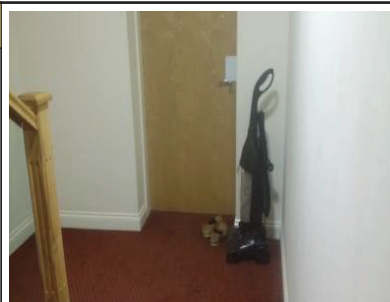
Hazard Location

Unit 5

Hazard Description

Storage on escape route.
 Although not a hazard at the time, if storage is allowed to accumulate, it could result in blocked escape routes.

Potential to hinder evacuation of building in the event of an emergency.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005

Action Required and Further Control Measure

Implement a regular inspection programme to ensure storage is removed, or managed at a safe minimum.
 Inform all tenants (in writing) that it is a legal requirement to maintain all fire exits/ escape routes free from obstructions, and to not store combustible materials in fire exits.

Include escape routes and exits in regular property inspections.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMES04	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

16-46 electrical cupboard

Hazard Description

Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Fire and Rescue Services (Northern Ireland) 2006. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Remove stored items and inform all tenants (In writing) that electrical cupboards are not to be used for storage.

Ensure electrical cupboards are locked shut at all times.

Action Carried Out By:

Action Taken:

Date:

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FREF01	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

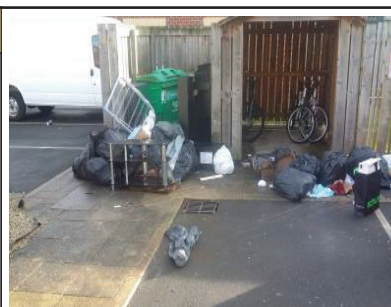
Hazard Location

Refuse area

Hazard Description

Evidence of fly tipping.

Potential for fire to spread into the building.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005.

Action Required and Further Control Measure

Ensure containers are regularly emptied and fitted with lids. Ideally, containers should be secured to prevent unauthorised movement.

Action Carried Out By:

Action Taken:

Date:



3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	No Access	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

Cupboards

Hazard Description

The advisor was unable to gain access to this area.
 No keys provided.
 Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Relevant Legislation

Health & Safety at Work Act 1974.
 Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005.

Action Required and Further Control Measure

Ensure that a competent person gains access to this area, in order to ascertain if there are any hazards present.

Action Carried Out By:

Action Taken:

Date:

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	E01a	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

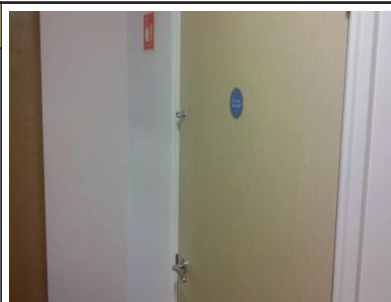
Hazard Location

Electrical cupboards

Hazard Description

Electrical intake cupboard door not fitted with a lock

Potential for unauthorised access and/or electric shock hazard.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
3	1	3	3

Relevant Legislation

Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. IEE Regulations 17th Edition.

Action Required and Further Control Measure

Employ a competent contractor to fit a lock to the door.
If access is required frequently, then consideration should be given to fitting an FB lock or coded entry system.

Action Carried Out By:

Action Taken:

Date:

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	E02	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

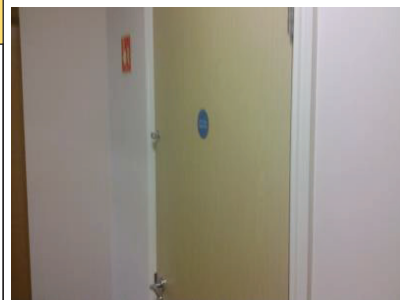
Hazard Location

Electrical cupboards

Hazard Description

Electric intake cupboard doors.
No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors.

Potential electric shock.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. Health and Safety (Safety Signs and Signals) Regulations 1996

Action Required and Further Control Measure

Purchase electric hazard signs & if required, employ a competent contractor to install them on the electrical intake cupboard doors, as required.

Ensure signage is included in the regular property inspections.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	E05	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

Electrical cupboards

Hazard Description

No Electric shock poster.

Potential to delay the treatment of medical aid.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Relevant Legislation

Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989.
Health and Safety (Safety Signs and Signals) Regulations 1996.

Action Required and Further Control Measure

Purchase and install current electric shock poster and if required complete the telephone numbers, addresses of the nearest doctor, ambulance & the location of first aiders.

Monitor the warning signage to ensure that they are clearly displayed, legible & when required, replaced as part of the building maintenance schedule.

Update if required in line with any legislative changes.

Action Carried Out By:

Action Taken:

Date:

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	E08	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

58-69 gnd floor

Hazard Description

Electrical fitting damaged. Electrical heater damaged.

Potential electric shock hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Relevant Legislation

Management of Health & Safety at Work Regulations 1999.
Electricity at Work Regulations 1989.
EE Regulations 17th Edition.

Action Required and Further Control Measure

Employ a competent contractor to repair / replace electrical fitting.

Monitor the condition & security of the electrical fittings and, when required, replace as part of the building maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FD07	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

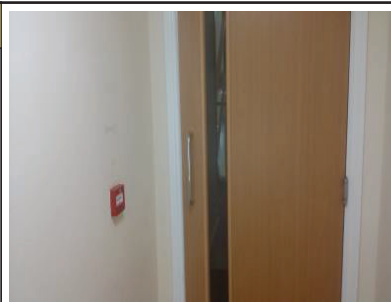
Hazard Location

16-46 throughout

Hazard Description

Fire Doors not labelled "Fire Door Keep Closed".

Potential for fire door to be left open and for fire & smoke to spread through the property.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999. BS 5499 - Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent contractor to install signage stating "Fire Door Keep Closed" for all fire doors.

Monitor the signage to ensure that it is clearly displayed & legible. When required, replace as part of the building maintenance schedule.

Action Carried Out By:

Action Taken:

Date:

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMCP02	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

Block 1-10 throughout

Hazard Description

Manual call point break glass cracked.

Potential to hinder raising the alarm and evacuation of building in the event of an emergency.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent person to fit a replacement break glass.

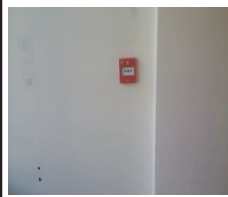
Ensure all manual call points are regularly inspected and broken call point break glass reported immediately.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures



3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMCP02	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

47-57 throughout

Hazard Description

Manual call point break glass cracked.

Potential to hinder raising the alarm and evacuation of building in the event of an emergency.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent person to fit a replacement break glass.

Ensure all manual call points are regularly inspected and broken call point break glass reported immediately.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures



3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	FMCP06	Fire
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

Hazard Location

Throughout

Hazard Description

No protective covers fitted over the manual call points.

Potential for accidental/malicious actuation of the fire alarm system, leading to an increase in false alarm calls to the local fire authority.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005.
 BS 5839-1:2017. The Management of Health & Safety at Work Regs 1999.

Action Required and Further Control Measure

Employ a competent contractor to fit protective covers over all of the fire alarm manual call points, in accordance with the revised British Standard and the FIA Fire Detection & Alarm Council recommendations.

Action Carried Out By:

Action Taken:

Date:

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	PE02	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

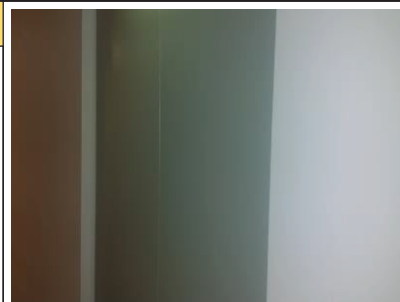
Hazard Location

16-46 lift motor cupboard

Hazard Description

No warning signage displayed to indicate the hazards within the lift motor cupboard.

Potential for injury.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Provision and Use of Work Equipment 1998.
Health & Safety (Safety Signs & Signals) Regs 1996.

Action Required and Further Control Measure

Purchase and display suitable warning signage to indicate the hazards within the lift motor cupboard.

Check that the signage is clearly displayed, legible and when required, replaced as part of the building maintenance schedule.

Action Carried Out By:**Action Taken:****Date:**

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	PE11	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

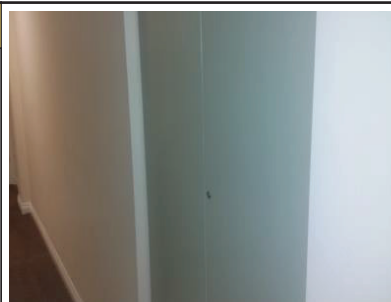
Hazard Location

16-46 lift motor cupboard

Hazard Description

High risk area not locked.

Potential for unauthorised access leading to injury.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Relevant Legislation

Management of Health & Safety at Work Regulations 1999.
Workplace (Health, Safety & Welfare) Regulations 1992.

Action Required and Further Control Measure

Keep the doors to all high-risk areas locked.

Action Carried Out By:

Action Taken:

Date:

3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	W03	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

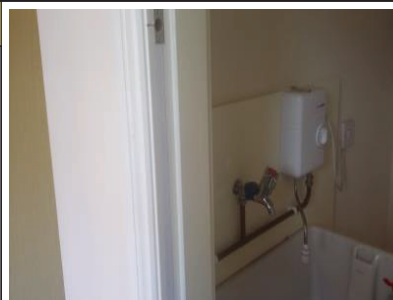
Hazard Location

Gnd floor 1-10, 58-69

Hazard Description

The cold water outlets in this area are not labelled to confirm if they are drinking water or not.

Potential for ingestion of non-potable water.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Relevant Legislation

Workplace (Health, Safety and Welfare) Regulations 1992. The Management of Health & Safety at Work Regs 1999.

Action Required and Further Control Measure

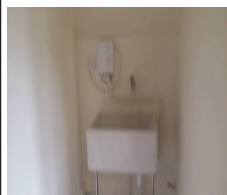
Employ a competent contractor to ascertain whether the water outlet supplies drinking water or not, and then supply and display the appropriate sign.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures



3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Three

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Cuthbert Cooper Place Darnall Sheffield S9 4JN	Risk No/Type	W07	H&S
		Assessor	James Purdey	
		Date	06/02/2019	
		Responsible Person	Moreland Estate Management Ltd	

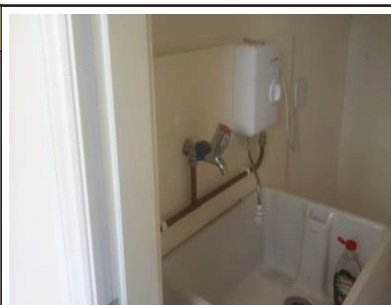
Hazard Location

Gnd floor 1-10, 58-69

Hazard Description

The water outlet in this area is believed to be rarely used.

Potential to cause contamination of the water supply to this area, with the resulting health issues.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
3	1	3	3

Relevant Legislation

COSHH Regulations 2005.
 The Control of Legionella bacteria in water systems L8.

Action Required and Further Control Measure

Introduce a water monitoring regime, and flush through and purge all rarely used outlets for 5 minutes, at least once a week.

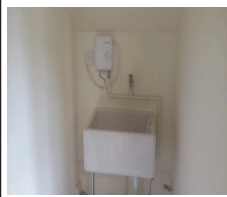
Consideration should be given to decommissioning the outlet.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures



3.7 Condensed Summary of Non-Compliances

The table below contains abridged information from each of the Non-Compliances highlighted in section 3.1. This section is provided with the intent to be utilised as an onsite check sheet, to be extracted from this report where required and taken to the property as part of a routine visit.

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.27	Fire alarm system inspection, testing and maintenance is reportedly carried out, however, there are no records available.	Maintain formal records of all fire alarm system inspection, testing and maintenance that is carried out and ensure all records are up to date and available on site for inspection.	
4.2.29	Smoke detectors are reportedly tested and maintained as per manufacturers recommendations, but there were no records available to confirm this.	Ensure smoke detectors are tested and maintained as per manufacturers recommendations to comply with BS EN 54 12:2015.	
4.2.38	Smoke Ventilation System is reportedly tested and maintained on a regular basis as per manufacturers recommendations, but there were no records available to confirm this.	Ensure that the Smoke Ventilation System is tested and maintained on a regular basis as per the manufacturers recommendations.	
4.2.52	Emergency lighting is reportedly tested and serviced as required, however, there were no records available to confirm this.	Ensure records for monthly testing and annual servicing are made available in accordance with BS 5266-1:2016.	
4.2.57	There appear to be insufficient waste containers on site.	Ensure there are suitable and sufficient waste containers on site.	
4.2.63	There is no Accident book/Accident Reporting Procedure in place.	Develop and implement an Accident book/Accident reporting procedure.	
4.2.70	Powered Gate is reportedly tested and maintained on a regular basis but no records were available at the time of inspection.	Ensure that relevant testing records for the Powered Gate are held on site and available for inspection.	
4.2.73	Evidence has not been shown that there is suitable co-ordination, co-operation and communication between the property manager/responsible person and the tenants. All tenants have not been written to informing them of the minimum requirements for the fire resistance of their entry doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property.	The property manager/responsible person must implement a policy whereby all tenants are written to, informing them of the minimum requirements for the fire resistance of their entry doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property. Please refer to Section 5 of this report for a sample letter to assist in meeting this requirement.	
4.2.74	The fire doors are not inspected regularly by a competent person.	Devise and implement a regime of regular inspections of the fire doors by a competent person to include; Door operation, Door integrity, Self-closing device, Hinges, Cold smoke seals, Intumescent strips, Glazing, Signage etc.	

3.8 Condensed Summary of Hazards

The table below contains abridged information from each of the Hazards highlighted in sections 3.4, 3.5 and 3.6. This section is provided with the intent to be utilised as an onsite check sheet, to be extracted from this report where required and taken to the property as part of a routine visit.

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	✓
E03	16-46 electrical cupboard	No electrical safety matting installed beneath electrical equipment. Potential for electric shock.	2	
F01	58-69 gnd floor and sink area	Combustible items stored Potential fire hazard.	2	
FAP01	Throughout	No fire action notices displayed adjacent to the fire alarm manual call points. Potential in delaying evacuation process.	2	
FBS03a	47-57 gnd floor electrical cupboard	Breach in compartmentation with no fire stopping installed. Potential for fire, heat and smoke to spread through the property.	2	
FBS03a	1-10 electrical cupboard	Breach in compartmentation with no fire stopping installed. Potential for fire, heat and smoke to spread through the property.	2	
FBS03a	47-57 3rd floor telecoms cupboard	Breach in compartmentation with no fire stopping installed. Potential for fire, heat and smoke to spread through the property.	2	
FD01a	Water risers throughout	Riser cupboard door not locked. Potential for fire and smoke to spread through property.	2	
FD02	47-57 telecoms cupboard	Door does not appear to be to the minimum half hour standard of fire resistance. Potential for fire to spread throughout premises.	2	
FD02a	Lift motor cupboard	Electrical cupboard door and surround does not appear to be to the minimum half hour standard of fire resistance. Potential for fire to spread throughout premises.	2	
FD05	1-10 2nd floor fire door	Fire door does not close into frame correctly. Potential for fire and smoke to spread through property.	2	
FD05	47-57 gnd floor	Fire door does not close into frame correctly. Potential for fire and smoke to spread through property.	2	
FD05	16-46 1st floor stairwell fire door, next to unit 27	Fire door does not close into frame correctly. Potential for fire and smoke to spread through property.	2	
FD05	16-46 gnd floor fire door	Fire door does not close into frame correctly. Potential for fire and smoke to spread through property.	2	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	✓
FD06	Electrical cupboard blocks 1-10,	Cold smoke seal not installed. Potential for fire & smoke to spread through property.	2	
FD16	Tenants main entry doors	Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance. Potential for fire, heat and smoke to spread throughout the property.	2	
FMES01	47-57 gnd floor	Fire escape route blocked by stored items. Potential to hinder evacuation of the building in the event of an emergency.	2	
FMES01	Unit 33	Fire escape route blocked by stored items. Potential to hinder evacuation of the building in the event of an emergency.	2	
FMES01	16-46 gnd floor	Fire escape route blocked by stored items. Potential to hinder evacuation of the building in the event of an emergency.	2	
FMES02 b	Unit 5	Storage on escape route. Although not a hazard at the time, if storage is allowed to accumulate, it could result in blocked escape routes. Potential to hinder evacuation of building in the event of an emergency.	2	
FMES04	16-46 electrical cupboard	Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	2	
FREF01	Refuse area	Evidence of fly tipping. Potential for fire to spread into the building.	2	
No Access	Cupboards	The advisor was unable to gain access to this area. No keys provided. Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
E01a	Electrical cupboards	Electrical intake cupboard door not fitted with a lock Potential for unauthorised access and/or electric shock hazard.	3	
E02	Electrical cupboards	Electric intake cupboard doors. No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors. Potential electric shock.	3	
E05	Electrical cupboards	No Electric shock poster. Potential to delay the treatment of medical aid.	3	
E08	58-69 gnd floor	Electrical fitting damaged. Electrical heater damaged. Potential electric shock hazard.	3	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	✓
FD07	16-46 throughout	Fire Doors not labelled "Fire Door Keep Closed". Potential for fire door to be left open and for fire & smoke to spread through the property.	3	
FMCP02	47-57 throughout	Manual call point break glass cracked. Potential to hinder raising the alarm and evacuation of building in the event of an emergency.	3	
FMCP02	Block 1-10 throughout	Manual call point break glass cracked. Potential to hinder raising the alarm and evacuation of building in the event of an emergency.	3	
FMCP06	Throughout	No protective covers fitted over the manual call points. Potential for accidental/malicious actuation of the fire alarm system, leading to an increase in false alarm calls to the local fire authority.	3	
PE02	16-46 lift motor cupboard	No warning signage displayed to indicate the hazards within the lift motor cupboard. Potential for injury.	3	
PE11	16-46 lift motor cupboard	High risk area not locked. Potential for unauthorised access leading to injury.	3	
W03	Gnd floor 1-10, 58-69	The cold water outlets in this area are not labelled to confirm if they are drinking water or not. Potential for ingestion of non-potable water.	3	
W07	Gnd floor 1-10, 58-69	The water outlet in this area is believed to be rarely used. Potential to cause contamination of the water supply to this area, with the resulting health issues.	3	

Presently there are no Priority 1 Hazards

4.0 Report Caveats & Disclaimers

4site Consulting's deliverables reflect unbiased statement of fact reporting and confirms verification and inspection services to one or more internationally recognised codes, standards, design specifications and specific technical project requirements.

Comments are only made in the Report where the Advisor / Surveyor believes it to be helpful and constructive. If a part of a particular property that is normally examined is found to be not accessible during the inspection, this is normally noted. Any problems, irregularities or defects in the building and/or services which were apparent from the inspection are normally noted. It is important to remember that this is a Report following a visual non-invasive inspection only, and if any problems, irregularities or defects are suspected, then they are noted where the Advisor / Surveyor judges them to be urgent, significant or helpful.

The inspections do not include any areas or components which were concealed or closed in behind finished surfaces (such as flooring, walls, ceiling, framing, plumbing and drainage, heating and ventilation, and wiring etc. or which required the moving of anything which impeded access or limited visibility (such as floor coverings, furniture, appliances, personal property, vehicles, vegetation, debris or soil). Nor are the Advisor / Surveyor able to report or make assumptions on areas where defects were not visible at the time of inspection some components and conditions which by the nature of their location are concealed, deliberately hidden, camouflaged or difficult to inspect are excluded from the report. (This statement does not apply when a demolition and refurbishment asbestos survey is undertaken at which time, all areas will be inspected).

Some services are externally inspected but 4site Consulting Limited does not test or assess the efficiency of electrical, gas, plumbing, heating and drainage, lifts and security systems, or their compliance with current regulations, or the internal condition of any chimney, boiler or other flue.

4site Consulting Limited is not responsible if access to any part of the building or services of a property is not reasonably available to carry out a visual inspection. Reasonable access means access is safe, unobstructed or the minimum clearance is not available, the area is within the Advisor / Surveyors unobstructed line of vision or if in conflict with UK and EU Occupational Health & Safety Regulations.

The Report is solely for the Clients use, and no liability to anyone else is accepted. Should you not act upon specific, reasonable matters contained in the Report then no responsibility is accepted for the consequences.

Any suggestions or recommendations contained in the report are suggestion only and it shall be the responsibility of the person or persons carrying out the work to ensure the most appropriate remedy is carried out in conjunction with any further discoveries, warranty's or manufacturers recommendation and warranty's any and necessary local authority consents obtained prior to proceeding with remedial work.

During this assessment, every effort will be made to identify the presence and location of all plant & equipment installed at the property; however, where plant & equipment has not been highlighted by the client prior to the assessment and its presence is not immediately evident (e.g. plant and equipment located within an area falling outside the scope of this survey or that is located within an identified inaccessible area), then any such equipment will not be included within this report or our assessment of risk to the property. Any equipment falling within this paragraphs aforementioned criteria should be risk assessed accordingly and serviced & inspected in line with current regulation and manufacturers guidelines.

While all care and effort is taken to discover and record irregularities non-conformities and defects of the building at the time of the inspection, it is important to note that reports are based on a visual above the ground inspection only. Due to the size, complexity and hidden nature of construction, irregularities and defects may not always be viewed. The inspection and report are not intended to be technically exhaustive, or to imply that every component was inspected, or that every possible defect was discovered. 4site Consulting Limited accepts no responsibility or liability for the absences of any information, inaccuracy or omission.

At 4site Consulting Limited our professional health & safety advisors and asbestos surveyors are fully qualified and have expert knowledge of all current legislation to ensure as far as is practical that your company is compliant and not at risk of legal actions.

5.0 Appendices

5.1 Legislation

The following list is included to assist in identifying relevant regulations. It is not exhaustive and should serve as a reference only:

Housing Act 2004

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Control of Substances Hazardous to Health Regulations 2002

Control of Noise at Work Regulations 2005

Control of Asbestos Regulations 2012

Electricity at Work Regulations 1989

Employers Liability (Compulsory Insurance) Act 1998

Gas Safety (Installation and Use) Regulations 1998

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992*

Health and Safety (First Aid) Regulations 1981*

Health and Safety (Information for Employees) Regulations 1989

Health and Safety (Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998*

Manual Handling Operations Regulations 1992*

Personal Protective Equipment Regulations 1992*

Provision and Use of Work Equipment Regulations 1998*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Workplace (Health, Safety and Welfare) Regulations 1992*

Work at Height Regulations 2005

Fire Safety (Employees' Capabilities) (England) Regulations 2010

*** As amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.**

5.2 Fire Related Issues Considered During The Assessment

In compiling this report, consideration was given to the following fire related issues;

1. Identifying all hazards including ignition sources, fuel sources and potential sources of oxygen.
2. Occupancy levels, including Identifying those people who are at risk from fire and why.
3. The construction of the property including the fire resistance of walls, floors and ceilings, and the adequacy of the fire compartmentation.
4. Active fire detection and warning systems, including smoke detectors, fire alarm sounders and smoke vent systems.
5. Firefighting equipment such as fire extinguishers, hose reels and fire blankets, including their type, suitability and location.
6. Equipment that is inter-faced with any fire detection systems such as lifts, fire shutters, automatic fire doors and plant shut-downs.
7. Access for Fire Brigade appliances, and equipment for use by the Fire Brigade such as fire lifts, dry/wet risers.
8. Escape routes, including their location, length, number and availability.
9. Final exit doors.
10. Emergency lighting, and its testing and maintenance.
11. Fire doors and associated signage.
12. Fire exit signage and notices, fire assembly points,
13. Testing and maintenance of equipment including fire detection and warning systems, fire extinguishers and smoke vent systems.
14. Fire emergency procedures and relevant notices.
15. Fire safety training records for employees (Where applicable)

5.3 Useful Contact Addresses

4site Consulting Limited

Unit 4
Exchange Court
London Road
Feering
Essex
CO5 9FB

Tel: 01376 572936
Fax: 01376 571857
E Mail: office@4siteconsulting.co.uk
Web: www.4siteconsulting.co.uk

HSE Books & Publications

PO Box 1999
SUDBURY
Suffolk CO10 6FS

Tel: 01787-881-165
Fax: 01787-313-995

British Standards

BSI - Standards Sales & Customer Services
389 Chiswick High Road
London
W4 4AL

Tel: 020-8996-7000
Fax: 020-8996-7001

BSI Standards Information Centre

Health & Safety Executive

Public Enquiry Point/Information Centre
Broad Lane
SHEFFIELD S3 7HR

Tel: 0114-289-2345
Fax: 0114-289-2333

HSE Infoline
Tel: 08701-545-500

The Stationery Office (formerly HMSO)

(For copies of Acts & Regulations)
PO Box 276
London
SW8 5DT

Telephone orders: 020-7873-9090
Fax orders: 020-7873-8200
General enquiries: 020-7873-0011
Fax enquiries: 020-7873-8247

The Loss Prevention Council

Bastile Court
2 Paris Garden
London
SE1 8ND

Tel: 020-7902-5300

EMERGENCY PROCEDURES

IF FIRE BREAKS OUT IN YOUR APARTMENT

Inform others present, if possible close doors and windows to contain the fire and exit the apartment.

DO NOT attempt to try to tackle the fire.

Residents of the apartment where the fire started should make their way in an orderly fashion, via the nearest emergency escape route to a place of safety.

Any disabled or elderly persons in the apartment may need help to escape.

DO NOT use any lifts

DO NOT use a balcony, unless it is a designated escape route from the building.

Residents of the apartment should then carry out a form of "roll call" to ensure that everybody is accounted for.

Call Fire Services.

Dial **999** and ask for the Fire Service.

Give the operator the telephone number you are calling from.

State clearly the full address where the fire exists

DO NOT replace the receiver until the address has been repeated back to you by the Fire Service

Once safely out **DO NOT** re-enter the property

IF YOU ARE CUT OFF BY FIRE

Try to remain calm

Close the door nearest to the fire and use towels, sheets, or other suitable materials to block any gaps around the door. This will help stop smoke from entering the room. If possible go to the window, open it and shout for help.

If the room becomes smoke filled, go down to floor level. It will be easier to breathe as the smoke will rise upwards.

If you are in immediate danger from fire and are not higher than the first floor of a building, it may be possible to drop to the ground without injury providing you can get out of the window feet first and lower yourself to the full extent of your arms before dropping. Soft furnishings dropped first from the window may break your fall and limit the danger of injury.

<Name & Address>

<Date>

Dear < Resident >,

RE: FIRE SAFETY IN YOUR RESIDENCE — YOUR RESPONSIBILITIES

Under current legislation <Property Management Company> are responsible for fire-safety within the communal areas of the building. As a tenant however, you are responsible for managing fire safety within your residence. This means that in line with the Regulatory Reform (Fire Safety) Order 2005, we collectively have a duty to ensure the fire safety of the building, and we must therefore co-operate and communicate with each other accordingly.

As part of this duty we would like to draw your attention to the following:-

- ❖ If you are aware of any previous alterations within your residence, or if you have planned any that may affect the fire integrity of the building (e.g. compartmentation breached by pipework or electrical trunking) please inform us immediately.
- ❖ Ensure that the main entry door to your residence meets the requirements of BS EN 1634-1:2014/BS 8214:2016, and is half hour fire rated, and is fitted with a self-closing device and intumescent strips & cold smoke seals.
- ❖ Ensure that you are aware of the emergency plan guidance for the property.

For further useful advice of how to prevent fire in your residence please contact your local fire authority for the leaflet 'Fire Safety in The Home'.

It is in everybody's interest to do all we can to reduce the risks to health, possible loss of life and property damage posed by fire. With your continued cooperation and general fire awareness we can keep any potential risk as low as possible.

Your on-going cooperation is appreciated.

Should you require further clarification please contact <Property Management Company> on <tel No.>

Yours sincerely
Property Manager

Attached — 'Emergency Procedures — If Fire Breaks Out in Your Flat'