



Health Safety & Fire Risk Assessment

4

One Cromwell Square Limited

Undertaken at

**Saxon House
Cromwell Square
Ipswich
IP1 1TS**

Care of

Blocsphere Property Management



Report Compiled By

Barry Roan

4site Consulting Limited

Report reference No: HSF30592/0052/040222/2

Site Visit Date: 04/02/2022

Review Due Date: 03/02/2023

4site Consulting Ltd, Unit 4 Exchange Court, London Road, Feering CO5 9FB
Office@4siteconsulting.co.uk www.4siteconsulting.co.uk Tel: 01376 572 936
Copyright © 2006 -2020 4site Consulting Ltd. - All Rights Reserved

V 1.2 : QMF 09-299

Contents of Report

1.0 Introduction

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

2.0 Report Summary

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

3.0 Action Plan

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

4.0 Report Caveats & Disclaimers

5.0 Appendices

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

1.0 Introduction

1.1 Health, Safety & Fire Combined Risk Assessment

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

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

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

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

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

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

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

Barry Roan undertook this assessment on 04/02/2022. This report was then checked for quality and verified by Bob Dow on 16/02/2022. 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		
Saxon House Cromwell Square Ipswich IP1 1TS	One Cromwell Square Limited		
	Type of Business		
	Managing agents		
	Management		
	Blocsphere Property Management		
Responsible Person/Body	Contact / Person Responsible for Fire Safety		
Blocsphere Property Management	Property Administration		
Contact Number (if available)	03333 601 601		
Local Authority	Areas Inspected		
Ipswich Borough Council	Landlords areas and common parts		
Type of Property	Areas Excluded		
Residential	Tenants demise		
Tenants & Vacant Areas	Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas	N/A	N/A	N/A
Property Summary			
Car Park Facilities	Gated private car park		
Approximate year of construction	C. 1960s converted C. 2019 brick build		
No. of People on Premises	None		
Total No. of Exits	3 communal		
Approx No. of Employees	N/A		
Roof Access	N/A		
Total No. of Stairways	2 communal		
Security Measures	Fob and CCTV		
Approx Size (Sq ft or Units)	34 units		
External Areas (if to be included)	Access and egress routes		
Property Usage	Private accommodation		
Manned Reception	N/A		
Total No. of Lifts	1		
Total No. of Floors (including basement)	4, ground to 3rd floor		
Access Restrictions	N/A		
Buildings Drawings	N/A		

1.2 Property Information (Cont.)

Persons at Special Risk	Disabled/tenants/employees/contractors/visitors		
Property Risk Assessment/Audit	Location	Last Update	Issued By
Asbestos Survey/Re inspection	Unknown	Unknown	Unknown
Disabled Access Audit	N/A		N/A
Fire Risk Assesment	Clients office	19/02/2021	4site Consulting Ltd
Health and Safety Risk Assessment	Clients office	19/02/2021	4site Consulting Ltd
Water Hygiene Risk Assessment	N/A		N/A
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	N/A		
Boilers	N/A		
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	N/A		
Electrical Distribution	External electrical intake cupboard	34	Unknown
Electrical Intake	External electrical intake cupboard	1	Unknown
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	All floors	1	Unknown
Plant Control Panels	N/A		
Pressurisation Units	N/A		
Water Booster Pumps	N/A		
Fall Protection Equipment	Location	Quantity	Last Service
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	N/A	
Dry/Wet Rising Main	N/A	
Emergency Lighting	Duel - Maintained and Non Maintained	Unknown
Fire Alarm System	Zonal linked to MCPs/SDs/AOV	Unknown
Fire Doors	30/60 minutes fire resistant	Unknown
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	30/60 minutes fire resistant	Unknown
Smoke Dampers	N/A	
Smoke Detectors	Mains powered linked to FA system	Unknown
Smoke Ventilation System	AOV linked to FA system	Unknown
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Sprinkler System	Mains fed system	Unknown

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
<p>Saxon House is a purpose-built converted office building of 34 units on ground to third floor, built circa 1960's of traditional brick, block and concrete construction and converted to flats circa 2019.</p> <p>The front communal entrance opens into a ground floor lobby with rear exit to the car park, lift entry point (Not working), and ground floor flats. There is also a staircase that rises to the third floor to give access to the remaining tenants entry doors. The rear area has a further staircase that can be accessed by all to the final exit point. The Electrical intake cupboard is accessed by the car park external cupboard.</p> <p>The property is fitted with a zonal fire alarm system with manual call points and mains operated smoke detectors to provide early warning and detection of fire, along with fire doors, water mist system in the flats, automatically opening smoke vents and emergency lighting throughout to assist with evacuation in the event of an emergency.</p> <p>The external of the block appeared to be brick build and non-combustible. Based on the non-intrusive observations made by the advisor, external fire spread is not considered a risk at this time. Should any information in regards the external wall and its subsequent installation and material within come</p>

Additional Information

to light, a further assessment may be required.

A fire action notice is not in place, to inform people of the actions to take in the event of fire.

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 tenant's demise should be fitted with a fire-resistant entry door, smoke detection warning unit and carbon monoxide alarm (where required) to help give early warning and aid evacuation in the event of an emergency.

The tenant's doors appear to be in good condition and fit within their frames. Providing the integrity of the entrance door to each flat is maintained and not compromised in any way, and has a self-closing device attached, a fire within a flat will be contained. 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. 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.

The property is occupied 24 hours per day, 7 days per week by persons who sleep within the property and are familiar with its layout and relevant access / escape routes. Most risks are posed by those of the tenant's activities and are under their control, the fire risks are mostly limited to electrical installations and appliances and occasional maintenance activities. There may be person/s or groups at high risk of fire within the building, namely residents and members of the public. 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.

On the day of inspection, access was gained via codes.

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 continually maintained.

1.3 Fire Policy & Risk Rating

Fire Emergency Policy For Saxon House

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/converted 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, including sprinklers in each flat. However, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire service.</p> <p>There is an active fire warning and detection system installed that may encourage evacuation and compromise the 'Stay Put' policy.</p> <p>Please note that the non-compliances and hazards identified within this report must be addressed to ensure this policy can be adhered to.</p>	<p>The 'Stay Put Policy' is based upon the likelihood that the building meets Building Regulations on the basis of its age and construction, with sprinklers in each flat, and that there will be no hidden fire separation breaches in compartmentation within the communal and non-communal areas. Should there be any future fire separation breaches in compartmentation anywhere in the property, a change in the 'Stay Put' policy to 'Evacuate' may be required.</p> <p>To ensure the 'Stay Put' policy remains suitable, it is strongly advised that robust communication and cooperation controls are established between all persons in control of any part of the property, and that a Fire Safety Plan be produced and regular Fire Risk Assessments are carried out, ensuring that any actions are completed as required.</p>

Fire Risk Rating

Medium

Fire Risk Rating Reasoning

In order to determine the overall fire risk rating for this property a number of factors were considered, including but not limited to; The age and height of the building and whether it is purpose-built or converted, the likelihood of a fire occurring and it's likely severity, the number of hazards and non-compliances identified, the level of housekeeping, the presence of a fire detection system, the presence of external wall systems, any known history of fire, and whether there are high risk commercial premises below or adjacent to the building.

2.0 Report Summary

On 04/02/2022 4site Consulting Limited on behalf of Blocsphere Property Management 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	12	2	0	5	5
Fire Risk	7	1	0	18	6

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.10
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Safety Communication for Contractors.	No picture required

Relevant Legislation

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.11
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Contractor Vetting	No picture required

Relevant Legislation

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.13
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Health & Safety Risk Management	No picture required

Relevant Legislation

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.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.16
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Asbestos Register	No picture required

Relevant Legislation

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.23
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Fire Risk Assessment	No picture required

Relevant Legislation

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.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.27
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Fire Alarm Testing & Maintenance	No picture required

Relevant Legislation

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

Maintain formal records of all fire alarm system inspection, testing and maintenance that is carried out and ensure all 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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.29
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Smoke Detectors.	No picture required
Management of maintenance & inspection.	

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. BS EN 54:- Fire detection and fire alarm systems. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5839-1:2017

Assessment Observations

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

Action Required/Recommendations

Ensure that records of testing and maintenance 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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.33
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Sprinkler System; Management of maintenance & inspection.	No picture required

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. BS EN 12845: 2004 (BS 9251: 2005 for residential and domestic systems).

Assessment Observations

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

Action Required/Recommendations

Ensure records of testing and maintenance of the sprinkler system are made available.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.38
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Smoke Ventilation System.	No picture required
Management of maintenance & inspection.	

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005.
BS EN 12101-2:2017 BS 7346 Pt 8.

Assessment Observations

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

Action Required/Recommendations

Ensure that inspection and servicing 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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.40
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Lifting Equipment; Management of maintenance & inspection.	No picture required

Relevant Legislation

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

Assessment Observations

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

Action Required/Recommendations

Ensure that the records of the 6 monthly servicing/testing of the lifting equipment for lifting persons 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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.48
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Fixed Electrical Installation Inspections	No picture required

Relevant Legislation

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.49
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Portable Appliance Testing	No picture required

Relevant Legislation

The Health & Safety at Work Act 1974, Electricity at Work Regulations 1989, The provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety at Work Regulations 1999.

Assessment Observations

No information or records in regards portable appliance testing have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Employ a competent person to re-test and label all portable electrical equipment whose test is no longer current, and update the register.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.52
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Emergency Lighting; Management of maintenance & inspection.	No picture required

Relevant Legislation

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.57
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Waste Management	No picture required

Relevant Legislation

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.

Assessment Observations

There appear to be insufficient waste containers on site.

Action Required/Recommendations

Ensure there are suitable and sufficient waste containers on site.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.63
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Accident book/Accident Reporting Procedure including RIDDOR.	No picture required

Relevant Legislation

Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999. RIDDOR, The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013.

Assessment Observations

No information or records in regards Accident book / accident reporting have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure records of an accident book/accident reporting procedure which has been reviewed is made available.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.70
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Powered Gate. Management of maintenance & inspection.	No picture required

Relevant Legislation

Health and Safety at Work Act 1974. Provision and Use of Workplace Equipment Regulations 1998. Workplace (Health, Safety & Welfare) Regulations 1992.

Assessment Observations

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

Action Required/Recommendations

Ensure that relevant testing records for the Powered Gate are held on site and available for inspection.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.73
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. The Management of Health & Safety at Work Regs 1999. Regs. BS EN 1634-1:2014.

Assessment Observations

No information or records in regards Co-ordination, co-operation and communication with residents have been made available prior to or at the time of the inspection.

Action Required/Recommendations

The property manager/responsible person must make available for inspection records to confirm that they have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.74
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Fire door inspections	No picture required

Relevant Legislation

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 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 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	Saxon House Cromwell Square Ipswich IP1 1TS	Ref No	4.2.76
		Assessor	Barry Roan
		Date	04/02/2022
		Responsible Person/Body	Blocsphere Property Management

Requirement	Example
Property Inspections	No picture required

Relevant Legislation

Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Regulatory Reform (Fire Safety) Order 2005. Workplace (Health, Safety & Welfare) Regs 1992.

Assessment Observations

No information or records in regards property inspections 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 the property manager has in place a policy and procedure which has been reviewed, whereby property inspections are carried out on a regular basis, and representative examples of relevant documentation for a sample of managed properties have been seen.

Action Carried Out By:

Date:

Action Taken:

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

3.2 Legal Compliance Achieved – No Action Required			
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Type	Legal Compliances
		Date	04/02/2022
		Assessor	Barry Roan
		Responsible Person/Body	Blocsphere Property Management
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.

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)

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

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

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	BS05	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

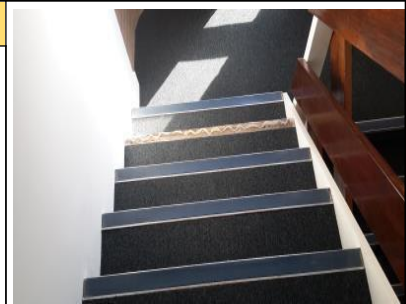
Hazard Location

Gd to 1st floor both stairwells

Hazard Description

Anti-slip strips/nosings on stairs are missing.

Potential trip/fall hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

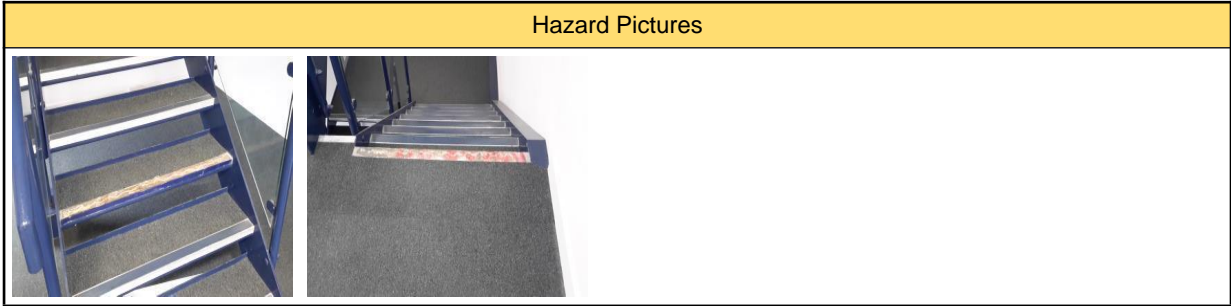
Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. The Building Regulations 2010,

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial actions to the anti-slip strips/nosings.

Monitor the anti-slip strips/nosings for condition, damage & security as part of the building maintenance schedule.

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



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	BS07	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

Side exit

Hazard Description

No handrail fitted to steps.

Potential fall hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

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 in the regular property inspections.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	BS10b	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

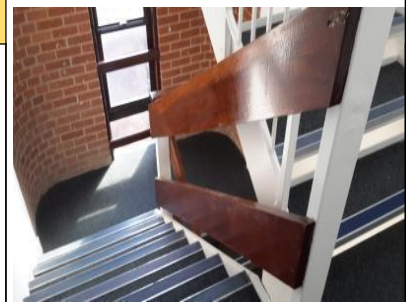
Hazard Location

Gd to 2nd floor side stairwell

Hazard Description

Protective railing/balustrade has gaps that are larger than 100mm.

Potential fall from height hazard, particularly for young children.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Health and Safety at Work Act 1974. Management of Health and Safety at Work Regulations 1999. The Building Regulations 2010, Document.

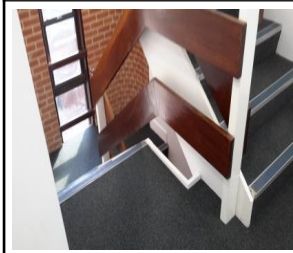
Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial work to the railing/balustrade, so that the gaps are reduced to less than 100mm.

Include the railing/balustrade in 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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	E14	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

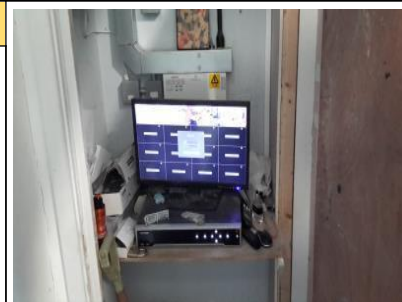
Hazard Location

Ground floor CCTV cupboard

Hazard Description

(PAT) Individual items of portable electric equipment appear not to have been subject to the PAT maintenance system.

Potential electric shock and fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Electricity at Work Regulations 1989. HSG 107 & Guidance notes for Maintaining Portable Electrical Equipment, INDG236 Maintaining portable electrical equipment in offices & other low risk environments.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to devise & implement a PAT maintenance program for all PAT equipment being used within the property.

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

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	F01	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

Ground floor under side stairwell

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

Relevant Legislation

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	F01 (1)	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

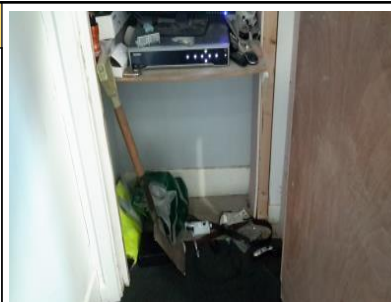
Hazard Location

Ground floor CCTV cupboard

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

Relevant Legislation

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FBS01	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

2nd - 3rd floor riser cupboard

Hazard Description

No fire breaks installed in the riser shafts between each floor.

Potential for smoke, heat and fire to spread throughout the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install firebreaks in the riser shafts between each floor level. Ensure all doors to these areas are locked.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FBS02	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

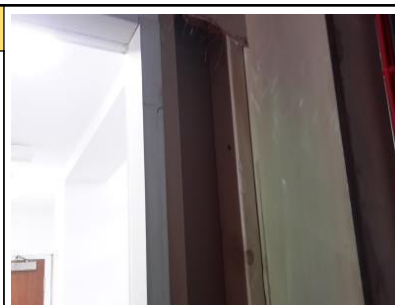
Hazard Location

2nd floor riser cupboard

Hazard Description

The partitioning installed between 2nd floor riser cupboard and the staircase enclosure does not appear to be to the minimum ½ hour standard of fire resistance.

Potential for smoke, heat & fire to spread throughout the property.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out a survey of this partitioning & to carry out the required remedial works to upgrade or replace the partitions so that they provide a minimum ½ hour standard of fire resistance.

Maintain partitions in good repair.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FBS03a	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

Gd, 1st, 2nd and 3rd floor riser cupboards

Hazard Description

Breach in compartmentation with insufficient fire stopping installed.

Potential for fire, heat and smoke to spread through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

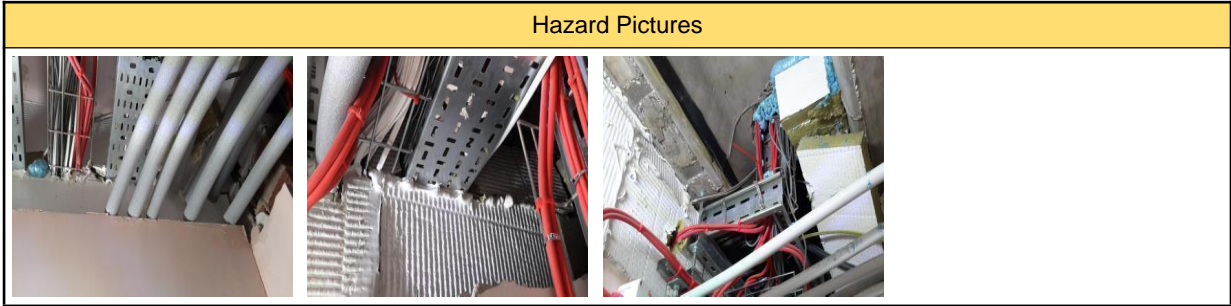
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install fire stopping where breaches in compartmentation occur.

Ensure contractors reinstate fire compartmentation when any work is carried out.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FBS03a (1)	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

Ground floor CCTV cupboard and rear exit

Hazard Description

Breach in compartmentation with insufficient fire stopping installed in the CCTV cupboard and unknown boarding at the rear car park exit.

Potential for fire, heat and smoke to spread through the property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install fire stopping where breaches in compartmentation occur.

Ensure contractors reinstate fire compartmentation when any work is carried out.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD01	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

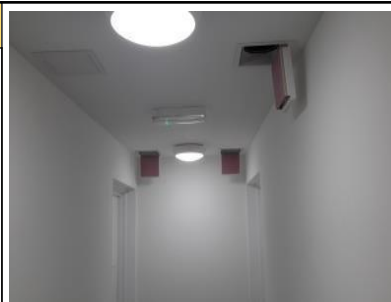
Hazard Location

Throughout

Hazard Description

Fire door hatches are being left open.

Potential for smoke, heat and fire to spread throughout premises.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Lock hatches.

Ensure fire doors hatches are kept closed at all times. Tenants/contractors must be informed (in writing) of this requirement. Maintain fire doors operative and in good repair.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD02c	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

1st floor next to 14 and 3rd floor lobby doors

Hazard Description

The gap between the fire door leaf and the frame is excessive.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. BS EN 1634-1:2008+A1:2018

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial work, to ensure that the gap between the door leaf and the frame is 3mm +/- 1mm.

Action Carried Out By:**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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD02d	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

1st floor lobby leading to unit 13

Hazard Description

The threshold gap to the bottom of the door is excessive, ie, larger than 8mm.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. BS EN 1634-1:2008+A1:2018

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial work, to ensure that the gap between the door and the floor is less than 8mm

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD04	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

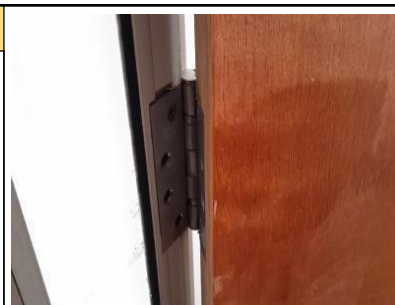
Hazard Location

2nd floor riser cupboard

Hazard Description

Fire door may not perform correctly, missing screws from hinges and does not close as the door was open and could not lock.

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014+A1:2018

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial works to ensure door will perform correctly.

Ensure doors are regularly inspected.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD04 (1)	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

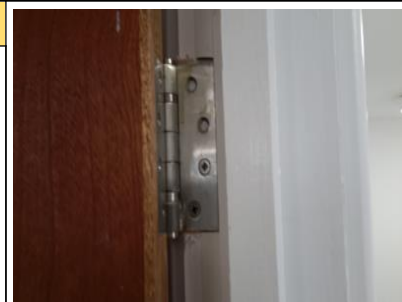
Hazard Location

Ground floor lobby door next to unit 7

Hazard Description

Fire door may not perform correctly, missing screws from hinges and no cold smoke seals fitted.

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014+A1:2018

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial works to ensure door will perform correctly.

Ensure doors are regularly inspected.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD04 (2)	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

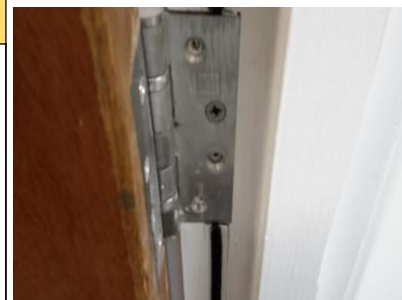
Hazard Location

1st floor lobby door next to unit 14 & 15

Hazard Description

Fire door may not perform correctly, missing screws from hinges.

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014+A1:2018

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial works to ensure door will perform correctly.

Ensure doors are regularly inspected.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD04 (3)	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

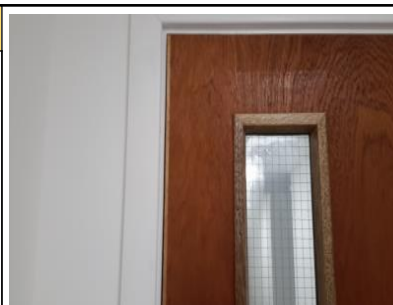
Hazard Location

Lobby doors throughout including CCTV cupboard

Hazard Description

Fire door may not perform correctly, added piece of timber to the lobby doors, unknown if the door test certificates had this piece added.

Potential for fire and smoke to spread through property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN 1634-1:2014+A1:2018

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial works to ensure door will perform correctly.

Ensure doors are regularly inspected.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD06	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

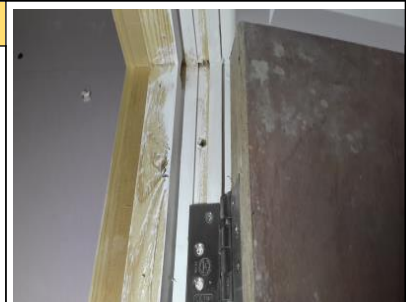
Hazard Location

Ground floor CCTV cupboard

Hazard Description

Cold smoke seal/intumescent strip missing.

Potential for fire & smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install cold smoke seals / intumescent strips in compliance with BS 476-23.1987

Include fire doors in the building maintenance schedule and routinely check the cold smoke seals / intumescent strips as part of this service.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD11	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

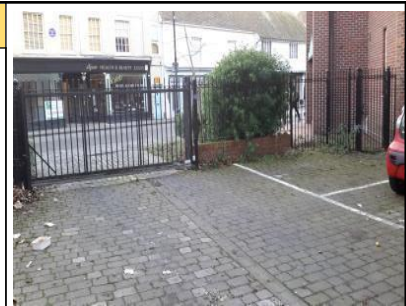
Hazard Location

Rear car park exit

Hazard Description

Fire exit gate padlocked and gate requires a code.

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a competent 3rd party accredited contractor to install a secure push button to exit the car park.

Daily check all fire exits to ensure that they are unlocked and unobstructed.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD13	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

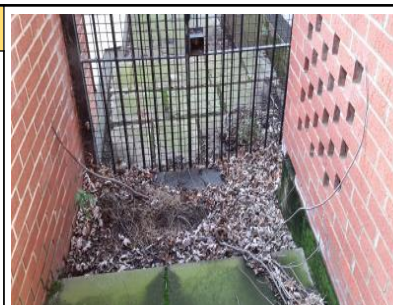
Hazard Location

Side exit gate

Hazard Description

Final Fire Exit gate. External side of fire exit gate obstructed by debris.

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Employ a 3rd party accredited contractor to clear the area, and Inform all tenants and contractors (in writing) that it is a legal requirement to maintain all fire exits/escape routes free from obstructions. Ensure external areas of all final fire exit doors remain unobstructed, maintained closed & fully operational.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD16	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

Tenants doors

Hazard Description

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

Relevant Legislation

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

Write to the responsible person or duty holder to inform them of their responsibility to ensure that the entry doors to the tenants demise meets the minimum half hour standard of fire resistance, in order that they can manage and reduce the risk of fire.

Where this cannot be determined, the doors must be replaced to ensure that the compartmentation of the tenants demise leading into the escape route is maintained. In the case of an impasse, the matter should be referred to the local fire authority.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FREF01	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

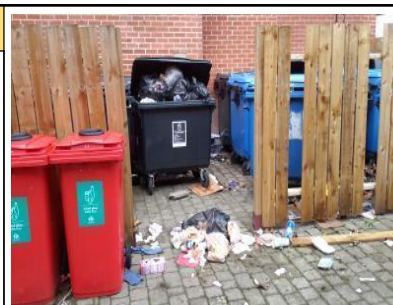
Hazard Location

Car park area

Hazard Description

Refuse / rubbish container stored too close to building and overflowing containers.

Potential for fire to spread into the building.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. T

Action Required and Further Control Measure

Advise persons responsible (in writing) that refuse containers should be located at least 6 metres from the building to prevent fire spreading into the building. Where 6 metres may not be practical, an alternative can be to construct a secure & fire resistant surround for the bins in order to prevent arson and to prevent any bin fires spreading to the main building.

Ensure containers are regularly emptied and fitted with lids. Ideally, containers should be secured to prevent unauthorised movement.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	No Access	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

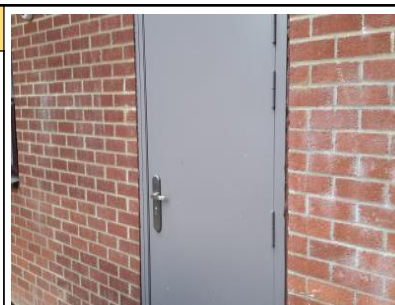
Hazard Location

External electrical intake cupboard

Hazard Description

The advisor was unable to gain access to this area, locked door.

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

Relevant LegislationHealth & 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:**

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	E02	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

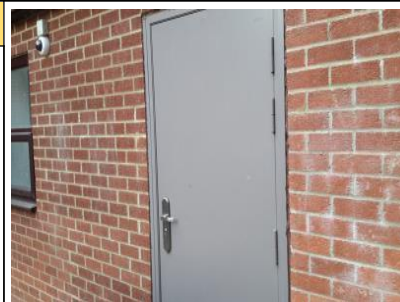
External electrical intake cupboard

Hazard Description

Electric intake cupboard doors.

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

Potential electric shock.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

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

Action Required and Further Control Measure

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

Ensure signage is included in the regular property inspections.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FAP01	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

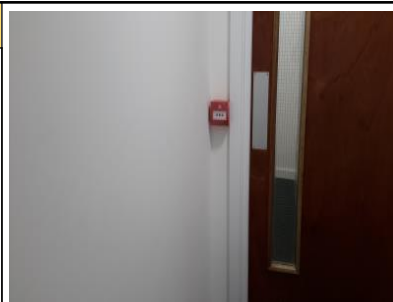
Hazard Location

All areas

Hazard Description

No fire action notices displayed adjacent to the fire alarm manual call points/inside communal entrance.

Potential in delaying evacuation process.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

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

Action Required and Further Control Measure

Employ a competent person to install fire action notices, which are to be displayed adjacent to every manual call point/inside communal entrance. Where required, they are to be completed with the current and correct information.

Ensure signage is included in the regular property inspections.

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



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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FBS03c	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

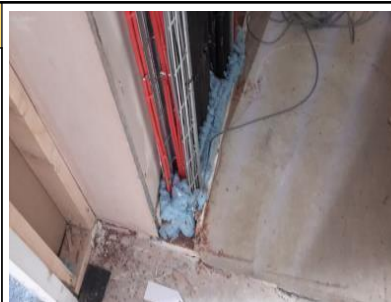
Gd, 1st and 2nd floor riser cupboard

Hazard Description

Excessive amount of intumescent foam has been used to fire stop gaps.

Foam should only be used for gaps less than 40mm or those stipulated in the manufacturer data sheet.

Potential for fire and smoke to spread through the property



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install more suitable fire stopping to this area.

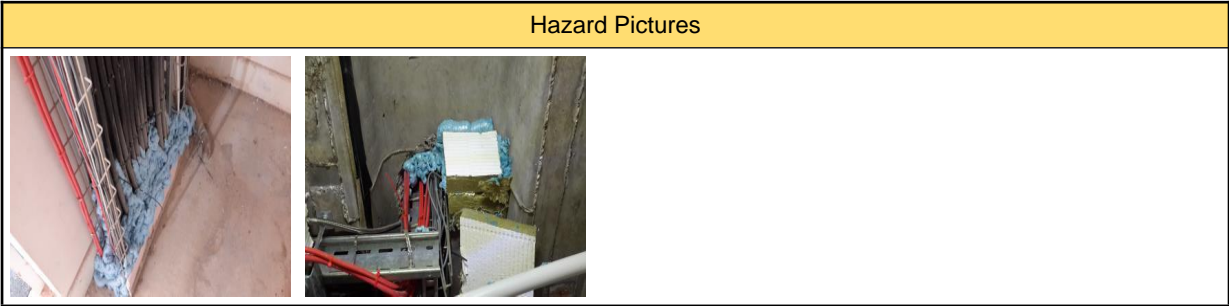
This may be an intumescent fire batt with an ablative coating.

If pipework is insulated, an intumescent sleeve should also be fitted.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD01a	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

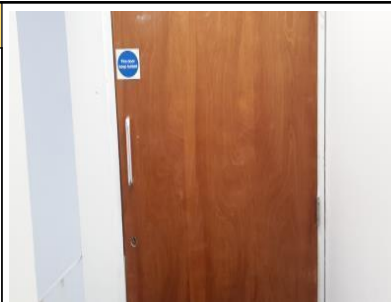
Hazard Location

Riser cupboards throughout

Hazard Description

Riser cupboard door not locked.

Potential for fire and smoke to spread through property.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

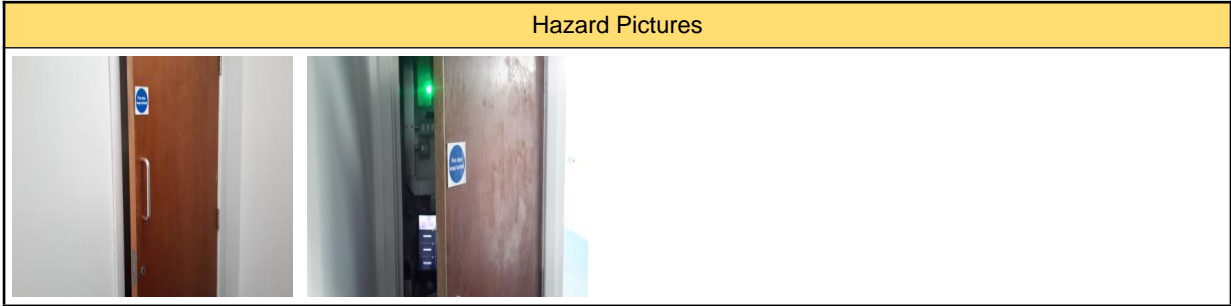
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure

Ensure that the riser cupboard doors are kept locked at all times.

include the riser cupboards in regular property inspections.

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



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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FD12	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

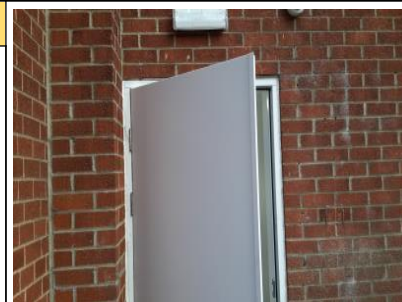
Hazard Location

Side exit point

Hazard Description

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

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

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

Action Required and Further Control Measure

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

Ensure signage remains legible & unobstructed.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FLS01	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

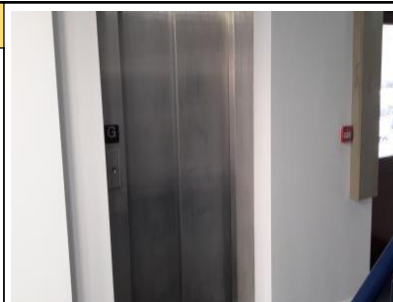
Hazard Location

Lift entry points

Hazard Description

No notices displayed stating "Do Not Use Lift in Event of Fire".

Potential for persons to become trapped in the lift car if the power failed, or potential for the lift car to take persons to the floor affected by fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005. Health and Safety (Safety Signs and Signals) Regulations 1996.

Action Required and Further Control Measure

Purchase and display suitable "Do Not Use Lift in Event of Fire" signage adjacent to each lift entrance on each floor.

Ensure signage remains visible and legible at all times.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	FMES02b	Fire
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

Hazard Location

2nd floor stairwell

Hazard Description

Storage on escape route.

If storage is allowed to accumulate, it could result in blocked escape routes.

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



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Employ a competent person to remove the items stored on the escape route.

Inform all tenants (in writing) that it is a legal requirement to maintain all fire exits/ escape routes free from obstruction.

Include escape routes and exits in regular property inspections.

Action Carried Out By:

Action Taken:

Date:

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	NS01	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

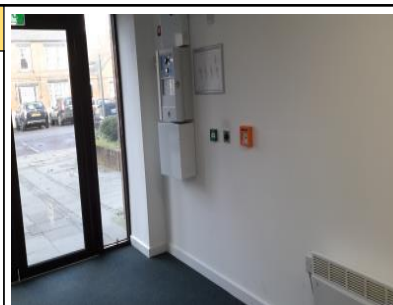
Hazard Location

Communal areas

Hazard Description

No "No Smoking" signs displayed.

Potential fire hazard, and/or health hazards associated with secondhand smoke.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005. The Health & Safety at Work Act 1974. The Health Act 2006. Health & Safety (Safety Signs & Signals) Regulations 1996. The Smoke-Free (Premises & Enforcement) Regs 2006. The Smoke Free (Signs) Regulations 2012.

Action Required and Further Control Measure

Employ a competent person to install suitable "No Smoking" signs at any communal entrance to the building.

Ensure signs are included in the regular property inspections.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	PE02	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

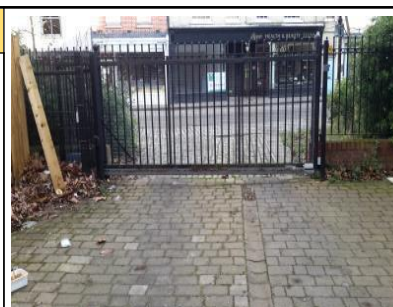
Hazard Location

Car park gate

Hazard Description

No warning signage displayed to indicate the hazards with the automatic moving gate.

Potential for injury.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Provision and Use of Work Equipment 1998.
Health & Safety (Safety Signs & Signals) Regs 1996.

Action Required and Further Control Measure

Purchase and display suitable warning signage to indicate the hazards with the automatic gate.

Check that the signage is clearly displayed, legible and when required, replaced as part of the building maintenance schedule.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	W07	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

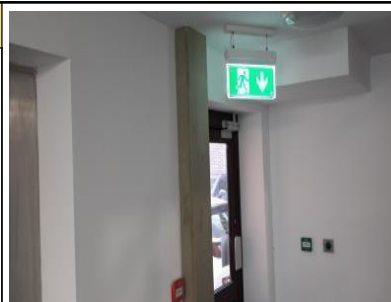
Hazard Location

Rear car park area

Hazard Description

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

Potential for water to stagnate leading to a Legionellosis risk.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

COSHH Regulations 2005.
The Control of Legionella bacteria in water systems L8.

Action Required and Further Control Measure

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

Consideration should be given to decommissioning the outlet.

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	Saxon House Cromwell Square Ipswich IP1 1TS	Risk No/Type	WFS01	H&S
		Assessor	Barry Roan	
		Date	04/02/2022	
		Responsible Person	Blocsphere Property Management	

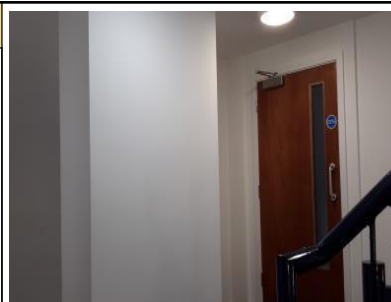
Hazard Location

Each floor

Hazard Description

No wayfinding signage displayed.

Potential to delay firefighters ability to identify each floor level, and/or delay them reaching the location of a fire.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005.
MHCLG Guidance on amendments to the Building Regulations Approved Document B Volume 1 Section B5, 26/11/2020.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to supply and display suitable wayfinding signage.

Wayfinding signage should be displayed on every landing of a protected stairway and in every protected corridor/lobby into which a firefighting lift opens.

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. 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. Risk assessments are required to be periodically reviewed.	
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.	Maintain formal records of all fire alarm system inspection, testing and maintenance that is carried out and ensure all records are up to date and available on site for inspection.	
4.2.29	No information or records in regards the maintenance and inspection of Smoke Detectors have been made available prior to or at the time of the inspection.	Ensure that records of testing and maintenance are made available.	
4.2.33	No information or records in regards the maintenance and inspection of the sprinkler system have been made available prior to or at the time of the inspection.	Ensure records of testing and maintenance of the sprinkler system are made available.	

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 maintenance and inspection of the smoke ventilation system have been made available prior to or at the time of the inspection.	Ensure that inspection and servicing records are made available.	
4.2.40	No information or records in regards the maintenance and inspection of lifting equipment have been made available prior to or at the time of the inspection.	Ensure that the records of the 6 monthly servicing/testing of the lifting equipment for lifting persons are made available.	
4.2.48	No information or records in regards fixed electrical installation inspections have been made available prior to or at the time of the inspection.	Ensure records of testing are made available and are up to date.	
4.2.49	No information or records in regards portable appliance testing have been made available prior to or at the time of the inspection.	Employ a competent person to re-test and label all portable electrical equipment whose test is no longer current, and update the register.	
4.2.52	No information or records in regards the maintenance and inspection of emergency lighting have been made available prior to or at the time of the inspection.	Ensure records for monthly testing and annual servicing are made available in accordance with BS 5266-1:2016.	
4.2.57	There appear to be insufficient waste containers on site.	Ensure there are suitable and sufficient waste containers on site.	
4.2.63	No information or records in regards Accident book / accident reporting have been made available prior to or at the time of the inspection.	Ensure records of an accident book/accident reporting procedure which has been reviewed is made available.	
4.2.70	No information or records in regards the maintenance and inspection of Powered Gate have been made available prior to or at the time of the inspection	Ensure that relevant testing records for the Powered Gate are held on site and available for inspection.	
4.2.73	No information or records in regards Co-ordination, co-operation and communication with residents have been made available prior to or at the time of the inspection.	The property manager/responsible person must make available for inspection records to confirm that they have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.	
4.2.74	No information or records in regards Fire door inspections have been made available prior to or at the time of the inspection.	Ensure that records of regular inspections of the fire doors by a competent person are made available.	
4.2.76	No information or records in regards property inspections have been made available prior to or at the time of the inspection.	Ensure that records are made available to confirm that the property manager has in place a policy and procedure which has been reviewed, whereby property inspections are carried out on a regular basis, and representative examples of relevant documentation for a sample of managed properties have been seen.	

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
BS05	Gd to 1st floor both stairwells	Anti-slip strips/nosings on stairs are missing. Potential trip/fall hazard.	2	
BS07	Side exit	No handrail fitted to steps. Potential fall hazard.	2	
BS10b	Gd to 2nd floor side stairwell	Protective railing/balustrade has gaps that are larger than 100mm. Potential fall from height hazard, particularly for young children.	2	
E14	Ground floor CCTV cupboard	(PAT) Individual items of portable electric equipment appear not to have been subject to the PAT maintenance system. Potential electric shock and fire hazard.	2	
F01	Ground floor under side stairwell	Combustible items stored. Potential fire hazard.	2	
F01	Ground floor CCTV cupboard	Combustible items stored. Potential fire hazard.	2	
FBS01	2nd - 3rd floor riser cupboard	No fire breaks installed in the riser shafts between each floor. Potential for smoke, heat and fire to spread throughout the property.	2	
FBS02	2nd floor riser cupboard	The partitioning installed between 2nd floor riser cupboard and the staircase enclosure does not appear to be to the minimum ½ hour standard of fire resistance. Potential for smoke, heat & fire to spread throughout the property.	2	
FBS03a	Gd, 1st, 2nd and 3rd floor riser cupboards	Breach in compartmentation with insufficient fire stopping installed. Potential for fire, heat and smoke to spread through the property.	2	
FBS03a	Ground floor CCTV cupboard and rear exit	Breach in compartmentation with insufficient fire stopping installed in the CCTV cupboard and unknown boarding at the rear car park exit. Potential for fire, heat and smoke to spread through the property.	2	
FD01	Throughout	Fire door hatches are being left open. Potential for smoke, heat and fire to spread throughout premises.	2	
FD02c	1st floor next to 14 and 3rd floor lobby doors	The gap between the fire door leaf and the frame is excessive. Potential for fire and smoke to spread through property.	2	

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
FD02d	1st floor lobby leading to unit 13	The threshold gap to the bottom of the door is excessive, ie, larger than 8mm. Potential for fire and smoke to spread through property.	2	
FD04	2nd floor riser cupboard	Fire door may not perform correctly, missing screws from hinges and does not close as the door was open and could not lock. Potential for fire and smoke to spread through property	2	
FD04	Ground floor lobby door next to unit 7	Fire door may not perform correctly, missing screws from hinges and no cold smoke seals fitted. Potential for fire and smoke to spread through property	2	
FD04	1st floor lobby door next to unit 14 & 15	Fire door may not perform correctly, missing screws from hinges. Potential for fire and smoke to spread through property	2	
FD04	Lobby doors throughout including CCTV cupboard	Fire door may not perform correctly, added piece of timber to the lobby doors, unknown if the door test certificates had this piece added. Potential for fire and smoke to spread through property	2	
FD06	Ground floor CCTV cupboard	Cold smoke seal/intumescent strip missing. Potential for fire & smoke to spread through property.	2	
FD11	Rear car park exit	Fire exit gate padlocked and gate requires a code. Potential to hinder evacuation of building in the event of an emergency.	2	
FD13	Side exit gate	Final Fire Exit gate. External side of fire exit gate obstructed by debris. Potential to hinder evacuation of building in the event of an emergency.	2	
FD16	Tenants doors	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	
FREF01	Car park area	Refuse / rubbish container stored too close to building and overflowing containers. Potential for fire to spread into the building.	2	
No Access	External electrical intake cupboard	The advisor was unable to gain access to this area, locked door. 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
E02	External electrical intake cupboard	Electric intake cupboard doors. No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors. Potential electric shock.	3	
FAP01	All areas	No fire action notices displayed adjacent to the fire alarm manual call points/inside communal entrance. Potential in delaying evacuation process.	3	
FBS03c	Gd, 1st and 2nd floor riser cupboard	Excessive amount of intumescent foam has been used to fire stop gaps. Foam should only be used for gaps less than 40mm or those stipulated in the manufacturer data sheet. Potential for fire and smoke to spread through the property	3	
FD01a	Riser cupboards throughout	Riser cupboard door not locked. Potential for fire and smoke to spread through property.	3	
FD12	Side exit point	External side of final fire exit door does not display "Fire Exit Keep Clear" signage. Potential to hinder evacuation of building in the event of an emergency.	3	
FLS01	Lift entry points	No notices displayed stating "Do Not Use Lift in Event of Fire". Potential for persons to become trapped in the lift car if the power failed, or potential for the lift car to take persons to the floor affected by fire.	3	
FMES02b	2nd floor stairwell	Storage on escape route. If storage is allowed to accumulate, it could result in blocked escape routes. Potential to hinder evacuation of building in the event of an emergency.	3	
NS01	Communal areas	No "No Smoking" signs displayed. Potential fire hazard, and/or health hazards associated with secondhand smoke.	3	
PE02	Car park gate	No warning signage displayed to indicate the hazards with the automatic moving gate. Potential for injury.	3	
W07	Rear car park area	The water outlet in this area is believed to be rarely used. Potential for water to stagnate leading to a Legionellosis risk.	3	

Hazard Summary

(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)

Ref No.	Location	Hazard	Priority	a
WFS01	Each floor	No wayfinding signage displayed. Potential to delay firefighters ability to identify each floor level, and/or delay them reaching the location of a fire.	3	

4.0 Report Caveats & Disclaimers

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

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

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

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

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

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

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

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

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

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

5.0 Appendices

5.1 Legislation

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

Housing Act 2004

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Control of Substances Hazardous to Health Regulations 2002

Control of Noise at Work Regulations 2005

Control of Asbestos Regulations 2012

Electricity at Work Regulations 1989

Employers Liability (Compulsory Insurance) Act 1998

Gas Safety (Installation and Use) Regulations 1998

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992*

Health and Safety (First Aid) Regulations 1981*

Health and Safety (Information for Employees) Regulations 1989

Health and Safety (Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998*

Manual Handling Operations Regulations 1992*

Personal Protective Equipment Regulations 1992*

Provision and Use of Work Equipment Regulations 1998*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Workplace (Health, Safety and Welfare) Regulations 1992*

Work at Height Regulations 2005

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

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

5.2 Fire Related Issues Considered During The Assessment

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

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

5.3 Useful Contact Addresses

4site Consulting Limited

Unit 4
Exchange Court
London Road
Feering
Essex
CO5 9FB

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

HSE Books & Publications

PO Box 29
Norwich
NR3 1GN

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

British Standards

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

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

Health & Safety Executive

Head Office
Redgrave Court
Merton Road
Bootle Merseyside
L20 7HS

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

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

TSO Customer Services
PO Box 29
Norwich
NR3 1GN

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

Fire Protection Association

London Road
Moreton in Marsh
Gloucestershire
GL56 0RH

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

The Institution of Fire Engineers

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

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

5.4 Certificate of Conformity



Life Safety Fire Risk Assessment Certificate of Conformity

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

Schedule

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

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

Part 2 Name of client: One Cromwell Square Limited

Part 3a Address of premises for which the fire risk assessment was carried out:
Saxon House - Cromwell Square - Ipswich - - IP1 1TS

Part 3b Part or parts of the premises to which the fire risk assessment applies: Landlords areas and common parts

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: 04/02/2022

Part 6 Recommended date for review of the fire risk assessment: 03/02/2023

Part 7 Unique reference number of this certificate: HSF30592/0052/040222/2

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment. This certificate and scheme only relate to the elements of this report concerning life safety fire risk assessment.

Signed for and on behalf of the issuing Certificated Organisation:

Bob Dow

Date of issue: 16/02/2022

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'