



Health Safety & Fire Risk Assessment

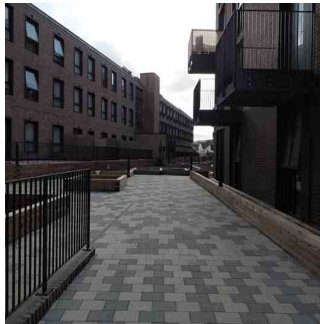
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The Old Works Management Ltd

Undertaken at
**The Old Works
Leigh Street
High Wycombe
HP11 2RA**

Care of

MCR Homes



Report Compiled By

Olga Pavelchuk

4site Consulting Limited

Report reference No: HSF63372/0015/010925/3

Site Visit Date: 01/09/2025

Review Due Date: 31/08/2026

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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 Old Works.

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.

Olga Pavelchuk undertook this assessment on 01/09/2025. This report was then checked for quality and verified by Daniel KomolafeMSc(H&S), L4FireDip, TIFireE, MIFSM, CertIOSH. on 09/09/2025. 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. 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 Old Works Leigh Street High Wycombe HP11 2RA	The Old Works Management Ltd		
	Management		
	MCR Homes		
	Type of Business		
	Managing agents		
Responsible Person/Body	Contact		
The Old Works Management Ltd	Warren Jagne		
Contact Number (if available)	0161 274 0472		
Local Authority	Areas Inspected		
Buckinghamshire Council / Buckinghamshire Fire & Rescue Service	All communal areas including but not limited to, stairwells, circulation routes, service risers/cupboards and all ancillary areas		
Type of Property	Areas Excluded		
Purpose built residential	Tenants demise		
Tenants & Vacant Areas	Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas	N/A	N/A	N/A
Property Summary			
Car Park Facilities	Basement car park		
Approx Size (Flats or Units)	228 Flats		
Property Usage	Sleeping accommodation		
Total No. of Lifts	6, 5 Passenge & 1 firefighting		
Total No. of Floors (including basement)	5-7 Basement to 3rd - 5th floors		
Total No. of Exits	8 Communal		
Total No. of Stairways	6 Communal		
Approx No. of Employees	1, Mon-Fri office hours		
Manned Reception	Within Williams lodge		
Security Measures	Intercom, key, fob and CCTV		
Roof Access	See hazards section		
No. of People on Premises	Approximately 228-550		
External Areas (if to be included)	Access and Egress routes		
Access Restrictions	See hazards section		
Buildings Drawings	None provided		
Approximate year of construction	Circa 2023		

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	N/A		N/A
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Clients office	21/08/2024	4Site Consulting Ltd
Health and Safety Risk Assessment	Clients office	21/08/2024	4Site Consulting Ltd
Fire Strategy	N/A		
Water Hygiene Risk Assessment	Clients office	10/11/2022	C&S Water treatment
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	Car park		Unknown
Boilers	N/A		
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	Tank room		Unknown
Electrical Distribution	Tenants demise	228	Unknown
Electrical Intake	Electrical intake cupboards		Unknown
Gas Intake	N/A		
Generators	Generator/welfare room	1	Unknown
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	Each block	6	Unknown
Plant Control Panels	N/A		
Pressurisation Units	Tank room	3	Unknown
Water Booster Pumps	Tank room	3	Unknown
Fall Protection Equipment	Location	Quantity	Last Service
Edge Protection	De Havilland top floor		Unknown
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 / Non maintained	Unknown
Fire Alarm System	Grade C Category L4	Unknown
Fire Doors	FD30/60/60S	Unknown
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	30/60 minute fire resistance	Unknown
Smoke Dampers	N/A	
Smoke Detectors	Mains powered optical SDs linked to AOV and FA	Unknown
Smoke Ventilation System	AOV windows & shafts linked to SDs & switches	Unknown
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	Wet, residential category 2	Unknown

Fire Loss Experience & The Cause Where Known

Arson	None advised
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 Old Works, Leigh Street, High Wycombe, HP11 2RA is medium/potentially high rise purpose build residential property/estate consisting of four blocks (Birch House (6 storey), Bishops Building (6 storey), De Havilland (7 storey) and Williams Lodge (6 storey) build circa 2023 housing two hundred twenty eight residential flats above car park (open air and basement accessed via powered gate) on ground/basement to upper third/fifth/sixth floor.

All blocks are accessed from the courtyard.

The buildings offers six/seven occupied floors (basement/ground(car park) to upper third/fifth/sixth floor) with an approximate height of 12/15/18m, calculated at 3m per floor (as per Building Regulations Approved Document A – Structure). Measured from the ground floor to the floor level of the uppermost occupied floor.

Additional Information

This measurement is an approximation and not a defined height of the building, for a more accurate height, it's recommended that the building height is professionally measured.

The main communal entrance of Birch House opens into hallway housing lift, door leading to ground floor and basement car park, door lobby housing electrical cupboards and door to flats located off an open aired landing. The stairs then rise to the 3rd floor with fire door leading to flats and all flats located off the open aired landing. Floor plan within communal entrance also suggests that there are upper third & roof floors.

Birch House flats 1-2, 3-4, 5-6 7-8, 9-10, 11-12 have separate access from side of building via external brick/concrete stairwells and very small communal entrances.

The main communal entrance of Bishops Building opens into a lobby housing metal mailboxes and then door to lobby providing access to refuse store, cycle store, door to the tenant's demise entry doors/risers within fire lobby and door to protected stairwell also housing passenger lift. The stairwell descends to car park and also rise to provide access to tenant's demise entry doors/risers on upper floors.

The main communal entrance of De Havilland opens to lobby housing metal mailboxes and then door to lifts (including firefighting lift) lobby (which also housing service risers and AOV shaft), door to stairwell. The stairwell descends to car park and also rise to provide access to tenant's demise entry doors/risers on upper floors. There is additional exit to courtyard from one of the flats lobbies on first floor.

The main communal entrance of Williams Lodge opens into a hallway housing door which provides access to lobby (housing tenant's demise entry doors/risers and lift) and stairwell. The stairwell descends to car park providing additional fire exit and also rise to provide access to tenant's demise entry doors/risers on upper floors.

Williams Lodge also housing office, Gym, Sub-station, Generator/Welfare rooms and Disabled lift accessed externally.

Access on the day of the inspection was gained via keys/fobs provided by site based staff (office within Williams Lodge) and returned after the assessment.

External wall, balconies and attachments:

The building is constructed of concrete, brick and breeze block materials with exposed brick façade, limited cladding and flat roof.

The property fabric appears to be in sound structural condition, constructed to building regulations at the time of construction, using fire rated materials such as concrete, brick and block that will inhibit the spread of fire, heat and smoke between compartments.

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. Therefore, A Fire Risk Appraisal of External Walls (FRAEW) is not considered necessary at this time.

Occupancy Characteristics:

The property is primarily occupied by those who sleep within the property and use it 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.

Additional Information

Contractors – Their knowledge of the property will vary depending 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 work.

Staff – The site is staffed during office hours - 1 employee within Williams lodge.

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:

Fire doors are located on each floor leading into the flats lobbies and on all service/riser cupboards (all blocks) and are rated as 30/60 minute doors. Intumescent strips and smoke seals are installed on all doors which also have suitable fire rated hinges (unless specified within hazards section), self-closing devices installed (where required) and adequate signage informing the building occupants to keep them shut/locked, unless specified within hazards section.

The resident's doors appear to be in good condition and fit within their frames, however a separate fire door inspection of resident's demise doors and communal doors should be undertaken in order to confirm the condition of the doors.

Active Fire Protection:

The design and construction methods used within this purpose-built property are consistent with those supporting a 'Stay Put' policy, including using fire-rated materials for fire doors, floors, walls and ceilings that will inhibit the spread of fire, heat and smoke between compartments, therefore an active communal alarm system is not required.

However, there is Grade C Category L4 Fire Alarm installed throughout linked to smoke ventilation systems (AOV shafts and windows) within all blocks.

Firefighting access/facilities:

Firefighting appliances can access the property via the front with the roadway clear for access and suitable hardstanding surfaces are available for firefighting appliances.

Dry risers and sprinkler systems are also installed throughout.

Escape routes and travel distances:

Flats are housed within fire lobbies which in turn lead to protected and enclosed stairwell/s. The stairwell /s descends onto street level to the main communal and additional entrances (where applicable) of the property.

All escape routes were clear of stored items and have no combustible linings. Escape travel distances leading from the tenant's flats to the next point of safety are considered adequate (Within the maximum distance for means of escape) and additionally mitigated by level of compartmentation and installation of AOV.

Measures to help aid evacuation:

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

Emergency Planning:

At the time of the assessment, the property had no evacuation policy displayed, refer to FAP01.

Additional Information**Documentation**

A document information box is located within each block and office within Williams lodge and potentially holds information on the site equipment test, service and maintenance, however there were no key available for assessor to access the box/es

All information in regards to the site equipment's service records, inspection sheets etc. were requested when on site and as part of the original email correspondence when confirming the works. All documents loaded into the client's online portal were also reviewed prior to the completion of the report. Any gaps in information are due to the paperwork not being available at the time of the request.

Future assessments:

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.

This risk assessment was undertaken on the common areas only; the tenant's demises were not assessed during this assessment and do not fall within the scope of this report. Each demised unit should be fitted with a fire-resistant entry door, smoke detection and warning units and carbon monoxide alarms (where required) to help give early warning and aid evacuation in the event of an emergency. 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.

Additionally, a Health Safety risk assessment was undertaken by 4Site Consulting Ltd on 21/08/2024, however there have been no evidence provided of remedial works completed, refer to 4.2.13.

1.3 Fire Policy & Risk Rating

Fire Emergency Policy For The Old Works

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 building regulations using fire rated materials for fire doors, floors, walls and ceilings that will inhibit the spread of fire, heat and smoke between compartments.</p> <p>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. Please see hazard code FAL07.</p> <p>However, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire services.</p>	<p>The 'Stay Put Policy' is based upon the likelihood that the building meets Building Regulations on the basis of its age and construction, and that there will be no hidden fire separation breaches in compartmentation within the communal and non-communal areas. Should there be any future fire separation breaches in compartmentation anywhere in the property, and there is an installation of a communal active Fire Protection System to encourage evacuation, 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 01/09/2025 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	29	5	0	9	8
Fire Risk	7	1	0	10	5

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.1
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Health & Safety provisions required where there are site based employees. These include but are not limited to- Health & Safety Policy Statement, Health & Safety Organisation and Arrangements, Health & Safety Poster, Employers liability Certificate, Welfare facilities, Health & Safety staff training records, Manual handling risk assessments, DSE risk assessments, First Aid assessments, Task risk assessments.	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 Regs 1999. The Health & Safety (Consultation with Employees)1996. Employers Liability (Compulsory Insurance) Act 1969. Workplace (Health, Safety & Welfare)1992. Manual Handling Operations 1992. Health & Safety (Display Screen Equipment)1992. Health & Safety (First Aid)1981.

Assessment Observations

No information or records in regards the health and safety provisions have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Introduce required Health & Safety provisions for on site employees. Monitor and review Health & Safety provisions on a regular basis.
Note: If any onsite staff are employed through a sub-contractor, ensure sub-contractor provides the appropriate provisions.

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.10
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.11
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.12
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Permit to work system.	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. R8 & 12 Provision & Use of Work Equipment Regulations 1998. R 7,11 &12
Construction (Design & Management) Regulations 2015

Assessment Observations

No information or records in regards permit to work systems have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure records of permit to work system are 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.13
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.1a
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Fire Safety provisions required where there are site based employees. These include but are not limited to - Fire safety management plan, Fire / site induction training, Fire awareness training, Fire warden training.	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) Act 2005

Assessment Observations

No suitable Fire Safety provisions have been made for on site employees.

Action Required/Recommendations

Introduce required Fire Safety provisions for on site employees. Monitor and review Fire Safety provisions on a regular basis.

Note: If any onsite staff are employed through a sub-contractor, ensure sub-contractor provides the appropriate provisions.

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.22
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Management of Working at Height equipment- Edge Protection	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.
Workplace (Health, Safety & Welfare) Regulations 1992.
The Work at Height Regulations 2005.

Assessment Observations

No information or records in regards the management of working at height equipment have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure that records of inspections of the Working at Height equipment are 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.23
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.23a
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Secondary Electrical Sub-station, either embedded or within 7.5 metres of 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.
Management of Health and Safety at Work Regulations 1999.

Assessment Observations

No information or records in regards to the Fire Risk Assessment for the Secondary Electrical Sub-station have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure that records of the Fire Risk Assessment for the Electrical Sub-station (Either embedded or within 7.5 metres of the property) 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.27
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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 information or records in regards Fire alarm testing or maintenance have been made available prior to or at the time of the inspection.

Action Required/Recommendations

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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.33
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Sprinkler System; 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. BS EN 12845: 2004 (BS 9251: 2005 for residential and domestic systems).

Assessment Observations

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

Action Required/Recommendations

Ensure records of testing and maintenance of the sprinkler system 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.35
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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

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.

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.38
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Smoke Ventilation System. Management of testing & servicing.	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 7346 Pt 8.

Assessment Observations

No information or records in regards the monthly testing or 6 monthly servicing of smoke ventilation systems have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure that records of testing and servicing of smoke ventilation systems 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.40
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.40a
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.43
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Pressure Vessels and Systems; Management of maintenance & inspection.	No picture required

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

The Pressure Systems Safety Regulations 2000. R 8 & 9 Provision and Use of Work Equipment Regulations 1998. Gas Safety (Installation & Use) Regulations 1998.

Assessment Observations

No information or records in regards the maintenance and inspection of pressure vessels and systems have been made available prior to or at the time of the inspection

Action Required/Recommendations

Ensure records of regular inspections 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.43a
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Pressure Vessels and Systems; Statutory inspection	No picture required

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

The Pressure Systems Safety Regulations 2000. R 8 & 9 Provision and Use of Work Equipment Regulations 1998. Gas Safety (Installation & Use) Regulations 1998.

Assessment Observations

No information or records in regards the statutory inspection of pressure systems has been made available for review prior to or at the time of the assessment.

Action Required/Recommendations

Ensure all records for the statutory inspection of pressure systems 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.44
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Planned Preventative Maintenance Schedules - Generator & Air handling units within basement car park	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.

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 - Generator & Air handling units within basement car park

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.48
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Fixed Electrical Installation Inspections	No picture required

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

Electricity at Work Regulations 1989. R4
 IEE Regulations 18th Edition.
 The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.

Assessment Observations

No information or records in regards fixed electrical installation inspections have been made available prior to or at the time of the inspection

Action Required/Recommendations

Ensure records of testing are made available and are up to date.

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.48a
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Electric Vehicle Charger inspection and maintenance	No picture required

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

Electric Vehicle (Smart Charge Points) Regulations 2021.
Electric Vehicles Supply Equipment Code of Practice (EVSCP).
Health & Safety at Work Act 1974. BS EN IEC 61851.

Assessment Observations

No information or records in regards to electric vehicle charging equipment have been made available prior to or at the time of the inspection

Action Required/Recommendations

Ensure that records of the annual servicing of the electric vehicle charging equipment 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.48b
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Photovoltaic Solar Panels annual cleaning and maintenance.	No picture required

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

BS EN 61730-2. BS EN 62446-2.
The Regulatory Reform (Fire Safety) Order 2005.
The Health & Safety at Work Regulations 1974.

Assessment Observations

No information provided - Photovoltaic Solar Panels cleaning and inspected on an annual basis.

Action Required/Recommendations

Ensure that records of the annual cleaning and inspection of the Photovoltaic Solar Panels 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.49
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Electrical Equipment Testing (EET).	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, Electricity at Work Regulations 1989, The provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety at Work Regulations 1999.
IET Code of Practice 5th Edition.

Assessment Observations

No information or records in regards Electrical Equipment Testing (EET) have been made available prior to or at the time of the inspection

Action Required/Recommendations

Carry out an inventory of all electrical equipment, and then employ a competent person to test and label all equipment and create a register.

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.52
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.55
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Ladders (portable)	No picture required

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

Working at Height Regulations 2005. Provision and Use of Work Equipment Regulations 1998. INDG402 Safe Use of Ladders.

Assessment Observations

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

Action Required/Recommendations

Ensure records of inspections 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.61
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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.
Legionella assessment dated 10/11/2022 (out of date).

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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.63
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.70
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Powered Gate 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 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 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.73
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.74
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Communal fire door inspections	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. BS476-22:1987. BS EN 1634-1:2014. BS8214:2014.

Assessment Observations

No information or records in regards communal fire door inspections have been made available prior to or at the time of the inspection

Action Required/Recommendations

Ensure that records of regular inspections of the communal fire doors by a competent person 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.74a
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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

No information or records in regards fire door inspections have been made available prior to or at the time of the inspection

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.74b
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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

No information or records in regards fire door inspections have been made available prior to or at the time of the inspection

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:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.76
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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	The Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.98
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Policy detailing the Porter`s/concierge`s responsibilities for fire safety in the property.	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.
PAS 79-1:2020/PAS 79-2:2020.
The Management of Health & Safety at Work Regulations 1999.

Assessment Observations

No information or records in regards to the policy detailing the Porter`s/Concierge`s responsibilities for fire safety in the property have been made available prior to, or at the time of the inspection.

Action Required/Recommendations

Ensure that records of the policy detailing the Porter`s/Concierge`s responsibilities for fire safety in the property are 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.99b
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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/Wet rising mains, Smoke control systems, fire suppression systems, fire detection and warning systems.

Action Required/Recommendations

Ensure that records of monthly checks 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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.99c
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works 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

Ensure that records are made available to show that 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.

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 Old Works Leigh Street High Wycombe HP11 2RA	Ref No	4.2.99d
		Assessor	Olga Pavelchuk
		Date	01/09/2025
		Responsible Person/Body	The Old Works Management Ltd

Requirement	Example
Registration of a high rise residential building with the building safety regulator.	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 Building Safety Act 2022

Assessment Observations

No information or records in regards the high rise buildings registration with the building safety regulator have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure that documented evidence / relevant completion certificate or final notice is made available that confirms that the high-rise building has been registered with the Building Safety Regulator.

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 Old Works Leigh Street High Wycombe HP11 2RA	Type	Legal Compliances
		Date	01/09/2025
		Assessor	Olga Pavelchuk
		Responsible Person/Body	The Old Works 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.
4.2.57	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.
4.2.99	Wayfinding Signage	The Regulatory Reform (Fire Safety) Order 2005. The Fire Safety (England) Regulations 2022.	Suitable and sufficient wayfinding signage is 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)

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

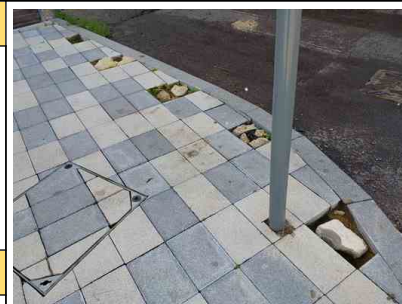
3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	BS16	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

In front of Williams lodge

Hazard Description

There are changes in the ground levels on site. Potential trip/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. Workplace (Health, Safety & Welfare) Regulations 1992,

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial actions to remove the trip/fall hazard.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	E03	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Electrical intake cupboard within car park and generator room

Hazard Description

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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


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

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

Action Required and Further Control Measure

Relevant guidance/best practice recommends that a form of insulation/protection against electric shock is provided below electrical equipment, so ensure that any electrical contractor who carries out work on the system provides their own suitable matting.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	E14	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Birch house risers, De Havilland ground floor lift lobby and risers, Bishops building risers, Williams lodge risers and appliances within storage room on ground floor, welfare room appliances

Hazard Description

Electrical Equipment Testing (Formerly PAT Testing).
Individual items of portable electric equipment appear not to have been subject to the EET maintenance system.

Potential electric shock and fire hazard.



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

Electricity at Work Regulations 1989. HSG 107 & Guidance notes for Maintaining Portable Electrical Equipment, INDG236 Maintaining portable electrical equipment in offices & other low risk environments.
IET Code of Practice 5th Edition.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to devise & implement an Electrical Equipment Testing (EET) maintenance program for all equipment being used within the property.

If an Electrical Equipment Testing (EET) maintenance system is in place then, quarantine the suspect equipment and contact a qualified, competent and 3rd party accredited contractor to carry out EET maintenance on the suspect equipment. Employees & contractors bringing in EET equipment into the property & tenants in leased areas are to ensure that their electrical equipment has been tested & that certificates are available for inspection.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	F01	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge bin store

Hazard Description

Combustible items stored

Potential fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Remove combustible items and either store in a designated storage area or dispose of in the correct manner.

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

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FAL07	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

All blocks

Hazard Description

There is a fire detection and warning system installed in this purpose-built block that operates a 'Stay Put' fire strategy.

Potential to cause confusion in a fire emergency and/or injury caused by tenants evacuating down stairs where fire crews have laid charged hose lines.

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. The Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999. BS 5839-1:2025. BS999:2015.

Action Required and Further Control Measure

Silence / isolate the fire detection and warning system and inform tenants that there is a stay put fire strategy in place.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FCOMP01	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Birch house 2nd & 3rd floor riser cupboard, De Havilland ground floor & 6th floor AOV riser, Williams lodge 4th floor electrical riser, generator/welfare rooms, De Havilland behind cameras with lobbies, Bishops building main entrance above FA panel and 5th floor riser cupboard, De Havilland floor '0' lobby with door to lift lobby and door to car park & within lift lobby

Hazard Description

Breach in compartmentation where 3rd party services horizontally and vertically 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 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:



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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FD02d	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge door to bin store

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

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. 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				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FD04	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Bishops building flat 16

Hazard Description

Fire door may not perform correctly due to damage to door leaf.
Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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:**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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FD04 (1)	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Welfare room doors

Hazard Description

Fire door may not perform correctly due to cold smoke seal/intumescent strip are missing on both doors, one of the doors does not appear to be fire door and non compliant hinges installed on the same door. Both doors are not labelled "Fire Door Keep Closed"

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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:**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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FD05	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Birch house both doors from main entrance hallway to car park, De Havilland floor '0' door to lift 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

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

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:

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FD16	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Flats doors

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 & Fire Risk/Hazards - Priority Two

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FEX08	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge storage room

Hazard Description

Obsolete fire extinguishers incorrectly stored.

Potential for confusion that could lead to this equipment being mistaken for suitably serviced units.

**People at Risk**

Disabled/visitors/contractors/tenants on site

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017. BS 5499.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to remove the extinguishers if they are no longer serviceable. If any such extinguishers are to be stored on site they are to be separated from serviceable units and clearly identified as not suitable for use and awaiting servicing/collection.

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

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

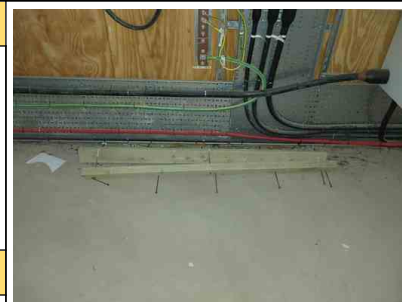
3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FMES04	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Generator room

Hazard Description

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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


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

Action Required and Further Control Measure

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

Ensure electrical cupboards are locked shut at all times.

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

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	L03	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Bishops building car park level lift lobby and 5th floor corridors

Hazard Description

Light inoperative.

Potential for slips, trips and falls.

**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


Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992, Regulation 8.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to repair or replace inoperative light.

Ensure all light fittings are included on the building's maintenance schedule.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	L05	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

De Havilland floor '0' stairwell to car park, Bishops building stairwell between 4th & 5th floor and car park & 1st floor

Hazard Description

No diffuser fitted to light fitting.

Potential for glare, falling object, and cut hazards if the tube/bulb were to break.

**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

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 install diffuser on light fitting.

Ensure all light fittings are 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				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	No Access	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

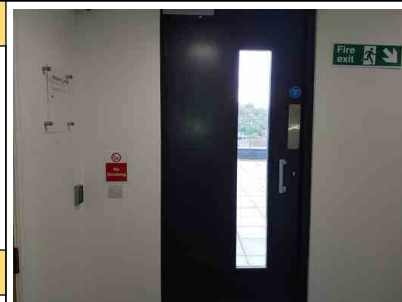
Hazard Location

Willams lodge flat roof

Hazard Description

The attending advisor was unable to gain access to this area as no key/code provided.

Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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 & Fire Risk/Hazards - Priority Two

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	No Access (1)	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Cupboards within car park, Bishops building car park level lift lobby

Hazard Description

The attending advisor was unable to gain access to this area as no key/code provided

Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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


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:**

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	No Access (2)	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge street level substation

Hazard Description

The attending advisor was unable to gain access to this area as no key available.

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 & Fire Risk/Hazards - Priority Two

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	WAH12b	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge stairwell windows

Hazard Description

No protective guard rails installed across the stairwell windows.

Potential for a person to fall into/through the window if they tripped on the stairs. Potential cuts and/or fall from height 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 and Safety at Work Act 1974. Management of Health and Safety at Work Regulations 1999. The Building Regulations 2013, Document K – Protection from falling, collision or impact.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install a protective guard across the stairwell windows.

Include the guard rails 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				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	BS09d	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Open air car park

Hazard Description

Overgrown vegetation on access / egress route. Potential slip / trip 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

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 cut back vegetation to allow unrestricted access.

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

Hazard Pictures	
	

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	E02	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge ground floor lift lobby electrical riser, electrical intake cupboard within car park

Hazard Description

Electric intake cupboard doors.

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

Potential electric shock.

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

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

Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. Health and Safety (Safety Signs and Signals) Regulations 1996. IEE Regulations 18th Edition

Action Required and Further Control Measure

Purchase electric hazard signs & if required, employ a qualified, competent and 3rd party accredited contractor to install them on the electrical intake cupboard doors, as required.

Ensure signage is included in the regular property inspections.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	E05	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge ground floor lift lobby electrical intake

Hazard Description

No Electric shock poster.

Potential to delay the treatment of medical aid.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

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

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

Update if required in line with any legislative changes.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FAP01	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

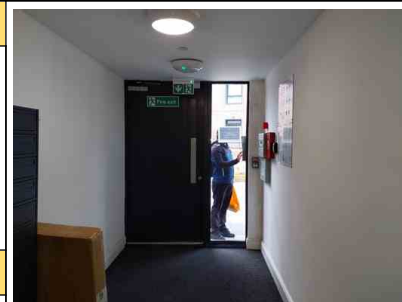
Hazard Location

All blocks

Hazard Description

No fire action notices displayed inside the 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

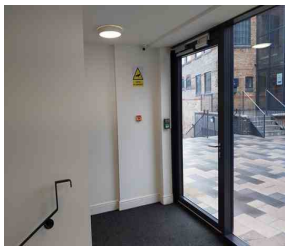
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a competent person to install fire action notices, which are to be displayed inside 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:**

Hazard Pictures	
	

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FD08	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge ground floor lift lobby electrical intake and door to under stairs room, car park water tank room and electrical intake cupboard

Hazard Description

Fire Door not labelled "Fire Door Keep Locked".

Potential for unauthorised access, and for door to be left open and fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
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. Management of Health & Safety at Work Regulations 1999. BS 5499 - Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install signage stating "Fire Door Keep Locked" for all fire doors required to be kept locked shut.

Ensure fire doors are maintained closed and fully operational. Monitor the signage to ensure that it is clearly displayed & legible. When required, replace as part of the building maintenance schedule.

Action Carried Out By:

Action Taken:

Date:



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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FD12	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

All blocks and Gym additional exit door

Hazard Description

External side of final fire exit door does not display "Fire Exit Keep Clear" signage.

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
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. Management of Health & Safety at Work Regulations 1999. BS 5499 Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install signage stating "Fire Exit Keep Clear" on the external side of all final fire exit doors.

Ensure signage remains legible & unobstructed.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FMES02b	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Birch house outside flats

Hazard Description

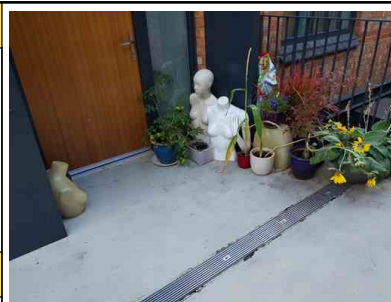
Storage on escape route.

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**

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
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.

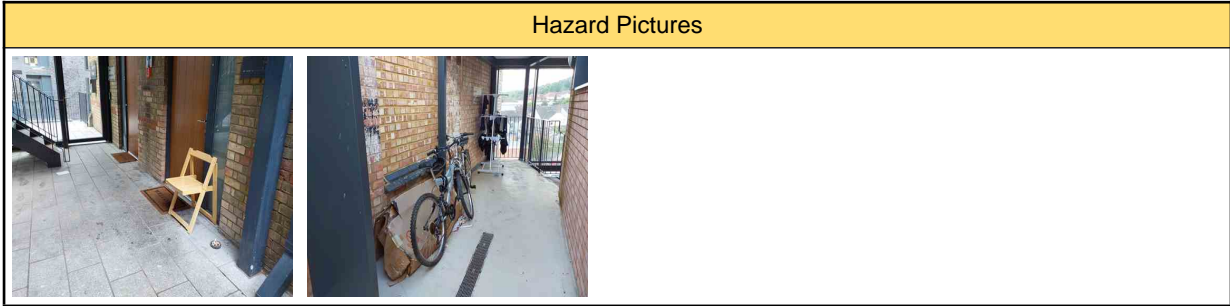
Action Required and Further Control Measure

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				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	FSD08	Fire
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Throughout

Hazard Description

Unable to determine the cause and effect of the existing fire detection and warning system that is currently installed.

It is unknown if the smoke detection units installed within the communal areas links silently to the smoke ventilation system or if it sounds a full alert of the fire alarm.

Potential to cause confusion during a fire emergency regarding the current 'Stay Put' fire strategy.

People at Risk

Disabled/visitors/contractors/tenants on site

**Hazard Evaluation**

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
3	1	3	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.
BS5839-1:2025. BS9991:2015

Action Required and Further Control Measure

Employ a competent person to ascertain the status and operation of the fire detection and warning system.

Once this has been ascertained, consideration may have to be given to amending the current 'Stay Put' fire strategy

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	L02	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge ground floor room under external stairwell

Hazard Description

No lighting units installed.

Potential for slips, trips & falls.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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, Regulation 8.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install sufficient lighting units to illuminate this area.

Ensure all light fittings are included on the building's 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				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	PE01	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Generator room and Tank room

Hazard Description

Low-level equipment/structure.

Potential for trip/fall injury.

**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.
Health & Safety (Safety Signs & Signals) Regs 1996.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to highlight any low level equipment /structure with high visibility tape or paint, and install suitable warning signage.

Ensure that the tape, paint and signage are inspected 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				
Site Address	The Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	W@H08	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Williams lodge storage room

Hazard Description

Incorrect storage of ladder.

Potential fall / falling object hazards.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	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.
The Work at Height Regulations 2005.

Action Required and Further Control Measure

Ladders should be stored and secured horizontally on their stiles on racks / brackets. They are to be suitably supported to prevent sagging and damage.
If ladders are to be stored vertically they must be adequately secured.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	W07	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

Bin stores and outside of De Havilland

Hazard Description

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

Potential for water to stagnate leading to a Legionellosis risk.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

COSHH Regulations 2005.

The Control of Legionella bacteria in water systems L8.

Action Required and Further Control Measure

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

Consideration should be given to decommissioning the outlet.

The risk associated with these outlets was assessed to be insignificant and unlikely to increase. No further assessment or measures are necessary provided that the outlets are kept clean, are regularly used and maintained below 20C or above 50C where appropriate.

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 Old Works Leigh Street High Wycombe HP11 2RA	Risk No/Type	W10	H&S
		Assessor	Olga Pavelchuk	
		Date	01/09/2025	
		Responsible Person	The Old Works Management Ltd	

Hazard Location

De Havilland AOV window, Williams lodge ground floor stairwell lobby, lift lobby & electrical riser & storage room, car park and electrical intake cupboard within

Hazard Description

Evidence of Water Ingress/Leak.

Potential for localised flooding, damage to building structure, and health issues associated with damp conditions.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	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 leak and carry out any necessary repairs.

Ensure area is inspected regularly as part of the building maintenance schedule to check for any recurrence.

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures	
	

3.7 Condensed Summary of Non-Compliances

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

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.1	No information or records in regards the health and safety provisions have been made available prior to or at the time of the inspection.	Introduce required Health & Safety provisions for on site employees. Monitor and review Health & Safety provisions on a regular basis. Note: If any onsite staff are employed through a sub-contractor, ensure sub-contractor provides the appropriate provisions.	
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.	
4.2.12	No information or records in regards permit to work systems have been made available prior to or at the time of the inspection.	Ensure records of permit to work system are made available for inspection.	
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.	
4.2.1a	No suitable Fire Safety provisions have been made for on site employees.	Introduce required Fire Safety provisions for on site employees. Monitor and review Fire Safety provisions on a regular basis. Note: If any onsite staff are employed through a sub-contractor, ensure sub-contractor provides the appropriate provisions.	
4.2.22	No information or records in regards the management of working at height equipment have been made available prior to or at the time of the inspection.	Ensure that records of inspections of the Working at Height equipment are made available for inspection.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
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.	
4.2.23a	No information or records in regards to the Fire Risk Assessment for the Secondary Electrical Sub-station have been made available prior to or at the time of the inspection.	Ensure that records of the Fire Risk Assessment for the Electrical Sub-station (Either embedded or within 7.5 metres of the property) are made available.	
4.2.27	No information or records in regards Fire alarm testing or maintenance have been made available prior to or at the time of the inspection.	Ensure all fire alarm system inspection, testing and maintenance records are up to date and available on site for inspection.	
4.2.33	No information or records in regards the maintenance and inspection of the sprinkler system have been made available prior to or at the time of the inspection.	Ensure records of testing and maintenance of the sprinkler system are made available.	
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.	Ensure records of 6 monthly visual inspection and annual pressure testing are made available.	
4.2.38	No information or records in regards the monthly testing or 6 monthly servicing of smoke ventilation systems have been made available prior to or at the time of the inspection.	Ensure that records of testing and servicing of smoke ventilation systems are made available.	
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.	
4.2.43	No information or records in regards the maintenance and inspection of pressure vessels and systems have been made available prior to or at the time of the inspection	Ensure records of regular inspections are made available.	
4.2.43a	No information or records in regards the statutory inspection of pressure systems has been made available for review prior to or at the time of the assessment.	Ensure all records for the statutory inspection of pressure systems are made available.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
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 - Generator & Air handling units within basement car park	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).	
4.2.48	No information or records in regards fixed electrical installation inspections have been made available prior to or at the time of the inspection	Ensure records of testing are made available and are up to date.	
4.2.48a	No information or records in regards to electric vehicle charging equipment have been made available prior to or at the time of the inspection	Ensure that records of the annual servicing of the electric vehicle charging equipment are made available.	
4.2.48b	No information provided - Photovoltaic Solar Panels cleaning and inspected on an annual basis.	Ensure that records of the annual cleaning and inspection of the Photovoltaic Solar Panels are made available.	
4.2.49	No information or records in regards Electrical Equipment Testing (EET) have been made available prior to or at the time of the inspection	Carry out an inventory of all electrical equipment, and then employ a competent person to test and label all equipment and create a register.	
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.	
4.2.55	No information or records in regards the maintenance and inspection of portable ladders have been made available prior to or at the time of the inspection	Ensure records of inspections are made available.	
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. Legionella assessment dated 10/11/2022 (out of date).	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 have been made available prior to or at the time of the inspection	Ensure that relevant testing records for the Powered Gate 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.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.74	No information or records in regards communal fire door inspections have been made available prior to or at the time of the inspection	Ensure that records of regular inspections of the communal fire doors by a competent person are made available.	
4.2.74a	No information or records in regards fire door inspections have been made available prior to or at the time of the inspection	Ensure that records of the annual inspections of the flat entrance doors are made available.	
4.2.74b	No information or records in regards fire door inspections have been made available prior to or at the time of the inspection	Ensure that records of the quarterly inspections of the communal fire doors are made available.	
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.	
4.2.98	No information or records in regards to the policy detailing the Porter's/Concierge's responsibilities for fire safety in the property have been made available prior to, or at the time of the inspection.	Ensure that records of the policy detailing the Porter's/Concierge's responsibilities for fire safety in the property are made available for inspection	
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/Wet rising mains, Smoke control systems, fire suppression systems, fire detection and warning systems.	Ensure that records of monthly checks are made available.	
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.	Ensure that records are made available to show that 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	No information or records in regards the high rise buildings registration with the building safety regulator have been made available prior to or at the time of the inspection.	Ensure that documented evidence / relevant completion certificate or final notice is made available that confirms that the high-rise building has been registered with the Building Safety Regulator.	

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
BS16	In front of Williams lodge	There are changes in the ground levels on site. Potential trip/fall hazard.	2	
E03	Electrical intake cupboard within car park and generator room	No electrical safety matting installed beneath electrical equipment. Potential for electric shock.	2	
E14	Birch house risers, De Havilland ground floor lift lobby and risers, Bishops building risers, Williams lodge risers and appliances within storage room on ground floor, welfare room appliances	Electrical Equipment Testing (Formerly PAT Testing). Individual items of portable electric equipment appear not to have been subject to the EET maintenance system. Potential electric shock and fire hazard.	2	
F01	Williams lodge bin store	Combustible items stored Potential fire hazard.	2	
FAL07	All blocks	There is a fire detection and warning system installed in this purpose-built block that operates a 'Stay Put' fire strategy. Potential to cause confusion in a fire emergency and/or injury caused by tenants evacuating down stairs where fire crews have laid charged hose lines.	2	
FCOMP01	Birch house 2nd & 3rd floor riser cupboard, De Havilland ground floor & 6th floor AOV riser, Williams lodge 4th floor electrical riser, generator/welfare rooms, De Havilland behind cameras with lobbies, Bishops building main entrance above FA panel and 5th floor riser cupboard, De Havilland floor '0' lobby with door to lift lobby and door to car park & within lift lobby	Breach in compartmentation where 3rd party services horizontally and vertically 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	Williams lodge door to bin store	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	

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
FD04	Welfare room doors	Fire door may not perform correctly due to cold smoke seal/intumescent strip are missing on both doors, one of the doors does not appear to be fire door and non compliant hinges installed on the same door. Both doors are not labelled "Fire Door Keep Closed"	2	
		Potential for fire and smoke to spread through property		
FD04	Bishops building flat 16	Fire door may not perform correctly due to damage to door leaf.	2	
		Potential for fire and smoke to spread through property		
FD05	Birch house both doors from main entrance hallway to car park, De Havilland floor '0' door to lift lobby	Fire door does not close into the frame correctly.	2	
		Potential for fire and smoke to spread through property.		
FD16	Flats doors	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.	2	
		Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.		
FEX08	Williams lodge storage room	Obsolete fire extinguishers incorrectly stored.	2	
		Potential for confusion that could lead to this equipment being mistaken for suitably serviced units.		
FMES04	Generator room	Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	2	
L03	Bishops building car park level lift lobby and 5th floor corridors	Light inoperative.	2	
		Potential for slips, trips and falls.		
L05	De Havilland floor '0' stairwell to car park, Bishops building stairwell between 4th & 5th floor and car park & 1st floor	No diffuser fitted to light fitting.	2	
		Potential for glare, falling object, and cut hazards if the tube/bulb were to break.		
No Access	Williams lodge flat roof	The attending advisor was unable to gain access to this area as no key/code provided.	2	
		Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.		
No Access	Williams lodge street level substation	The attending advisor was unable to gain access to this area as no key available.	2	
		Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.		

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
No Access	Cupboards within car park, Bishops building car park level lift lobby	The attending advisor was unable to gain access to this area as no key/code provided Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
WAH12b	Williams lodge stairwell windows	No protective guard rails installed across the stairwell windows. Potential for a person to fall into/through the window if they tripped on the stairs. Potential cuts and/or fall from height hazard.	2	
BS09d	Open air car park	Overgrown vegetation on access / egress route. Potential slip / trip hazard.	3	
E02	Williams lodge ground floor lift lobby electrical riser, electrical intake cupboard within car park	Electric intake cupboard doors. No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors. Potential electric shock.	3	
E05	Williams lodge ground floor lift lobby electrical intake	No Electric shock poster. Potential to delay the treatment of medical aid.	3	
FAP01	All blocks	No fire action notices displayed inside the communal entrance. Potential in delaying evacuation process.	3	
FD08	Williams lodge ground floor lift lobby electrical intake and door to under stairs room, car park water tank room and electrical intake cupboard	Fire Door not labelled "Fire Door Keep Locked". Potential for unauthorised access, and for door to be left open and fire & smoke to spread through property.	3	
FD12	All blocks and Gym additional exit door	External side of final fire exit door does not display "Fire Exit Keep Clear" signage. Potential to hinder evacuation of building in the event of an emergency.	3	
FMES02b	Birch house outside flats	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	
FSD08	Throughout	Unable to determine the cause and effect of the existing fire detection and warning system that is currently installed. It is unknown if the smoke detection units installed within the communal areas links silently to the smoke ventilation system or if it sounds a full alert of the fire alarm. Potential to cause confusion during a fire emergency regarding the current 'Stay Put' fire strategy.	3	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
L02	Williams lodge ground floor room under external stairwell	No lighting units installed. Potential for slips, trips & falls.	3	
PE01	Generator room and Tank room	Low-level equipment/structure. Potential for trip/fall injury.	3	
W@H08	Williams lodge storage room	Incorrect storage of ladder. Potential fall / falling object hazards.	3	
W07	Bin stores and outside of De Havilland	The water outlet in this area is believed to be rarely used. Potential for water to stagnate leading to a Legionellosis risk.	3	
W10	De Havilland AOV window, Williams lodge ground floor stairwell lobby, lift lobby & electrical riser & storage room, car park and electrical intake cupboard within	Evidence of Water Ingress/Leak. Potential for localised flooding, damage to building structure, and health issues associated with damp conditions.	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
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



Verify at 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: The Old Works Management Ltd

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

The Old Works - Leigh Street - High Wycombe - - HP11 2RA

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: 01/09/2025

Part 6 Recommended date for review of the fire risk assessment: 31/08/2026

Part 7 Unique reference number of this certificate: HSF63372/0015/010925/3

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:

Daniel KomolafeMSc(H&S), L4FireDip, TIFireE, MIFSM, CertIOSH.

Date of issue: 09/09/2025

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

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'