Health Safety & Fire Risk Assessment

4

David Navin Holdings

Undertaken at

32 Anson Road
Flat 1 to 20
Manchester
M14 5BP

Care of

Thornley Groves



Report Compiled By

Barry Roan

***4*site Consulting Limited**

Report reference No: HSF34678/0004/200922/1

Site Visit Date: 20/09/2022

Review Due Date: 19/09/2023

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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 32 Anson Road.

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 20/09/2022. This report was then checked for quality and verified by James Purdey on 30/09/2022. 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**
32 Anson Road Flat 1 to 20 Manchester M14 5BP	David Navin Holdings
	Type of Business
	Managing agents
	Management
	Thornley Groves
Responsible Person/Body	**Contact / Person Responsible for Fire Safety**
Thornley Groves	[redacted]
Contact Number (if available)	
Local Authority	**Areas Inspected**
Manchester City 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	
Total No. of Exits	2 communal
Approximate year of construction	C. 1999 brick build
Approx No. of Employees	N/A
Property Usage	Private accommodation
Access Restrictions	N/A
Security Measures	Key access and CCTV
External Areas (if to be included)	Access/Egress routes and grounds
Total No. of Lifts	N/A
No. of People on Premises	Approx. 20-60
Approx Size (Sq ft or Units)	20 units
Roof Access	N/A
Total No. of Floors (including basement)	4, ground to 3rd floor
Total No. of Stairways	1 communal
Car Park Facilities	Secure car parking area
Buildings Drawings	N/A
Manned Reception	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 Assessment	Unknown	Unknown	Unknown
Health and Safety Risk Assessment	Unknown	Unknown	Unknown
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	Each floor electrical riser cupboards	20	Unknown
Electrical Intake	Ground floor electrical intake cupboard	1	31/03/2020
Gas Intake	Each unit	20	Unknown
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	N/A		
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	Non maintained	23/12/2021
Fire Alarm System	N/A	
Fire Doors	30 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	N/A	
Smoke Dampers	N/A	
Smoke Detectors	Mains powered with Bty back up	23/12/2021
Smoke Ventilation System	N/A	
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Sprinkler System	N/A	

Fire Loss Experience & The Cause Where Known	
Arson	None observed
Electrical Faults	
Smoking	
Portable heaters, etc.	
Cooking	
Lightning	
Hot works	
Housekeeping	
Other significant ignition sources or process hazards	

Additional Information

Building description and construction:

David Navin Court, 32 Anson Road is a residential property consisting of a single block housing twenty residential units on Ground to 3rd floor. The height of the top storey of the building is approximately 9m (calculated at 3m per floor as per PAS 9980-2022 section 3.1.22), constructed circa 1999. The building is constructed using materials such as concrete, brick, timber and breeze block materials with skimmed plasterboard on the ceilings and walls of the access and escape routes. The external of the property offers a pitched roof and an exposed brick and concrete panelled facade. There is a automatic gate that leads to the car park to the rear of the block for the use of the residents.

The main communal entrance opens into a lobby housing the access to the ground floor corridor housing the entry doors to the flats, a water intake cupboard a further side exit and a protected stairwell offering access to the flat entry doors on the 1st to 3rd floor via separate fire lobbies. (No lobby to the 3rd floor tenants doors). The electrical intake cupboard is located on the ground floor with service risers on each floor.

Additional Information

Access on the day of the inspection was gained via the keys supplied by the property manager and returned on the same day.

External Walls:

Based on the non-intrusive observations made by the advisor, the externals of the block appear to be non-combustible and external fire spread is not considered a risk at this time. Should any information in regards the external walls and their subsequent installation and material within come to light, a further assessment may be required.

Occupancy Characteristics:

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

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

There may be additional person/s or groups at high risk of fire within the building. No information was available at the time of the visit to determine the demographics of the residents; however, it should be considered that there may be persons within the building with mobility impairments, hearing impairments etc affecting their ability to evacuate the premises or provide alarm in the event of fire.

Passive Fire Protection:

Fire doors are located on all stairwells leading into the access lobbies and on all service/riser cupboards. Fire doors leading from the corridors into escape stairwells are rated as 30 minute doors. A separate fire door inspection of both communal doors and tenants demise doors should be undertaken and should be used in conjunction with this assessment.

The resident'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.

Active Fire Protection:

Mains power operated smoke detection units are located within the access lobby and stairwell.

The systems are installed to assist in early detection of fire/smoke and to help aid evacuation in the event of an emergency.

Firefighting access/facilities:

Firefighting appliances can access the block via the front and back with the roadway clear for access.

Escape routes and travel distances:

All flats are housed within fire lobbies (not the 3rd floor) which in turn lead into a protected and enclosed escape stairwell. The stairwell descends down onto street level to the main communal entrance and side exit of the block. All escape routes were clear of stored items (See hazard code within the report) and have no combustible linings. Escape travel distances leading from the tenant's flats to the next point of safety are considered adequate (Within the maximum distance for means of escape).

Additional Information
Measures to help aid evacuation: Non-maintained emergency lighting and communal fire doors are installed throughout to assist in the event of an evacuation. A No smoking sign is displayed in the communal area and A fire action notice is not displayed with actions to take in the event of a fire. Future assessments: A risk assessment re-inspection programme of one year has been applied until the hazards and non-compliances identified within this property have been actioned with suitable records kept and continuously maintained. This risk assessment was undertaken on the common areas only; the tenant`s demises were not assessed during this assessment and do not fall within the scope of this report. Each demised unit should be fitted with a fire-resistant entry door, smoke detection and warning units and carbon monoxide alarms (where required) to help give early warning and aid evacuation in the event of an emergency. It is the responsibility of the landlord / owner of each unit to ensure that the main entry fire doors to each demise and smoke detection / carbon monoxide units are fully functional and meet the required standard of fire / smoke protection. All information in regards to the site equipment’s service records, inspection sheets etc. were requested when on site and as part of the original email correspondence when confirming the works. Any gaps in information are due to the paperwork not being available at the time of the request.

1.3 Fire Policy & Risk Rating

Fire Emergency Policy For 32 Anson Road
In the event of a Fire Emergency the policy for occupants of this property is to ‘Stay Put’

Fire Policy Reasoning	Fire Policy Limitations
In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'. The property appears to be constructed to the latest 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. However, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire service. There is active smoke detectors installed that may encourage evacuation and compromise the 'Stay Put' policy. Please note that the non-compliances and hazards identified within this report must be addressed to ensure this policy can be adhered to.	The ‘Stay Put Policy’ is based upon the likelihood that the building meets Building Regulations on the basis of its age and construction, and that there will be no hidden fire separation breaches in compartmentation within the communal and non-communal areas. Should there be any future fire separation breaches in compartmentation anywhere in the property, and/or there is an installation of a communal active Fire Protection System to encourage evacuation, a change in the ‘Stay Put’ policy to ‘Evacuate’ may be required. 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.

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 20/09/2022 4site Consulting Limited on behalf of Thornley Groves 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	8	3	0	3	5
Fire Risk	2	1	0	14	5

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.10
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.11
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.16
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.29
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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

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
Testing and maintenance of smoke detectors is inadequate according to current records available, annual service completed and in date 23/12/2021, however, no monthly test.

Action Required/Recommendations
Ensure smoke detectors are tested and maintained as per manufacturers recommendations. This is usually a monthly test utilising a smoke detector test aerosol.

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.52
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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
Records indicate that testing/servicing of emergency lighting is inadequate, annual service completed and in date 23/12/2021, however, no monthly test.

Action Required/Recommendations
Ensure a competent person carries out a monthly test 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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.63
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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 Occurences 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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.70
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.73
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.74
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Ref No**	4.2.76
		Assessor	Barry Roan
		Date	20/09/2022
		Responsible Person/Body	Thornley Groves

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Type**	**Legal Compliances**
		Date	20/09/2022
		Assessor	Barry Roan
		Responsible Person/Body	Thornley Groves

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.
4.2.48	Fixed Electrical Installation Inspections	Electricity at Work Regulations 1989. R4 IEE Regulations 18th Edition. The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.	Current, fixed electrical installation test certificates and records of remedial work are available.
4.2.57	Waste Management	Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare Regulations 1992. Environmental Protection (Duty of Care) Regulations 1991. Environmental Protection Act 1990.	There are suitable Waste Management systems in place.

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 likelihood of injury arising from the hazard.
Risk Rating	Is the severity 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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**BS05**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Stairwell

Hazard Description	
Anti-slip strips/carpet on stairs are damaged/loose in places. 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/carpet. Monitor the anti-slip strips/carpet 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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FBS03a**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Each floor water 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:	

Hazard Pictures

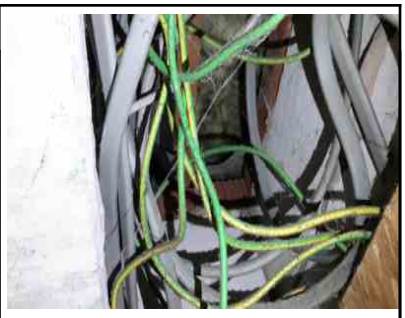




3.5 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Two

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FBS03a (1)**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground, 1st and 2nd floor electrical riser cupboards

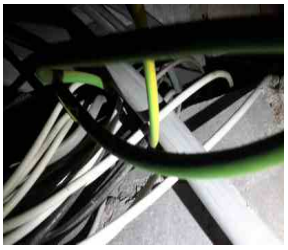
Hazard Description	
Breach in compartmentation with insufficient fire stopping installed. Potential for fire, heat and smoke to spread through the property.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

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:	

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FBS03a (2)**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground floor rear exit and above lobby door

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:	

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FBS03a (3)**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Below radiators each floor

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:	

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD02**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
2nd floor water riser cupboard/All water risers

Hazard Description	
Door (2nd floor water riser door) and surround (all water risers) does not appear to be to the minimum half hour standard of fire resistance. Potential for 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. T 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 replace the door with one that meets the minimum half hour standard of fire resistance. Include fire door inspections on regular maintenance schedule.	
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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD02b**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
3rd floor ceiling

Hazard Description	
Ceiling has a vent installed that does not include an intumescent air transfer grille. 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 1634-1:2014+A1:2018

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to replace the vent with one that includes an intumescent air transfer grille. Include escape routes in 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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD03a**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Lobby and cupboard doors throughout

Hazard Description	
Unable to determine if the hinges fitted to the fire door meet the current fire safety standards, as they are not stamped with either the British Standard, or CE safety marking. Potential for hinges to fail, allowing fire 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. BS1935:2002. BS8214:2016.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to carry out an inspection of the hinges to ascertain if they meet the current fire safety standards, or replace the hinges with those that are stamped with BS or CE safety marking. Include fire doors 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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD04**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground, 1st and 2nd floor electrical riser cupboards

Hazard Description	
Fire door may not perform correctly, hinges not BS/CE standard, no intumescent strips and smoke seals, door has holes within, door surround not sealed, gaps in door frame and hinges hanging off. 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:	

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD05**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground and 2nd floor lobby doors

Hazard Description	
Fire door does not close into the frame correctly. 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.

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 door closes into the frame correctly. Ensure doors are inspected regularly.	
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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD06**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Lobby and cupboard doors throughout

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:	

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD16**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

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:	

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FEX08**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

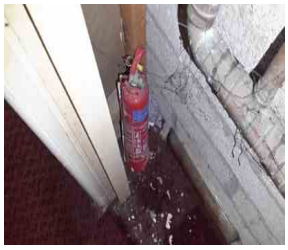
Hazard Location
Ground water riser cupboard and 1st floor electrical riser cupboard

Hazard Description	
Obsolete fire extinguishers incorrectly stored. Potential for confusion that could lead to this equipment being mistaken for suitably serviced units.	
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. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017. BS 5499.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to remove the extinguishers if they are no longer serviceable. If any such extinguishers are to be stored on site they are to be separated from serviceable units and clearly identified as not suitable for use and awaiting servicing/collection.	
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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FMES04**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground, 1st and 2nd floor electrical riser cupboards

Hazard Description	
Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	**Likelihood/Frequency:**	**Risk Rating:**	**Priority:**
4	**1**	**4**	**2**

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

Action Required and Further Control Measure	
Remove stored items and inform all tenants (In writing) that electrical cupboards are not to be used for storage. Ensure electrical cupboards are locked shut at all times.	
Action Carried Out By:	**Action Taken:**
Date:	

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FREF01**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Rear car park

Hazard Description	
Skip container stored too close to building / windows. 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.

Action Required and Further Control Measure	
Advise persons responsible (in writing) that skip containers should be located at least 6 metres from the building to prevent fire spreading into the building. Ensure skips are regularly emptied.	
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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**No Access**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
2nd floor loft hatch

Hazard Description	
The advisor was unable to gain access to this area, due to location of hatch to stairwell. 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 Legislation
Health & Safety at Work Act 1974. Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure	
Ensure that a competent person gains access to this area, in order to ascertain if there are any hazards present.	
Action Carried Out By:	**Action Taken:**
Date:	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**No Access (1)**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground floor cupboard under stairwell

Hazard Description	
The advisor was unable to gain access to this area, no key provided. Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

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

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

Action Required and Further Control Measure	
Ensure that a competent person gains access to this area, in order to ascertain if there are any hazards present.	
Action Carried Out By:	**Action Taken:**
Date:	

Hazard Pictures


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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**BS09**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Rear car park area

Hazard Description	
The surface of the external path/driveway is in a poor condition in places. Potential slip, trip, fall hazard.	
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

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to carry out the required remedial actions to the external path/driveway. Monitor the condition of the external path/driveway on a regular basis.	
Action Carried Out By:	**Action Taken:**
Date:	

Hazard Pictures


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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**E01a**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Each floor electrical riser cupboards

Hazard Description	
Electrical intake cupboard door not fitted with a lock. Potential for unauthorised access and/or electric shock hazard.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	**Likelihood/Frequency:**	**Risk Rating:**	**Priority:**
3	**1**	**3**	**3**

Relevant Legislation
Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. IEE Regulations 18th Edition.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to fit a lock to the door. If access is required frequently, then consideration should be given to fitting an FB lock or a coded entry system.	
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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**E02**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Grou d floor electrical intake cupboard

Hazard Description	
Electric intake cupboard doors. No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors. Potential electric shock.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	**Likelihood/Frequency:**	**Risk Rating:**	**Priority:**
1	**1**	**1**	**3**

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**E05**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground floor electrical intake cupboard

Hazard Description	
No Electric shock poster. Potential to delay the treatment of medical aid.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	**Likelihood/Frequency:**	**Risk Rating:**	**Priority:**
2	**1**	**2**	**3**

Relevant Legislation
Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. Health and Safety (Safety Signs and Signals) Regulations 1996.

Action Required and Further Control Measure	
Purchase and install a current electric shock poster and if required complete the telephone numbers, addresses of the nearest doctor, ambulance & the location of first aiders. Monitor the warning signage to ensure that they are clearly displayed, legible & when required, replaced as part of the building maintenance schedule. Update if required in line with any legislative changes.	
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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FAP01**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Communal areas

Hazard Description	
No fire action notices displayed 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 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:	

Hazard Pictures


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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD01a**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Each floor water riser cupboards

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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD07**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Lobby doors throughout

Hazard Description	
Fire Doors not labelled "Fire Door Keep Closed". Potential for fire door to be left open and for fire & smoke to spread through the property.	
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 Door Keep Closed" on all relevant fire doors. Monitor the signage to ensure that it is clearly displayed & legible. When required, replace 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	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FD08**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Electrical/Water riser cupboards throughout

Hazard Description	
Fire Door not labelled "Fire Door Keep Locked ". Potential for unauthorised access, and for door to be left open and fire & smoke to spread through property.	
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 Door Keep Locked" for all fire doors required to be kept locked shut. Ensure fire doors are maintained closed and fully operational. Monitor the signage to ensure that it is clearly displayed & legible. When required, replace as part of the building maintenance schedule.	
Action Carried Out By:	**Action Taken:**
Date:	

Hazard Pictures


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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**FMES02b**	**Fire**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
Ground and 2nd floor

Hazard Description	
Storage on escape route. Although not a hazard at the time, 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:	

Hazard Pictures


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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	32 Anson Road Flat 1 to 20 Manchester M14 5BP	**Risk No/Type**	**GBF01**	**H&S**
		Assessor	Barry Roan	
		Date	20/09/2022	
		Responsible Person	Thornley Groves	

Hazard Location
External gas pipes

Hazard Description	
Gas pipes not highlighted yellow in colour on the external of the building. Potential hazards of corrosion and leakage.	
People at Risk	
Disabled/visitors/contractors/tenants on site	

Hazard Evaluation			
Severity:	**Likelihood/Frequency:**	**Risk Rating:**	**Priority:**
2	**1**	**2**	**3**

Relevant Legislation
The Health & Safety at Work Act 1974. Building Regulations 2020. Building Approved Inspector Regulations 2010. Building (Amendment) Regulation 2011.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to carry out the necessary remedial work to ensure the gas pipes are highlighted yellow in colour at the entry and exit points. Include gas pipes in regular property inspections.	
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.	
4.2.16	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.	
4.2.29	Testing and maintenance of smoke detectors is inadequate according to current records available, annual service completed and in date 23/12/2021, however, no monthly test.	Ensure smoke detectors are tested and maintained as per manufacturers recommendations. This is usually a monthly test utilising a smoke detector test aerosol.	
4.2.52	Records indicate that testing/servicing of emergency lighting is inadequate, annual service completed and in date 23/12/2021, however, no monthly test.	Ensure a competent person carries out a monthly test in accordance with BS 5266-1:2016.	
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.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	**Observations**	**Action Required**	✔
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	Stairwell	Anti-slip strips/carpet on stairs are damaged/loose in places. Potential trip/fall hazard.	2	
FBS03a	Each floor water riser cupboards	Breach in compartmentation with insufficient fire stopping installed. Potential for fire, heat and smoke to spread through the property.	2	
FBS03a	Ground, 1st and 2nd floor electrical 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 rear exit and above lobby door	Breach in compartmentation with insufficient fire stopping installed. Potential for fire, heat and smoke to spread through the property.	2	
FBS03a	Below radiators each floor	Breach in compartmentation with insufficient fire stopping installed. Potential for fire, heat and smoke to spread through the property.	2	
FD02	2nd floor water riser cupboard/All water risers	Door (2nd floor water riser door) and surround (all water risers) does not appear to be to the minimum half hour standard of fire resistance. Potential for fire to spread throughout premises.	2	
FD02b	3rd floor ceiling	Ceiling has a vent installed that does not include an intumescent air transfer grille. Potential for fire and smoke to spread through property.	2	
FD03a	Lobby and cupboard doors throughout	Unable to determine if the hinges fitted to the fire door meet the current fire safety standards, as they are not stamped with either the British Standard, or CE safety marking. Potential for hinges to fail, allowing fire and smoke to spread through the property.	2	
FD04	Ground, 1st and 2nd floor electrical riser cupboards	Fire door may not perform correctly, hinges not BS/CE standard, no intumescent strips and smoke seals, door has holes within, door surround not sealed, gaps in door frame and hinges hanging off. Potential for fire and smoke to spread through property	2	
FD05	Ground and 2nd floor lobby doors	Fire door does not close into the frame correctly. 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
FD06	Lobby and cupboard doors throughout	Cold smoke seal/intumescent strip missing. Potential for fire & smoke to spread through property.	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	
FEX08	Ground water riser cupboard and 1st floor electrical riser cupboard	Obsolete fire extinguishers incorrectly stored. Potential for confusion that could lead to this equipment being mistaken for suitably serviced units.	2	
FMES04	Ground, 1st and 2nd floor electrical riser cupboards	Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	2	
FREF01	Rear car park	Skip container stored too close to building / windows. Potential for fire to spread into the building.	2	
No Access	2nd floor loft hatch	The advisor was unable to gain access to this area, due to location of hatch to stairwell. Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
No Access	Ground floor cupboard under stairwell	The advisor was unable to gain access to this area, no key provided. Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
BS09	Rear car park area	The surface of the external path/driveway is in a poor condition in places. Potential slip, trip, fall hazard.	3	
E01a	Each floor electrical riser cupboards	Electrical intake cupboard door not fitted with a lock. Potential for unauthorised access and/or electric shock hazard.	3	
E02	Grou d floor electrical intake cupboard	Electric intake cupboard doors. No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors. Potential electric shock.	3	
E05	Ground floor electrical intake cupboard	No Electric shock poster. Potential to delay the treatment of medical aid.	3	
FAP01	Communal areas	No fire action notices displayed inside communal entrance. Potential in delaying evacuation process.	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
FD01a	Each floor water riser cupboards	Riser cupboard door not locked. Potential for fire and smoke to spread through property.	3	
FD07	Lobby doors throughout	Fire Doors not labelled "Fire Door Keep Closed". Potential for fire door to be left open and for fire & smoke to spread through the property.	3	
FD08	Electrical/Water riser cupboards throughout	Fire Door not labelled "Fire Door Keep Locked ". Potential for unauthorised access, and for door to be left open and fire & smoke to spread through property.	3	
FMES02 b	Ground and 2nd floor	Storage on escape route. Although not a hazard at the time, 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	
GBF01	External gas pipes	Gas pipes not highlighted yellow in colour on the external of the building. Potential hazards of corrosion and leakage.	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: David Navin Holdings

Part 3a Address of premises for which the fire risk assessment was carried out:
32 Anson Road - Flat 1 to 20 - Manchester - - M14 5BP

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: 20/09/2022

Part 6 Recommended date for review of the fire risk assessment: 19/09/2023

Part 7 Unique reference number of this certificate: HSF34678/0004/200922/1

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

Signed for and on behalf of the issuing Certificated Organisation:

[redacted]

James Purdey
Date of issue: 30/09/2022
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’’