



Health and Safety at Work Act 1974

HEALTH & SAFETY RISK ASSESSMENT

Conforming to, and in accordance with, the following legislation:-

The Management of Health and Safety at Work Regulations 1999

Address of Property: Scheme number **796**

**Northfields
Colchester
CO4 5NF**

Responsible person having control of the premises: **Homes and Communities Agency c/o Sarah Rochester
(Trinity Estates)**

Assessment Undertaken by: **Alex Brodie (Building Surveyor)**

Date of Risk Assessment: **21st August 2020**

Date of Report: **26th August 2020**

Suggested Date for Review¹: **Spring 2021**

¹ This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

Introduction

The Management of Health and Safety at Work Regulations 1999 require that a risk assessment of places of work (which includes the common parts of residential estates) be carried out. This assessment should identify the people at risk, the hazards present, and the actions which are “reasonably practicable” to reduce the level of risk to an acceptable level. This assessment should be recorded, and steps taken to implement the identified actions.

The purpose of this report is to provide an assessment of the risk to persons in these areas and, where appropriate, to make recommendations to ensure compliance with relevant safety legislation. *The report does not address the risk to property or business continuity from accidents.*

The submission of this report constitutes neither a warranty of results of future Risk Assessments, nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based in part on information provided by others. No liability is accepted for the accuracy of such information.

The Assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to the injury of relevant persons, including those residing in or visiting the building.

Only the communal areas and systems were assessed. Therefore this Risk Assessment applies only to the common parts including but not limited to - stairways, landings, corridors, communal cupboards (refuse, utility, cleaning, store, cycle etc); all communal external areas including landscaped areas, car parking (underground, external, partly covered etc), refuse bin areas, stores and shelters, footpaths, roadways, designated muster points (where applicable); and any protection measures necessary to safeguard the relevant persons using or in the vicinity of these areas. The individual residences accessed from these areas are not included.

Relevant Legislation

This Risk Assessment has taken into consideration the following legislation and regulations:

Electricity at Work Regulations 1989
Gas Safety (Installation and Use) Regulations 1998
Health and Safety at Work etc. Act 1974
Health and Safety (Signs and Signals) Regulations 1996
Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992
Regulatory Reform (Fire Safety) Order 2005

The **Housing Act 2004** applies to the whole of the premises, and additional safety measures may be required under the Housing Act in areas not within the common parts. This Assessment does not comment upon or assess such requirements.

This Assessment has considered dangerous substances that are used or stored in your premises, but this Assessment does not consider the special, technical or organisational measures required to be taken or observed in connection with the use or storage of “dangerous substances” as defined in the Dangerous Substances and Explosive Atmospheres Regulations 2002. If dangerous substances are used or stored in your premises, you should ensure that a separate risk assessment of the relevant work activities has been carried out to enable you to comply with the **Dangerous Substances and Explosive Atmospheres Regulations 2002**.

Other Relevant Information

It is not normal practice to retrospectively apply current guidance on the design and construction of new buildings when assessing existing buildings, except where the original design principles are so far removed from those acceptable today, that an unacceptable risk is present. As such it is appropriate to consider developments in safety technology and practice that could be reasonably applied to an existing building. Therefore such developments have been considered in the preparation of this Assessment.

The general safety precautions, which are part-existing with recommendations for improvement set out in the Action Plan below, are considered to be reasonably practicable, and will provide an adequate degree of safety for the relevant persons.

NB It is recognised that it may not be possible to rectify all deficiencies noted in the times recommended due to financial and other constraints; where this is the case action should be taken to reduce the risk as far as possible pending final rectification. In these circumstances you should request further advice.

Estate Overview

Northfields currently comprises 286 freehold houses and 81 Leasehold units. The blocks are surrounded by external parking areas to the rear which are accessed via undercrofts. Block A consists of a single stair core with separate lift lobby and accessed via the front and rear entrances. The bin store is beneath the undercroft and there are cycle stores to the rear. Block J consists of 3 stair cores with similar access provisions to Block A.

General information	
1.The Estate	
Number of blocks	4
Number of houses	286
Brief details of construction	Modern
Secure gated/coded access	No
Number of open spaces	None
Number of play areas	None
Number of water hazards	None
Comments:	
2. Persons at risk (and who may be at particular risk) include	
Residents and their visitors	Yes
Non ambulant persons	None advised
Sensory impaired persons	None advised
Young persons (unsupervised)	Yes
Persons with psychological / learning difficulties	None advised
Elderly/infirm persons	Yes
Contractors/utilities personnel	Yes
Employees	Yes
Trespassers	Yes
Emergency Services	Yes
Deliveries personnel – groceries, post and parcels etc	Yes
Others not specified above:-	
Other relevant information:	

Hazards and their elimination or control	
3. Slip hazards	
Highly polished, or slippery-when-wet floor surfaces present	No
External gradients that may become icy/snow covered	No
Salt/grit bins present near risk surfaces	n/a
Salt/grit bins topped up	n/a
Other slip hazards	No
Comments:	
4. Trip hazards	
Loose coverings or nosings on stairs	No
Trailing cables	No
Loose or uneven pavings	No
Raised inspection covers	Yes*
Changes in level that are unclear	No

Other trip hazards	No**
Comments: *Inspection covers are out of main traffic areas and so are not considered a significant risk. **Floor just inside main entrance to block 159-185 Turner Road bouncy – monitor and repair as required	
5. Falls and other hazards	
Unlit or unsafe steps/stairs	No
Loose handrails	No
Falls from chairs, stepladders, trestles, scaffold	No*
Unsafe roof access	n/a
Falls through openable windows	No
Other potential falls	n/a
Glazing hazards	No
Head strike hazards	Yes
Comments: <ul style="list-style-type: none"> Unauthorised planters to balcony railings throughout estate including items mounted directly on the glass panels – these will put undue additional stresses on the glass which may lead to breakages *Lone worker training including ladder/stepladder guidance given to on-site staff.	
6. Manual handling	
Training in lifting and carrying given to on-site staff	n/a
Equipment to aid manual handling on site	n/a
Other manual handling hazards	n/a
Comments: Contractors including cleaners have provided Trinity with evidence of independent RA of such operations. Lone worker training including manual handling guidance given to on-site staff.	
7. Fire	
Is there any unnecessary fire load readily accessible to arsonists	No
Are all parts of the estate readily accessible to the emergency services	Yes
Does the building/s have a Lightning Protection System	No
Other fire hazards	n/a
Comments: Separate Fire Risk Assessment of common parts carried out where required by the Regulatory Reform (Fire Safety) Order 2005.	
8. Chemicals	
Are any hazardous chemicals kept on site	No
Hazardous chemicals in secure storage	n/a
Training in storage, use, handling, disposal of hazardous chemicals given to on-site staff	n/a
Equipment necessary for handling hazardous chemicals given to on-site staff	n/a
Comments: Contractors including cleaners have provided Trinity with evidence of independent RA and relevant C.O.S.H.H. data sheets are available upon request.	
9. Landscaping	
Is the standard of housekeeping and gardening adequate	No
More specifically:	
Are there any dangerous trees or shrubs on the estate	No
Combustible materials separated from ignition sources	No
Is there unnecessary accumulation of combustible materials or waste	Yes
Are there any flammable materials e.g. oil based paints, petrol/oil/solvents stored	Yes
Comments: 49-73 Stanford Road <ul style="list-style-type: none"> 1st floor lift lobby – unauthorised storage including bike 	

<ul style="list-style-type: none"> • 2nd floor lift lobby – unauthorised storage of bikes and shoes • 3rd floor cupboard – unauthorised storage • 4th floor lift lobby – unauthorised storage including bikes • 4th floor cupboard – unauthorised storage • External bin store – dumped bulky items 	
107-151 Turner Road <ul style="list-style-type: none"> • External EIC – dumped rubbish • 1st floor corridor for flats 117-121 – unauthorised storage of shoes • 1st floor corridor for flats 123-127 – unauthorised storage • 2nd floor corridor for flats 129-133 – unauthorised reed diffuser – these get very hot and create flammable vapours and are not permitted in common areas under any circumstances 	
159-185 Turner Road <ul style="list-style-type: none"> • 1st floor corridor – unauthorised storage of bike • 1st floor gas riser – unauthorised storage • Integral cycle store – unauthorised additional storage 	
187-223 Turner Road <ul style="list-style-type: none"> • 2nd floor lift lobby – unauthorised storage and plug-in air freshener – these create flammable vapours and are not permitted in common areas under any circumstances 	
External <ul style="list-style-type: none"> • Multiple balconies have excessive storage and unauthorised combustible screens mounted to railings 	
10. Hazards introduced by outside contractors and building workers	
Is there satisfactory control over works carried out in the estate by outside contractors including 'hot work' permits	Yes
Are fire safety conditions imposed on outside contractors	Yes
Comments: Trinity Estates Policy is to obtain method statements where appropriate prior to instructing contractors to carry out any maintenance and/or repair works.	
11. Occupational injuries and staff welfare	
Are any on-site staff at risk of Repetitive Strain Injury	n/a
Other occupational injuries	No*
Are there reasonable measures to prevent smoking within the working environment e.g. prohibitive signage	Yes
Are there suitable arrangements for those who wish to smoke	n/a
Is there evidence of breaches of law relating to smoking in the workplace	No
Are suitable welfare facilities provided for on-site staff	No
Comments: *Not applicable to this scheme as there are no personnel / staff who are required to carry out this type of operation. Contractors including cleaners have provided Trinity with evidence of independent RA of such operations.	
12. Water hazards	
Readily accessible deep water hazards on site	No
Readily accessible water hazards with steep, unprotected banks on site	No
Life saving equipment provided near water hazards	n/a
Other drowning hazards	n/a
Comments:	
13. Play areas	No
Comments: Separate safety inspection of play areas carried out where required.	

14. Electrical system	
Reasonable standard of lighting	Yes
Suitable warnings signs of electrical hazards in place	Yes
Reasonable measures taken to prevent electrocution	No
Is there a suitable policy restricting use of personal electrical appliances	No
Where applicable are trailing leads/adaptors limited	No
Are there any 'visible' signs of damage or faults to switches, sockets, light fittings and other associated components of the fixed electrical installation.	Yes
Comments and Hazards observed: Periodic inspection of the fixed electrical installation is now due as the buildings are 10 years old, it will be due every 5 years thereafter External <ul style="list-style-type: none"> Inappropriate personal appliances mounted to balcony railings of some blocks 49-73 Stanford Road <ul style="list-style-type: none"> 4th floor electric riser – PV inverter displaying fault – requires investigation and repair 107-151 Turner Road <ul style="list-style-type: none"> External EIC – landlord fuse damaged or loose from backing board – repair required to ensure equipment is secure 3rd floor electric riser – inappropriate extension cable in use 187-223 Turner Road <ul style="list-style-type: none"> 1st floor electric riser – unauthorised plug-in air freshener – these get very hot and create flammable vapours and are therefore not permitted for use in common areas under any circumstances 	
15. Training and Drills	
Are all staff given induction training on safety / procedures	n/a
Are staff given 'refresher' training at suitable intervals	n/a
Are health & safety posters erected in offices, plant rooms etc	n/a
Are fire wardens / marshals / first aiders given additional training	n/a
Are fire drills carried out at appropriate intervals	n/a
Comments: Contractors including cleaners have provided Trinity with evidence of independent training programmes	
16. Testing and Maintenance	
Adequate maintenance of workplace	No
Is there a current water risk assessment	n/a
Date of last assessment:	n/a
Sufficient maintenance of water booster and pumps	n/a
Date of last service:	n/a
Is there a current asbestos survey	*See below
Date of last survey:	n/a
Portable Appliance Testing carried out	No
Date of last inspection:	No record
Sufficient testing of fixed electrical installation	No
Date of last periodic inspection:	**See below
Sufficient testing routines for emergency lighting	Yes
Date of last discharge test:	29/05/2020
Sufficient maintenance of lifts/escalators	Yes
Date of last service:	14/07/2020
Sufficient maintenance of CCTV system	n/a
Date of last service:	n/a
Sufficient maintenance of automatic vehicle gates/shutters	n/a

	Date of last service:	n/a
Sufficient maintenance of "mansafe" roof access system		Yes
	Date of last service:	06/08/2020
Sufficient maintenance of warden call system		n/a
	Date of last service:	n/a
Comments and hazards observed *Asbestos is unlikely to be present within the buildings as constructed post-2000 **Periodic inspection of the fixed electrical installation is now due as the buildings are 10 years old, it will be due every 5 years thereafter		

RISK ASSESSMENT

The following simple risk level estimator is based on the general health and safety risk level estimator contained in BS 8800.

Potential consequences of accident→ Accident hazard↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the safety measures and procedures observed at the time of this risk assessment, it is considered that the level of safety hazard at this estate is:

Low ☐ Medium ☒ High ☐

Taking into account the nature of the estate, the building(s) and the building users, as well as the procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of accident would be:

Slight harm ☐ Moderate harm ☒ Extreme harm ☐

In this context, a definition of the above terms is as follows:

Slight harm: Incident/accident unlikely to result in serious injury or death of any building user
Moderate harm: Incident/accident could result in injury of one or more building users, but it is unlikely to involve multiple fatalities
Extreme harm: Significant potential for serious injury of one or more building users.

Accordingly, it is considered that the risk to life from accidents at this estate is:

Trivial ☐ Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable ☐

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timetable
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional controls required. However there may be a need for consideration of improvements that involve minor or limited costs.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the priority for improved control measures
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce the risk to, or maintain it at, the following level:

Trivial

☐

Tolerable

☒

Definition of priorities (where applicable)

Immediate- Should be implemented immediately

Short term- Should be implemented within two months

Long term- Should be implemented as and when the opportunity arises

Action/recommendation	Priority
Monitor trip hazards on EVRs and repair as required as per section 4	Long term
Take steps to remove head strike hazards as per section 5	Short term
Ensure common areas are kept clear of storage and waste as per section 9	Short term
Remove flammables as per section 9	Immediate
Remind residents about personal appliances as per sections 9 and 14	Immediate
Undertake repairs and modifications to fixed electrical installation as per section 14	Short term
Undertake routine testing of the fixed electrical installation as per sections 14 and 16	Short term

RECOMMENDED REVIEW

The progress of the work undertaken to rectify the deficiencies noted in the Action Plan above should be monitored by the responsible person to ensure completion by the timescales given.

A follow up inspection should be undertaken when all work is complete to ensure it is to the correct standard.

A Risk Assessment review should generally be undertaken annually, and therefore this Assessment should be reviewed in **Spring 2021**

APPENDIX - PHOTOGRAPHS



Block overview



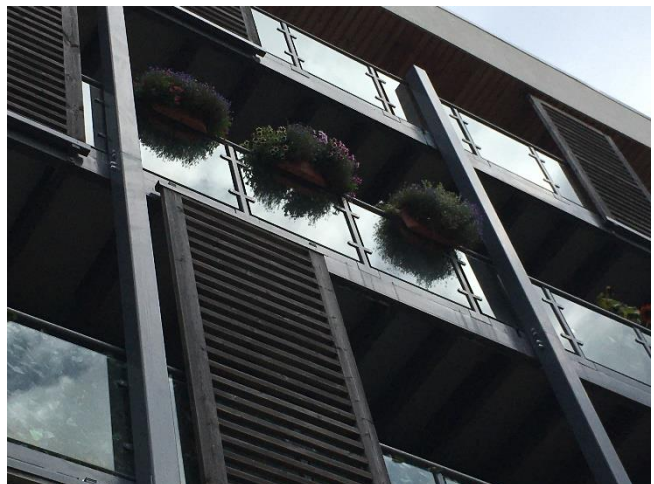
Unauthorised personal appliance



Unauthorised storage



Combustible screens



Planters on railings