



Fire Risk Assessment



Carried out on behalf of

Monxton Place

On the

09 Sep 2020

By

Oliver Furness

1. Risk Summary
2. Risk Assessment
 - 01 - Persons at Risk
 - 02 - Sources of Ignition
 - 03 - Sources of Fuel
 - 04 - Construction
 - 05 - Means of Escape
 - 06 - Fire-fighting Equipment
 - 07 - Fire Detection and Warning
 - 08 - Emergency Lighting
 - 09 - Firefighters Provisions
 - 10 - Management
 - 11 - Signs and Signals
 - 12 - Effects on the Environment
3. Action Plan
4. Archive

FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.
 - a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
 - b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.
4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out. The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1: MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address
 Monxton Place
 Sherfield on Lodden Hook
 Hampshire
 RG27 0FB

Responsible Person
 Denise Westbrooke

Article 5(3) Persons

Telephone
 01252891170

Email
 denise@edgefieldestate.co.uk



Building Id
 10038003
Assessment Id
 10058658

This Risk Assessment was carried out on 09 Sep 2020 and the assessor has stated that this building cannot be below Low risk.

Building Details:	
Assessor:	Oliver Furness
Checked By:	Anthony McAllister Date: 28/09/2020
Validated By:	Anthony McAllister Date: 28/09/2020
Area:	Not known
Number of floors:	3
Occupied floors:	3
Number of occupants:	Not known
Is customer LandLord?:	No
Type of alarm:	Category L3 System

Live Fire Log Book	Next Due Date
Risk Assessment	10/09/2021
Fire Drill	NA
Fire extinguisher maintenance:	NA
Fire Safety Training	NA
Fire Marshal Training	NA
Fire Alarm Service	No Records
Emergency Lighting Service	No Records

Description of Property

Monxton Place is a purpose built residential block of flats consisting of ground floor, first floor and second floor. There are 9 flats in total (30-46) and all flats are accessed through two main entrances. The building is constructed with pitched roof, wooden soffits, brick walls. There is a car park at the rear of the building. A single stairwell runs from the second floor down to the ground floor exit at the front of the building and all flats open onto the escape route. Ground floor flats have alternative escapes at the rear of the building. There are fire lobbies at each floor level between the flat entrances and the escape stairwell. Electrical intake cupboards are located on each floor. There is a bin store located externally remote from the building. Gas services are housed externally in plastic cabinets.

Internal and external common parts of the building.



This Risk Assessment was carried out on 09 Sep 2020 and this property was considered a Low risk property.

5	2	0
Actions required next service visit	Actions required within 30 days	Immediate actions required

To view actions outstanding [click here](#)

History of Incidents

No reports or visible signs of trespass, fire or vandalism in recent past.

Risk Assessors Summary

MANAGEMENT OF HEALTH AND SAFETY The overall fire risk for this building is classed as low. This judgement is based on the number of management controls that are in place and the number of hazards observed at the time of the assessment. **STAIRWELLS AND CIRCULATION AREAS** The internal stairwell is in good condition. There is adequate lighting along the escape route. The building fabric including the walls and ceiling are considered good. The entrance doors are kept locked shut to prevent any uncontrolled access to the building. **ELECTRICAL SAFETY** There is no evidence that the electrics in the common parts have been tested by a suitable electrical contractor. No portable equipment appliances are in use in the common parts. **SECURITY MEASURES AND RISK OF ARSON** The following security measures are in place which would deter an opportunist/arson. There is a door entry system, lockable entrance doors and internal and external lighting, which is supported by street lights. These security measure are deemed suitable for this type of building. **DISABILITY AWARENESS** There are no lifts in the building and stairs to climb, the building is not suitable for wheelchairs as evacuation from the upper floors would be difficult to manage in a fire emergency. **EXTERNAL AREAS** There is adequate lighting in the external areas that is supported by street lighting. **EMERGENCY LIGHTING** There is emergency lighting installed at this property along the escape route and final exit, there is no evidence held on site that the emergency lighting is routinely tested. **FIRE FIGHTING EQUIPMENT (FIRE EXTINGUISHERS)** As this property is a residential block of flats, fire fighting equipment is not suitable for the common parts. **FIRE DETECTION SYSTEM** There is currently hardwired smoke alarms installed, however there

is currently no fire alarm system installed at this property, it is recommended that a Grade A(LD2) system is installed in the common areas of the building, and an interlinked heat detector in each flat, ideally in the room or hallway opening onto the escape route. MEANS OF ESCAPE With the current layout of the building, the means of escape along the stairwell are adequate leading towards the final exits. The fire doors and exits can be used without the use of a key and leads away from the building. FIRE COMPARTMENTATION Flat entrance doors need to be assessed to determine whether they are FD30 doors including intumescent strips and door closers, any doors that are not fire resistant need to be replaced with FD30 doors. The roof space was not accessible and therefore not inspected. Fire lobbies are in good condition and fire stopping has been provided between floors in the service cupboard. EMERGENCY PLAN The building is a 'stay put' policy and this is deemed acceptable to the building regarding fire safety actions regarding fire safety measures are adhered to. Failure to comply may mean reassessing the stay put policy and changing this to a full evacuation policy. CO-OPERATION AND COMMUNICATION It is recommended that the responsible person liaises with the residents regarding fire safety and installing smoke detectors in their own flats if not already done so. FIRE LOG BOOK The fire log book requires to be updated as soon as any issues are identified completed or inspected. FACILITIES FOR THE FIRE RESUCE SERVICES The fire rescue service can access the building directly from the street.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There was no evidence of risk assessments being carried out in respect of young persons.	A	Non_Compliant
02 - Persons with Special Needs	Are persons with special needs in the premises?	Persons with special needs are present and the Responsible Person has completed a Personal Emergency Evacuation Plan (PEEP).		Compliant
03 - Members of the Public	Are members of the public present in the premises?	Members of the public are present and the Responsible Person has suitable and sufficient policies and procedures in place.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		Compliant
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		N/A

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	A low pressure water system, underfloor heating or similar system provided to heat premises. The system presents little or no risk to occupants.		N/A
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	There was no evidence of periodic inspections of the electrical installations having been carried out within the last 5 years.	A	Non_Compliant
03 - Lightning Protection	Is lightning protection provided for the building?	The building does not appear to be at particular risk from lightning strikes.		N/A
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		Compliant

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Poor housekeeping has resulted in an accumulation of rubbish, waste paper or other materials that could catch fire or be set alight.	M	Non_Compliant

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors appear to be of an acceptable standard.		Compliant
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		N/A
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	The services are contained within protected shafts.		Compliant
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The assessor was not able to confirm whether there are cavities and if they are protected with cavity barriers.	NR-48-184-1	Non_Compliant
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		Compliant
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		Compliant

07 - Surface Spread of Flame	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	The materials lining the walls and ceilings are deemed to be of an acceptable standard.	Compliant
-------------------------------------	---	---	------------------

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	The evacuation arrangements for disabled people are considered adequate.		Compliant
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		Compliant
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		Compliant
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		Compliant
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		N/A
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		Compliant
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		Compliant
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		N/A
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		N/A
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The assessor was unable to confirm whether the flat entrance doors are 30-minute fire doors.	NR-49-198-2	Non_Compliant
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		Compliant
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		Compliant

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	Due to the type of premise the provision of portable fire-fighting equipment is not required.		N/A
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		N/A

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the

fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	There is an appropriate method of raising the alarm and detection in the event of a fire.		Compliant
02 - Fire Alarm Maintenance	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	Not inspected and maintained in accordance with BS 5839-1.	▲	Non_Compliant

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		Compliant
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	Not inspected and maintained in accordance with BS 5266-8.	▲	Non_Compliant

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		Compliant
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		Compliant
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		Compliant
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			N/A

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?	Management and employees are fully aware of the fire safety features provided and their purposes.		Compliant
02 - Staff Training	Have employees received appropriate fire safety awareness training?	This premises does not require employees to be trained.		N/A
03 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		Compliant
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		Compliant
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate "no smoking" policy is in place in accordance with current legislation and company policy.		Compliant
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		N/A

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire safety signs and notices are provided to the appropriate standards.		Compliant

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		Compliant
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		Compliant

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721119	A	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	Not inspected and maintained in accordance with BS 5839-1.	The fire alarm system must be inspected and maintained by a competent certificated organisation in accordance with BS 5839-1.		Statutory requirement for the Client	28/10/2020

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721121	A	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	Not inspected and maintained in accordance with BS 5266-8.	The emergency lighting system must be inspected and maintained by a competent certified organisation in accordance with BS 5266-8.		Statutory requirement for the Client	28/10/2020

Completed By..... Date.....

Action Status Notes: _____
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721085	A	Are young persons in the premises?	There was no evidence of risk assessments being carried out in respect of young persons.	A suitable and sufficient risk assessment is to be completed taking into account the persons age, experience, maturity, layout of the premises, work process and any additional hazards.		Recommendation for Client	27/12/2020

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721091	A	Are all electrical installations and appliances correctly installed and maintained?	There was no evidence of periodic inspections of the electrical installations having been carried out within the last 5 years.	If evidence of an inspection is unavailable, a competent electrician is to inspect all electrical installations throughout the premises in accordance with IEE Regulations (BS 7671) and records maintained.	Electrical service cupboards	Statutory requirement for the Client	27/12/2020

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721094	M	Are house keeping arrangements satisfactory?	Poor housekeeping has resulted in an accumulation of rubbish, waste paper or other materials that could catch fire or be set alight.	Ensure an adequate housekeeping policy is implemented, consolidated with periodic management inspections.	Ground floor cupboard under stairs	Recommendation for Client	27/12/2020

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

WIN_20200909_11_27_50_Pro.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721098	NR-48-184-1	Are the concealed spaces or cavities protected with suitable cavity barriers?	The assessor was not able to confirm whether there are cavities and if they are protected with cavity barriers.	It is recommended that a further investigation is carried out by a competent person to confirm if there are any cavities and if they are suitably protected with cavity barriers.		Recommendation for Client	27/12/2020

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721112	NR-49-198-2	Do the fire resisting door sets meet the appropriate standard?	The assessor was unable to confirm whether the flat entrance doors are 30-minute fire doors.	All flat entrance doors need to be assessed to discover if they are 30-minute fire doors. Where applicable it is recommended the responsible person liaises with the flat owners regarding fire rated front doors and ascertain if the self-closing devices intumescent strips are installed and maintained.	Flat entrance doors	Statutory requirement for the Client	27/12/2020

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)



Health & Safety Assessment



Carried out on behalf of

Monxton Place

On the

09 Sep 2020

By

Oliver Furness

1. Risk Summary
2. Risk Assessment
 - Health, Safety and Environmental Policy
 - Organisation
 - Management of Health & Safety
 - Measuring Performance
 - Site Inspection
3. Action Plan
4. Archive

Health and Safety Work Act 1974 states;
General duties:

1. It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
2. Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular-
 - (a) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks.

Management of Health and Safety at Work Regulations 1999 state;

Risk assessment 3.-

(1) Every employer shall make a suitable and sufficient assessment of;

- (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

ACOP L5 COSHH

Regulation 6 Assessment of the risk to health created by work involving substances hazardous to health.

1. An employer shall not carry out work which is liable to expose any employees to any substance hazardous to health unless he has –
 - (a) made a suitable and sufficient assessment of the risk created by that work to the health of those employees and of the steps that need to be taken to meet the requirements of these Regulations; and
 - (b) implemented the steps referred to in sub-paragraph.

The person who carries out the assessment, Employers must ensure that whoever carries out the assessment and provides information on the prevention and control measures is competent to do so (see regulation 7 of the MHSW Regulations and regulation 12(4) of COSHH). The person carrying out the assessment may have access to people who can help to deliver the assessment and the implementation of the risk management measures.

Employers should ensure everyone appointed to assist in meeting this requirement is competent to do the job and there is formal, written specification for the work that is being planned.

To use the Risk Assessment effectively follow the points below:

1. Read the risk summary as a snap shot of the premises on the day of the Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into sections.
3. The Action Plan is the observations and recommendations of the Risk Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.
 - (a) Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
 - (b) Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.
4. It is essential that the live Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the water system, then a new Risk Assessment must be carried out.

The Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use.

It is recommended to have a review carried out bi-annually to ensure all safety measures and practices are being adhered to.

SECTION 1: MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address
 Monxton Place
 Sherfield on Lodden Hook
 Hampshire
 RG27 0FB

Responsible Person
 Denise Westbrooke

Article 5(3) Persons

Telephone
 01252891170

Email
 denise@edgefieldestate.co.uk



Building Id
 10038003
Assessment Id
 10058659

This Risk Assessment was carried out on 09 Sep 2020 and the assessor has stated that this building cannot be below Low risk.

Building Details:		
Assessor:	Oliver Furness	
Checked By:	Anthony McAllister	Date: 28/09/2020
Validated By:	Anthony McAllister	Date: 28/09/2020
Area:	Not known	
Number of floors:	3	
Occupied floors:	3	
Number of occupants:	Not known	
Is customer LandLord?:	No	
Type of alarm:	Category L3 System	

Description of Property

Monxton Place is a purpose built residential block of flats consisting of ground floor, first floor and second floor. There are 9 flats in total (30-46) and all flats are accessed through two main entrances. The building is constructed with pitched roof, wooden soffits, brick walls. There is a car park at the rear of the building. A single stairwell runs from the second floor down to the ground floor exit at the front of the building and all flats open onto the escape route. Ground floor flats have alternative escapes at the rear of the building. There are fire lobbies at each floor level between the flat entrances and the escape stairwell. Electrical intake cupboards are located on each floor. There is a bin store located externally remote from the building. Gas services are housed externally in plastic cabinets.

Internal and external common parts of the building.



This Risk Assessment was carried out on 09 Sep 2020 and this property was considered a Low risk property.

4	0	0
Actions required next service visit	Actions required within 30 days	Immediate actions required

To view actions outstanding [click here](#)

History of Incidents

No reports or visible signs of trespass, fire or vandalism in recent past.

Risk Assessors Summary

MANAGEMENT OF HEALTH AND SAFETY The overall health and safety risk for this building is classed as low. This judgement is based on the number of management controls that are in place and the number of hazards observed at the time of the assessment. **STAIRWELLS AND CIRCULATION AREAS** The internal stairwell is in good condition. There is adequate lighting along the escape route. The building fabric including the walls and ceiling are considered good. The entrance doors are kept locked shut to prevent any uncontrolled access to the building. **ELECTRICAL SAFETY** There is no evidence that the electricians in the common parts have been tested by a suitable electrical contractor. No portable equipment appliances are in use in the common parts. **SECURITY MEASURES AND RISK OF ARSON** The following security measures are in place which would deter an opportunist/arson. There is a door entry system, lockable entrance doors and internal and external lighting, which is supported by street lights. These security measures are deemed suitable for this type of building. **DISABILITY AWARENESS** There are no lifts in the building and stairs to climb, the building is not suitable for wheelchairs as evacuation from the upper floors would be difficult to manage in a fire emergency. **EXTERNAL AREAS** There is adequate lighting in the external areas that is supported by street lighting. **CONTROL OF CONTRACTORS** If not already implemented, contractors should be vetted by the managing agent and subject to simple pre-employment checks with respect to health and safety arrangements. Contractors should be issued with site safety conditions where necessary and subject to regular monitoring and review of their health and safety performance. **GAS SAFETY** Gas meters are located externally housed in

plastic cabinets. At the time of the assessment it was not known if the gas flue or pipework are being tested annually by a competent gas safety engineer. This is the responsibility of each leaseholder.

SECTION 2: RISK ASSESSMENT

Health, Safety and Environmental Policy

Sub Section	Question	Answer	Action Plan	Status
Health, Safety and Environmental Policy	Are the Health, Safety and Environment Policy and procedures suitable?			Compliant

Organisation

Sub Section	Question	Answer	Action Plan	Status
Organisation	Does the organisation communicate Health, Safety and Environment effectively?			Compliant

Management of Health & Safety

Sub Section	Question	Answer	Action Plan	Status
Asbestos Management	Is the Management of Asbestos effective within the organisation?			N/A
Confined Space	Are Confined Spaces identified and managed?			N/A
COSHH	Is there suitable management of COSHH within the organisation?			N/A
DSE	Is monitoring and management of DSE and users sufficient?			N/A
Electrical Systems & Equipment	Are Electrical Systems and Equipment managed sufficiently?	There is no documentary evidence in the form of an appropriate electrical safety certificate that fixed electrical wiring has been tested by a competent person within the period recommended by the relevant Electrical Engineers or Ind	B	Non_Compliant
Emergency Planning	Does the organisation have Emergency Plans in place?			Compliant
Fire Risk Assessments	Does the organisation have a suitable and sufficient Fire Risk Assessment?			Compliant
First Aid Management	Is First Aid managed successfully?			N/A
Gas and Oil Installations	Are gas and oil installations managed sufficiently?	Gas meters are located externally on the walls and are housed in plastic cabinets. At the time of the assessment it was not known if the gas flue or pipework are being tested annually by a competent gas safety engineer.	NR-15-231-1	Non_Compliant
Hazardous Substances	Is the management of Hazardous Substances suitable?			N/A
Health and Safety Induction Procedures	Are Health and Safety Inductions suitable?			N/A
Health and Safety Training Arrangements	Are Health and Safety Training arrangements managed suitably?			N/A
Legionella Risk Management	Is the management of Legionella suitable and sufficient?	It was unclear if a Legionella risk assessment had been carried out for the premises.	B	Non_Compliant
Lifting Equipment	Is Lifting Equipment managed effectively?			N/A
Lone Working	Is the management of Lone Working sufficient?			Compliant
Planned Maintenance	Is Planned Maintenance suitable managed?	It was evident that site related maintenance is not formally recorded.	A	Non_Compliant
Management of Contractors	Are contractors managed sufficiently?			Compliant
Management of Noise	Is Noise managed sufficiently?			N/A
Management of Permit to Work Systems and Isolation Procedures	Are "Permit to work" procedures suitable?			Compliant

Management of Stress	Is Stress monitored and managed sufficiently?	Compliant
Management of Vibration Exposure	Is Vibration Exposure managed and procedures effective?	N/A
Manual Handling Arrangements	Are Manual Handling Arrangements suitable?	Compliant
Occupational Health/Hygiene Arrangements	Is the management of Occupational Health sufficient?	Compliant
Risk Assessments	Are Risk Assessments suitable and sufficient?	Compliant
Statutory Inspections of Pressure Systems	Are Pressure Systems sufficiently managed?	N/A
Transport	Is Transport on site sufficiently managed?	N/A
PPE	Is the Provision and use of PPE sufficient?	N/A
Working at Height	Is Working at Height managed suitably?	Compliant
Visitor Control Procedures	Are Visitor Control Procedures suitable?	Compliant

Measuring Performance

Sub Section	Question	Answer	Action Plan	Status
Accident Reporting and Investigation	Does the organisation have an effective method of reporting and investigating incidents and accidents?			Compliant
Workplace and Work Equipment Inspections	Are Workplace and Work Equipment Inspections suitably managed?			Compliant
Audit and Review	Does the organisation have a suitable audit process?			Compliant

Site Inspection

Sub Section	Question	Answer	Action Plan	Status
Accident Reporting and Investigation	Is the accident and incident procedure being followed on site?			Compliant
Asbestos Management	Is there evidence of the Asbestos Management Procedure being followed?			N/A
Confined Space	Are Confined Spaces identified and managed?			N/A
COSHH	Is there suitable management of COSHH on site?			N/A
DSE	Is there suitable management of DSE on site?			N/A
Electrical Systems & Equipment	Are Electrical Systems and Equipment managed sufficiently on site?			Compliant
Employers Certificate	Is the Employers Insurance Certificates on display?			N/A
First Aid	Is First Aid managed successfully on site?			N/A
Fork Lift Trucks	Are Fork Lift Trucks managed successfully on site?			N/A
Gas	Are Gas and gas Bottles suitably managed?			Compliant
Health & Safety Docs	Is the Health and Safety at Work Act Poster displayed?			N/A
Housekeeping	Are there any Housekeeping issues?			Compliant
Lifting Equipment	Is Lifting Equipment managed effectively on site?			N/A
Lone Working	Is Lone Working managed suitably?			Compliant
Machinery	Is the management, provision and use of machinery effective on site?			N/A
Planned Maintenance	Is Planned Maintenance suitable managed?			Compliant
PPE	Is the Provision and use of PPE sufficient?			N/A
Pressure System	Are Pressure Systems sufficiently managed?			N/A
PUWER	Is PUWER managed suitably on site?			Compliant
Sharps	Is there a risk of exposure to Sharps and is this managed?			N/A
Signs	Are signs on site suitable and sufficient?			Compliant
Smoking	Are the Smoking Regulations adhered to?			Compliant
Storage	Is the management of storage suitable on site?			N/A
Transport	Is Transport on site sufficiently managed?			N/A
Trips, Slips and Falls	Are slips, trips and falls suitably managed on site?			Compliant
Violence	Is there a risk of violence on site and is this sufficiently managed?			N/A
Visitor Control Procedures	Are Visitor Control Procedures suitable?			Compliant
Welfare	Are Welfare facilities suitable?			N/A
Work at Height	Is Working at Height managed suitably?			Compliant
Workplace	Are risks within the workplace suitably controlled?			Compliant

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721159	A	Is Planned Maintenance suitable managed?	It was evident that site related maintenance is not formally recorded.	Ensure that site equipment is visually inspected at regular frequencies and that these inspections are recorded		Statutory requirement of the client	27/12/2020

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721149	B	Is the management of Legionella suitable and sufficient?	It was unclear if a Legionella risk assessment had been carried out for the premises.	Consider Legionella as part of your risk assessment process and if necessary arrange for a full Legionella risk assessment of the premises by a competent Legionella assessor.		Statutory requirement of the client	27/12/2020

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721141	B	Are Electrical Systems and Equipment managed sufficiently?	There is no documentary evidence in the form of an appropriate electrical safety certificate that fixed electrical wiring has been tested by a competent person within the period recommended by the relevant Electrical Engineers or Ind	It is recommended that suitable electrical safety checks are carried out by a competent preferably National Inspection Council for Electrical Installation Contracting (NICEIC) approved person and a certificate obtained confirming that the fixed installation		Statutory requirement of the client	27/12/2020

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11721145	NR-15-231-1	Are gas and oil installations managed sufficiently?	Gas meters are located externally on the walls and are housed in plastic cabinets. At the time of teh assessment it was not known if the gas flue or pipework are being tested annually by a competent gas safety engineer.	It is recommended the responsible person liaises with residents advising that they should have their gas flue and pipework tested annually by a competent gas safety engineer.		Responsibility of the leaseholder	27/12/2020

Completed By..... Date.....

Action Status Notes:
 No notes have been entered

Locations of Non-conformity (one floorplan per page)

