



Health Safety & Fire Risk Assessment

4

The Lock Property Management Company Ltd

Undertaken at

The Lock

19 Fleming Way

Swindon

SN1 2NG

Care of

MCR Homes



Report Compiled By

Faz Siraj

4site Consulting Limited

Report reference No: HSF51336/0016/260924/5

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1.0 Introduction

1.1 Health, Safety & Fire Combined Risk Assessment

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

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/PAS 79-2:2020 Fire Risk Assessment Guidance & Methodology, 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.

Faz Siraj undertook this assessment on 26/09/2024. This report was then checked for quality and verified by Bob DowTIFireE, TechIOSH,MIFSM on 30/10/2024 09:46:46. The content of this report is based on the information and access provided to the consultants at the time of this assessment. Any recommendations or advice in this report is based upon evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. While every care is taken to interpret the current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

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

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

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

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

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

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

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

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

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

"So Far As Is Reasonably Practicable" (SFAIRP)

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

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

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

"Reasonably Practicable".

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

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

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

1.2 Property Information

Site Address		Client	
The Lock 19 Fleming Way Swindon SN1 2NG		The Lock Property Management Company Ltd	
		Management	
		MCR Homes	
		Type of Business	
		Hairdressers to ground floor.	
Responsible Person/Body		Contact	
The Lock Property Management Company Ltd		Sanan Khan	
Contact Number (if available)		01612 740472	
Local Authority		Areas Inspected	
Swindon borough Council, Dorset and Wiltshire fire and rescue.		Common areas.	
Type of Property		Areas Excluded	
High rise residential.		Roof, flats and commercial units.	
Tenants & Vacant Areas		Location	Contact / Wardens
		Fire Risk Assessment	
Tenants & Vacant Areas		N/A	N/A
Property Summary			
No. of People on Premises		Circa 88	
Buildings Drawings		Not available.	
Access Restrictions		No access to tenants demises.	
Roof Access		None.	
Approximate year of construction		1980	
Car Park Facilities		N/A	
Approx Size (Flats or Units)		44 flats.	
Total No. of Floors (including basement)		8: Ground to 7th floor	
Property Usage		Residential	
Manned Reception		No	
Total No. of Exits		3	
Total No. of Lifts		2	
Approx No. of Employees		None	
External Areas (if to be included)		N/A	
Security Measures		Code entry, CCTV.	
Total No. of Stairways		2	

1.2 Property Information (Cont.)

Persons at Special Risk	Disabled/tenants/employees/contractors/visitors		
Property Risk Assessment/Audit	Location	Last Update	Issued By
Asbestos Survey/Re inspection	Unknown	Unknown	N/A
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Unknown	Unknown	N/A
Health and Safety Risk Assessment	Unknown	Unknown	N/A
Fire Strategy	N/A		
Water Hygiene Risk Assessment	Clients office	21/02/2024	C&S Water Treatment Ltd
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	N/A		
Boilers	N/A		
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	N/A		
Electrical Distribution	Clients office	8	15/08/2024
Electrical Intake	Clients office	1	15/08/2024
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	Clients office		02/05/2024
Passenger/Goods/Fire Lifts	Clients office		11/07/2024
Plant Control Panels	N/A		
Pressurisation Units	N/A		
Water Booster Pumps	N/A		
Fall Protection Equipment	Location	Quantity	Last Service
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	N/A	
Dry/Wet Rising Main	Dry risers	Unknown
Emergency Lighting	Maintained	15/07/2024
Fire Alarm System	L3, Addressable, entrance lobby.	15/07/2024
Fire Doors	30 minutes to flats-presumed.	Unknown
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	N/A	Unknown
Smoke Dampers	N/A	
Smoke Detectors	Appear L3 linked to fire alarm.	15/07/2024
Smoke Ventilation System	Roof mounted in stairwells.	04/06/2024
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	Recommended for next major refurbishment.	

Fire Loss Experience & The Cause Where Known

Arson	None notified.
Electrical Faults	
Smoking	
Portable heaters, etc.	
Cooking	
Lightning	
Hot works	
Housekeeping	
Other significant ignition sources or process hazards	

Additional Information

Building description and construction:

The Lock is a stand alone purpose build High Rise property standing at 8 storeys. The ground floor has a residents lobby and commercial units (not part of this report). The residential flats start at the 1st floor and there are 44 flats in total.

An approximate building height of 21m, calculated at 3m per floor (as per Building Regulations Approved document A – Structure), measured from the ground floor to the floor level of the upper most occupied floor. This measurement is an approximation and not a defined height of the building. The requirement to determine the buildings height is detailed within the Building Safety Act 2022.

Entrance is into the residents lobby area where there are lifts to all floors. The fire alarm unit is in the lobby with a zone plan for the building, the Security Information Box and entrance to the plant room. Each floor has access to the two lifts in the stair lift lobby, with lobby doors leading tot the flat entrance doors.

Additional Information**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. Based on the non-intrusive observations made by the advisor, the external of the block appear 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 – 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 it is visited by the managing agents who are familiar with the access / escape routes and evacuation procedures. 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:

All assumptions on building compartmentation / fire separation taken on the basis of the visual inspection. It's unknown if the property building fabric offers sound structural condition or offers suitable fire separation that will inhibit the spread of fire, heat and smoke between compartments. An automatic fire detection and warning system is installed within the communal areas as a compensatory measure, however' it's unknown if it extends into the tenants demised areas. displayed. 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. In conducting a visual survey of the tenants doors from the communal / circulation routes, the tenant's doors appear to be original from build, 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. It is the responsibility of the landlord / owner of each unit to ensure that the main entry fire doors to each demise is fully functional and meets the required standard of fire / smoke protection.

Active Fire Protection:

An automated zonal fire alarm and detection to to L3 level (subject to confirmation) is installed and there is a smoke vent in the top of the firefighting shaft/stairwell.

Firefighting access/facilities:

There is access from the main road for the fire services and a dry riser to the rear of the building and outlets to each floor. Wayfinding signage is provided.

Escape routes and travel distances:

Travel distances are within the expected parameters with the means of escape considered to be simple and straightforward to use, free from obstructions with no significant risk in term of the storage and fire loading of combustible items with good housekeeping and adequate arrangements for waste /refuse collection.

Additional Information

Measures to help aid evacuation:

Maintained emergency lighting is provided in the escape routes and the main stairwell is lobbied and protected. An AOV is fitted in the top of the stairwell with adequate wayfinding and escape signage.

Future assessments:

Periodic assessments should be carried out and the Responsible Person should ensure actions are completed to minimise risk.

1.3 Fire Policy & Risk Rating

Fire Emergency Policy For The Lock

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

Fire Policy Reasoning	Fire Policy Limitations
<p>In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'. The property appears to be constructed to the 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. There is an active fire warning and detection system installed that may encourage evacuation and compromise the 'Stay Put' policy. Please note that the non-compliances and hazards identified within this report must be addressed to ensure this policy can be adhered to.</p> <p>Those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire services.</p>	<p>The 'Stay Put Policy' is based upon the likelihood that the building meets Building Regulations on the basis of its age and construction, and that there will be no hidden fire separation breaches in compartmentation within the communal and non-communal areas. Should there be any future fire separation breaches in compartmentation anywhere in the property, a change in the 'Stay Put' policy to 'Evacuate' may be required.</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 it's 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 26/09/2024 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	7	10	0	1	1
Fire Risk	3	4	0	7	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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.10
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.11
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.16
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company Ltd

Requirement	Example
Asbestos Register	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. Management of Health & Safety at Work Regulations 1999. Control of Asbestos Regulations 2012 R3

Assessment Observations
No records in regards asbestos surveys have been made available prior to or at the time of the inspection.

Action Required/Recommendations
Ensure the asbestos survey/register and management plan for the property or a copy of the written confirmation from the property developer/contractor confirming that the property construction materials do not contain asbestos, are available for inspection by employees and contractors.

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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.25
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.35
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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
No information or records in regards the 6 monthly visual inspections or annual pressure testing have been made available prior to or at the time of the inspection. The water feed for the fire brigade.

Action Required/Recommendations
Ensure records of 6 monthly visual inspection and annual pressure testing 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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.44
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company Ltd

Requirement	Example
Planned Preventative Maintenance Schedules	No picture required

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. R4. Provision and Use of Work Equipment Regulations 1998. R 5 & 6. The Lifting Operations and Lifting Equipment Regulations 1998.

Assessment Observations
No information or records in regards planned preventative maintenance schedules (PPM) have been made available prior to or at the time of the inspection

Action Required/Recommendations
Review and revise the list of equipment within the property that are required to be placed on the Planned Preventative Maintenance (PPM) schedule.
Employ qualified, competent and 3rd party accredited contractors to undertake the required maintenance on the Planned Preventative Maintenance (PPM).

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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.63
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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 managing agent / responsible person contact details displayed. Potential for accidents to occur without being correctly reported and/or investigated.

Action Required/Recommendations

Prominently display managing agent contact details by entrance e.g. on tenant board in order that accidents can be reported correctly.

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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.73
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.74a
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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 reportedly subject to annual inspections, but there were no records available to confirm this..

Action Required/Recommendations
Ensure that records of the annual inspections of the flat entrance doors 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	The Lock 19 Fleming Way Swindon SN1 2NG	Ref No	4.2.74b
		Assessor	Faz Siraj
		Date	26/09/2024
		Responsible Person/Body	The Lock Property Management Company 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 reportedly subject to quarterly inspections but there were no records made available.

Action Required/Recommendations
Ensure that records of the quarterly inspections of the communal fire doors are made available.

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	The Lock 19 Fleming Way Swindon SN1 2NG		Type	Legal Compliances
			Date	26/09/2024
			Assessor	Faz Siraj
			Responsible Person/Body	The Lock Property Management Company 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.	
4.2.27	Fire Alarm Testing & Maintenance	Regulatory Reform (Fire Safety) Order 2005. BS EN 54:- Fire detection and fire alarm systems. BS 5839-1:2017	Fire alarm system is tested, inspected, maintained and all records are retained on site.	
4.2.38	Smoke Ventilation System. Management of testing & servicing.	Regulatory Reform (Fire Safety) Order 2005. BS 7346 Pt 8.	Smoke Ventilation System is tested monthly and serviced 6 monthly with suitable records maintained.	
4.2.40	Lifting Equipment; Management of maintenance & inspection.	Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974	Routine servicing and maintenance of lifts has been carried out with records maintained on site.	
4.2.40a	Lifting Equipment; Statutory inspection of lifting equipment.	Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974	Statutory 6 monthly lift engineering inspections for lifting persons has been carried out in accordance with an examination scheme and the records are maintained and provided.	
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.	

3.2 Legal Compliance Achieved – No Action Required

Site Address	The Lock 19 Fleming Way Swindon SN1 2NG		Type	Legal Compliances
			Date	26/09/2024
			Assessor	Faz Siraj
			Responsible Person/Body	The Lock Property Management Company Ltd
Ref No.	Requirement	Legislation	Observation	
4.2.50	Lightning Conductors; Management, maintenance & inspection.	Electricity at Work Regulations 1989. BS 6651:1999. BS 62305-1:2011.	Lightning conductors have been tested and records are available for inspection.	
4.2.52	Emergency Lighting; Management of maintenance & inspection.	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	Emergency lighting is tested and maintained as required. Records are up to date and available for inspection.	
4.2.99	Wayfinding Signage	The Regulatory Reform (Fire Safety) Order 2005. The Fire Safety (England) Regulations 2022.	Suitable and sufficient wayfinding signage is not displayed throughout the property.	
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), though there was no access to this on the day of the visit. Contents should be checked for compliance.	
4.2.99b	Lifts and Essential Firefighting Equipment	The Regulatory Reform (Fire Safety) Order 2005. The Fire Safety (England) Regulations 2022.	Monthly checks are carried out on lifts and essential firefighting equipment with evidence provided. Firefighting lifts, Evacuation lifts, Dry/Wet rising mains, Smoke control systems, fire detection and warning systems,	
4.2.99c	Information on the External Wall Design, Installation and Construction.	The Regulatory Reform (Fire Safety) Order 2005. The Fire Safety (England) Regulations 2022.	There is a policy in place for providing information to the local fire authority on the design, installation and construction of the external wall system.	
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 - HSB13948P4X6	

3.3 Hazard Assessment & Observation Process

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

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

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

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

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

Severity	
4	Single or multiple death
3	Major injury (as defined by RIDDOR)
2	Minor injury (more than 7 days off work)
1	Trivial injury (less than 7 days off work)
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	1	Immediate
4-8	2	2 to 3 Months
1-3	3	3 to 6 Months
0	0	Advisory

3.3 Hazard Assessment & Observation Process (Cont.)

Please note the following:

Presently there are no Priority 1 Hazards

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	BS07	H&S
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
Ground floor (Gf) plant room.

Hazard Description	
No handrail fitted to stairs. Potential fall hazard.	
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
Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999.The Building Regulations 2010, Document K/Document M.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to install / repair handrail.	
Ensure the handrails are included within the building maintenance and inspection 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				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FCOMP02	Fire
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
Gf electrical installation.

Hazard Description	
Breach in compartmentation where 3rd party services vertically pass through ceiling / floor. 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 vertical fire stopping materials. Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;">Action Carried Out By:</td> <td>Action Taken:</td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	Action Carried Out By:	Action Taken:	Date:	
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				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FCOMP15	Fire
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
Gf plant room

Hazard Description	
Plasterboard joints have not been taped / jointed with obvious gaps noted between them. 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:
3	2	6	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 competent and third party contractor to ensure all plasterboard gaps/damage are suitably taped / jointed / repaired. Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;">Action Carried Out By:</td> <td>Action Taken:</td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	Action Carried Out By:	Action Taken:	Date:	
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				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FD02c	Fire
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
5th, 6th,7th floor lobby door.

Hazard Description	
The gap between the fire door leaf and the frame is excessive. Potential for fire and smoke to spread through property.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	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. 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 leaf and the frame is 3mm +/- 1mm.
Action Carried Out By:
Date:
Action Taken:

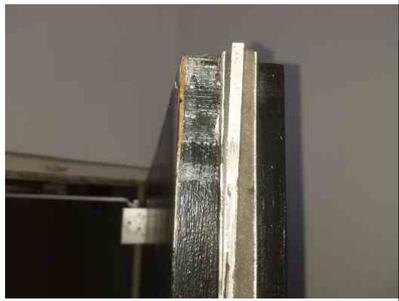
Hazard Pictures



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FD04	Fire
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
Gf stairwell

Hazard Description	
Fire door may not perform correctly damaged door and seals. Potential for fire and smoke to spread through property	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

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

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 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:
Date:
Action Taken:

Hazard Pictures



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FD05	Fire
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
7th floor 2nd stairwell door.

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

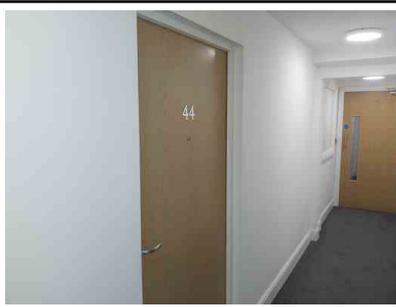
Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

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				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FD16	Fire
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
All floors.

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.			
<table border="1"> <tr> <td>Action Carried Out By:</td> <td rowspan="2">Action Taken:</td> </tr> <tr> <td>Date:</td> </tr> </table>	Action Carried Out By:	Action Taken:	Date:
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				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FSD02	Fire
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
Gf plant room.

Hazard Description	
Smoke / heat detector incorrectly fitted and may preventing it from operating in this area. Potential to delay the activation of the fire alarm system and/or evacuation process.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
3	2	6	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.

Action Required and Further Control Measure
Smoke/heat detector appears to be incorrectly installed and requires correction. Routinely check this area to ensure condition of smoke/heat detectors.
Action Carried Out By:
Date:
Action Taken:

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	FAP01	H&S
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
Entrance lobby.

Hazard Description	
No fire action notices displayed adjacent to the fire alarm manual call points/inside communal entrance.	
Potential in delaying evacuation process.	
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
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure	
Provide a fire action notices, to be displayed inside the communal entrance. Where required, they are to be completed with the current and correct information.	
Ensure signage is included in the regular property inspections.	
Action Carried Out By:	Action Taken:
Date:	

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Lock 19 Fleming Way Swindon SN1 2NG	Risk No/Type	W10	H&S
		Assessor	Faz Siraj	
		Date	26/09/2024	
		Responsible Person	The Lock Property Management Company Ltd	

Hazard Location
Smell throughout the building and ground floor electric cupboard. Mould in stairwell.

Hazard Description	
Evidence of mould and defective internal soil pipes due to smell. Investigate and resolve smell and mould issues.	
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 & 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, competent and 3rd party accredited contractor to investigate the source of the smells and mould. Ensure area is inspected regularly as part of the building maintenance schedule to check for any recurrence.
Action Carried Out By:
Date:
Action Taken:

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.	
4.2.16	No records in regards asbestos surveys have been made available prior to or at the time of the inspection.	Ensure the asbestos survey/register and management plan for the property or a copy of the written confirmation from the property developer/contractor confirming that the property construction materials do not contain asbestos, are available for inspection by employees and contractors.	
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.	
4.2.35	No information or records in regards the 6 monthly visual inspections or annual pressure testing have been made available prior to or at the time of the inspection. The water feed for the fire brigade.	Ensure records of 6 monthly visual inspection and annual pressure testing are made available.	
4.2.44	No information or records in regards planned preventative maintenance schedules (PPM) have been made available prior to or at the time of the inspection	Review and revise the list of equipment within the property that are required to be placed on the Planned Preventative Maintenance (PPM) schedule. Employ qualified, competent and 3rd party accredited contractors to undertake the required maintenance on the Planned Preventative Maintenance (PPM).	
4.2.63	No managing agent / responsible person contact details displayed. Potential for accidents to occur without being correctly reported and/or investigated.	Prominently display managing agent contact details by entrance e.g. on tenant board in order that accidents can be reported correctly.	

Legal Non-Compliances – Action Required			
(Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
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 reportedly subject to annual inspections, but there were no records available to confirm this..	Ensure that records of the annual inspections of the flat entrance doors are made available.	
4.2.74b	The communal fire doors are reportedly subject to quarterly inspections but there were no records made available.	Ensure that records of the quarterly inspections of the communal fire doors are made available.	

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
BS07	Ground floor (Gf) plant room.	No handrail fitted to stairs. Potential fall hazard.	2	
FCOMP02	Gf electrical installation.	Breach in compartmentation where 3rd party services vertically pass through ceiling / floor. Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	2	
FCOMP15	Gf plant room	Plasterboard joints have not been taped / jointed with obvious gaps noted between them. Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	2	
FD02c	5th, 6th,7th floor lobby door.	The gap between the fire door leaf and the frame is excessive. Potential for fire and smoke to spread through property.	2	
FD04	Gf stairwell	Fire door may not perform correctly damaged door and seals. Potential for fire and smoke to spread through property	2	
FD05	7th floor 2nd stairwell door.	Fire door does not close into the frame correctly. Potential for fire and smoke to spread through property.	2	
FD16	All floors.	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	
FSD02	Gf plant room.	Smoke / heat detector incorrectly fitted and may preventing it from operating in this area. Potential to delay the activation of the fire alarm system and/or evacuation process.	2	
FAP01	Entrance lobby.	No fire action notices displayed adjacent to the fire alarm manual call points/inside communal entrance. Potential in delaying evacuation process.	3	
W10	Smell throughout the building and ground floor electric cupboard. Mould in stairwell.	Evidence of mould and defective internal soil pipes due to smell. Investigate and resolve smell and mould issues.	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)

5.3 Useful Contact Addresses

4site Consulting Limited

Unit 4
Exchange Court
London Road
Feering
Essex
CO5 9FB

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

HSE Books & Publications

PO Box 29
Norwich
NR3 1GN

Tel: +44 (0)333 202 5070
Fax: +44 (0)333 202 5080
Web: 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

Health & Safety Executive

Head Office
Redgrave Court
Merton Road
Bootle Merseyside
L20 7HS

To find your local HSE office, visit:
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

Fire Protection Association

London Road
Moreton in Marsh
Gloucestershire
GL56 0RH

Tel: +44 (0)1608 812 500
Web: 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

5.4 Certificate of Conformity



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: The Lock Property Management Company Ltd

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

The Lock - 19 Fleming Way - Swindon - - SN1 2NG

Part 3b Part or parts of the premises to which the fire risk assessment applies: Common 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: 26/09/2024

Part 6 Recommended date for review of the fire risk assessment: 25/09/2025

Part 7 Unique reference number of this certificate: HSF51336/0016/260924/5

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:

Bob Dow TIFireE, TechIOSH, MIFSM

Date of issue: 30/10/2024 09:46:46

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

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''