



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: HSF63372/0020/080925/1

Site Visit Date: 08/09/2025

Review Due Date: 07/09/2026

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

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

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

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

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

Phillip Rees undertook this assessment on 08/09/2025. This report was then checked for quality and verified by Daniel KomolafeMSc(H&S), L4FireDip, TIFireE, MIFSM, CertIOSH. on 09/09/2025. The content of this report is based on the information and access provided to the consultants at the time of this assessment. Any recommendations or advice in this report is based upon evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. While every care is taken to interpret the current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

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

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

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

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

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

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

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

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

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

"So Far As Is Reasonably Practicable" (SFAIRP)

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

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

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

"Reasonably Practicable".

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

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

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

1.2 Property Information

Site Address	Client		
The 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	Warren Jagne		
Contact Number (if available)	0161 274 0472		
Local Authority	Areas Inspected		
Buckinghamshire Council / Buckinghamshire FRS	All communal areas including but not limited to, stairwells, circulation routes, service risers/cupboards and all ancillary areas.		
Type of Property	Areas Excluded		
Converted residential property	Tenants demise		
Tenants & Vacant Areas	Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas	N/A	N/A	N/A
Property Summary			
Approximate year of construction	Early 1900s with 2022 Conversion date		
Car Park Facilities	On 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)	3/4 - Basement / LG / UG 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 hazard section		
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	110 -150		

1.2 Property Information (Cont.)

Persons at Special Risk	Sleeping occupants		
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	Clients office	11/09/2024	4Site Consulting
Health and Safety Risk Assessment	Clients office	11/09/2024	4Site Consulting
Fire Strategy	N/A		
Water Hygiene Risk Assessment	Unknown	Unknown	Unknown
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	Tank room	2	Unknown
Electrical Distribution	Flats	57	Unknown
Electrical Intake	Electrical intake cupboards	3	2022
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	Roof	Unknown	Unknown
Passenger/Goods/Fire Lifts	Each block / floor	2	Unknown
Plant Control Panels	N/A		
Pressurisation Units	Tank room	1	Unknown
Water Booster Pumps	Tank room	Unknown	Unknown
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	Unknown
Fire Alarm System	Grade A addressable 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 and AOV systems	Unknown
Smoke Ventilation System	Smoke shaft system	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 an adjoined block housing fifty-seven residential flats. The building offers three/four occupied floors from basement, lower ground, upper ground and first floors. Measured from the front façade, ground floor to the floor level of the upper most occupied floor, with an approximate height of 6-9m, calculated at 3m per floor (as per Building Regulations Approved Document A – Structure). This measurement is an approximation and not a defined height of the building, for a more accurate height, it's recommended that the buildings height is professionally measured.

Originally constructed early 1900's with a 2022 conversion date. The building is constructed of concrete, brick and breeze block materials. There is car parking on site for the use of the residents and visitors can sign into an app located in each entrance.

Additional Information

There are two main communal entrances named - Main front entrance and main rear entrance

Main rear entrance (3 Storey - Lower ground, upper ground and first floor) - 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 to a central courtyard and fire doors also to the escape stairwell with fire exit. 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

Main front entrance (4 Storey - Basement, lower ground, upper ground and first floor - 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 and flats. A stairwell door then leads to passenger lift and stairwell down to the basement with further riser cupboard and fire 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. The main entrance hallway also has a stairwell which rises to the first floor and connects the corridors.

The main electrical intake cupboard is located externally but there was no access as no keys provided and also multiple doors within both blocks - Raised under hazard codes No Access (2)

on the ground floor with service risers on each floor within protected compartments. Access on the day of the inspection was gained via the keys supplied by the property manager and returned on the same day.

External wall, Balconies and attachments.

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 with no obvious external fire spread issues identified e.g. combustible attachments therefore risk of external fire spread is deemed low. A Fire Risk Appraisal of External Walls (FRAEW) is therefore not considered necessary at this time.

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:

Fire doors are located on all stairwells leading into the access lobbies and on all service/riser cupboards. Fire doors leading from the corridors into escape stairwells are rated as 30minute doors. Intumescent strips and smoke seals are installed on all doors (unless identified within the hazards).

Additional Information

All doors should have suitable fire rated hinges and self-closing devices installed (Where required) with adequate signage informing the building occupants to keep them closed or locked.

A separate fire door inspection of both communal doors and tenants demise doors should be undertaken and should be used in conjunction with this assessment. Please see hazard code FD06a for communal fire doors and FD16 for front flat doors.

Providing the integrity of the entrance door to each flat is maintained and not compromised in any way, and has a self-closing device attached, a fire within a flat will be contained. The fire doors and walls should resist the spread of fire and smoke (for up to 30 minutes) before it spreads into the common parts of the block.

Fire stopping:

Fire stopping materials are installed within riser / service cupboards intake cupboards and consist of fire batt with an ablative coating, intumescent mastic with graphite mastic around cable penetrations. Please see hazard code FCOMP02 as some of the fire stopping appears to have breaches.

Active Fire/Smoke Protection:

A Grade A addressable fire alarm system with L3 coverage is installed (Confirmed by the zonal map) incorporating mains powered smoke detector(s); manual call point(s) fire alarm panel assumed linked to the AOV systems consisting of a smoke shaft system in the lobbies and AOV windows/roof vents in the stairwells and lobbies. Please see hazard code FAL07 as the alarm system should silently activate all of the AOV systems but can remain in plant rooms and non residential areas.

Secondary effects of the fire alarm system appear to be - lifts return to ground floor.

Individual flats should have a fire alarm and detection system designed and installed in accordance with BS 5839-6 should be provided in all dwellings to warn occupants of fire within the dwelling, to provide them with time to evacuate the premises and to call the fire and rescue service.

Firefighting access/facilities:

A dry rising main is installed to assist in firefighting operations. Wayfinding signage is applied throughout the stairwell. Firefighting appliances can access the block via the front and rear entrances as well as the fire exits with the roadway clear for access. The dry riser inlet is located approximately 10m away from the appliance access points.

Escape routes and travel distances:

All flats are housed within fire lobbies which in turn lead into a protected and enclosed escape stairwells as well as fire escape stairwells. The stairwells descend onto street level throughout 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).

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.

Additional Information

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 linked to the smoke ventilation systems and is designed to expel smoke and heat away from the escape routes. It is unclear if the alarm sounds or silently activates the AOV systems (Smoke shaft system within the lobbies and roof/window vents both in the stairwells and lobbies), raised under hazard code FAL07.</p> <p>However, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire services.</p>	<p>The 'Stay Put Policy' is based upon the likelihood that the building meets Building Regulations on the basis of its age and construction, and that there will be no hidden fire separation breaches in compartmentation within the communal and non-communal areas.</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 its likely severity, the number of hazards and non-compliances identified, the level of housekeeping, the presence of a fire detection system, the presence of external wall systems, any known history of fire, and whether there are high risk commercial premises below or adjacent to the building.

2.0 Report Summary

On 08/09/2025 4site Consulting Limited on behalf of MCR Homes carried out a Health, Safety & Fire Risk Assessment and have detailed any risks and legal non compliances in Section 3.0 of this report. Recommendations to reduce, remove and resolve any risks and legal non compliances are included.

Assessment Results

Compliance Issue	Legal Compliance		Hazards		
	Non-Compliant	Compliant	1	2	3
Health & Safety	14	7	0	5	2
Fire Risk	6	1	0	9	1

2.1 Compliance Categories

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

2.2 Hazard Categories

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

3.0 Action Plan

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

The plan is divided into eight sections:

3.1 Legal Non-Compliances

3.2 Legal Compliances Achieved

3.3 Hazard Assessment & Observation Process

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

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

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

3.7 Condensed Summary of Non-Compliances

3.8 Condensed Summary of Hazards

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

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

Regular reviews will ensure that:

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

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.10
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.11
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.13
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

Requirement	Example
Health & Safety Risk Management	No picture required

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

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

Assessment Observations

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

Action Required/Recommendations

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

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

Risk assessments are required to be periodically reviewed.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.16
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.23
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

Requirement	Example
Fire Risk Assessment	No picture required

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

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

Assessment Observations

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

Action Required/Recommendations

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

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

Risk assessments are required to be reviewed regularly.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.27
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.35
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.38
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

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

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

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

Assessment Observations

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

Action Required/Recommendations

Ensure that records of testing and servicing of smoke ventilation systems are made available.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.40
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.40a
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

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

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

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

Assessment Observations

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

Action Required/Recommendations

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

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.43
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

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

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

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

Assessment Observations

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

Action Required/Recommendations

Ensure records of regular inspections are made available.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.43a
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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

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

Action Required/Recommendations

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.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.47
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

Requirement	Example
Access to Plant Rooms & Roof Areas	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. The Health & Safety at Work Act 1974, S2 & Working at Height Regulations 2005, R 6 & 9

Assessment Observations

Inadequate access restrictions to roof areas. Main front entrance flat roof

Action Required/Recommendations

Review & revise access control procedures.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.48
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.50
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

Requirement	Example
Lightning Conductors; Management, maintenance & inspection.	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. BS 6651:1999. BS 62305-1:2011.

Assessment Observations

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

Action Required/Recommendations

Ensure records of testing of lightning conductors are made available.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.52
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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

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

Action Required/Recommendations

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

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.61
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

Requirement	Example
Control of Legionellosis Risk Assessment	No picture required

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

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

Assessment Observations

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

Action Required/Recommendations

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

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.73
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	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.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.74
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

Requirement	Example
Communal fire door inspections	No picture required

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

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

Assessment Observations

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

Action Required/Recommendations

Ensure that records of regular inspections of the communal fire doors by a competent person are made available.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Ref No	4.2.77
		Assessor	Phillip Rees
		Date	08/09/2025
		Responsible Person/Body	The Residence Management Ltd

Requirement	Example
Installation/commissioning certification	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 Electricity at work Regs 1989. IEE Regs 17th Edition. Lifting Operations & Lifting Equipment Regs 1998. BSEN:Fire Detection& Fire Alarm Systems. BS5266-1:2016. BS9990:2015. EN12101-2.

Assessment Observations

No information or records in regards installation/commissioning certification have been made available prior to or at the time of the inspection

Action Required/Recommendations

Ensure that the installation/commissioning certificates for the equipment listed below are made available for inspection.
In addition, devise and implement a regime of regular inspections and testing as per the relevant British Standards and legislative requirements.

Fixed Electrical System.

Action Carried Out By:

Date:

Action Taken:

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

3.2 Legal Compliance Achieved – No Action Required			
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Type	Legal Compliances
		Date	08/09/2025
		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.
4.2.49	Electrical Equipment Testing (EET).	The Health & Safety at Work Act 1974, Electricity at Work Regulations 1989, The provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety at Work Regulations 1999. IET Code of Practice 5th Edition.	Electrical equipment has been tested, labelled and a register retained.
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.
4.2.63	Accident book/Accident Reporting Procedure including RIDDOR.	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.	The managing agent does have in place an accident book/accident reporting procedure which has been reviewed.
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	08/09/2025
		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.

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

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

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

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

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

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

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

3.3 Hazard Assessment & Observation Process (Cont.)

Please note the following:

Presently there are no Priority 1 Hazards

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	BS07	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

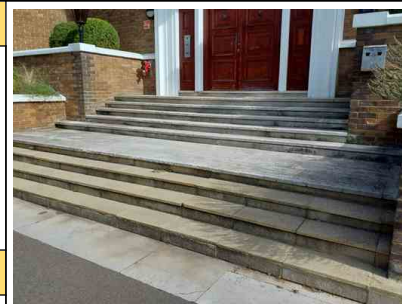
Hazard Location

Rear entrance

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.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	F01	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

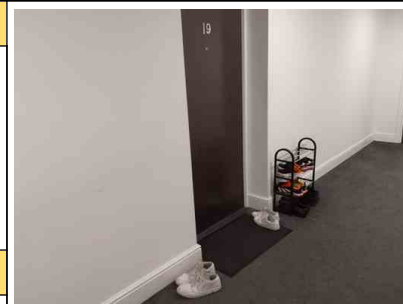
Hazard Location

Outside flats 19/21/37/35

Hazard Description

Combustible items stored

Potential fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

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

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

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



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	F01 (1)	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

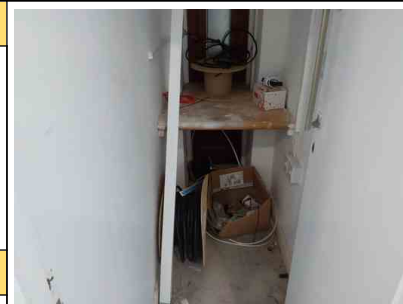
Hazard Location

Main front entrance Cupboard

Hazard Description

Combustible items stored and door not fire rated

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 fire rate door 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.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	F01 (2)	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

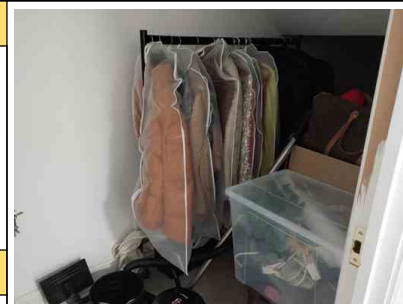
Hazard Location

Main front entrance - Cupboard by flat 58

Hazard Description

Combustible items stored and door not fire rate rated

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.

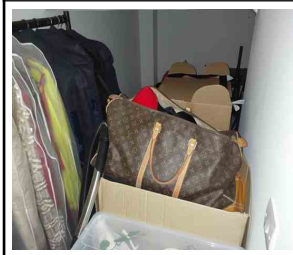
Action Required and Further Control Measure

Remove combustible items and either fire rate door or dispose of in the correct manner.

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

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

Hazard Pictures



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	FAL07	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	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 5839-1:2025. BS999:2015.

Action Required and Further Control Measure

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

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

Hazard Pictures	
	

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

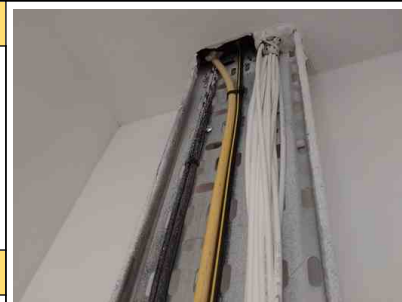
3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	FCOMP02	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Rear entrance - LG / UG floor riser

Hazard Description

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



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

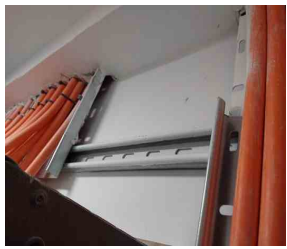
Employ a qualified and competent third party accredited contractor to install vertical fire stopping materials.

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

Action Carried Out By:

Action Taken:

Date:

Hazard Pictures	
	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	FD06a	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	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 and intumescent strips and signage

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

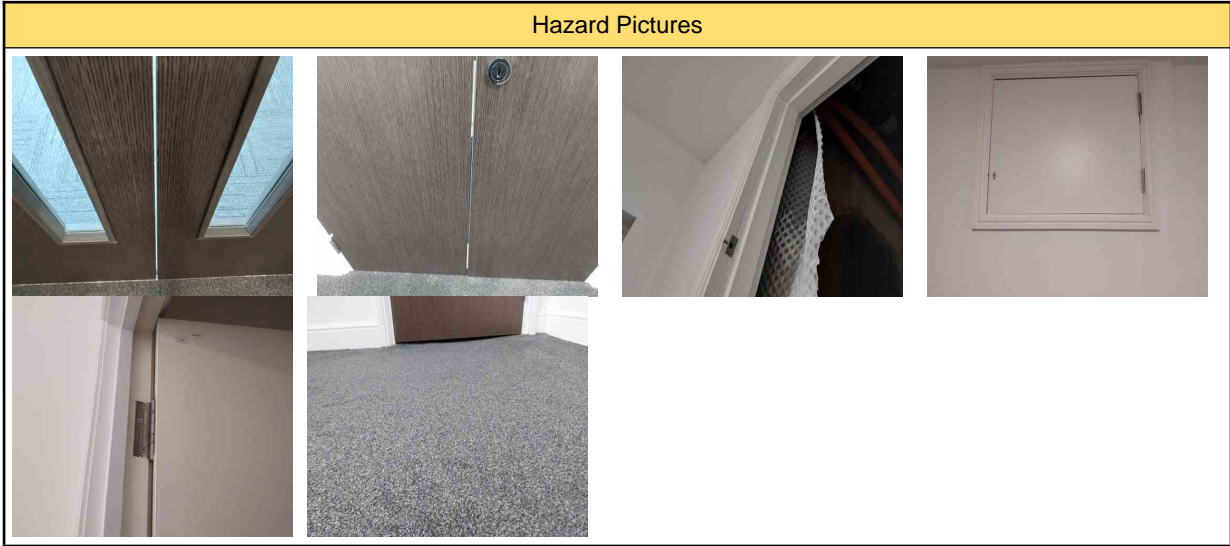
Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

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

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



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	FD16	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	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.

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

Hazard Pictures	
	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	FMES02	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Courtyard

Hazard Description

No fire exit signage displayed.

Potential in delaying the evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5499 Fire Safety Signs. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure

Display suitable & sufficient signage to identify escape routes & fire exits.

Ensure signage is included in the regular property inspections.

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

Hazard Pictures



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

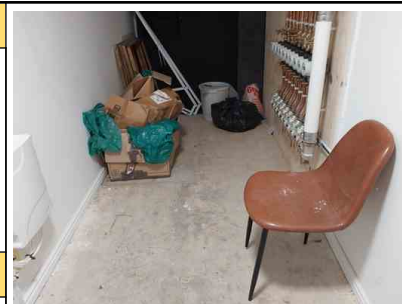
3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	FMES04	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Main front entrance- LG Electrical cupboard

Hazard Description

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

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

Ensure electrical cupboards are locked shut at all times.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	No Access	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Main front entrance / Rear entrance - multiple doors / External electrical cupboard

Hazard Description

The attending advisor was unable to gain access to this area. Not FB and no keys provided

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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


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

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

Action Required and Further Control Measure

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

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

Hazard Pictures	
	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	No Access (1)	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Main front entrance- Basement Plant room

Hazard Description

The attending advisor was unable to gain access to this area. Coded lock and no codes provided

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

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

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	W@H01	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Main front entrance - Door to flzt roof opposite 44

Hazard Description

Unrestricted access to work at height area.

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 & Safety at Work Regulations 1999. The Work at Height Regulations 2005.

Action Required and Further Control Measure

Keep all access to work at height areas locked.

Routinely check access to work at height areas for security & secure as required.

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

Hazard Pictures	
	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	W@H12	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Main front entrance- Roof access opposite flat 43

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.

Action Carried Out By:	Action Taken:
Date:	

Hazard Pictures	
	

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	BS02	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

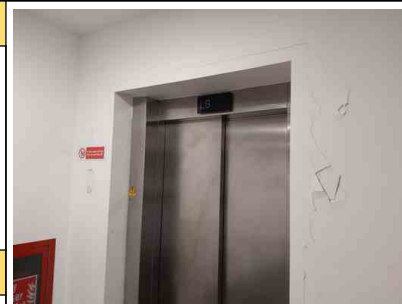
Hazard Location

Rear entrance - 1st floor around lift

Hazard Description

Wall cracked and damaged.

Potential falling object hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary repairs to the wall.

Monitor the ceiling structure condition and damage as part of the building maintenance and inspection schedule.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	FURN01	Fire
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Main front entrance- LG level

Hazard Description

Domestic upholstered furniture in use that does not have a permanent label attached, indicating that it complies with the current fire safety regulations.

Potential fire hazard

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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


Regulatory Reform (Fire Safety) Order 2005. Furniture and Furnishings (Fire Safety) Regulations 1993.

Action Required and Further Control Measure

Remove any non-compliant furniture.

Ensure that any replacement furniture complies with the current fire safety regulations

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

Hazard Pictures	
	

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	The Residence Saunderton Estate Wycombe Rd High Wycombe HP14 4EA	Risk No/Type	W10	H&S
		Assessor	Phillip Rees	
		Date	08/09/2025	
		Responsible Person	The Residence Management Ltd	

Hazard Location

Outside flats 43/44

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.

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

3.7 Condensed Summary of Non-Compliances

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

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.10	No information or records in regards safety communication for contractors has been made available prior to or at the time of the inspection.	Ensure records are made available to confirm that the managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and requirements along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.	
4.2.11	No information or records in regards contractor vetting have been made available prior to or at the time of the inspection.	Ensure that records are made available to confirm that all contractors employed to work on site have been vetted for Health & Safety competency, such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc.	
4.2.13	A Health & Safety Risk Assessment has been carried out at this property, however it was identified that the previous Health & Safety Risk Assessment has not had all of the outstanding remedial actions implemented.	The Responsible Person is to be made aware of the outstanding observations and implement all the necessary remedial actions. Please refer to Section 3.8 `Condensed Summary of Hazards` in both this report and the previous one. Risk assessments are required to be periodically reviewed.	
4.2.16	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.	
4.2.23	A Fire Risk Assessment has been carried out at this property, however it was observed that the previous Fire Risk Assessment has not had all the outstanding remedial actions implemented.	The Responsible Person is to be made aware of the outstanding observations and implement all the resulting remedial actions. Please refer to Section 3.8 `Condensed Summary of Hazards` in both this report and the previous one. Risk assessments are required to be reviewed regularly.	
4.2.27	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.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.38	No information or records in regards the monthly testing or 6 monthly servicing of smoke ventilation systems have been made available prior to or at the time of the inspection.	Ensure that records of testing and servicing of smoke ventilation systems are made available.	
4.2.40	No information or records regarding routine servicing and maintenance of lifts have been made available prior to or at the time of the inspection.	Ensure that the records of routine servicing and maintenance of lifts are made available.	
4.2.40a	No information or records relating to the LOLER 6 monthly statutory engineering inspection of lifting equipment for lifting persons has been made available for review prior to or at the time of the assessment.	Ensure all LOLER statutory engineering inspection of lifts records are made available.	
4.2.43	No information or records in regards the maintenance and inspection of pressure vessels and systems have been made available prior to or at the time of the inspection	Ensure records of regular inspections are made available.	
4.2.43a	No information or records in regards the statutory inspection of pressure systems has been made available for review prior to or at the time of the assessment.	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.	
4.2.47	Inadequate access restrictions to roof areas. Main front entrance flat roof	Review & revise access control procedures.	
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.	
4.2.50	No information or records in regards the maintenance and inspection of Lightning conductors have been made available prior to or at the time of the inspection.	Ensure records of testing of lightning conductors are made available.	
4.2.52	No information or records in regards the maintenance and inspection of emergency lighting have been made available prior to or at the time of the inspection.	Ensure records for monthly testing and annual servicing are made available in accordance with BS 5266-1:2016.	
4.2.61	No information or records in regards the Control of Legionellosis have been made available prior to or at the time of the inspection	Ensure Legionella Risk Assessment and Water Hygiene Management System records are made available.	
4.2.73	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.	

Legal Non-Compliances – Action Required			
(Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.74	No information or records in regards communal fire door inspections have been made available prior to or at the time of the inspection	Ensure that records of regular inspections of the communal fire doors by a competent person are made available.	
4.2.77	No information or records in regards installation/commissioning certification have been made available prior to or at the time of the inspection	Ensure that the installation/commissioning certificates for the equipment listed below are made available for inspection. In addition, devise and implement a regime of regular inspections and testing as per the relevant British Standards and legislative requirements. Fixed Electrical System.	

3.8 Condensed Summary of Hazards

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

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
BS07	Rear entrance	No handrail fitted to stairs Potential fall hazard.	2	
F01	Main front entrance Cupboard	Combustible items stored and door not fire rated Potential fire hazard.	2	
F01	Main front entrance - Cupboard by flat 58	Combustible items stored and door not fire rate rated Potential fire hazard.	2	
F01	Outside flats 19/21/37/35	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	
FCOMP02	Rear entrance - LG / UG floor riser	Breach in compartmentation where 3rd party services vertically pass through ceiling / floor. Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	2	
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 and intumescent strips and signage	2	
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	
FMES02	Courtyard	No fire exit signage displayed. Potential in delaying the evacuation process.	2	
FMES04	Main front entrance- LG Electrical cupboard	Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	2	
No Access	Main front entrance- Basement Plant room	The attending advisor was unable to gain access to this area. Coded lock and no codes provided Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
No Access	Main front entrance / Rear entrance - multiple doors / External electrical cupboard	The attending advisor was unable to gain access to this area. Not FB and no keys provided Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
W@H01	Main front entrance - Door to flzt roof opposite 44	Unrestricted access to work at height area. Potential fall from height hazard.	2	
W@H12	Main front entrance- Roof access opposite flat 43	No roof edge protection guard rails or alternative fall arrest safety equipment installed. Potential fall/falling object hazard.	2	
BS02	Rear entrance - 1st floor around lift	Wall cracked and damaged. Potential falling object hazard.	3	
FURN01	Main front entrance- LG level	Domestic upholstered furniture in use that does not have a permanent label attached, indicating that it complies with the current fire safety regulations. Potential fire hazard	3	
W10	Outside flats 43/44	Evidence of Water Ingress/Leak. Potential for localised flooding, damage to building structure, and health issues associated with damp conditions.	3	

4.0 Report Caveats & Disclaimers

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

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

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

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

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

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

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

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

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

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

5.0 Appendices

5.1 Legislation

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

Housing Act 2004

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Control of Substances Hazardous to Health Regulations 2002

Control of Noise at Work Regulations 2005

Control of Asbestos Regulations 2012

Electricity at Work Regulations 1989

Employers Liability (Compulsory Insurance) Act 1998

Gas Safety (Installation and Use) Regulations 1998

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992*

Health and Safety (First Aid) Regulations 1981*

Health and Safety (Information for Employees) Regulations 1989

Health and Safety (Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998*

Manual Handling Operations Regulations 1992*

Personal Protective Equipment Regulations 1992*

Provision and Use of Work Equipment Regulations 1998*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Workplace (Health, Safety and Welfare) Regulations 1992*

Work at Height Regulations 2005

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

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

5.2 Fire Related Issues Considered During The Assessment

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

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

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

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

5.3 Useful Contact Addresses

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HSE Books & Publications

PO Box 29
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Fax: +44 (0)333 202 5080
Web: books.hse.gov.uk

British Standards

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

Tel: +44 345 086 9001
Web: www.bsigroup.com

Health & Safety Executive

Head Office
Redgrave Court
Merton Road
Bootle Merseyside
L20 7HS

To find your local HSE office, visit:
www.hse.gov.uk

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

TSO Customer Services
PO Box 29
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Telephone orders: +44 (0)333 200 2425
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General enquiries: +44 (0)333 202 5070
Fax enquiries: +44 (0)333 202 5080
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Fire Protection Association

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Gloucestershire
GL56 0RH

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

The Institution of Fire Engineers

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

Tel: +44 (0) 1789 261463
Web: www.ife.org.uk

5.4 Certificate of Conformity



Verify at ssaib.org

Life Safety Fire Risk Assessment Certificate of Conformity

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

Schedule

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

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

Part 2 Name of client: The 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: All communal areas including but not limited to, stairwells, circulation routes, service risers/cupboards and all ancillary areas.

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

Part 5 Effective date of the fire risk assessment: 08/09/2025

Part 6 Recommended date for review of the fire risk assessment: 07/09/2026

Part 7 Unique reference number of this certificate: HSF63372/0020/080925/1

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:

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

Date of issue: 09/09/2025

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

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
www.bafe.org.uk

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

EMERGENCY PROCEDURES

IF FIRE BREAKS OUT IN YOUR APARTMENT

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

DO NOT attempt to try to tackle the fire.

Residents of the apartment where the fire started should make their way in an orderly fashion, via the nearest emergency escape route to a place of safety.
Any disabled or elderly persons in the apartment may need help to escape.

DO NOT use any lifts

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

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

Call Fire Services.

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

Give the operator the telephone number you are calling from.

State clearly the full address where the fire exists

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

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

IF YOU ARE CUT OFF BY FIRE

Try to remain calm

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

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

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

<Name & Address>

<Date>

Dear < Resident >,

RE: FIRE SAFETY IN YOUR RESIDENCE — YOUR RESPONSIBILITIES

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

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

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

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

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

Your on-going cooperation is appreciated.

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

Yours sincerely
Property Manager

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