



Health Safety & Fire Risk Assessment

4

Grosvenor House Management Ltd

Undertaken at

Grosvenor House

112-114 Prince of Wales Road

Norwich

NR1 1NS

Care of

MCR Homes



Report Compiled By

Scott Hendry

4site Consulting Limited

Report reference No: HSF51336/0017/060924/2

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Review Due Date: 05/09/2025

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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 Grosvenor House.

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

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

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

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

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

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

Scott Hendry undertook this assessment on 06/09/2024. This report was then checked for quality and verified by Bob DowTIFireE, TechIOSH,MIFSM on 19/09/2024 15:22:15. 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		
Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Grosvenor House Management Ltd		
	Management		
	MCR Homes		
	Type of Business		
	Managing Agents		
Responsible Person/Body	Contact		
Grosvenor House Management Ltd	Sanan Khan		
Contact Number (if available)	01612 740472		
Local Authority	Areas Inspected		
Norwich City Council & Norfolk Fire & Rescue Service	All areas with exception of tenants demises		
Type of Property	Areas Excluded		
Residential (Sleeping Occupants)	Tenants demises		
Tenants & Vacant Areas	Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas	N/A	N/A	N/A
Property Summary			
Car Park Facilities	Allocated basement		
Access Restrictions	Various locations (See No Access hazards)		
Approx No. of Employees	N/A		
Approx Size (Flats or Units)	79 Flats		
Approximate year of construction	C.1960's brick build, Converted 2017/2018		
Buildings Drawings	None provided		
External Areas (if to be included)	Access / Egress routes, car park		
No. of People on Premises	155-200 Approximately		
Manned Reception	N/A		
Property Usage	Converted private dwellings		
Roof Access	N/A		
Security Measures	Key fob, access code & intercom access		
Total No. of Exits	3, 1 Communal & 2 escape		
Total No. of Floors (including basement)	8, Basement to sixth floors		
Total No. of Lifts	2, Passenger & Firefighting		
Total No. of Stairways	2, 1 Communal & 1 escape		

1.2 Property Information (Cont.)

Persons at Special Risk	Sleeping occupants & visitors		
Property Risk Assessment/Audit	Location	Last Update	Issued By
Asbestos Survey/Re inspection	Clients Office	02/10/2014	Treego Ltd
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Clients Office	13/07/2011	4site Consulting Ltd
Fire Strategy	Not Known	Not Known	Not Known
Health and Safety Risk Assessment	Clients Office	13/07/2011	4site Consulting Ltd
Water Hygiene Risk Assessment	Not Known	Not Known	Not Known
General Plant & Equipment	Location	Quantity	Last Service
Air Handling Units	N/A		
Boilers	Basement plant room	Not Known	Not Known
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	Basement tank room	Not Known	Not Known
Electrical Distribution	Each flat	79	Not Known
Electrical Intake	Ground floor, adjacent to flat 10	1	14/11/2023
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	Ground to 6th floors	2	Not Known
Plant Control Panels	N/A		
Pressurisation Units	N/A		
Water Booster Pumps	Basement tank room	3	05/04/2024
Fall Protection Equipment	Location	Quantity	Last Service
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	N/A	
Dry/Wet Rising Main	Dry Riser	Monthly
Emergency Lighting	Non maintained	Monthly
Fire Alarm System	Zonal linked to SD Units & AOV System	18/06/24 Service & Weekly testing
Fire Doors	30/60 minute fire resistant/self closing device	15/01/2024
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	30/60 minute intumescent strips/cold smoke seals	15/01/2024
Smoke Dampers	N/A	
Smoke Detectors	Mains powered linked to FA & AOV Systems	18/06/24 Service & Weekly testing
Smoke Ventilation System	AOV linked to SD Units / FA Panel	18/06/24 Service & Monthly testing
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Evacuation Alert System	N/A	
Car Park Smoke / Heat & Exhaust Ventilation system	N/A	
Sprinkler System	N/A	

Fire Loss Experience & The Cause Where Known

Arson	No information provided
Electrical Faults	
Smoking	
Portable heaters, etc.	
Cooking	
Lightning	
Hot works	
Housekeeping	
Other significant ignition sources or process hazards	

Additional Information

Building description and construction:

Grosvenor House, 112-114 Prince of Wales Road, Norwich, is a high rise converted property (High Rise registration number - HRB14005H3B1) housing seventy nine residential flats on ground to sixth floors with a basement car park. The building was built circa 1964 using non-combustible materials such as concrete, brick and breeze block materials and converted circa 2017/2018 with skimmed plasterboard on metal stud work ceilings and walls on the internal wall linings of the access and escape routes. The external of the property offers a flat roof and an exposed brick, glass and panelled facade.

The building offers seven occupied floors from ground to sixth floors with an approximate height of 18m, calculated at 3m per floor (as per Building Regulations Approved document A – Structure).

Additional Information

Measured from the ground floor to the floor level of the upper most occupied floor. This measurement is an approximation and not a defined height of the building, for a more accurate height, its recommended that the buildings height is professionally measured.

The requirement to determine the buildings height is detailed within the Building Safety Act 2022.

The main communal entrance opens into a hallway housing the fire alarm control panel, lift entrances, through lobby fire doors to the entry doors to the ground floor flats and the protected stairwell that rises to provide access to the tenant's demise main entry doors on the first to sixth floors. There is a side stairwell that descends down into the basement to provide access into the basement car park and plant room. The plant room could not be accessed on the day of the assessment (See hazard codes No Access).

The electrical intake cupboard is located on the ground floor adjacent to flat 10 with electrical distribution and water service risers on each floor throughout the property.

This assessment covers all internal communal areas which include stairwells, fire lobbies, electrical intake and distribution riser cupboards and water riser cupboards. The assessment also covers the external grounds, car parking areas and all access / egress routes.

There is a small car parking area to the side of the property and an allocated parking area within the basement for the use of the residents and visitors. Both parking areas are accessed via powered security gates and shutters.

The ground floor of the property is used by commercial tenants (Business Enquirer) however, does not form part of this assessment. The tenant should complete and provide a copy of their own individual fire risk assessment for review in compliance with their duty to co-operate and co-ordinate (refer to non-compliance code 4.2.23).

Access on the day of the inspection was gained via the access codes provided by the managing agents prior to the assessment.

External Walls:

The external envelope of the building was visually inspected only from ground level. This does not constitute an invasive or technical appraisal of the external wall system / envelope of the building. It should not therefore be relied upon to indicate the overall fire resistance of the envelope or any attachments to it.

An EWS1 form has been produced by ORSA Projects Ltd on 28/01/2021 which has given the property a B1 rating - They have concluded that in their view the fire risk (Note 8) is sufficiently low that no remedial works are required. Based on the non-intrusive observations made by the advisor, and EWS1 form provided, the external of the property appears 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 and thus your attention is drawn to PAS 9980:2022, Fire risk appraisal of external wall construction and cladding of existing blocks of flats – Code of practice.

PAS 9980 provides guidance on the risk of fire spread via external wall construction. It sets out a methodology to conduct and record fire risk appraisals of external walls, which can be scaled up or down depending upon the complexity of individual buildings.

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.

Additional Information

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 however is visited by the managing agents who are familiar with the access / escape routes and evacuation procedures.

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:

No fire strategy document or building fire drawings were made available before or during the assessment with all assumptions on building compartmentation / fire separation taken on the basis of the visual inspection.

This risk assessment was undertaken on the common areas only; the tenants' demises were not assessed during this assessment and do not fall within the scope of this report. Each tenant's demise should be fitted with a fire-resistant entry door, smoke detection and warning units and carbon monoxide alarms (where required) to help give early warnings and aid evacuation in the event of an emergency. In conducting a visual survey of the tenants doors from the communal / circulation routes, the tenant's doors appear to be original from the date of the conversion, uniform in design, 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 property. 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.

Fire doors are located on the communal and escape stairwells leading into the access lobbies and on all service/riser cupboards. The doors are rated as thirty/sixty-minute doors. Intumescent strips and smoke seals are installed on all doors (unless identified within the hazards). All doors have suitable fire rated hinges and self-closing devices installed with adequate signage informing the building occupants to keep them closed or locked.

A separate fire door inspection of the communal doors was carried out by Salvum on 15/01/2024 in order to confirm the condition of the doors and should be used in conjunction with this assessment.

No other quarterly inspections of the communal doors have been provided.

A separate fire door inspection of the resident's demise doors should be undertaken in order to confirm the condition of the doors and should be used in conjunction with this assessment.

Fire stopping – Insufficient fire stopping materials are installed within electrical intake / distribution cupboards and water service riser cupboards and consist of excessive amount of intumescent foam that has been used to fire stop gaps. Foam has been allowed to expand and has not been cut back so the size of the gap cannot be determined.

Additional Information**Active Fire Protection:**

The property appears to have been converted to the building regulations at the time of construction, using fire rated materials for fire doors, floors, walls and ceilings that will inhibit the spread of fire, heat and smoke between compartments, therefore there is no requirement for an active fire warning and detection system to be installed, however the property is fitted with an LD1 zonal fire detection system linked to smoke detectors and a smoke ventilation system within the communal areas for the detection of fire and is designed to expel smoke and heat away from the escape routes allowing safe evacuation for those who need it and for safe entry into the building from the fire and rescue services.

Override switches are located at the ground floor of the stairwell and communal entrance lobby.

It should be noted that the assessor did not activate the fire detection system on site to ascertain their extent and functionality. The information below is based solely on the observations made by the assessor at the time.

The flats themselves should also have stand alone smoke detection that is not linked to the common parts system. If required, further information/advice should be sought from a competent third party fire alarm engineer.

Firefighting access/facilities:

Firefighting appliances can access the property via Prince Of Wales Road to the front of the property with the roadway clear for access with suitable hardstanding areas available for firefighting appliances.

A dry rising main is installed to assist in firefighting operations. The dry riser inlet is located approximately 10m away from the appliance access point.

There is no property information box (PIB) installed at the communal entrance and there is insufficient wayfinding signage applied throughout the stairwell.

Escape routes and travel distances:

All flats are housed within fire lobbies which in turn lead into a protected and enclosed escape stairwell. The stairwell descends down onto ground floor level to the main communal entrance of the block.

There is an escape stairwell that serves all floors and descends down to the ground floor escape exit door which leads to an escape route that leads to an escape exit gate to the front of the property.

Escape travel distances leading from the tenant's flats to the next point of safety are within the expected parameters with the means of escape and are considered simple and straightforward to use with suitable escape route signage displayed throughout. Dead end corridors are mitigated by the levels of fire compartmentation / partitioning and with the installation of smoke ventilation systems.

There is a no smoking sign and a fire action notice installed to inform tenants and visitors of what actions to take in the event of a fire.

Measures to aid evacuation:

Non-maintained emergency lighting and communal fire doors are installed throughout to assist in the event of an evacuation.

Management controls:

It is recommended that the responsible persons utilise the fire risk assessment prioritisation tool once they are in receipt of this report.

Additional Information

Whilst not compulsory, it is recommended that the responsible person complete the fire risk assessment prioritisation tool as per government guidance. The fire risk assessment prioritisation tool is an online tool developed by the government, with input from the National Fire Chiefs Council, the Fire Sector Federation and several housing organisations and local authorities. Its purpose is to support responsible persons to develop a prioritisation strategy for updating their fire risk assessments following commencement of section one of the Fire Safety Act 2021.

Future assessments:

Documentation: No fire strategy document or building fire drawings were made available before or during the assessment with all assumptions on building compartmentation / fire separation taken based on the visual inspection. A logbook was seen whilst on site.

All information in regards to the site equipment's service records, inspection sheets etc were requested as part of the original email correspondence when confirming the works and via a follow up email on completion of the assessment. All gaps in information may be due to the paperwork not being available at the time of the request.

Two priority one hazards have been identified within this assessment with the responsible person informed via telephone on the day of the assessment (See hazard codes FSMP04 and HRRB01).

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.

Buildings 18m and above - As per the new fire safety Act for buildings 18m and above, the following will need to be actioned and applied - Building plans, External Wall Survey, Monthly Lift inspections and other Key Fire-Fighting Equipment checks, Information Boxes, Wayfinding Signage on each level, Fire Doors checks, Fire Safety Instructions to residents and Fire Door Information to residents.

1.3 Fire Policy & Risk Rating

Fire Emergency Policy For Grosvenor House

In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'

Fire Policy Reasoning	Fire Policy Limitations
<p>In the event of a fire emergency the policy for occupants of this property is to 'Stay Put'.</p> <p>A compartmentation survey is required as evidence to enable this "Stay Put" policy to be effective. The compartmentation survey may facilitate a move to "Simultaneous Evacuate" if the required levels of fire resistance are not achieved (See hazard codes FBS04).</p> <p>Whilst there is an active fire detection system installed that may encourage evacuation and compromise the 'Stay Put' policy, this is linked to the smoke ventilation system and is designed to expel smoke and heat away from the escape routes allowing safe evacuation for those who need it and for safe entry into the building from the fire and rescue services, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire services.</p> <p>Please note that the non-compliances and hazards identified within this report must be addressed to ensure this policy can be adhered to.</p>	<p>For the "Stay Put" policy to remain valid, a compartmentation survey is required to determine the levels of fire resistance. If a compartmentation survey is not to be carried out, then a L2 system of smoke detection in the common parts linked to a heat detector in each flat is required to be installed. The flats themselves should also have standalone smoke detection that is not linked to the common parts system. If required, further information/advice should be sought from a competent third-party fire alarm engineer.</p> <p>It is strongly advised that robust communication and cooperation controls are established between all persons in control of any part of the property, and that a Fire Safety Plan be produced and regular Fire Risk Assessments are carried out, ensuring that any actions are completed as required.</p>

Fire Risk Rating

Medium

Fire Risk Rating Reasoning

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

2.0 Report Summary

On 06/09/2024 4site Consulting Limited on behalf of MCR Homes carried out a Health, Safety & Fire Risk Assessment and have detailed any risks and legal non compliances in Section 3.0 of this report. Recommendations to reduce, remove and resolve any risks and legal non compliances are included.

Assessment Results

Compliance Issue	Legal Compliance		Hazards		
	Non-Compliant	Compliant	1	2	3
Health & Safety	17	8	1	6	6
Fire Risk	5	3	1	8	12

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.10
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Safety Communication for Contractors.	No picture required

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

Health & Safety at Work Act 1974.
Management of Health & Safety at Work Regulations 1999.
Construction (Design & Management) Regulations 2015.

Assessment Observations

No information or records in regards safety communication for contractors has been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure records are made available to confirm that the managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and requirements along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.11
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Contractor Vetting	No picture required

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

Health & Safety at Work Act 1974.
Management of Health & Safety at Work Regulations 1999.
Construction (Design & Management) Regulations 2015.

Assessment Observations

No information or records in regards contractor vetting have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure that records are made available to confirm that all contractors employed to work on site have been vetted for Health & Safety competency, such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.16
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Asbestos Register	No picture required

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

Health and Safety at Work Act 1974.
Management of Health & Safety at Work Regulations 1999.
Control of Asbestos Regulations 2012 R3

Assessment Observations

An asbestos survey/register and management plan is available for inspection by employees and contractors, however the asbestos survey/register does not appear to be up to date.

Last Survey dated - 02/10/2024

Action Required/Recommendations

Commission an asbestos update/re inspection survey and ensure the report is retained with asbestos management documentation and made 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.23
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Fire Risk Assessment	No picture required

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

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

Assessment Observations

The Fire Risk Assessment has been undertaken for the landlords demise however, there appears to be two or more Responsible Persons sharing, or having duties in respect of, premises (whether on a temporary or a permanent basis). The Fire Risk Assessments for these responsible persons sharing, or having duties in respect of, premises (whether on a temporary or a permanent basis) have not been obtained.

Action Required/Recommendations

It is recommended that the landlord/agent liaise with the ground floor commercial tenants to gain information on hazards arising from their Fire Risk Assessment which may affect building users in compliance with their duty to co-operate and co-ordinate and to enable them to comply with the requirements & prohibitions imposed on them by or under the Regulatory Reform (Fire Safety) Order 2005.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.25
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Detailed Emergency Plan.	No picture required

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

The Regulatory Reform (Fire Safety) Order 2005. The Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999.

Assessment Observations

No information or records in regards detailed emergency plans have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure that the detailed Emergency Plan for the property is made 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.35
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Dry Riser. Management of inspection and testing.	No picture required

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

Regulatory Reform (Fire Safety) Order 2005.
BS 9990-2015

Assessment Observations

Monthly visual inspections are carried out as required however there were no records observed relating to annual pressure testing.

Action Required/Recommendations

Employ a competent person to undertake annual pressure testing of the dry riser in addition to the monthly visual inspections.

Maintain suitable records.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.40
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

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

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

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

Assessment Observations

No information or records regarding routine servicing and maintenance of lifts have been made available prior to or at the time of the inspection.

Action Required/Recommendations

Ensure that the records of routine servicing and maintenance of lifts are made available.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.40a
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

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

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

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

Assessment Observations

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

Action Required/Recommendations

Employ a competent and qualified 3rd party accredited contractor to carry out new statutory engineering inspection of lifts as last available record has expired.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.42
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Gas Inspection Maintenance Records / Certificates	No picture required

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

Gas Safety (Installation & Use) Regulations 1998. R35 & 36.
Health & Safety at Work Act 1974.

Assessment Observations

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

Action Required/Recommendations

Ensure records of regular inspections and annual servicing are made available.

CP12 certification is required where people sleep on the premises. (ADVISOR TO DELETE IF NECESSARY)

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.48
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Fixed Electrical Installation Inspections	No picture required

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

Electricity at Work Regulations 1989. R4
IEE Regulations 18th Edition.
The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.

Assessment Observations

The electrical fixed wiring certificate has identified remedial works with no evidence of completion

Action Required/Recommendations

Employ NICEIC registered contractor to undertake remedial works and re-inspection as required. Ensure records of remedial works 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.49
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Portable Appliance Testing	No picture required

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

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

Assessment Observations

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

Action Required/Recommendations

Carry out an inventory of all portable electrical equipment, and then employ a competent person to test and label all equipment and create a register.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.61
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Control of Legionellosis Risk Assessment	No picture required

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

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

Assessment Observations

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

Action Required/Recommendations

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

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.63
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

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

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

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

Assessment Observations

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

Action Required/Recommendations

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

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.70
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Powered gate and shutter; Management of maintenance & inspection.	No picture required

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

Health and Safety at Work Act 1974. 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 the 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 & shutter 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.73
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Co-ordination, co-operation and communication with residents regarding; 1. Their individual flat entrance doors. 2. Fire safety within non-communal areas. 3. The emergency plan for the property.	No picture required

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

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

Assessment Observations

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.74a
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Annual fire door inspections of flat entrance doors.	No picture required

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire Safety (England) Regulations 2022

Assessment Observations

It is not known if the flat entrance doors are subject to annual inspections, no records available.

Action Required/Recommendations

Devise and implement a regime of annual inspections of the flat entrance doors and maintain records.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.74b
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Quarterly inspections of communal fire doors.	No picture required

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire Safety (England) Regulations 2022.

Assessment Observations

The communal fire doors are not subject to quarterly inspections.

Only records available show last inspection was carried out by Salvum on 15/01/2024

Action Required/Recommendations

Devise and implement a regime of quarterly inspections of the communal fire doors and maintain records.

Action Carried Out By:

Date:

Action Taken:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.76
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Property Inspections	No picture required

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

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

Assessment Observations

No information in regards property inspections have been made available prior to or at the time of the assessment.

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:

3.1 Action Plan- Health & Safety - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.99
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Wayfinding Signage	No picture required

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire Safety (England) Regulations 2022.

Assessment Observations

Wayfinding signage has been displayed. However, it is not suitable and sufficient.

Signage is displayed opposite lift entrances. However, there is no stairwell signage installed.

Action Required/Recommendations

Purchase and display suitable and sufficient wayfinding signage to ensure legal compliance.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.99a
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Secure Information Box	No picture required

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire Safety (England) Regulations 2022.

Assessment Observations

There is no suitable and sufficient secure Information Box in place (SIB).

Action Required/Recommendations

Install a suitable and sufficient Secure Information Box.

Ensure the SIB contains an Emergency Pack Response. This pack should be regularly reviewed and adequately maintained. Further guidance can be found within the Fire Industry Association & National Fire Chief Councils Code of Practice for the Provision of Premises Information Boxes in Residential Buildings.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.99b
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Lifts and Essential Firefighting Equipment	No picture required

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire Safety (England) Regulations 2022.

Assessment Observations

No information or records of monthly checks of the following lifts and essential firefighting equipment have been made available prior to or at the time of the inspection.

Firefighting lift,

Action Required/Recommendations

Devise and implement a regime of monthly checks on the lifts and essential firefighting equipment.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Ref No	4.2.99c
		Assessor	Scott Hendry
		Date	06/09/2024
		Responsible Person/Body	Grosvenor House Management Ltd

Requirement	Example
Information on the External Wall Design, Installation and Construction.	No picture required

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire Safety (England) Regulations 2022.

Assessment Observations

It is not known if there is a policy in place for providing information to the local fire authority on the design, installation and construction of the external wall system. No records available.

Action Required/Recommendations

Devise and implement a policy for providing information to the local fire authority on the design, installation and construction of the external wall system.

Action Carried Out By:

Date:

Action Taken:

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

3.2 Legal Compliance Achieved – No Action Required			
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Type	Legal Compliances
		Date	06/09/2024
		Assessor	Scott Hendry
		Responsible Person/Body	Grosvenor House Management Ltd
Ref No.	Requirement	Legislation	Observation
4.2.13	Health & Safety Risk Management	The Health & Safety at Work Act 1974 S2&3 Management of Health & Safety at Work Regulations 1999 R3	A Health & Safety Risk Assessment has been carried out at this property and a number of hazards and legal non-compliances were identified, which the Responsible Person has a duty to manage and attend to as per the Action Plan in Sections 3.1 and 3.5 of the report. Risk assessments are required to be periodically reviewed.
4.2.23	Fire Risk Assessment	Regulatory Reform (Fire Safety) Order 2005. Management of Health and Safety at Work Regulations 1999, Regulation 3.	A Fire Risk Assessment has been carried out at this property and a number of hazards and legal non-compliances were identified, which the Responsible Person has a duty to manage and attend to as per Sections 3.1 and 3.5 of the report. Risk assessments are required to be periodically reviewed.
4.2.27	Fire Alarm Testing & Maintenance	Regulatory Reform (Fire Safety) Order 2005. BS EN 54:- Fire detection and fire alarm systems. BS 5839-1:2017	Fire alarm system is tested, inspected, maintained and all records are retained on site.
4.2.38	Smoke Ventilation System. Management of testing & servicing.	Regulatory Reform (Fire Safety) Order 2005. BS 7346 Pt 8.	Smoke Ventilation System is tested monthly and serviced 6 monthly with suitable records maintained.
4.2.41	Lift Car Emergency Communication/ Gain Assistance Procedure	Management of Health & Safety at Work Regulations 1998. The Lifting Operations and Lifting Equipment Regulations 1998. Provision and Use of Work Equipment Regulations 1998. BS 7255.	Lift Car emergency passenger communication/gain assistance procedure in place and prominently displayed in the lift.
4.2.47	Access to Plant Rooms & Roof Areas	Management of Health & Safety at Work Regulations 1999. The Health & Safety at Work Act 1974, S2 & Working at Height Regulations 2005, R 6 & 9	Access to plant rooms & roof areas is restricted
4.2.49	Portable Appliance Testing	The Health & Safety at Work Act 1974, Electricity at Work Regulations 1989, The provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety at Work Regulations 1999.	Portable electrical equipment have been tested, labelled and a register retained. Ground floor CCTV equipment

3.2 Legal Compliance Achieved – No Action Required

Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Type	Legal Compliances
		Date	06/09/2024
		Assessor	Scott Hendry
		Responsible Person/Body	Grosvenor House Management Ltd
Ref No.	Requirement	Legislation	Observation
4.2.52	Emergency Lighting; Management of maintenance & inspection.	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	Emergency lighting is tested and maintained as required. Records are up to date and available for inspection.
4.2.57	Waste Management	Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Environmental Protection (Duty of Care) Regulations 1991. Environmental Protection Act 1990.	There are suitable Waste Management systems in place.
4.2.99b	Lifts and Essential Firefighting Equipment	The Regulatory Reform (Fire Safety) Order 2005. The Fire Safety (England) Regulations 2022.	Monthly checks are carried out on lifts and essential firefighting equipment with evidence provided. Smoke control systems, fire detection systems, dry riser mains.
4.2.99d	Registration of a high rise residential building with the building safety regulator.	The Regulatory Reform (Fire Safety) Order 2005 The Building Safety Act 2022	Information has been found via The Building Safety Regulator register detailing that the building has been registered with the building safety regulator. Building registration number - HRB14005H3B1

3.3 Hazard Assessment & Observation Process

The objective of risk assessing systematically and numerically is to evaluate the potential of a risk causing harm.

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

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

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

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

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

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

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

3.3 Action Plan - Health, Safety & Fire Risk/Hazards - Priority Advisory

3.3 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FMCP06	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Escape stairwell, ground floor

Hazard Description

No protective covers fitted over the manual call points.

Potential for accidental/malicious actuation of the fire alarm system, leading to an increase in false alarm calls to the local fire authority.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
0	0	0	Advisory

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

The Regulatory Reform (Fire Safety) Order 2005.
BS 5839-1:2017. The Management of Health & Safety at Work Regs 1999.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to fit protective covers over all of the fire alarm manual call points, in accordance with the revised British Standard and the FIA Fire Detection & Alarm Council recommendations.

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

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority One

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FSMP04	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Site

Hazard Description

No Fire Safety Management Plan available for High Rise Residential Building (HRRB).

This plan forms part of the golden thread of information required for HRRBs.

Potential for inadequacies in fire safety, which could put building users at risk.

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	3	12	1

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

The Regulatory Reform (Fire Safety) Order 2005
Fire Safety Act 2021

Action Required and Further Control Measure

Complete a suitable Fire Safety Management Plan for the building. A fire safety management plan details your arrangements to implement, control, monitor and review fire safety standards and to ensure those standards are maintained and is developed as a direct result of a fire strategy and its requirements for a building (or part therein).

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

3.4 Action Plan - Health, Safety & Fire Risk/Hazards - Priority One

3.4 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	HRRB01	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Site

Hazard Description

No information or records of monthly inspections of the following essential firefighting equipment have been made available prior to or at the time of the inspection.

Firefighting lifts,

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	3	12	1

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire Safety (England) Regulations 2022 (Regulation 7).

Action Required and Further Control Measure

Devise and implement monthly inspections of essential firefighting equipment.

Maintain suitable records and make available where required.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	E03	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

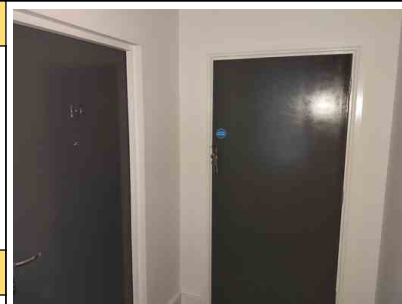
Hazard Location

Electrical intake cupboard, adjacent to flat 10

Hazard Description

No electrical safety matting installed beneath electrical equipment.

Potential for electric shock.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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


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

Workplace (Health, Safety & Welfare) Regulations 1992. Electricity at Work Regulations 1989. HSE INDG354 "Safety in Electrical Testing at Work". NFPA70.250.174.

Action Required and Further Control Measure

Relevant guidance/best practice recommends that a form of insulation/protection against electric shock is provided below electrical equipment, so ensure that any electrical contractor who carries out work on the system provides their own suitable matting.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	E14	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

3rd & 5th floor service riser cupboards

Hazard Description

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

Potential electric shock and fire hazard.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

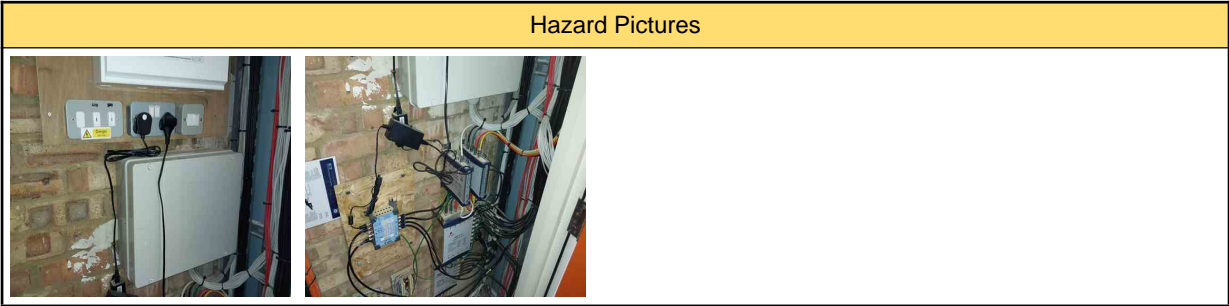
Action Required and Further Control Measure

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

If a portable electrical equipment (PAT) maintenance system is in place, then quarantine the suspect equipment and contact a qualified, competent, and 3rd party accredited contractor to carry out PAT maintenance on the suspect equipment.

Employees & contractors bringing in PAT equipment into the property & tenants in leased areas are to ensure that their electrical equipment has been tested & that certificates are available for inspection.

Action Carried Out By:	Action Taken:
Date:	



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	F01	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

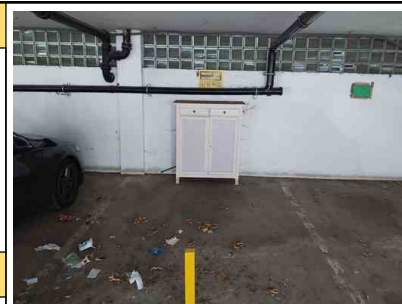
Hazard Location

Basement car park

Hazard Description

Combustible items stored.

Potential fire hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

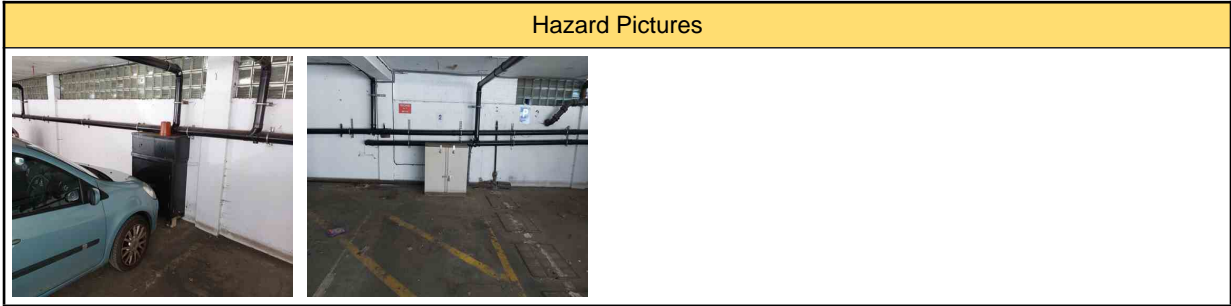
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

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

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

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



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FBS03g	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Electrical & water service riser cupboards throughout

Hazard Description

Fire door frame has not been suitably fire stopped to the structural opening.

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:
2	2	4	2


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

The Regulatory Reform (Fire Safety) Order 2005. BS EN 1634-1:2014+A1:2018.

Action Required and Further Control Measure

Employ a qualified and competent third party accredited contractor to install suitable fire stopping around the door frame. Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained.

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

Hazard Pictures	
	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FD06c	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Fire doors throughout

Hazard Description

The fire door survey (undertaken by Salvum on 15/01/2024) has highlighted a number of faults which will allow smoke to pass through the doors.

Not limited to, excessive gaps, missing screws from hinges, incorrect signage, 60 minute fire doors with 30 minute intumescent strips/cold smoke seals, unable to close into the frames correctly, missing intumescent strips / cold smoke seals (ground floor CCTV Cupboard), no vision panels (basement doors)

Potential for smoke to spread throughout the communal areas.



People at Risk

Disabled/visitors/contractors/tenants on site

Hazard Evaluation

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

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

The Regulatory Reform (Fire Safety) Order 2005.
The Fire safety (England) Regulations 2022.
BS 476, BS EN 1634.

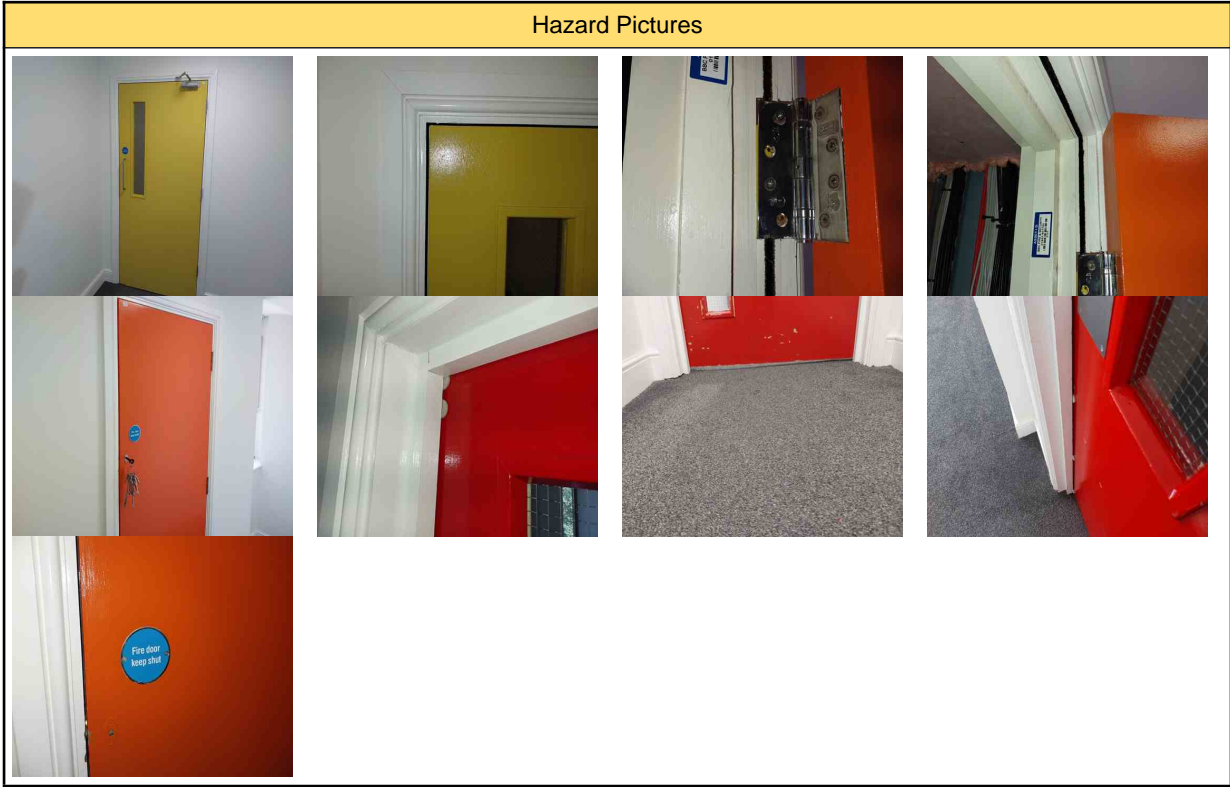
Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to undertake the remedial works to the doors as highlighted within the fire door survey with additional surveys implemented on a quarterly basis (refer to non-compliance code 4.2.74b).

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FD10a	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Side exit route/gates

Hazard Description

Fire exit gate is fitted with a lock that requires a code to unlock it.

Potential for persons to be trapped to the side of the building if they do not know the code.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to remove the lock and install one that utilises a thumb turn to unlock it.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FD11	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Rear escape route

Hazard Description

Fire exit signage obstructed by overgrown foliage.

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

Employ a competent third party accredited contractor to remove the foliage.

Monitor the escape routes as part of the 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FD16	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Tenants demise main entry doors

Hazard Description

Residential tenants demise main entry doors not seen / inspected. Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance.

Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN1634-1:2014+A1:2018
Fire Safety Act 2021
PAS 79-1:2020/PAS 79-2:2020

Action Required and Further Control Measure

Front doors to flats should be rated to a minimum of half hour fire resistance. As responsibility for this issue usually rests with each individual tenant, the managing agent should write to all tenants / leaseholders at the property and advise them of the need to ensure their front door is rated to a minimum of half hour fire resistance. Fire authorities are increasingly enforcing compliance on this matter due to the importance of maintaining a safe means of escape. A fully compliant half hour rated fire door is of suitable construction and has a self-closing mechanism installed, with cold smoke seals/intumescent strips around the door/frame. Self-closing mechanisms should be installed as a minimum requirement in the short term.

Action Carried Out By:	Action Taken:
Date:	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FEX03	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Basement car park

Hazard Description

The fire extinguishers are missing from their stands.

Potential reduction in fire fighting capability.



People at Risk

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. B.S. 5306 -8:2017.

Action Required and Further Control Measure

Locate missing fire extinguishers or replace with a similar type for this area.

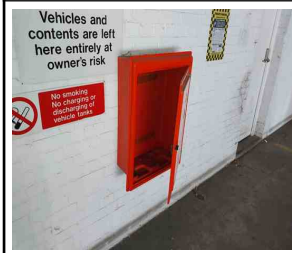
If the fire extinguishers have been removed, employ a competent third party accredited contractor to remove the stands and signage.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FRIS01	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Ground floor, adjacent to lift entrance

Hazard Description

Glazing within the dry riser outlet box is damaged.

Potential reduction in fire fighting capability.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS 5041-1987.
BS 9990-2015

Action Required and Further Control Measure

Remove obstruction.

Regularly monitor to ensure inlet/outlet box is accessible at all times.

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	No Access	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Basement car park cupboards

Hazard Description

The advisor was unable to gain access to this area.

No codes were provided for these areas. Called management agents, they did not have the codes.

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

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

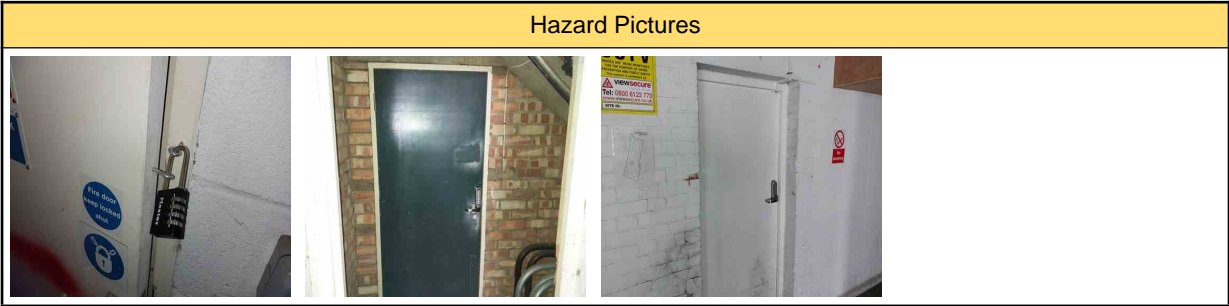
Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

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

Action Required and Further Control Measure

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

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



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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	No Access (1)	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Basement cupboards, adjacent / opposite lift entrances

Hazard Description

The advisor was unable to gain access to this area.

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants


Hazard Evaluation

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

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risksHealth & Safety at Work Act 1974.
Regulatory Reform (Fire Safety) Order 2005.**Action Required and Further Control Measure**

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

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

Hazard Pictures	
	

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	No Access (2)	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Basement plant room

Hazard Description

The advisor was unable to gain access to this area.

No keys were provided for this area.

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

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

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

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

Action Required and Further Control Measure

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

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

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

3.5 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	SIB01	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Entrance lobby

Hazard Description

The property does not have a suitable secure Information Box in place (SIB)

Potential delay in fire fighting response if the fire service do not have the required information to assist with the emergency response, especially taking into account those with mobility, cognitive or sensory impairments

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

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

The Regulatory Reform (Fire Safety) 2005.

PAS 79-1:2020/PAS 79-2:2020.

The Fire Safety Act 2021.

The Fire Safety (England) Regulations 2022

Code of Practice for the Provision of Premises Information Boxes in Residential Buildings

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to install a suitable secure Information Box adjacent to the entrance.

The box must contain details of any external wall system, floor plans and building plan, lifts and firefighting equipment.

Further guidance can be found within the Fire Industry Association & National Fire Chief Councils Code of Practice for the Provision of Premises Information Boxes in Residential Buildings.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	BS09a	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Side escape routes

Hazard Description

The drain or service covers are damaged and presents a trip/injury/laceration hazard.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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


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

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 replace the damaged drain / service covers ensuring it is secure and level with surrounding ground.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	E02	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Electrical intake cupboard, adjacent to flat 10

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

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

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FBS04	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Electrical service riser cupboards throughout

Hazard Description

Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet.

Potential for fire and smoke to spread through the property

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

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

Regulatory Reform (Fire Safety) Order 2005.

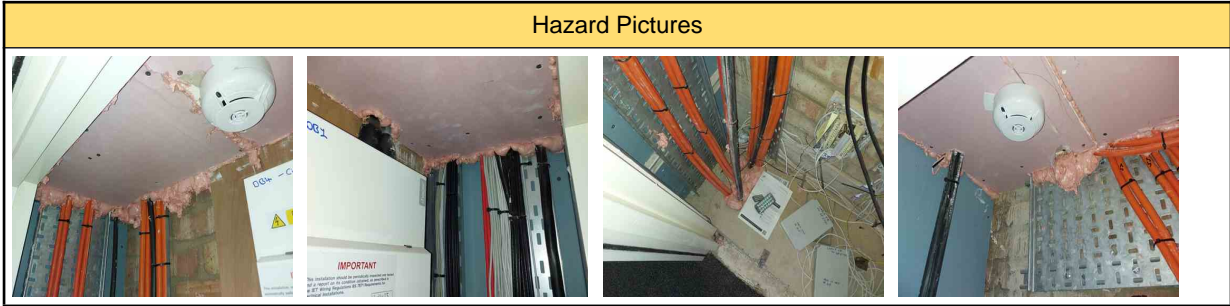
Action Required and Further Control Measure

Fire retardant foams will only offer fire stopping properties when used in narrow voids or gaps.

Where fire retardant foams are used, it is important to check what independent tests have been carried out to show its suitability.

To ensure that suitable fire resistance is afforded, it is recommended that you employ a qualified, competent 3rd party contractor to remove / replace PU foam with fire batting treated with intumescent mastic / coating. Alternatively, gaps in brick / block work can be replaced with like-for-like material or a suitable fire stopping compound.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FBS04 (1)	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Water riser cupboards

Hazard Description

Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet.

Potential for fire and smoke to spread through the property

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

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

Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Fire retardant foams will only offer fire stopping properties when used in narrow voids or gaps. Where fire retardant foams are used, it is important to check what independent tests have been carried out to show its suitability.

To ensure that suitable fire resistance is afforded, it is recommended that you employ a qualified, competent 3rd party contractor to remove / replace PU foam with fire batting treated with intumescent mastic / coating. Alternatively, gaps in brick / block work can be replaced with like-for-like material or a suitable fire stopping compound.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FBS04 (2)	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Electrical intake cupboard, adjacent to flat 10

Hazard Description

Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet.

Potential for fire and smoke to spread through the property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

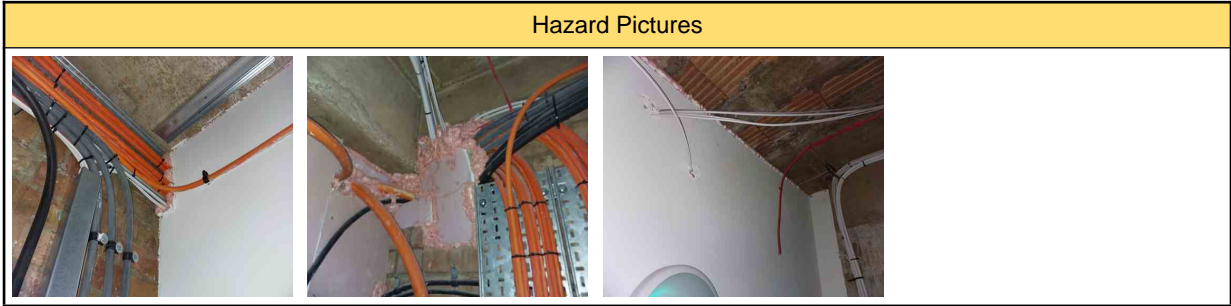
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Fire retardant foams will only offer fire stopping properties when used in narrow voids or gaps. Where fire retardant foams are used, it is important to check what independent tests have been carried out to show its suitability.

To ensure that suitable fire resistance is afforded, it is recommended that you employ a qualified, competent 3rd party contractor to remove / replace PU foam with fire batting treated with intumescent mastic / coating. Alternatively, gaps in brick / block work can be replaced with like-for-like material or a suitable fire stopping compound.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FBS04 (3)	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Basement car park

Hazard Description

Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet.

Potential for fire and smoke to spread through the property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

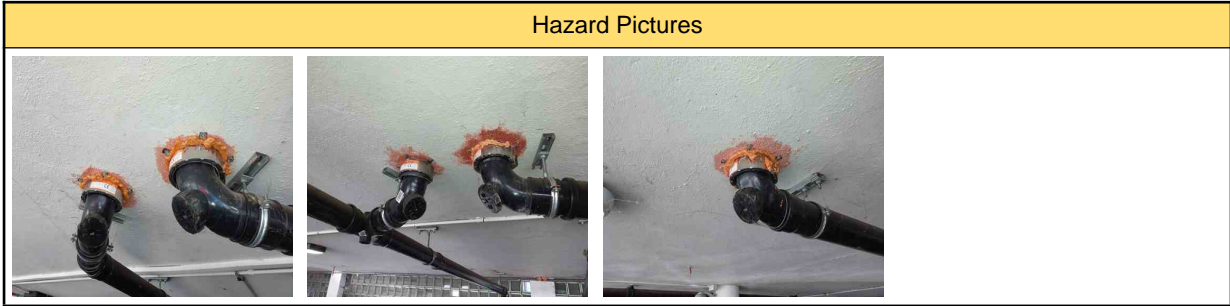
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Fire retardant foams will only offer fire stopping properties when used in narrow voids or gaps. Where fire retardant foams are used, it is important to check what independent tests have been carried out to show its suitability.

To ensure that suitable fire resistance is afforded, it is recommended that you employ a qualified, competent 3rd party contractor to remove / replace PU foam with fire batting treated with intumescent mastic / coating. Alternatively, gaps in brick / block work can be replaced with like-for-like material or a suitable fire stopping compound.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FBS04 (4)	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Basement car park

Hazard Description

Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet.

Potential for fire and smoke to spread through the property

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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


Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

Fire retardant foams will only offer fire stopping properties when used in narrow voids or gaps. Where fire retardant foams are used, it is important to check what independent tests have been carried out to show its suitability.

To ensure that suitable fire resistance is afforded, it is recommended that you employ a qualified, competent 3rd party contractor to remove / replace PU foam with fire batting treated with intumescent mastic / coating. Alternatively, gaps in brick / block work can be replaced with like-for-like material or a suitable fire stopping compound.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FD12	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

External escape route exit gate

Hazard Description

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

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

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

Ensure signage remains legible & unobstructed.

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FD12 (1)	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Basement into car park

Hazard Description

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

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

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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


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

Action Required and Further Control Measure

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

Ensure signage remains legible & unobstructed.

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

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FMCP05	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Escape stairwell, ground floor

Hazard Description

Manual call points not numbered.

Potential for call points not being tested in rotation

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS 5839-6:2019.

Action Required and Further Control Measure

Employ a competent person to number the manual call points.

A different manual call point should be used at the time of every weekly test, so that all manual call points in the building are tested in rotation over a prolonged period.

Results to be recorded

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FMES02b	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

1st floor, adjacent to escape stairwell

Hazard Description

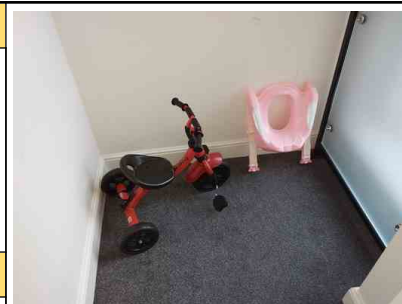
Storage on escape route.

Although not a significant 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

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

Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure

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

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

Include escape routes and exits in regular property inspections.

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

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

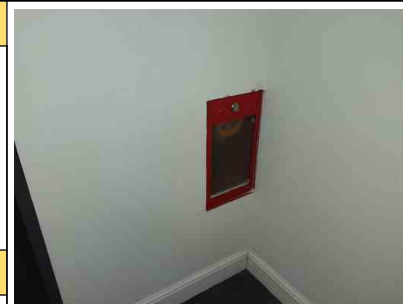
3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FRIS05	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

3rd floor, adjacent to lift entrances

Hazard Description

No signage displayed on dry riser outlet.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS 5041- 1987.
BS 9990-2015

Action Required and Further Control Measure

Employ a competent third-party contractor to install suitable red and white dry riser sign above / near to outlet .

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

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

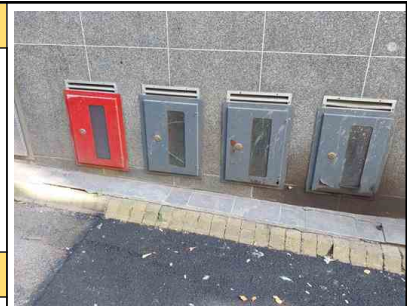
3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FRIS05 (1)	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Side externals

Hazard Description

No signage displayed on dry riser inlet.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS 5041- 1987.
BS 9990-2015

Action Required and Further Control Measure

Employ a competent third party contractor to install suitable red and white dry riser sign above / near to outlet .

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

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

3.6 Action Plan - Health, Safety & Fire Risk/Hazards Risk/Hazard				
Site Address	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	FSD08	Fire
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

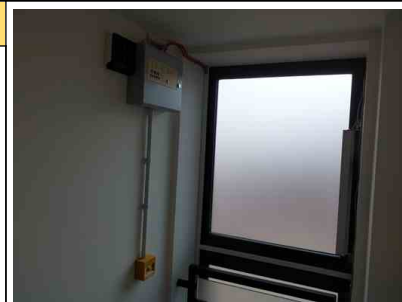
Throughout the property

Hazard Description

Unable to determine the cause and effect of the existing fire detection system that is currently installed.

It is unknown if the smoke detection units installed within the communal areas links silently to the smoke ventilation system or if it sounds a full alert of the fire alarm.

Potential to cause confusion during a fire emergency regarding the current 'Stay Put' fire strategy.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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



The Regulatory Reform (Fire Safety) Order 2005.
BS5839-6:2019. BS9991:2015

Action Required and Further Control Measure

Employ a competent person to ascertain the status and operation of the fire detection and warning system.

Once this has been ascertained, consideration may have to be given to amending the current 'Stay Put' fire strategy

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	PE01	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

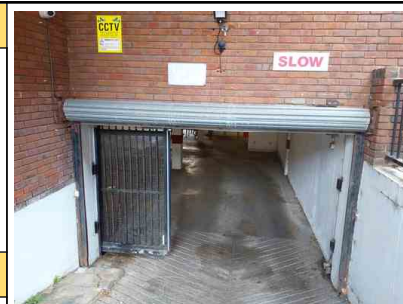
Hazard Location

Basement car park entry points

Hazard Description

Low level building structures.

Potential for high vehicle building collision.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

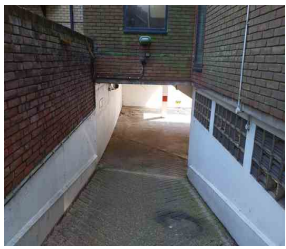
Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999.
Health & Safety (Safety Signs & Signals) Regs 1996.

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to highlight any low level building structures with high visibility tape or paint, and install suitable warning signage.

Ensure that the tape, paint and signage are inspected 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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	PE22a	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

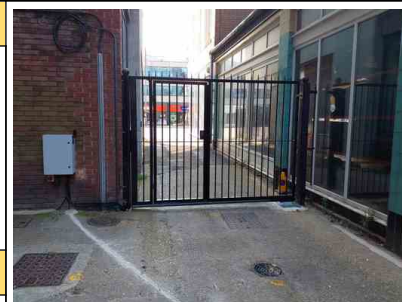
Hazard Location

Entry gates to parking areas

Hazard Description

No keep clear sign displayed on powered gate.

Potential for persons / vehicles to be struck by gates operating

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

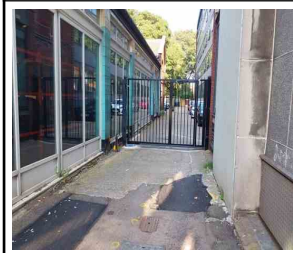
Health and Safety at Work Act 1974.
 Management of Health & Safety at Work Regulations 1999.
 Health & Safety (Safety Signs & Signals) Regs 1996.

Action Required and Further Control Measure

Install sign on powered access gate stating "Automatic gate keep clear" or similar.

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	W10	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Escape stairwell, 3rs & 4th floor windows

Hazard Description

Evidence of mould spores.

Potential for health issues associated with damp conditions.

**People at Risk**

Employees/Contractors/Visitors/Public/Tenants

Hazard Evaluation

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

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

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

Action Required and Further Control Measure

Employ a qualified, competent and 3rd party accredited contractor to investigate the source of a potential water leak and carry out any necessary repairs.

Ensure area is inspected regularly as part of the building maintenance schedule to check for any recurrence.

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

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	Grosvenor House 112-114 Prince of Wales Road Norwich NR1 1NS	Risk No/Type	WFS01	H&S
		Assessor	Scott Hendry	
		Date	06/09/2024	
		Responsible Person	Grosvenor House Management Ltd	

Hazard Location

Throughout the property

Hazard Description

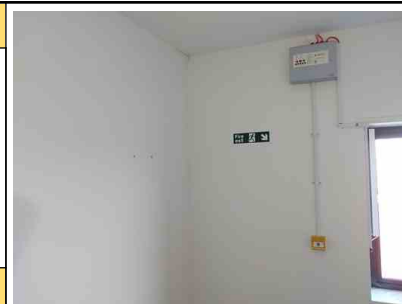
Insufficient wayfinding signage displayed.

Wayfinding signage is displayed opposite lift entrances. However, there is no signage displayed throughout the communal stairwell.

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

People at Risk

Employees/Contractors/Visitors/Public/Tenants

**Hazard Evaluation**

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

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

The Regulatory Reform (Fire Safety) Order 2005.

Fire Safety (England) Regulations 2022

MHCLG Guidance on amendments to the Building Regulations Approved Document B Volume 1 Section B5, 26/11/2020.

Action Required and Further Control Measure

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

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

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



3.7 Condensed Summary of Non-Compliances

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

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.10	No information or records in regards safety communication for contractors has been made available prior to or at the time of the inspection.	Ensure records are made available to confirm that the managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and requirements along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.	
4.2.11	No information or records in regards contractor vetting have been made available prior to or at the time of the inspection.	Ensure that records are made available to confirm that all contractors employed to work on site have been vetted for Health & Safety competency, such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc.	
4.2.16	An asbestos survey/register and management plan is available for inspection by employees and contractors, however the asbestos survey/register does not appear to be up to date. Last Survey dated - 02/10/2024	Commission an asbestos update/re inspection survey and ensure the report is retained with asbestos management documentation and made available for inspection by employees and contractors.	
4.2.23	The Fire Risk Assessment has been undertaken for the landlords demise however, there appears to be two or more Responsible Persons sharing, or having duties in respect of, premises (whether on a temporary or a permanent basis). The Fire Risk Assessments for these responsible persons sharing, or having duties in respect of, premises (whether on a temporary or a permanent basis) have not been obtained.	It is recommended that the landlord/agent liaise with the ground floor commercial tenants to gain information on hazards arising from their Fire Risk Assessment which may affect building users in compliance with their duty to co-operate and co-ordinate and to enable them to comply with the requirements & prohibitions imposed on them by or under the Regulatory Reform (Fire Safety) Order 2005.	
4.2.25	No information or records in regards detailed emergency plans have been made available prior to or at the time of the inspection.	Ensure that the detailed Emergency Plan for the property is made available for inspection.	
4.2.35	Monthly visual inspections are carried out as required however there were no records observed relating to annual pressure testing.	Employ a competent person to undertake annual pressure testing of the dry riser in addition to the monthly visual inspections. Maintain suitable records.	
4.2.40	No information or records regarding routine servicing and maintenance of lifts have been made available prior to or at the time of the inspection.	Ensure that the records of routine servicing and maintenance of lifts are made available.	
4.2.40a	No information or records relating to 6 monthly statutory engineering inspection of lifting equipment for lifting persons has been made available for review prior to or at the time of the assessment.	Employ a competent and qualified 3rd party accredited contractor to carry out new statutory engineering inspection of lifts as last available record has expired.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.42	No information or records in regards the maintenance and inspection of Gas appliances have been made available prior to or at the time of the inspection	Ensure records of regular inspections and annual servicing are made available. CP12 certification is required where people sleep on the premises. (ADVISOR TO DELETE IF NECESSARY)	
4.2.48	The electrical fixed wiring certificate has identified remedial works with no evidence of completion	Employ NICEIC registered contractor to undertake remedial works and re-inspection as required. Ensure records of remedial works are made available.	
4.2.49	No information or records in regards portable appliance testing have been made available prior to or at the time of the inspection	Carry out an inventory of all portable electrical equipment, and then employ a competent person to test and label all equipment and create a register.	
4.2.61	No information or records in regards the Control of Legionellosis have been made available prior to or at the time of the inspection	Ensure Legionella Risk Assessment and Water Hygiene Management System records are made available.	
4.2.63	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 the powered gate have been made available prior to or at the time of the inspection	Ensure that relevant testing records for the powered gate & shutter are held on site and available for inspection.	
4.2.73	No information or records in regards Co-ordination, co-operation and communication with residents have been made available prior to or at the time of the inspection	The property manager/responsible person must make available for inspection records to confirm that they have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.	
4.2.74a	It is not known if the flat entrance doors are subject to annual inspections, no records available.	Devise and implement a regime of annual inspections of the flat entrance doors and maintain records.	
4.2.74b	The communal fire doors are not subject to quarterly inspections. Only records available show last inspection was carried out by Salvum on 15/01/2024	Devise and implement a regime of quarterly inspections of the communal fire doors and maintain records.	
4.2.76	No information in regards property inspections have been made available prior to or at the time of the assessment.	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.	

Legal Non-Compliances – Action Required (Please tick end column to indicate completion of each action)			
Ref No.	Observations	Action Required	✓
4.2.99	Wayfinding signage has been displayed. However, it is not suitable and sufficient. Signage is displayed opposite lift entrances. However, there is no stairwell signage installed.	Purchase and display suitable and sufficient wayfinding signage to ensure legal compliance.	
4.2.99a	There is no suitable and sufficient secure Information Box in place (SIB).	Install a suitable and sufficient Secure Information Box. Ensure the SIB contains an Emergency Pack Response. This pack should be regularly reviewed and adequately maintained. Further guidance can be found within the Fire Industry Association & National Fire Chief Councils Code of Practice for the Provision of Premises Information Boxes in Residential Buildings.	
4.2.99b	No information or records of monthly checks of the following lifts and essential firefighting equipment have been made available prior to or at the time of the inspection. Firefighting lift,	Devise and implement a regime of monthly checks on the lifts and essential firefighting equipment.	
4.2.99c	It is not known if there is a policy in place for providing information to the local fire authority on the design, installation and construction of the external wall system. No records available.	Devise and implement a policy for providing information to the local fire authority on the design, installation and construction of the external wall system.	

3.8 Condensed Summary of Hazards

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

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
FSMP04	Site	No Fire Safety Management Plan available for High Rise Residential Building (HRRB). This plan forms part of the golden thread of information required for HRRBs. Potential for inadequacies in fire safety, which could put building users at risk.	1	
HRRB01	Site	No information or records of monthly inspections of the following essential firefighting equipment have been made available prior to or at the time of the inspection. Firefighting lifts,	1	
E03	Electrical intake cupboard, adjacent to flat 10	No electrical safety matting installed beneath electrical equipment. Potential for electric shock.	2	
E14	3rd & 5th floor service riser cupboards	(PAT) Individual items of portable electric equipment appear not to have been subject to the PAT maintenance system. Potential electric shock and fire hazard.	2	
F01	Basement car park	Combustible items stored. Potential fire hazard.	2	
FBS03g	Electrical & water service riser cupboards throughout	Fire door frame has not been suitably fire stopped to the structural opening. Potential for fire, heat and smoke to spread through the property.	2	
FD06c	Fire doors throughout	The fire door survey (undertaken by Salvum on 15/01/2024) has highlighted a number of faults which will allow smoke to pass through the doors. Not limited to, excessive gaps, missing screws from hinges, incorrect signage, 60 minute fire doors with 30 minute intumescent strips/cold smoke seals, unable to close into the frames correctly, missing intumescent strips / cold smoke seals (ground floor CCTV Cupboard), no vision panels (basement doors) Potential for smoke to spread throughout the communal areas.	2	
FD10a	Side exit route/gates	Fire exit gate is fitted with a lock that requires a code to unlock it. Potential for persons to be trapped to the side of the building if they do not know the code.	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
FD11	Rear escape route	Fire exit signage obstructed by overgrown foliage. Potential to hinder evacuation of building in the event of an emergency.	2	
FD16	Tenants demise main entry doors	Residential tenants demise main entry doors not seen / inspected. Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance. Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.	2	
FEX03	Basement car park	The fire extinguishers are missing from their stands. Potential reduction in fire fighting capability.	2	
FRIS01	Ground floor, adjacent to lift entrance	Glazing within the dry riser outlet box is damaged. Potential reduction in fire fighting capability.	2	
No Access	Basement cupboards, adjacent / opposite lift entrances	The advisor was unable to gain access to this area. Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
No Access	Basement plant room	The advisor was unable to gain access to this area. No keys were provided for this area. Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
No Access	Basement car park cupboards	The advisor was unable to gain access to this area. No codes were provided for these areas. Called management agents, they did not have the codes. Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
SIB01	Entrance lobby	The property does not have a suitable secure Information Box in place (SIB) Potential delay in fire fighting response if the fire service do not have the required information to assist with the emergency response, especially taking into account those with mobility, cognitive or sensory impairments	2	
BS09a	Side escape routes	The drain or service covers are damaged and presents a trip/injury/laceration hazard.	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
E02	Electrical intake cupboard, adjacent to flat 10	Electric intake cupboard doors. No electrical hazard information/voltage signage displayed on the electrical intake cupboard doors. Potential electric shock.	3	
FBS04	Electrical service riser cupboards throughout	Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet. Potential for fire and smoke to spread through the property	3	
FBS04	Water riser cupboards	Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet. Potential for fire and smoke to spread through the property	3	
FBS04	Basement car park	Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet. Potential for fire and smoke to spread through the property	3	
FBS04	Basement car park	Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet. Potential for fire and smoke to spread through the property	3	
FBS04	Electrical intake cupboard, adjacent to flat 10	Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasn't been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet. Potential for fire and smoke to spread through the property	3	
FD12	External escape route exit gate	External side of final fire exit gate does not display "Fire Exit Keep Clear" signage. Potential to hinder evacuation of building in the event of an emergency.	3	
FD12	Basement into car park	External side of final fire exit door does not display "Fire Exit Keep Clear" signage. Potential to hinder evacuation of building in the event of an emergency.	3	

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
FMCP05	Escape stairwell, ground floor	Manual call points not numbered. Potential for call points not being tested in rotation	3	
FMES02 b	1st floor, adjacent to escape stairwell	Storage on escape route. Although not a significant 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	
FRIS05	3rd floor, adjacent to lift entrances	No signage displayed on dry riser outlet.	3	
FRIS05	Side externals	No signage displayed on dry riser inlet.	3	
FSD08	Throughout the property	Unable to determine the cause and effect of the existing fire detection system that is currently installed. It is unknown if the smoke detection units installed within the communal areas links silently to the smoke ventilation system or if it sounds a full alert of the fire alarm. Potential to cause confusion during a fire emergency regarding the current 'Stay Put' fire strategy.	3	
PE01	Basement car park entry points	Low level building structures. Potential for high vehicle building collision.	3	
PE22a	Entry gates to parking areas	No keep clear sign displayed on powered gate. Potential for persons / vehicles to be struck by gates operating	3	
W10	Escape stairwell, 3rs & 4th floor windows	Evidence of mould spores. Potential for health issues associated with damp conditions.	3	
WFS01	Throughout the property	Insufficient wayfinding signage displayed. Wayfinding signage is displayed opposite lift entrances. However, there is no signage displayed throughout the communal stairwell. Potential to delay firefighters ability to identify each floor level, and/or delay them reaching the location of a fire.	3	
FMCP06	Escape stairwell, ground floor	No protective covers fitted over the manual call points. Potential for accidental/malicious actuation of the fire alarm system, leading to an increase in false alarm calls to the local fire authority.	0	

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: Grosvenor House Management Ltd

Part 3a Address of premises for which the fire risk assessment was carried out:
Grosvenor House - 112-114 Prince of Wales Road - Norwich - - NR1 1NS

Part 3b Part or parts of the premises to which the fire risk assessment applies: All areas with exception of tenants demises

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: 06/09/2024

Part 6 Recommended date for review of the fire risk assessment: 05/09/2025

Part 7 Unique reference number of this certificate: HSF51336/0017/060924/2

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

Signed for and on behalf of the issuing Certificated Organisation:

Bob Dow TIFireE, TechIOSH, MIFSM

Date of issue: 19/09/2024 15:22:15

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'