



# Health Safety & Fire Risk Assessment

**4**

## The Residence Management Ltd

Undertaken at

**The Residence  
Saunderton Estate  
Wycombe Rd  
High Wycombe  
HP14 4EA**

Care of

**MCR Homes**



Report Compiled By

**Phillip Rees**

**4site Consulting Limited**

**Report reference No: HSF52076/0020/110924/1**

**Site Visit Date: 11/09/2024**

**Review Due Date: 10/09/2025**

4site Consulting Ltd, Unit 4 Exchange Court, London Road, Feering CO5 9FB  
Office@4siteconsulting.co.uk [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk) Tel: 01376 572 936  
Copyright © 2006 - 2024 4site Consulting Ltd. - All Rights Reserved

V 1.2 : QMF 09-299

# **Contents of Report**

## **1.0 Introduction**

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

## **2.0 Report Summary**

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

## **3.0 Action Plan**

- 3.1 Legal Non-Compliances**
- 3.2 Legal Compliances Achieved**
- 3.3 Hazard Assessment & Observation Process**
- 3.4 Priority 1 – Health, Safety & Fire Risks/Hazards**
- 3.5 Priority 2 – Health, Safety & Fire Risks/Hazards**
- 3.6 Priority 3 – Health, Safety & Fire Risks/Hazards**
- 3.7 Condensed Summary of Non-Compliances**
- 3.8 Condensed Summary of Hazards**

## **4.0 Report Caveats & Disclaimers**

## **5.0 Appendices**

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

# 1.0 Introduction

## 1.1 Health, Safety & Fire Combined Risk Assessment

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

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

The risk assessment carried out was a Type 1 common parts only (non-destructive) risk assessment, and consideration was given to PAS 79-1:2020/PAS 79-2:2020 Fire Risk Assessment Guidance & Methodology, BAFE SP205 Appendix D (Fire Risk Assessment Contents) and relevant British Standards, Building Regulations. The assessment considers general health & safety and the following significant fire risk areas:

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

An appropriate overall premises Fire Risk Rating has been assessed and recorded, taking into account likelihood and consequence of fires arising. The report includes recommendations for required remedial actions and ongoing monitoring and control measures. The regulations also require the responsible person to devise and implement safety measures as identified in the risk assessment report.

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

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

Phillip Rees undertook this assessment on 11/09/2024. This report was then checked for quality and verified by Gary Hendry MIFSM TIFireE TechIOSH L4FireDip FSIDip DipFD on 20/09/2024 14:37:07. The content of this report is based on the information and access provided to the consultants at the time of this assessment. Any recommendations or advice in this report is based upon evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. While every care is taken to interpret the current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

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

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

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

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

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

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

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

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

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

***"So Far As Is Reasonably Practicable" (SFAIRP)***

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

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

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

***"Reasonably Practicable".***

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

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

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

## 1.2 Property Information

Site Address		Client	
The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA		The Residence Management Ltd	
		Management	
		MCR Homes	
		Type of Business	
		Managing agents	
Responsible Person/Body		Contact	
The Residence Management Ltd		Kai Fuller	
Contact Number (if available)		+44 (0)161 274 0472	
Local Authority		Areas Inspected	
Buckinghamshire Council / Buckinghamshire fire and		Internal areas - stairwells / lobbies and risers	
Type of Property		Areas Excluded	
Converted property		Tenants demise	
Tenants & Vacant Areas		Location	Contact / Wardens
Tenants & Vacant Areas		N/A	N/A
Property Summary			
Approximate year of construction		1900s with 2022 Conversion date	
Car Park Facilities		One site parking	
Property Usage		Residential- Sleeping accommodation	
Total No. of Lifts		2 Passenger	
Total No. of Exits		5 Communal fire escapes	
Total No. of Floors (including basement)		4 - Basement / LG / UPG and 1st floors	
Approx Size (Flats or Units)		57 Flats	
Total No. of Stairways		7 Communal - 5 Internal and 2 External	
Security Measures		Intercom / Key and CCTV	
Manned Reception		N/A	
Roof Access		N/A	
Access Restrictions		See hazards	
External Areas (if to be included)		Access and Egress routes	
Approx No. of Employees		N/A	
Buildings Drawings		None provided	
No. of People on Premises		115 -150	

## 1.2 Property Information (Cont.)

Persons at Special Risk	Disabled/tenants/employees/contractors/visitors		
Property Risk Assessment/Audit	Location	Last Update	Issued By
Asbestos Survey/Re inspection	Unknown	Unknown	Unknown
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Unknown	Unknown	Unknown
Health and Safety Risk Assessment	Unknown	Unknown	Unknown
Fire Strategy	N/A		
Water Hygiene Risk Assessment	Basement tank room	22/02/2024	C & S
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	N/A		
Boilers	N/A		
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	Basement tank room	2	22/02/2024
Electrical Distribution	Flats	57	Unknown
Electrical Intake	Electrical intake cupboards		Unknown
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	Each entrance / floor	2	Unknown
Plant Control Panels	N/A		
Pressurisation Units	Basement tank room	1	22/02/2024
Water Booster Pumps	Basement tank room	2	22/02/2024
Fall Protection Equipment	Location	Quantity	Last Service
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

## 1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	N/A	
Dry/Wet Rising Main	Dry riser	Unknown
Emergency Lighting	Maintained emergency lighting	27/09/2023 Service
Fire Alarm System	Grade A L4 Coverage fire alarm system	Unknown
Fire Doors	FD30S	Unknown
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	30 minute fire resistant	Unknown
Smoke Dampers	N/A	
Smoke Detectors	Linked to Fire alarm	Unknown
Smoke Ventilation System	Smoke shaft system / Roof vents / AOV windows	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	N/A	

### Fire Loss Experience & The Cause Where Known

Arson	None Observed
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 Residence, Saunderton Estate is a Low-Rise residential converted property consisting of two adjoined blocks housing fifty-seven residential flats. The building offers four occupied floors in the front entrance from Basement, Lower ground, Upper ground to first floor and three floor in the rear entrance fro Lower Ground, Upper ground and first floors. Measured from the front façade, with an approximate height of 6m calculated at 3m per floor (as per Building Regulations Approved Document A – Structure). Measured from the lower ground floor to the floor level of the upper most occupied floor. This measurement is an approximation and not a defined height of the building, for a more accurate height, its recommended that the buildings height is professionally measured. Constructed circa 1950s and converted in 2022 of traditional construction. There is a car parking around the block for the use of the residents.

There are two entrances which have been named front and rear within the report

### Additional Information

Front Entrance - The main communal entrance enters at lower ground floor level and opens into an open plan hallway with lobby door to flat 2, cupboards and stairwell. Another lobby door leads to riser cupboard a and flats. A stairwell door then leads to passenger lift and stairwell down to the basement with further riser cupboard and lobby door to the tank room and lobby doors to flats which lead to an escape stairwell. The stairs also rise to the upper ground floor level with lobby doors to flats and access to the central courtyard and further lobby doors to the escape stairwell. First floor flats from the stairwell lead to further lobby doors and flats and to the escape stairwell

Rear Entrance - The main communal entrance enters at lower ground floor level into a small lobby. A lobby door leads to passenger lift, electrical intake cupboard flats and further lobby doors to flats and to the escape stairwell and central courtyard. From the lobby there is stairwell door that leads to the upper ground floor and first floor with stairwell door leading to flats, passenger lift and lobby doors leading though to the escape stairwell.

Access on the day of the inspection was gained via the code supplied by the property manager on the day of the assessment.

#### External Walls:

The external envelope of the building was visually inspected only from ground level. This does not constitute an invasive or technical appraisal of the external wall system / envelope of the building. It should not therefore be relied upon to indicate the overall fire resistance of the envelope or any attachments to it. 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. The building height and access for fire fighters along with the evacuate policy have all been considered.

#### Occupancy Characteristics:

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

Visitors – These can be overnight guests of the residents and are unlikely to be familiar with the access / escape routes however they would be expected to be in attendance with those who do.  
Contractors – Their knowledge of the property will vary dependent on their specific task and how familiar they are with its layout. Those who are not familiar with the property are expected to liaise with the building/property manager to undertake an induction before commencing any works.  
Staff – The site is not staffed.

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:

The resident's doors appear to be in good condition and fit within their frames, however a separate fire door inspection of both communal doors and resident's demise doors should be undertaken in order to confirm the condition of the doors. The communal fire doors have been raised under hazard code FD06a and front flat doors under separate hazard code FD16.

Due to the 2022 conversion date the passive fire protection within the communal and non-communal areas is deemed sufficient and to modern building regulations so the property can have stay put strategy

**Additional Information****Active Fire Protection:**

The property is fitted with a Grade A fire alarm system that's linked to smoke detectors, manual call points and assumed AOV system. This has been raised under hazard code FAL07 specifically for the residential lobbies as the system should silently activate the AOV system.

The AOV system consists of a smoke shaft system in each lobby, roof vents at the head of the stairwell and lobby windows.

**Firefighting access/facilities:**

A dry rising main is installed in each entrance to assist in firefighting operations. Wayfinding signage is applied throughout the stairwells and within the lobbies due to the layout. Firefighting appliances can access the block via the front and back with the roadway clear for access. The dry riser inlet is located approximately 10m away from each appliance access point.

**Escape routes and travel distances:**

All flats are housed within fire lobbies which in turn lead into escape stairwell in each entrance. The stairwells descends down onto street level in each of the blocks. All escape routes were clear of stored items (unless identified within the hazards) 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). Dead end corridors are below 7.5m in length and are additionally mitigated by the levels of fire compartmentation / partitioning, lobby doors and with the installation of smoke ventilation systems.

**Measures to help aid evacuation:**

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

**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.

All information in regards to the site equipment's service records, inspection sheets etc. were requested as part of the original email correspondence when confirming the works. Any gaps in information are due to the paperwork not being available at the time of the request.

### 1.3 Fire Policy & Risk Rating

**Fire Emergency Policy For The Residence**

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 consisting of AOV roof vents / Lobby windows and a smoke shaft systems within the lobbies and is designed to expel smoke and heat away from the escape routes.</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.</p> <p>Should there be any future fire separation breaches in compartmentation anywhere in the property, a review in the 'Stay Put' policy 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 11/09/2024 4site Consulting Limited on behalf of MCR Homes carried out a Health, Safety & Fire Risk Assessment and have detailed any risks and legal non compliances in Section 3.0 of this report. Recommendations to reduce, remove and resolve any risks and legal non compliances are included.

### Assessment Results

Compliance Issue	Legal Compliance		Hazards		
	Non-Compliant	Compliant	1	2	3
Health & Safety	11	7	0	8	4
Fire Risk	5	1	0	9	0

### 2.1 Compliance Categories

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

### 2.2 Hazard Categories

Hazard Categories	Action Required
<b>Priority One</b>	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
<b>Priority Two</b>	Action required within 1 to 3 Months to reduce serious risks which do not present imminent danger
<b>Priority Three</b>	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			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.10
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.11
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.12
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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
There is no permit to work system in place.

Action Required/Recommendations
Develop and implement a permit to work system for hazardous activities and /or work in hazardous areas, including but not necessarily limited to;
<ul style="list-style-type: none"> <li>a) Confined spaces</li> <li>b) Work in plant rooms</li> <li>c) Hot work (i.e. welding, brazing etc)</li> <li>d) Work on roof or at a height</li> <li>e) Work on the electrical installation</li> <li>f) Work on the fire alarm system (apart from normal testing / maintenance)</li> </ul>
Train relevant staff on the permit to work system including the correct issue and receipt of permits.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.16
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence Management Ltd

Requirement	Example
Asbestos Register	No picture required

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

Health and Safety at Work Act 1974.  
 Management of Health & Safety at Work Regulations 1999.  
 Control of Asbestos Regulations 2012 R3

**Assessment Observations**

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

**Action Required/Recommendations**

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

**Action Carried Out By:**

---

**Date:**

---

**Action Taken:**

---

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.27
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.35
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.38
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.40
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.40a
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence Management Ltd

Requirement	Example
Lifting Equipment;  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 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
Employ a competent and qualified 3rd party accredited contractor to carry out new statutory engineering inspection of lifts as last available record has expired.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.43a
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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
Statutory inspection of pressure systems have reportedly been carried out but no records were available at the time of the inspection.

Action Required/Recommendations
Employ a competent and qualified 3rd party accredited contractor to carry out new statutory inspection of pressure system as last available record has expired.  Maintain up to date records.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.48
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.49
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence Management Ltd

Requirement	Example
Portable Appliance Testing	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.

Assessment Observations
Some portable electrical equipment has not been tested.

Action Required/Recommendations
Employ a competent person to test and label all portable electrical equipment that has not been tested and update the register.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.52
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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
Annual discharge tests are carried out as required, however there were no records observed relating to monthly functional testing of the emergency lighting present.

Action Required/Recommendations
Ensure that a monthly functional (flick) test or visual inspection of emergency lighting is carried out in addition to the routine discharge tests in accordance with BS 5266-8.  Maintain up to date records of all tests carried out

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.63
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.73
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence 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
The managing agent reportedly has 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 entry doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, however there were no records available to confirm this.

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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Ref No</b>	4.2.74
		<b>Assessor</b>	Phillip Rees
		<b>Date</b>	11/09/2024
		<b>Responsible Person/Body</b>	The Residence Management Ltd

Requirement	Example
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.

<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.2 Legal Compliance Achieved – No Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Type	Legal Compliances
		Date	11/09/2024
		Assessor	Phillip Rees
		Responsible Person/Body	The Residence 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.
4.2.43	Pressure Vessels and Systems;  Management of maintenance & inspection.	The Pressure Systems Safety Regulations 2000. R 8 & 9 Provision and Use of Work Equipment Regulations 1998. Gas Safety (Installation & Use) Regulations 1998.	Pressure systems are inspected regularly and a Written Scheme of Examination is available on site.
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.
4.2.61	Control of Legionellosis Risk Assessment	Legionnaires Disease The Control of legionella bacteria in water systems, ACOP L8. Control of Substances Hazardous to Health Regulations 2002. BS8580-1:2019.	A Legionella Risk Assessment has been carried out and there is a suitable Water Hygiene Management System in place.
4.2.76	Property Inspections	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Regulatory Reform (Fire Safety) Order 2005. Workplace (Health, Safety & Welfare) Regs 1992.	The property manager does have in place a policy and procedure which has been reviewed, whereby property inspections are carried out on a regular basis.

3.2 Legal Compliance Achieved – No Action Required				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA		Type	Legal Compliances
			Date	11/09/2024
			Assessor	Phillip Rees
			Responsible Person/Body	The Residence Management Ltd
Ref No.	Requirement	Legislation	Observation	
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.	

### 3.3 Hazard Assessment & Observation Process

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

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

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

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

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

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

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

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

### 3.3 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				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>BS07</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front entrance/ Rear fire exit

Hazard Description	
No handrail fitted to stairs  Potential fall hazard.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

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

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999.The Building Regulations 2010, Document K/Document M.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to install handrail.  Ensure the handrails are included within the building maintenance and inspection schedule.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>E03</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Rear Entrance - Upper ground floor electrical intake cupboard

Hazard Description	
No electrical safety matting installed beneath electrical equipment. Potential for electric shock.	
<b>People at Risk</b>	
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.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>E14</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front / Rear entrance - 1st floor riser

Hazard Description	
(PAT) Individual items of portable electric equipment appear not to have been subject to the PAT maintenance system.  Potential electric shock and fire hazard.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

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

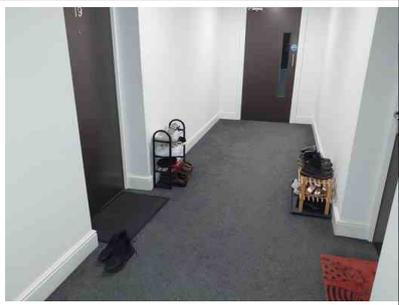
Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Electricity at Work Regulations 1989. HSG 107 & Guidance notes for Maintaining Portable Electrical Equipment, INDG236 Maintaining portable electrical equipment in offices & other low risk environments.

Action Required and Further Control Measure			
Employ a qualified, competent and 3rd party accredited contractor to devise & implement a PAT maintenance program for all PAT equipment being used within the property.  If a portable electrical equipment (PAT) maintenance system is in place then, quarantine the suspect equipment and contact a qualified, competent and 3rd party accredited contractor to carry out PAT maintenance on the suspect equipment. Employees & contractors bringing in PAT equipment into the property & tenants in leased areas are to ensure that their electrical equipment has been tested & that certificates are available for inspection.			
<table border="1"> <tr> <td><b>Action Carried Out By:</b></td> <td rowspan="2"><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>
<b>Action Carried Out By:</b>	<b>Action Taken:</b>		
<b>Date:</b>			

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>F01</b>	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Rear Entrance - Lower ground floor - 18 & 19 / 21 Upper Ground floor- 37 & 35 1st floor - 47

Hazard Description	
Combustible items stored  Potential fire hazard.	
<b>People at Risk</b>	
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.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

Hazard Pictures



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>F01 (1)</b>	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front entrance - LG cupboard Front entrance flat 40

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 & contractors (in writing) that communal areas (including plant & service areas) should not be used for storage purposes.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

Hazard Pictures



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>F01 (2)</b>	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front entrance- LG riser

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, employees & contractors (in writing) that communal areas (including plant & service areas) should not be used for storage purposes.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>F01 (3)</b>	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Basement tank room

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.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>FAL07</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Residential lobbies

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. BS999:2015.

Action Required and Further Control Measure	
Silence / isolate the fire detection and warning system and re-affirm tenants that there is a stay put fire strategy in place ensuring the AOV system is still fully operational and silently activated.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>FCOMP01</b>	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Basement tank room

Hazard Description	
Breach in compartmentation where pipes 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.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

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

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005 The Association of Specialist Fire Protection Technical Guidance Document TGD 17

Action Required and Further Control Measure	
Employ a qualified and competent third party accredited contractor to install horizontal fire stopping materials.  Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

Hazard Pictures



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>FCOMP02</b>	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Rear entrance - Lower ground floor riser Upper ground floor riser

Hazard Description	
Breach in compartmentation where cables vertically pass through ceiling / floor. Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

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

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005 The Association of Specialist Fire Protection Technical Guidance Document TGD 17

Action Required and Further Control Measure
Employ a qualified and competent third party accredited contractor to install vertical fire stopping materials.  Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	FD06a	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Communal fire doors

Hazard Description	
There are a number of fire doors that have various faults including but not limited to,  Excessive gaps, missing cold smoke seals/ intumescent strips, some labels need replacing as worn, self closing device not operating (Opposite 39)	
<b>People at Risk</b>	
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 Fire safety (England) Regulations 2022. BS 476, BS EN 1634.

Action Required and Further Control Measure	
Employ a competent person to carry out an in-depth inspection of all of the fire doors in the property.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

Hazard Pictures



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>FD16</b>	<b>Fire</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front flat 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.			
<table border="1"> <tr> <td><b>Action Carried Out By:</b></td> <td rowspan="2"><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>
<b>Action Carried Out By:</b>	<b>Action Taken:</b>		
<b>Date:</b>			

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>No Access</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Rear entracne - Cupboard by fire exit & Flat 14 External electrical cupboard Front entracne - LG cupboard by entrance and lift / Basement cupboard / LG cupboard by 14

Hazard Description	
The advisor was unable to gain access to this area. Locked with no keys provided and not FB	
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.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>No Access (1)</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Rear entrance - Gym on 1st floor

Hazard Description	
The advisor was unable to gain access to this area. Fob access only and none 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.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>W@H08a</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front entrance - Flat roof

Hazard Description	
Abandoned / orphaned ladder. Unable to determine who owns the ladder and as such, the ladder has not been maintained and may not be safe for use.	
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
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			
<p>Where possible, try to identify who the ladder belongs to and ask for it to be stored away from the communal areas.</p> <p>If the owners cant be located, remove orphaned ladders from site and dispose of.</p> <p>Ladders which are in good condition can be retained provided they are inspected by a competent person and marked with a tag / identification plate. Retained ladders should be stored securely when not in use and subject to regular inspection to ensure they remain in safe condition</p>			
<table border="1"> <tr> <td><b>Action Carried Out By:</b></td> <td rowspan="2"><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>
<b>Action Carried Out By:</b>	<b>Action Taken:</b>		
<b>Date:</b>			

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>W@H12</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front entrance - Flat roof

Hazard Description	
No roof edge protection guard rails or alternative fall arrest safety equipment installed. Potential fall / falling object 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 & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992.The Work at Height Regulations 2005.

Action Required and Further Control Measure
Employ a qualified, competent and 3rd party accredited contractor to install edge protection guard rails, or an alternative fall arrest safety system.
Introduce a Permit to Work system for this area to inform any contractors who may access the roof that there is no edge protection, and that they should provide suitable equipment of their own.
Ensure guard rails or alternative fall arrest safety system are inspected on a regular basis, as per manufacturers instructions.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	WAH12c	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front entrance - 1st floor

Hazard Description	
Stairwell windows are not fitted with safety devices/ restrictors to prevent them from opening fully. This leads onto flat roof with no edge protection Potential 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

Action Required and Further Control Measure				
Employ a qualified, competent and 3rd party accredited contractor to fit safety devices/restrictors onto windows.  Ensure windows and safety devices/restrictors are included in regular property inspections.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

Hazard Pictures



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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>E02</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Rear Entrance - Upper ground floor electrical intake cupboard

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.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>W10</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Basement tank room

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.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>W10 (1)</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Front entrance - Flat 44

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.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
<b>Site Address</b>	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	<b>Risk No/Type</b>	<b>WP01</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Phillip Rees	
		<b>Date</b>	11/09/2024	
		<b>Responsible Person</b>	The Residence Management Ltd	

Hazard Location
Basement tank room

Hazard Description	
Lack of ventilation in this area. Potential for build up of damp and mould, causing damage to the building structure, and/or associated health 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
Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety at Work Act 1974. Management of Health & Safety at Work Regs 1999.

Action Required and Further Control Measure			
Employ a qualified, competent and 3rd party accredited contractor to install suitable ventilation to this area. Include ventilation system as part of planned building maintenance programme.			
<table border="1"> <tr> <td><b>Action Carried Out By:</b></td> <td rowspan="2"><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>
<b>Action Carried Out By:</b>	<b>Action Taken:</b>		
<b>Date:</b>			

### 3.7 Condensed Summary of Non-Compliances

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

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.10	No information or records in regards safety communication for contractors has been made available prior to or at the time of the inspection.	Ensure records are made available to confirm that the managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and requirements along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.	
4.2.11	No information or records in regards contractor vetting have been made available prior to or at the time of the inspection.	Ensure that records are made available to confirm that all contractors employed to work on site have been vetted for Health & Safety competency, such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc.	
4.2.12	There is no permit to work system in place.	Develop and implement a permit to work system for hazardous activities and /or work in hazardous areas, including but not necessarily limited to;  a) Confined spaces b) Work in plant rooms c) Hot work (i.e. welding, brazing etc) d) Work on roof or at a height e) Work on the electrical installation f) Work on the fire alarm system (apart from normal testing / maintenance)  Train relevant staff on the permit to work system including the correct issue and receipt of permits.	
4.2.16	No records in regards asbestos surveys have been made available prior to or at the time of the inspection.	Ensure the asbestos survey/register and management plan for the property or a copy of the written confirmation from the property developer/contractor confirming that the property construction materials do not contain asbestos, are available for inspection by employees and contractors.	
4.2.27	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.	
4.2.35	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.	

<b>Legal Non-Compliances – Action Required</b>			
(Please tick end column to indicate completion of each action)			
<b>Ref No.</b>	<b>Observations</b>	<b>Action Required</b>	<b>✓</b>
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 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.	Employ a competent and qualified 3rd party accredited contractor to carry out new statutory engineering inspection of lifts as last available record has expired.	
4.2.43a	Statutory inspection of pressure systems have reportedly been carried out but no records were available at the time of the inspection.	Employ a competent and qualified 3rd party accredited contractor to carry out new statutory inspection of pressure system as last available record has expired.  Maintain up to date records.	
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.	
4.2.49	Some portable electrical equipment has not been tested.	Employ a competent person to test and label all portable electrical equipment that has not been tested and update the register.	
4.2.52	Annual discharge tests are carried out as required, however there were no records observed relating to monthly functional testing of the emergency lighting present.	Ensure that a monthly functional (flick) test or visual inspection of emergency lighting is carried out in addition to the routine discharge tests in accordance with BS 5266-8.  Maintain up to date records of all tests carried out	
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.	
4.2.73	The managing agent reportedly has 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 entry doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, however there were no records available to confirm this.	The property manager/responsible person must make available for inspection records to confirm that they have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.	
4.2.74	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.	

### 3.8 Condensed Summary of Hazards

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

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
BS07	Front entrance/ Rear fire exit	No handrail fitted to stairs  Potential fall hazard.	2	
E03	Rear Entrance - Upper ground floor electrical intake cupboard	No electrical safety matting installed beneath electrical equipment. Potential for electric shock.	2	
E14	Front / Rear entrance - 1st floor riser	(PAT) Individual items of portable electric equipment appear not to have been subject to the PAT maintenance system.  Potential electric shock and fire hazard.	2	
F01	Front entrance - LG cupboard Front entrance flat 40	Combustible items stored  Potential fire hazard.	2	
F01	Front entrance- LG riser	Combustible items stored  Potential fire hazard.	2	
F01	Basement tank room	Combustible items stored  Potential fire hazard.	2	
F01	Rear Entrance - Lower ground floor - 18 & 19 / 21 Upper Ground floor- 37 & 35 1st floor - 47	Combustible items stored  Potential fire hazard.	2	
FAL07	Residential lobbies	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	Basement tank room	Breach in compartmentation where pipes 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	
FCOMP02	Rear entrance - Lower ground floor riser Upper ground floor riser	Breach in compartmentation where cables vertically pass through ceiling / floor. Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	2	
FD06a	Communal fire doors	There are a number of fire doors that have various faults including but not limited to,  Excessive gaps, missing cold smoke seals/ intumescent strips, some labels need replacing as worn, self closing device not operating (Opposite 39)	2	

<b>Hazard Summary</b>				
(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
FD16	Front flat 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.  Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.	2	
No Access	Rear entrance - Gym on 1st floor	The advisor was unable to gain access to this area. Fob access only and none provided Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
No Access	Rear entrance - Cupboard by fire exit & Flat 14 External electrical cupboard Front entrance - LG cupboard by entrance and lift / Basement cupboard / LG cupboard by 14	The advisor was unable to gain access to this area. Locked with no keys provided and not FB  Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
W@H08 a	Front entrance - Flat roof	Abandoned / orphaned ladder. Unable to determine who owns the ladder and as such, the ladder has not been maintained and may not be safe for use.	2	
W@H12	Front entrance - Flat roof	No roof edge protection guard rails or alternative fall arrest safety equipment installed. Potential fall / falling object hazard.	2	
WAH12c	Front entrance - 1st floor	Stairwell windows are not fitted with safety devices/ restrictors to prevent them from opening fully. This leads onto flat roof with no edge protection Potential fall from height hazard.	2	
E02	Rear Entrance - Upper ground floor electrical intake cupboard	Electric intake cupboard doors. No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors. Potential electric shock.	3	
W10	Basement tank room	Evidence of Water Ingress/Leak. Potential for localised flooding, damage to building structure, and health issues associated with damp conditions.	3	
W10	Front entrance - Flat 44	Evidence of Water Ingress/Leak. Potential for localised flooding, damage to building structure, and health issues associated with damp conditions.	3	
WP01	Basement tank room	Lack of ventilation in this area. Potential for build up of damp and mould, causing damage to the building structure, and/or associated health 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)

## 5.3 Useful Contact Addresses

### 4site Consulting Limited

Unit 4  
Exchange Court  
London Road  
Feering  
Essex  
CO5 9FB

Tel: 01376 572936  
Fax: 01376 571857  
E Mail: [office@4siteconsulting.co.uk](mailto:office@4siteconsulting.co.uk)  
Web: [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk)

### HSE Books & Publications

PO Box 29  
Norwich  
NR3 1GN

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

### British Standards

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

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

### Health & Safety Executive

Head Office  
Redgrave Court  
Merton Road  
Bootle Merseyside  
L20 7HS

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

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

TSO Customer Services  
PO Box 29  
Norwich  
NR3 1GN

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

### Fire Protection Association

London Road  
Moreton in Marsh  
Gloucestershire  
GL56 0RH

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

### The Institution of Fire Engineers

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

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

## 5.4 Certificate of Conformity



### 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 Residence Management Ltd

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

The Residence - Saunderton Estate Wycombe Rd - High Wycombe - - HP14 4EA

**Part 3b Part or parts of the premises to which the fire risk assessment applies:** Internal areas - stairwells / lobbies and risers

**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:** 11/09/2024

**Part 6 Recommended date for review of the fire risk assessment:** 10/09/2025

**Part 7 Unique reference number of this certificate:** HSF52076/0020/110924/1

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:

**Gary Hendry**MIFSM TIFireE TechIOSH L4FireDip FSIDip DipFD

**Date of issue:** 20/09/2024 14:37:07

**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''