



# **Health Safety & Fire Risk Assessment**

**4**

## **Grosvenor House Management Ltd**

Undertaken at

**Grosvenor House**

**112-114 Prince of Wales Road**

**Norwich**

**NR1 1NS**

Care of

**MCR Homes**



Report Compiled By

**Lisa Walker**

**4site Consulting Limited**

**Report reference No: HSF63372/0017/220925/2**

**Site Visit Date: 22/09/2025**

**Review Due Date: 21/09/2026**

4site Consulting Ltd, Unit 4 Exchange Court, London Road, Feering CO5 9FB  
Office@4siteconsulting.co.uk [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk) Tel: 01376 572 936  
Copyright © 2006 - 2025 4site Consulting Ltd. - All Rights Reserved

V 1.2 : QMF 09-299

# **Contents of Report**

## **1.0 Introduction**

- 1.1 Health, Safety & Fire Risk Assessment**
- 1.2 Property Information**
- 1.3 Fire Policy & Risk Rating**

## **2.0 Report Summary**

- 2.1 Compliance Categories**
- 2.2 Hazard Categories**

## **3.0 Action Plan**

- 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**

## **4.0 Report Caveats & Disclaimers**

## **5.0 Appendices**

- 5.1 Legislation**
- 5.2 Fire Related Issues Considered During The Assessment**
- 5.3 Useful Contact Addresses**
- 5.4 Certificate of Conformity**
- 5.5 Useful Documents & Templates**

# 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 Grosvenor House.

This combined Health, Safety & Fire risk assessment report addresses the requirement to carry out a risk assessment.

The risk assessment carried out was a Type 1 common parts only (non-destructive) risk assessment, and consideration was given to PAS 79-1:2020/BS 9792:2025 Fire Risk Assessment Guidance, Methodology & Codes of Practice, BAFE SP205 Appendix D (Fire Risk Assessment Contents) and relevant British Standards, Building Regulations. The assessment considers general health & safety and the following significant fire risk areas:

- Means for detecting fire and giving warning to occupants
- Means of escape from the premises (including provisions for disabled persons)
- Fire Safety Signs and Notices
- Emergency Escape Lighting
- Means to limit fire spread and development of fire (e.g. Compartmentation)
- Means for fighting fire
- Other relevant firefighting systems and equipment; if provided
- Maintenance of facilities to assist fire-fighters
- Emergency Action Plan
- Staff training and Fire Drills
- Testing and maintenance of Fire Protection Measures
- Record keeping
- Cooperation & coordination with other premises occupiers, neighbouring premises, emergency services and other authorities

An appropriate overall premises Fire Risk Rating has been assessed and recorded, taking into account likelihood and consequence of fires arising. 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.

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.

Lisa Walker undertook this assessment on 22/09/2025. This report was then checked for quality and verified by Irtaza Sadiq L4FireDip on 29/09/2025. 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](http://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		
Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Grosvenor House Management Ltd		
	<b>Management</b>		
	MCR Homes		
	<b>Type of Business</b>		
	Managing Agents		
Responsible Person/Body	Contact		
Grosvenor House Management Ltd	Warren Jagne		
Contact Number (if available)	0161 274 0472		
Local Authority	Areas Inspected		
Norwich City Council & Norfolk Fire & Rescue Servi	All communal areas including but not limited to, stairwells, circulation routes, service risers/cupboards and all ancillary areas.		
Type of Property	Areas Excluded		
Residential (Sleeping Occupants)	Tenants demises		
Tenants & Vacant Areas	Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas	N/A	N/A	N/A
Property Summary			
Car Park Facilities	Allocated basement		
Access Restrictions	Various locations (See No Access hazards)		
Approx No. of Employees	N/A		
Approx Size (Flats or Units)	79 Flats		
Approximate year of construction	C.1960's brick build, Converted 2017/2018		
Buildings Drawings	None provided		
External Areas (if to be included)	Access / Egress routes, car park		
No. of People on Premises	155-200 Approximately		
Manned Reception	N/A		
Property Usage	Converted private dwellings		
Roof Access	N/A		
Security Measures	Key fob, access code & intercom access		
Total No. of Exits	3, 1 Communal & 2 escape		
Total No. of Floors (including basement)	8, Basement to sixth floors		
Total No. of Lifts	2, Passenger & Firefighting		
Total No. of Stairways	2, 1 Communal & 1 escape		

## 1.2 Property Information (Cont.)

Persons at Special Risk	Sleeping occupants & visitors		
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	Clients office	06/09/2024	4site consulting ltd
Health and Safety Risk Assessment	Clients office	06/09/2024	4site consulting ltd
Fire Strategy	N/A		
Water Hygiene Risk Assessment	Unknown	Unknown	Unknown
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	N/A		
Boilers	Basement plant room	Unknown	Unknown
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	Basement tank room		Unknown
Electrical Distribution	Each flat	79	Unknown
Electrical Intake	Opposite flat 10	1	11/2023
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	Main core	2	Unknown
Plant Control Panels	N/A		
Pressurisation Units	N/A		
Water Booster Pumps	Basement tank room	3	05/04/2024
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 Rising Main	Dry riser	10/07/2024 visual
Emergency Lighting	Non maintained	Unknown
Fire Alarm System	L4 linked to SDs and AOV	18/06/2024 service
Fire Doors	Fd30s/Fd60s	15/01/2024
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	30/60 minutes fire resistant	15/01/2024
Smoke Dampers	N/A	
Smoke Detectors	Mains powered linked to AOV	18/06/2024
Smoke Ventilation System	AOV linked to SDs	18/06/2024 Service
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Evacuation Alert System	N/A	
Car Park Smoke / Heat & Exhaust Ventilation system	N/A	
Sprinkler System	N/A	

### Fire Loss Experience & The Cause Where Known

Arson	No information provided
Electrical Faults	
Smoking	
Portable heaters, etc.	
Cooking	
Lightning	
Hot works	
Housekeeping	
Other significant ignition sources or process hazards	

### Additional Information

#### Building description and construction:

Grosvenor House, 112-114 Prince of Wales Road, Norwich, is a high rise converted property (High Rise registration number - HRB14005H3B1) housing seventy nine residential flats on ground to sixth floors with a basement car park. The building was built circa 1964 using non-combustible materials such as concrete, brick and breeze block materials and converted circa 2017/2018 with skimmed plasterboard on metal stud work ceilings and walls on the internal wall linings of the access and escape routes. The external of the property offers a flat roof and an exposed brick, glass and panelled facade.

**Additional Information**

The building offers seven occupied floors from ground to sixth floors with a defined height of 18.3m as defined on the High Rise building Register.

The requirement to determine the buildings height is detailed within the Building Safety Act 2022.

The main communal entrance opens into a hallway housing the fire alarm control panel, lift entrances, through lobby fire doors to the entry doors to the ground floor flats and the protected stairwell that rises to provide access to the tenant's demise main entry doors on the first to sixth floors. There is a side stairwell that descends down into the basement to provide access into the basement car park and plant room.

The electrical intake cupboard is located on the ground floor adjacent to flat 10 with electrical distribution and water service risers on each floor throughout the property.

This assessment covers all internal communal areas which include stairwells, fire lobbies, electrical intake and distribution riser cupboards and water riser cupboards. The assessment also covers the external grounds, car parking areas and all access / egress routes.

There is a small car parking area to the side of the property and an allocated parking area within the basement for the use of the residents and visitors. Both parking areas are accessed via powered security gates and shutters.

Access on the day of the inspection was gained via the access codes provided by the managing agents prior to the assessment.

**External Walls:**

The external envelope of the building was visually inspected only from ground level. This does not constitute an invasive or technical appraisal of the external wall system / envelope of the building. It should not therefore be relied upon to indicate the overall fire resistance of the envelope or any attachments to it.

An EWS1 form has been produced by ORSA Projects Ltd on 28/01/2021 which has given the property a B1 rating - They have concluded that in their view the fire risk (Note 8) is sufficiently low that no remedial works are required. Based on the non-intrusive observations made by the advisor, and EWS1 form provided, the external of the property appears to be non-combustible and external fire spread is not considered a risk at this time.

Should any information in regards the external walls and their subsequent installation and material within come to light, a further assessment may be required.

**Occupancy Characteristics:**

The property is primarily occupied by those who sleep within the property and who have use 24 hours per day, 7 days per week. The residents will be familiar with its layout and relevant access / escape routes.

Visitors – These can be overnight guests of the residents and are unlikely to be familiar with the access / escape routes however they would be expected to be in attendance with those who do.

Contractors – Their knowledge of the property will vary dependent on their specific task and how familiar they are with its layout. Those who are not familiar with the property are expected to liaise with the building/property manager to undertake an induction before commencing any works.

Staff – The site is not staffed however is visited by the managing agents who are familiar with the access / escape routes and evacuation procedures.



**Additional Information**

There may be additional person/s or groups at high risk of fire within the building. No information was available at the time of the visit to determine the demographics of the residents; however, it should be considered that there may be persons within the building with mobility impairments, hearing impairments etc affecting their ability to evacuate the premises or provide alarm in the event of fire.

**Passive Fire Protection:**

No fire strategy document or building fire drawings were made available before or during the assessment with all assumptions on building compartmentation / fire separation taken on the basis of the visual inspection.

This risk assessment was undertaken on the common areas only; the tenants' 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 warnings and aid evacuation in the event of an emergency. In conducting a visual survey of the tenants doors from the communal / circulation routes, the tenant's doors appear to be original from the date of the conversion, uniform in design, 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 property. 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.

Fire doors are located on the communal and escape stairwells leading into the access lobbies and on all service/riser cupboards. The doors are rated as thirty/sixty-minute doors. Intumescent strips and smoke seals are installed on all doors (unless identified within the hazards). All doors have suitable fire rated hinges and self-closing devices installed with adequate signage informing the building occupants to keep them closed or locked.

A separate fire door inspection of the communal doors was carried out by Salvum on 15/01/2024 in order to confirm the condition of the doors and should be used in conjunction with this assessment.

No other quarterly inspections of the communal doors have been provided.

A separate fire door inspection of the resident's demise doors should be undertaken in order to confirm the condition of the doors and should be used in conjunction with this assessment.

Fire stopping – Insufficient fire stopping materials are installed within electrical intake / distribution cupboards and water service riser cupboards and consist of excessive amount of intumescent foam that has been used to fire stop gaps. Foam has been allowed to expand and has not been cut back so the size of the gap cannot be determined.

**Active Fire Protection:**

The property appears to have been converted to the building regulations at the time of construction, using fire rated materials for fire doors, floors, walls and ceilings that will inhibit the spread of fire, heat and smoke between compartments, therefore there is no requirement for an active fire warning and detection system to be installed, however the property is fitted with an L4 zonal fire detection system linked to smoke detectors and a smoke ventilation system within the communal areas for the detection of fire and is designed to expel smoke and heat away from the escape routes allowing safe evacuation for those who need it and for safe entry into the building from the fire and rescue services.

Override switches are located at the ground floor of the stairwell and communal entrance lobby.

It should be noted that the assessor did not activate the fire detection system on site to ascertain their extent and functionality. The information below is based solely on the observations made by the assessor at the time.

**Additional Information**

The flats themselves should also have stand alone smoke detection that is not linked to the common parts system. If required, further information/advice should be sought from a competent third party fire alarm engineer.

**Firefighting access/facilities:**

Firefighting appliances can access the property via Prince Of Wales Road to the front of the property with the roadway clear for access with suitable hardstanding areas available for firefighting appliances.

A dry rising main is installed to assist in firefighting operations. The dry riser inlet is located approximately 10m away from the appliance access point.

There is a property information box (PIB) installed at the communal entrance and there is insufficient wayfinding signage applied throughout the stairwell.

**Escape routes and travel distances:**

All flats are housed within fire lobbies which in turn lead into a protected and enclosed escape stairwell. The stairwell descends down onto ground floor level to the main communal entrance of the block.

There is an escape stairwell that serves all floors and descends down to the ground floor escape exit door which leads to an escape route that leads to an escape exit gate to the front of the property.

Escape travel distances leading from the tenant's flats to the next point of safety are within the expected parameters with the means of escape and are considered simple and straightforward to use with suitable escape route signage displayed throughout. Dead end corridors are mitigated by the levels of fire compartmentation / partitioning and with the installation of smoke ventilation systems.

There is a no smoking sign and a fire action notice installed to inform tenants and visitors of what actions to take in the event of a fire.

**Measures to aid evacuation:**

Non-maintained emergency lighting and communal fire doors are installed throughout to assist in the event of an evacuation.

**Future assessments:**

All information in regards to the site equipment's service records, inspection sheets etc were requested as part of the original email correspondence when confirming the works and via a follow up email on completion of the assessment. All gaps in information may be due to the paperwork not being available at the time of the request.

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.

### 1.3 Fire Policy & Risk Rating

#### Fire Emergency Policy For Grosvenor House

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

Fire Policy Reasoning	Fire Policy Limitations
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 Building Regulations extant at the time, using fire rated materials for fire doors, floors, walls and ceilings that will inhibit the spread of fire, heat and smoke between compartments. Whilst there is an active fire warning and detection system installed that may encourage evacuation and compromise the 'Stay Put' policy, this is potentially linked to the smoke ventilation system and is designed to expel smoke and heat away from the escape routes. However, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire service	<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.</p> <p>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>

#### Fire Risk Rating

Medium

#### Fire Risk Rating Reasoning

In order to determine the overall fire risk rating for this property a number of factors were considered, including but not limited to; The age and height of the building and whether it is purpose-built or converted, the likelihood of a fire occurring and its likely severity, the number of hazards and non-compliances identified, the level of housekeeping, the presence of a fire detection system, the presence of external wall systems, any known history of fire, and whether there are high risk commercial premises below or adjacent to the building.

## 2.0 Report Summary

On 22/09/2025 4site Consulting Limited on behalf of MCR Homes 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	15	7	0	3	3
Fire Risk	7	1	1	6	1

### 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.10
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Safety Communication for Contractors.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Health & Safety at Work Act 1974.  
Management of Health & Safety at Work Regulations 1999.  
Construction (Design & Management) Regulations 2015.

#### Assessment Observations

No information or records in regards safety communication for contractors has been made available prior to or at the time of the inspection.

#### Action Required/Recommendations

Ensure records are made available to confirm that the managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and requirements along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.11
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Contractor Vetting	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Health & Safety at Work Act 1974.  
Management of Health & Safety at Work Regulations 1999.  
Construction (Design & Management) Regulations 2015.

#### Assessment Observations

No information or records in regards contractor vetting have been made available prior to or at the time of the inspection.

#### Action Required/Recommendations

Ensure that records are made available to confirm 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.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.13
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Health & Safety Risk Management	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Health & Safety at Work Act 1974 S2&3  
Management of Health & Safety at Work Regulations 1999 R3

#### Assessment Observations

A Health & Safety Risk Assessment has been carried out at this property, however it was identified that the previous Health & Safety Risk Assessment has not had all of the outstanding remedial actions implemented.

#### Action Required/Recommendations

The Responsible Person is to be made aware of the outstanding observations and implement all the necessary remedial actions.

Please refer to Section 3.8 `Condensed Summary of Hazards` in both this report and the previous one.

Risk assessments are required to be periodically reviewed.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.23
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Fire Risk Assessment	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Regulatory Reform (Fire Safety) Order 2005.  
Management of Health and Safety at Work Regulations 1999, Regulation 3.

#### Assessment Observations

A Fire Risk Assessment has been carried out at this property, however it was observed that the previous Fire Risk Assessment has not had all the outstanding remedial actions implemented.

#### Action Required/Recommendations

The Responsible Person is to be made aware of the outstanding observations and implement all the resulting remedial actions.

Please refer to Section 3.8 'Condensed Summary of Hazards' in both this report and the previous one.

Risk assessments are required to be reviewed regularly.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.25
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Detailed Emergency Plan.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005. The Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999.

#### Assessment Observations

No information or records in regards detailed emergency plans have been made available prior to or at the time of the inspection.

#### Action Required/Recommendations

Ensure that the detailed Emergency Plan for the property is made 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.27
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Fire Alarm Testing & Maintenance	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Regulatory Reform (Fire Safety) Order 2005.  
BS EN 54:- Fire detection and fire alarm systems. BS 5839-1:2017

#### Assessment Observations

No schedule in place for the inspection, testing and maintenance of the fire alarm system.

#### Action Required/Recommendations

Devise and implement a fire alarm system inspection, testing and maintenance regime and ensure that the procedures are undertaken as specified by current legislation and/or the manufacturer.

Ensure all fire alarm system inspection, testing and maintenance 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.35
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Dry Riser.  Management of inspection and testing.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Regulatory Reform (Fire Safety) Order 2005.  
BS 9990-2015

#### Assessment Observations

Dry riser not visually inspected every 6 months or pressure tested annually.

#### Action Required/Recommendations

Employ a competent person to undertake 6 monthly visual inspections and annual pressure testing of the dry riser. Main suitable records.

Action Carried Out By:

Date:

Action Taken:

### 3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Ref No</b>	4.2.38
		<b>Assessor</b>	Lisa Walker
		<b>Date</b>	22/09/2025
		<b>Responsible Person/Body</b>	Grosvenor House Management Ltd

Requirement	Example
Smoke Ventilation System.	No picture required
Management of testing & servicing.	

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Regulatory Reform (Fire Safety) Order 2005.  
BS 7346 Pt 8.

#### Assessment Observations

Smoke Ventilation System is not tested monthly and serviced 6 monthly as required.

#### Action Required/Recommendations

Employ a competent person to undertake 6 monthly servicing and monthly testing of the smoke ventilation systems. Main suitable records.

**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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.40
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Lifting Equipment;  Management of maintenance & inspection.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974

#### Assessment Observations

No information or records regarding routine servicing and maintenance of lifts have been made available prior to or at the time of the inspection.

#### Action Required/Recommendations

Ensure that the records of routine servicing and maintenance of lifts are made available.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.40a
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Lifting Equipment;  LOLER Statutory inspection of lifting equipment.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974

#### Assessment Observations

No information or records relating to the LOLER 6 monthly statutory engineering inspection of lifting equipment for lifting persons has been made available for review prior to or at the time of the assessment.

#### Action Required/Recommendations

Ensure all LOLER statutory engineering inspection of lifts records are made available.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.42
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Gas Inspection Maintenance Records / Certificates	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Gas Safety (Installation & Use) Regulations 1998. R35 & 36.  
Health & Safety at Work Act 1974.

#### Assessment Observations

No information or records in regards the maintenance and inspection of Gas appliances have been made available prior to or at the time of the inspection

#### Action Required/Recommendations

Ensure records of regular inspections and annual servicing are made available.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.52
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

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

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

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

No information or records in regards the maintenance and inspection of emergency lighting have been made available prior to or at the time of the inspection.

#### 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.61
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Control of Legionellosis Risk Assessment	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Legionnaires Disease The Control of legionella bacteria in water systems, ACOP L8. Control of Substances Hazardous to Health Regulations 2002. BS8580-1:2019.

#### Assessment Observations

No information or records in regards the Control of Legionellosis have been made available prior to or at the time of the inspection

#### Action Required/Recommendations

Ensure Legionella Risk Assessment and Water Hygiene Management System records are made available.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.63
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

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

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

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

No information or records in regards Accident book / accident reporting have been made available prior to or at the time of the inspection

#### Action Required/Recommendations

Ensure records of an accident book/accident reporting procedure which has been reviewed is made available.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.70
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

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

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

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

#### Assessment Observations

No information or records in regards the maintenance and inspection of Powered Gate and Shutter have been made available prior to or at the time of the inspection

#### Action Required/Recommendations

Ensure that relevant testing records for the Powered Gate and Shutter 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.73
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House 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

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

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

No information or records in regards Co-ordination, co-operation and communication with residents have been made available prior to or at the time of the inspection

#### Action Required/Recommendations

The property manager/responsible person must make available for inspection records to confirm that they have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.74a
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Annual fire door inspections of flat entrance doors.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005.  
The Fire Safety (England) Regulations 2022

#### Assessment Observations

The flat entrance doors are not subject to annual inspections.

#### Action Required/Recommendations

Devise and implement a regime of annual inspections of the flat entrance doors and maintain records.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.74b
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Quarterly inspections of communal fire doors.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005.  
The Fire Safety (England) Regulations 2022.

#### Assessment Observations

The communal fire doors are not subject to quarterly inspections.

#### Action Required/Recommendations

Devise and implement a regime of quarterly inspections of the communal fire doors and maintain records.

Action Carried Out By:

Date:

Action Taken:

### 3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Ref No</b>	4.2.76
		<b>Assessor</b>	Lisa Walker
		<b>Date</b>	22/09/2025
		<b>Responsible Person/Body</b>	Grosvenor House Management Ltd

Requirement	Example
Property Inspections	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

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.

#### Assessment Observations

No information in regards property inspections have been made available prior to or at the time of the assessment.

#### Action Required/Recommendations

Ensure that records are made available to confirm that the property manager has in place a policy and procedure which has been reviewed, whereby property inspections are carried out on a regular basis, and representative examples of relevant documentation for a sample of managed properties have been seen.

**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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.99
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Wayfinding Signage	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005.  
The Fire Safety (England) Regulations 2022.

#### Assessment Observations

Wayfinding signage has been displayed however it is not suitable and sufficient.

See hazard code WFS01.

#### Action Required/Recommendations

Purchase and display suitable and sufficient wayfinding signage to ensure legal compliance.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.99b
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Lifts and Essential Firefighting Equipment	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005.  
The Fire Safety (England) Regulations 2022.

#### Assessment Observations

No information or records of monthly checks of the following lifts and essential firefighting equipment have been made available prior to or at the time of the inspection.

Firefighting lifts, Dry rising mains, fire detection and warning systems

#### Action Required/Recommendations

Devise and implement a regime of monthly checks on the lifts and essential firefighting equipment.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.99c
		Assessor	Lisa Walker
		Date	22/09/2025
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Information on the External Wall Design, Installation and Construction.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005.  
The Fire Safety (England) Regulations 2022.

#### Assessment Observations

There is not a policy in place for providing information to the local fire authority on the design, installation and construction of the external wall system.

#### Action Required/Recommendations

Devise and implement a policy for providing information to the local fire authority on the design, installation and construction of the external wall system.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Type	Legal Compliances
		Date	22/09/2025
		Assessor	Lisa Walker
		Responsible Person/Body	Grosvenor House Management Ltd
Ref No.	Requirement	Legislation	Observation
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	A Health & Safety Risk Assessment has been carried out at this property and a number of hazards and legal non-compliances were identified, which the Responsible Person has a duty to manage and attend to as per the Action Plan in Sections 3.1 and 3.5 of the report.  Risk assessments are required to be periodically reviewed.
4.2.23	Fire Risk Assessment	Regulatory Reform (Fire Safety) Order 2005. Management of Health and Safety at Work Regulations 1999, Regulation 3.	A Fire Risk Assessment has been carried out at this property and a number of hazards and legal non-compliances were identified, which the Responsible Person has a duty to manage and attend to as per Sections 3.1 and 3.5 of the report.  Risk assessments are required to be periodically reviewed.
4.2.41	Lift Car Emergency Communication/ Gain Assistance Procedure	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 Car emergency passenger communication/gain assistance procedure in place and prominently displayed in the lift.
4.2.47	Access to Plant Rooms & Roof Areas	Management of Health & Safety at Work Regulations 1999. The Health & Safety at Work Act 1974, S2 & Working at Height Regulations 2005, R 6 & 9	Access to plant rooms & roof areas is restricted
4.2.48	Fixed Electrical Installation Inspections	Electricity at Work Regulations 1989. R4 IEE Regulations 18th Edition. The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.	Current, fixed electrical installation test certificates and records of remedial work are available.
4.2.57	Waste Management	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.	There are suitable Waste Management systems in place.
4.2.99a	Secure Information Box	The Regulatory Reform (Fire Safety) Order 2005. The Fire Safety (England) Regulations 2022.	There is a suitable and sufficient Secure Information Box in place (SIB)

**3.2 Legal Compliance Achieved – No Action Required**

<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Type</b>	<b>Legal Compliances</b>
		<b>Date</b>	22/09/2025
		<b>Assessor</b>	Lisa Walker
		<b>Responsible Person/Body</b>	Grosvenor House Management Ltd
<b>Ref No.</b>	<b>Requirement</b>	<b>Legislation</b>	<b>Observation</b>
4.2.99d	Registration of a high rise residential building with the building safety regulator.	The Regulatory Reform (Fire Safety) Order 2005 The Building Safety Act 2022	Information has been found via The Building Safety Regulator register detailing that the building has been registered with the building safety regulator.  Building registration number - HRB10722V8P6

### 3.3 Hazard Assessment & Observation Process

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

<b>Hazard</b>	Is something which potentially can cause harm.
<b>Risk</b>	Is the <u>likelihood</u> of injury arising from the hazard.
<b>Risk Rating</b>	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)
0	Advisory

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
0	Advisory

Risk Rating		
9-12	<b>1</b>	<b>Immediate</b>
4-8	<b>2</b>	<b>2 to 3 Months</b>
1-3	<b>3</b>	<b>3 to 6 Months</b>
0	<b>0</b>	<b>Advisory</b>

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

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>FSMP04</b>	<b>Fire</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

Throughout

**Hazard Description**

No Fire Safety Management Plan available for High Rise Residential Building (HRRB). This plan forms part of the golden thread of information required for HRRBs. Potential for inadequacies in fire safety which could put building users at risk.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
<b>4</b>	<b>3</b>	<b>12</b>	<b>1</b>

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

The Regulatory Reform (Fire Safety) Order 2005  
Fire Safety Act 2021

**Action Required and Further Control Measure**

Complete a suitable Fire Safety Management Plan for the building. A fire safety management plan details your arrangements to implement, control, monitor and review fire safety standards and to ensure those standards are maintained and is developed as a direct result of a fire strategy and its requirements for a building (or part therein).

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>EL03</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

Numerous

**Hazard Description**

Emergency light inoperative i.e. LED not armed.

Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the main electrical power supply.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

The Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS 5266-1:2016

**Action Required and Further Control Measure**

Employ a qualified, competent and 3rd party accredited contractor to repair / replace the emergency light unit.

Ensure that the emergency lighting system is included on the building's maintenance schedule.

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





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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>FBS03g</b>	<b>Fire</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

Risers throughout

**Hazard Description**

Fire door frame has not been suitably fire stopped to the structural opening.

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:
2	2	4	2

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

The Regulatory Reform (Fire Safety) Order 2005. BS EN 1634-1:2014+A1:2018.

**Action Required and Further Control Measure**

Employ a qualified and competent third party accredited contractor to install suitable fire stopping around the door frame. Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained.

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

## 3.5 Action Plan - Health, Safety &amp; Fire Risk/Hazards - Priority Two

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FCOMP01	Fire
		Assessor	Lisa Walker	
		Date	22/09/2025	
		Responsible Person	Grosvenor House Management Ltd	

## Hazard Location

Risers throughout

## Hazard Description

Breach in compartmentation where 3rd party services horizontally pass through walls. Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.



## People at Risk

Employees/Contractors/Visitors/Public/Tenants

## Hazard Evaluation

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

## Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005  
The Association of Specialist Fire Protection Technical Guidance Document TGD 17

## Action Required and Further Control Measure



Employ a qualified and competent third party accredited contractor to install horizontal fire stopping materials.

Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures	
	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>FD02d</b>	<b>Fire</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

Throughout risers and lobby doors

**Hazard Description**

The threshold gap to the bottom of the door is excessive, ie, larger than 8mm +/- 1mm.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
4	2	8	2

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Regulatory Reform (Fire Safety) Order 2005. BS EN 1634-1:2008+A1:2018

**Action Required and Further Control Measure**

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial work, to ensure that the gap between the door and the floor is less than 8mm +/- 1mm.

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



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>FD04</b>	<b>Fire</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

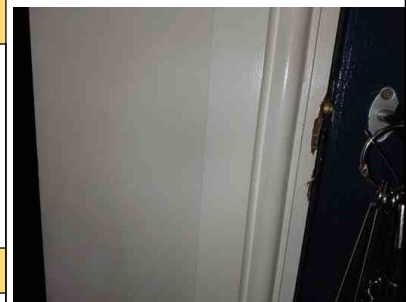
**Hazard Location**

2nd floor riser

**Hazard Description**

Fire door may not perform correctly. Frame has damage.

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
4	1	4	2

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

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

**Action Required and Further Control Measure**

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial works to ensure door will perform correctly.

Ensure doors are regularly inspected.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>FD05</b>	<b>Fire</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

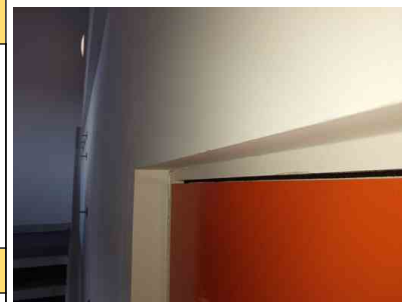
**Hazard Location**

5th floor lobby

**Hazard Description**

Fire door does not close into the frame correctly.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
4	1	4	2

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Regulatory Reform (Fire Safety) Order 2005. Management of Health &amp; Safety at Work Regulations 1999.

**Action Required and Further Control Measure**

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial work to ensure that the door closes into the frame correctly.

Ensure doors are inspected regularly.

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



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>FD16</b>	<b>Fire</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

Throughout

**Hazard Description**

Residential tenants demise main entry doors not seen / inspected. 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 into the communal area and compromise the escape route.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN1634-1:2014+A1:2018  
Fire Safety Act 2021  
PAS 79-1:2020/PAS 79-2:2020

**Action Required and Further Control Measure**

Front doors to flats should be rated to a minimum of half hour fire resistance. As responsibility for this issue usually rests with each individual tenant, the managing agent should write to all tenants / leaseholders at the property and advise them of the need to ensure their front door is rated to a minimum of half hour fire resistance. Fire authorities are increasingly enforcing compliance on this matter due to the importance of maintaining a safe means of escape. A fully compliant half hour rated fire door is of suitable construction and has a self-closing mechanism installed, with cold smoke seals/intumescent strips around the door/frame. Self-closing mechanisms should be installed as a minimum requirement in the short term.

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

## 3.5 Action Plan - Health, Safety &amp; Fire Risk/Hazards - Priority Two

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>No Access</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

5th floor riser and 3rd floor riser and 2nd floor electrical cupboard

**Hazard Description**

The attending advisor was unable to gain access to this area. Keys not turning in the lock.

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

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Health & Safety at Work Act 1974.  
Regulatory Reform (Fire Safety) Order 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 &amp; Fire Risk/Hazards - Priority Two

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>WP16</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

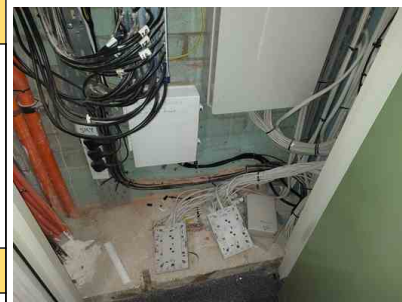
**Hazard Location**

1st floor electrical cupboard

**Hazard Description**

Poor cable management across floor.

Potential trip/fall hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

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

**Action Required and Further Control Measure**

Organise and secure all cables into cable tidies or trunking.

Monitor the cables on a regular basis.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>E01</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

1st floor

**Hazard Description**

Electric intake cupboard door not locked.

Potential for unauthorised access and/or electric shock hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Health and Safety at Work Act 1974. Management of Health &amp; Safety at Work Regulations 1999. Electricity at Work Regulations 1989. IEE Regulations 18th Edition.

**Action Required and Further Control Measure**

Ensure that the door to the electrical intake is kept locked at all times.

Monitor the condition &amp; security of the door and, when required, replace as part of the building maintenance schedule.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>FMES02b</b>	<b>Fire</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

Flat 75

**Hazard Description**

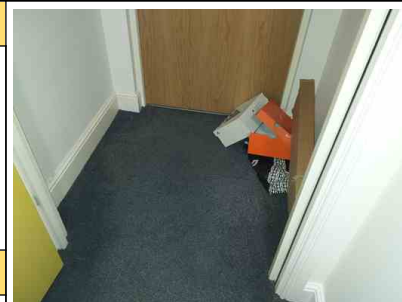
Storage on escape route.

Although not a significant 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**

<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
1	1	1	3

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Regulatory Reform (Fire Safety) Order 2005.

**Action Required and Further Control Measure**

Employ a competent person to remove the items stored on the escape route.

Inform all tenants (in writing) that it is a legal requirement to maintain all fire exits/ escape routes free from obstruction.

Include escape routes and exits in regular property inspections.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>G01</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

Ground floor dry riser

**Hazard Description**

Smashed / damaged glass presents an injury/laceration hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999.  
Workplace (Health, Safety & Welfare) Regulations 1992.

**Action Required and Further Control Measure**

Employ a qualified and competent third party accredited contractor to replace the smashed glazing.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	<b>Risk No/Type</b>	<b>WFS01</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Lisa Walker	
		<b>Date</b>	22/09/2025	
		<b>Responsible Person</b>	Grosvenor House Management Ltd	

**Hazard Location**

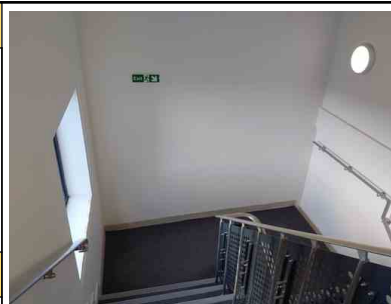
Throughout stairwells

**Hazard Description**

No wayfinding signage displayed.

See Non-compliance 4.2.99.

Potential to delay firefighters ability to identify each floor level, and/or delay them reaching the location of a fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

The Regulatory Reform (Fire Safety) Order 2005.

Fire Safety (England) Regulations 2022

MHCLG Guidance on amendments to the Building Regulations Approved Document B Volume 1 Section B5, 26/11/2020.

**Action Required and Further Control Measure**

Employ a qualified, competent and 3rd party accredited contractor to supply and display suitable wayfinding signage.

Wayfinding signage should be displayed on every landing of a protected stairway and in every protected corridor/lobby into which a firefighting lift opens.

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

### 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	✓
4.2.10	No information or records in regards safety communication for contractors has been made available prior to or at the time of the inspection.	Ensure records are made available to confirm that the managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and 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	No information or records in regards contractor vetting have been made available prior to or at the time of the inspection.	Ensure that records are made available to confirm 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	A Health & Safety Risk Assessment has been carried out at this property, however it was identified that the previous Health & Safety Risk Assessment has not had all of the outstanding remedial actions implemented.	The Responsible Person is to be made aware of the outstanding observations and implement all the necessary remedial actions. Please refer to Section 3.8 `Condensed Summary of Hazards` in both this report and the previous one.  Risk assessments are required to be periodically reviewed.	
4.2.23	A Fire Risk Assessment has been carried out at this property, however it was observed that the previous Fire Risk Assessment has not had all the outstanding remedial actions implemented.	The Responsible Person is to be made aware of the outstanding observations and implement all the resulting remedial actions. Please refer to Section 3.8 `Condensed Summary of Hazards` in both this report and the previous one.  Risk assessments are required to be reviewed regularly.	
4.2.25	No information or records in regards detailed emergency plans have been made available prior to or at the time of the inspection.	Ensure that the detailed Emergency Plan for the property is made available for inspection.	
4.2.27	No schedule in place for the inspection, testing and maintenance of the fire alarm system.	Devise and implement a fire alarm system inspection, testing and maintenance regime and ensure that the procedures are undertaken as specified by current legislation and/or the manufacturer.  Ensure all fire alarm system inspection, testing and maintenance records are up to date and available on site for inspection.	
4.2.35	Dry riser not visually inspected every 6 months or pressure tested annually.	Employ a competent person to undertake 6 monthly visual inspections and annual pressure testing of the dry riser. Main suitable records.	



Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.38	Smoke Ventilation System is not tested monthly and serviced 6 monthly as required.	Employ a competent person to undertake 6 monthly servicing and monthly testing of the smoke ventilation systems. Main suitable records.	
4.2.40	No information or records regarding routine servicing and maintenance of lifts have been made available prior to or at the time of the inspection.	Ensure that the records of routine servicing and maintenance of lifts are made available.	
4.2.40a	No information or records relating to the LOLER 6 monthly statutory engineering inspection of lifting equipment for lifting persons has been made available for review prior to or at the time of the assessment.	Ensure all LOLER statutory engineering inspection of lifts records are made available.	
4.2.42	No information or records in regards the maintenance and inspection of Gas appliances have been made available prior to or at the time of the inspection	Ensure records of regular inspections and annual servicing are made available.	
4.2.52	No information or records in regards the maintenance and inspection of emergency lighting have been made available prior to or at the time of the inspection.	Ensure records for monthly testing and annual servicing are made available in accordance with BS 5266-1:2016.	
4.2.61	No information or records in regards the Control of Legionellosis have been made available prior to or at the time of the inspection	Ensure Legionella Risk Assessment and Water Hygiene Management System records are made available.	
4.2.63	No information or records in regards Accident book / accident reporting have been made available prior to or at the time of the inspection	Ensure records of an accident book/accident reporting procedure which has been reviewed is made available.	
4.2.70	No information or records in regards the maintenance and inspection of Powered Gate and Shutter have been made available prior to or at the time of the inspection	Ensure that relevant testing records for the Powered Gate and Shutter are held on site and available for inspection.	
4.2.73	No information or records in regards Co-ordination, co-operation and communication with residents have been made available prior to or at the time of the inspection	The property manager/responsible person must make available for inspection records to confirm that they have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.	
4.2.74a	The flat entrance doors are not subject to annual inspections.	Devise and implement a regime of annual inspections of the flat entrance doors and maintain records.	
4.2.74b	The communal fire doors are not subject to quarterly inspections.	Devise and implement a regime of quarterly inspections of the communal fire doors and maintain records.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.76	No information in regards property inspections have been made available prior to or at the time of the assessment.	Ensure that records are made available to confirm that the property manager has in place a policy and procedure which has been reviewed, whereby property inspections are carried out on a regular basis, and representative examples of relevant documentation for a sample of managed properties have been seen.	
4.2.99	Wayfinding signage has been displayed however it is not suitable and sufficient.  See hazard code WFS01.	Purchase and display suitable and sufficient wayfinding signage to ensure legal compliance.	
4.2.99b	No information or records of monthly checks of the following lifts and essential firefighting equipment have been made available prior to or at the time of the inspection.  Firefighting lifts, Dry rising mains, fire detection and warning systems	Devise and implement a regime of monthly checks on the lifts and essential firefighting equipment.	
4.2.99c	There is not a policy in place for providing information to the local fire authority on the design, installation and construction of the external wall system.	Devise and implement a policy for providing information to the local fire authority on the design, installation and construction of the external wall system.	

### 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	a
FSMP04	Throughout	No Fire Safety Management Plan available for High Rise Residential Building (HRRB). This plan forms part of the golden thread of information required for HRRBs. Potential for inadequacies in fire safety which could put building users at risk.	1	
EL03	Numerous	Emergency light inoperative i.e. LED not armed.  Potential to cause serious injury and to hinder an evacuation from the building in the event of an emergency situation or failure of the main electrical power supply.	2	
FBS03g	Risers throughout	Fire door frame has not been suitably fire stopped to the structural opening.  Potential for fire, heat and smoke to spread through the property.	2	
FCOMP01	Risers throughout	Breach in compartmentation where 3rd party services horizontally pass through walls. Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	2	
FD02d	Throughout risers and lobby doors	The threshold gap to the bottom of the door is excessive, ie, larger than 8mm +/- 1mm.  Potential for fire and smoke to spread through property.	2	
FD04	2nd floor riser	Fire door may not perform correctly. Frame has damage.  Potential for fire and smoke to spread through property	2	
FD05	5th floor lobby	Fire door does not close into the frame correctly.  Potential for fire and smoke to spread through property.	2	
FD16	Throughout	Residential tenants demise main entry doors not seen / inspected. 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 into the communal area and compromise the escape route.	2	
No Access	5th floor riser and 3rd floor riser and 2nd floor electrical cupboard	The attending advisor was unable to gain access to this area. Keys not turning in the lock.  Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
WP16	1st floor electrical cupboard	Poor cable management across floor.  Potential trip/fall hazard.	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	a
E01	1st floor	Electric intake cupboard door not locked.  Potential for unauthorised access and/or electric shock hazard.	3	
FMES02 b	Flat 75	Storage on escape route.  Although not a significant 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.	3	
G01	Ground floor dry riser	Smashed / damaged glass presents an injury/laceration hazard.	3	
WFS01	Throughout stairwells	No wayfinding signage displayed.  See Non-compliance 4.2.99.  Potential to delay firefighters ability to identify each floor level, and/or delay them reaching the location of a fire.	3	

## 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 paragraph's 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)

For a full list of the fire arrangements considered in the formulation of this report, please visit:  
<https://docs.4siteconsulting.co.uk/downloads/FireQuestionSet.pdf>

For a full list of the health & safety arrangements considered in the formulation of this report, please visit: <https://docs.4siteconsulting.co.uk/downloads/HSQuestionSet.pdf>

## 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](mailto:office@4siteconsulting.co.uk)  
Web: [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk)

### HSE Books & Publications

PO Box 29  
Norwich  
NR3 1GN

Tel: +44 (0)333 202 5070  
Fax: +44 (0)333 202 5080  
Web: [books.hse.gov.uk](http://books.hse.gov.uk)

### British Standards

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

Tel: +44 345 086 9001  
Web: [www.bsigroup.com](http://www.bsigroup.com)

### Health & Safety Executive

Head Office  
Redgrave Court  
Merton Road  
Bootle Merseyside  
L20 7HS

To find your local HSE office, visit:  
[www.hse.gov.uk](http://www.hse.gov.uk)

### The Stationery Office (formerly HMSO) (For copies of Acts & Regulations)

TSO Customer Services  
PO Box 29  
Norwich  
NR3 1GN

Telephone orders: +44 (0)333 200 2425  
Fax orders: +44 (0)333 202 5080  
General enquiries: +44 (0)333 202 5070  
Fax enquiries: +44 (0)333 202 5080  
Web: [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

### Fire Protection Association

London Road  
Moreton in Marsh  
Gloucestershire  
GL56 0RH

Tel: +44 (0)1608 812 500  
Web: [www.thefpa.co.uk](http://www.thefpa.co.uk)

### The Institution of Fire Engineers

IFE House  
64-66 Cygnet Court  
Timothy's Bridge Road  
Stratford-upon-Avon  
CV37 9NW

Tel: +44 (0) 1789 261463  
Web: [www.ife.org.uk](http://www.ife.org.uk)



## 5.4 Certificate of Conformity

Verify at [ssaib.org](http://ssaib.org)

### Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

#### Schedule

**Part 1a Name of issuing Certificated Organisation:** 4site Consulting Ltd

**Part 1b BAFE registration number of issuing Certificated Organisation:** ESSX241

**Part 2 Name of client:** Grosvenor House Management Ltd

**Part 3a Address of premises for which the fire risk assessment was carried out:**

Grosvenor House - 112-114 Prince of Wales Road - Norwich - - NR1 1NS

**Part 3b Part or parts of the premises to which the fire risk assessment applies:** All communal areas including but not limited to, stairwells, circulation routes, service risers/cupboards and all ancillary areas.

**Part 4 Brief description of the scope and purpose of the fire risk assessment:** This risk assessment report is limited to the areas identified in Part 3 of this schedule and aims to identify significant risks to life from fire.

**Part 5 Effective date of the fire risk assessment:** 22/09/2025

**Part 6 Recommended date for review of the fire risk assessment:** 21/09/2026

**Part 7 Unique reference number of this certificate:** HSF63372/0017/220925/2

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment. This certificate and scheme only relate to the elements of this report concerning life safety fire risk assessment.

Signed for and on behalf of the issuing Certificated Organisation:

**Irtaza Sadiq L4 Fire Dip**

**Date of issue:** 29/09/2025

**Name and address of Third-Party Certification Body:** SSAIB, 7-11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear, NE25 9SX

*BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH*  
[www.bafe.org.uk](http://www.bafe.org.uk)

**N.B.:** If this report covers more than one building or premises, it has been determined that one certificate is sufficient to cover all buildings/premises involved in the assessment as the risk assessment has been conducted as a single, coherent, documented exercise.

# 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'