

# HEALTH AND SAFETY RISK ASSESSMENT

at



**Carmichael Court**

**Grove Road  
London  
SW13 0HA**

**ON BEHALF OF**



**Farrar Property Management**  
**Date of assessment: 14/01/2013**  
**Recommended review date: January 2015**

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## 1.0 INTRODUCTION

### 1.1 SCOPE OF ASSESSMENT

In accordance with health and safety legislation, Tetra Consulting Limited was instructed to carry out a Health and Safety risk assessment of at Carmichael Court , Grove Road London SW13 0HA on behalf of Farrar Property Management.

The assessment was carried out by Richard Flatman who has been deemed competent to carry out health and safety risk assessments based on their skills, knowledge and experience.

Key details about the assessment are as follows:

<b>Landlord:</b>	Carmichael Court Freehold Limited
<b>Responsible person:</b>	Joe Starkey
<b>Assessment date:</b>	14/01/2013
<b>Person(s) consulted during inspection:</b>	Nobody

<b>Areas inspected:</b>	All external common areas including stairwells.
<b>Areas excluded:</b>	Areas demised to tenants. Roof (no access possible access ladder locked).

### 1.2 BENCHMARKING


This assessment follows guidance provided in:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulation 1999 and Approved Code of Practice
- Occupiers' Liability Act 1984
- Other relevant technical British and European standards.

### 1.3 LIMITATIONS

The observations and recommendations made in this report relate to conditions and documentation seen during the inspection, and only in areas that were safely accessible as listed in 1.1 above.

The risk assessor used professional expertise and judgement in making their recommendations. Assessments are open to individual interpretation however and an enforcement officer may hold a

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different view.

## 1.4 OVERALL RISK RATING

Based on the conditions observed during the site visit, the overall risk of harm is deemed to be:

**LOW**

## 1.5 RECOMMENDED REVIEW

Health and safety legislation requires that the risk assessments are reviewed. Based on the conditions observed, it is recommended that this risk assessment be reviewed within:

**2 years**

An earlier review should be carried out if:

- there is a significant change in layout or use
- there is reason to believe it is no longer valid
- an accident or incident occurs




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## 2.0 PROPERTY DETAILS

### 2.1 SUMMARY

<b>Property usage:</b>	Residential - purpose built block,
<b>Property size:</b>	50 flats
<b>Date of construction:</b>	Pre 1991
<b>Details of construction:</b>	Brick elevations with wooden floors and flat roof.
<b>Number of floors:</b>	Ground and three upper floors.
<b>Number of exits:</b>	1 main exit and one exit to rear.
<b>Number of stairwells:</b>	4 external concrete staircases.
<b>Number of lifts:</b>	None
<b>Car park details:</b>	None
<b>Security measures:</b>	Coded access panel. Electronic fob entry.

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## 2.2 PLANT / EQUIPMENT


Plant/Equipment	Type (s)	Location	Date of Last Service / Frequency
Access gates	Motorised	Main entrance	No records
Electrical intake	Mains	Not seen	No records
External lighting	Wall mounted	Courtyard area	No records
Work equipment	Vertical ladder	3rd floor to roof	No records

Specific Fire Equipment Provided	Type (s)	Location	Date of Last Service / Frequency
Fire doors	Nominal	Tenant entrances	No records

## 2.3 OCCUPANTS AT RISK


<b>Total building occupancy:</b>	1-150
<b>Total number of employees / tenants:</b>	1-130
<b>Total number of visitors / members of public:</b>	1-20
<b>Occupants identified at special risk:</b>	Sleeping residents. Possible children and/or elderly and infirm.

Note: all figures are approximate.

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### 3.0 SAFETY ARRANGEMENTS

<b>Management of Health &amp; Safety</b>	Overall, health and safety management at this property appears to be excellent. This judgement is based on the number of management controls that are in place (see section 4.2) and number of hazards / deficiencies observed (see section 4.3). This section should be read in conjunction with the management compliances and controls detailed in section 4.2. A separate report detailing management compliance present within the managing agent organisation has also been completed and should be read in conjunction with this site specific risk assessment report. This covers elements which apply across the property portfolio including: - management structure; - selection and control of contractors; - permit to work systems; - accident reporting.
<b>Priority 1 hazards - Health &amp; safety</b>	No priority 1 hazards that require immediate action were observed at the property.
<b>Stairwells and Circulation Areas</b>	There are external stairwells available which appear to be in good condition with no observed deficiencies present, secure and highlighted step treads and handrails available.
<b>Electrical Safety</b>	Electrical areas at the property include: one external structure with secured access. A fixed wiring certificate is not available.
<b>Roof Areas</b>	Roof access is available via a fixed ladder, a part of this ladder is stored in a locked security frame. Whilst access to the roof was not possible, edge protection could be seen in the vicinity of the access ladder but at no other point on the roof. If access is to be granted on the roof and access is required away from this small safe area, it must be controlled by a permit to work that requires a risk assessment, a method statement and that the people accessing the roof provide their own work arrest equipment.
<b>Asbestos</b>	A suitable and sufficient asbestos survey has been carried out for this property. No asbestos containing materials were found.
<b>External Areas</b>	The external areas comprise the following areas: Courtyard and external walkways and staircases. There is good natural light available, which is supplemented by artificial lighting. External surfaces are in a good condition with no slip and trip hazards identified.

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## 4.0 ASSESSMENT OBSERVATIONS

### 4.1 SUMMARY

The total number of non compliances and hazards contribute to a management rating for each property. Each action identified in the risk assessment is weighted as detailed in the table below to provide a total score.

The total score provides a rating for the property and overall safety risk management rating:

Risk Assessment Score	Property Rating
< 25 points	Outstanding
26 – 50 points	Excellent
51- 75 points	Good
76 – 100 points	Satisfactory
101 – 150 points	Poor
> 150 points	Unsatisfactory

Non Compliances & Hazards	Number Identified	Weighting	Total
Non Compliances	3	10	30
Priority 1	0	25	0
Priority 2	1	5	5
Priority 3	2	1	2
Total Score			37

Based on the observations made on site, and the information provided to the consultant, the overall safety risk management at this property is

**Excellent**



The following timeframes are suggested for resolving actions raised in this report.

<b>Report section</b>	<b>Action required</b>	<b>Action completed</b>
Management compliances	Immediately	Within 3 months
Priority 1 hazards	Immediately	Within 1 month
Priority 2 hazards	Within 1 month	Within 3 months
Priority 3 hazards	Within 3 months	Within 6 months



## 4.2 MANAGEMENT COMPLIANCES AND CONTROLS

All relevant health and safety management compliances and controls have been briefly assessed to determine whether they are compliant (C) or non-compliant (NC). Items that are outstanding from the previous assessment are with marked with an \*.

	Requirement	Relevant Legislation / Standard	Observation	Rating	Action Required
F17	Emergency Lighting	Regulatory Reform (Fire Safety) Order 2005. Fire (Scotland) Act 2005. Fire Safety Regulations (Northern Ireland) 2010. Workplace (Health, Safety & Welfare) Regulations 1992.	No emergency lighting installed at the property.	N	Emergency lighting is a legal requirement. Please refer to hazards section for recommended actions required to achieve compliance.
E1	Inspection of Electrical Installations	Electricity at Work Regulations 1989. IEE Regulations 17th Edition	No record of electrical installations having been inspected in last five years (minimal power within common parts).	N	Verify that record exists and is up to date. If not, contact NICEIC registered contractor to undertake 5 year inspection of the common parts electrical installations and/or provide a copy of the completion certificate. Ensure certificate is kept up to date and is available for inspection.
A1	Working at Height	The Working at Height Regulations 2005	Provisions are in place to allow for safe access to and working on roof areas, however access cannot be allowed unless contractor provides own work arrest equipment. This should be controlled under a permit to work system.	C	

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	Requirement	Relevant Legislation / Standard	Observation	Rating	Action Required
PE4	Work Equipment: Maintenance Logs	The Provision & Use of Work Equipment Regulations 1998	There are no records available for examination of work equipment.	N	Ensure the following work equipment is included in the maintenance schedule: external lighting; vertical ladder. Maintain records up to date.
M08	General Health & Safety Risk Assessment	Management of Health & Safety at Work Regulations 1999	This audit report meets the requirements of Regulation 3 of the Management of Health & Safety at Work Regulations 1999.	C	
M09	Asbestos Management Plan including Asbestos Register	Health and Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. The Control of Asbestos Regulations 2012.	A suitable and sufficient asbestos survey has been carried out by Ti Thames in 2007. No asbestos containing materials were found.	C	

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**4.3 HEALTH AND SAFETY HAZARDS / RISKS**

The objective of risk assessment is to systematically and numerically evaluate the likelihood/frequency of a potential hazard to cause harm, and the severity of that harm. The following definitions apply:


- Hazard:** something with potential to cause harm
- Likelihood:** the chance of a hazard being realised
- Frequency:** how often people are exposed to a hazard
- Severity:** the most likely consequence of a hazard being realised
- Risk:** the combination of likelihood/frequency and severity
- Risk rating:** a numerical and qualitative assessment of risk based on the multiplication of rankings of likelihood/frequency and severity

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 3 days off work)
1	Trivial injury (less than 3 days off work)
LIKELIHOOD / FREQUENCY	
3	Certain harm will occur / high or frequent exposure
2	Near certain harm will occur / medium or regular exposure
1	Harm seldom will occur / low or irregular exposure

RISK RATING (severity x likelihood)	PRIORITY	RISK RATING
9 - 12	1	Substantial
4 - 8	2	Moderate
1 - 3	3	Trivial


LIKELIHOOD	SEVERITY			
	1 Trivial injury	2 Minor injury	3 Major injury	4 Single or multiple death
1 Low	1 Trivial	2 Trivial	3 Trivial	4 Moderate
2 Medium	2 Trivial	4 Moderate	6 Moderate	8 Moderate
3 High	3 Trivial	6 Moderate	9 Substantial	12 Substantial

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<b>Hazard reference:</b>	1.WH				
<b>Hazard location(s):</b>	Roof.				
<b>Hazard description:</b>	No edge protection or fall prevention measures installed - fall hazard and falling object hazard.				
<b>Sources of fuel:</b>	N/A				
<b>Sources of ignition:</b>	N/A				
<b>People at risk:</b>					
Contractors	Employees	Public	Others	Tenants	Visitors
1-2					
<b>Existing controls:</b>	Controlled acces to roof areas.				
<b>Risk Evaluation:</b>	Severity	Likelihood	Risk Rating	Priority	
	4	1	4	2	
<b>Action required:</b>	Employ competent personnel to undertake a feasibility study to determine if it is reasonably practicable to install edge protection around the roof edges taking into consideration the severity & frequency of the hazard against the time/cost/labour involved in eliminating this hazard. If it is not deemed reasonably practicable then it will be necessary to install and use an alternative safe system of work e.g. safety harnesses/eye-bolts/running latchways. Personnel should not be permitted to work on roof without being attached to safety equipment. A permit to work system is to be operated for all works in this area.				
<b>Result of action:</b>	When the above action has been implemented, the risk rating will be: <b>Substantially Reduced</b>				
<b>Monitoring and ongoing requirements:</b>	If fencing/rails are installed it should consist of two guard-rails (top and lower rail). Top fencing should be at least 1100mm in height. Maintain safety equipment/protective barriers in good repair.				

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<b>Hazard reference:</b>	2.L				
<b>Hazard location(s):</b>	External walkways.				
<b>Hazard description:</b>	No emergency lighting installed. This may cause serious injury and/or confusion in the event of an evacuation and the failure of the mains electrical power.				
<b>Sources of fuel:</b>	N/A				
<b>Sources of ignition:</b>	N/A				
<b>People at risk:</b>					
Contractors	Employees	Public	Others	Tenants	Visitors
1-6				1-6	1-6
<b>Existing controls:</b>	None.				
<b>Risk Evaluation:</b>	Severity	Likelihood	Risk Rating	Priority	
	3	1	3	3	
<b>Action required:</b>	Emergency lighting to be installed as per the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992 / Article 14 of the Regulatory Reform (Fire Safety) Order 2005. Emergency lighting units should be provided so that the following are illuminated: - stairways so that each flight has adequate lighting; - changes of floor level; - common external escape routes; - hazardous plant and equipment needing isolation in event of an emergency.				
<b>Result of action:</b>	When the above action has been implemented, the risk rating will be: <b>Reduced</b>				
<b>Monitoring and ongoing requirements:</b>	Monthly tests to be carried out and records kept. Emergency lights to be maintained.				

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<b>Hazard reference:</b>	3.WH				
<b>Hazard location(s):</b>	Access to roof.				
<b>Hazard description:</b>	Access ladders to upper level are above 2m in height and are not fitted with suitable safety hoops or permanently fixed fall arrest systems. Fall hazard.				
<b>Sources of fuel:</b>	N/A				
<b>Sources of ignition:</b>	N/A				
<b>People at risk:</b>					
Contractors	Employees	Public	Others	Tenants	Visitors
1-2					
<b>Existing controls:</b>	Access to ladders controlled.				
<b>Risk Evaluation:</b>	Severity	Likelihood	Risk Rating	Priority	
	3	1	3	3	
<b>Action required:</b>	Install safety hoops on ladders, which are at intervals of not more than 900mm measured along the stiles, and which commence at a height of 2.5m above the base of the ladders, in accordance BS5395-3:1985.				
<b>Result of action:</b>	When the above action has been implemented, the risk rating will be: <b>Reduced</b>				
<b>Monitoring and ongoing requirements:</b>	Ensure fixed ladders are maintained in good condition.				

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Picture(s)



Roof access



Secured access ladder





## 5.0 OTHER RELEVANT INFORMATION

The client should record the location of any available relevant documents below, or append them to the back of this risk assessment.

DOCUMENT	LOCATION
Site plans and drawings:	
Other relevant risk assessments:	
Correspondence with local authority (including any enforcement notices):	
Other (please state):	



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## 6.0 ACTION PLAN


The action plan which follows is a summary of all the actions generated in section 4. This should enable you to prioritise the allocation of time and resources when scheduling the remedial actions identified.

To assist you, the following timetables are suggested:

Report section	Action required	Action completed
Management compliances	Immediately	Within 3 months
Priority 1 hazards	Immediately	Within 1 month
Priority 2 hazards	Within 1 month	Within 3 months
Priority 3 hazards	Within 3 months	Within 6 months

You should include a comment on every action generated.

Remember: "No action" is still a viable action provided you can demonstrate that the action identified is not reasonably practicable to implement. This means that the cost of implementing the proposed action in terms of time, money and trouble far outweighs the benefit that will be achieved from it.

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## 6.1 MANAGEMENT COMPLIANCES AND CONTROLS

Ref No.	Description	Action Required/Recommendations
<b>REQUIRES IMMEDIATE ACTION</b>		
E1	Inspection of Electrical Installations	Verify that record exists and is up to date. If not, contact NICEIC registered contractor to undertake 5 year inspection of the common parts electrical installations and/or provide a copy of the completion certificate. Ensure certificate is kept up to date and is available for inspection.
	<b>Action taken by:</b>  <b>Date:</b>	<b>Comments:</b>
F17	Emergency Lighting	Emergency lighting is a legal requirement. Please refer to hazards section for recommended actions required to achieve compliance.
	<b>Action taken by:</b>  <b>Date:</b>	<b>Comments:</b>
PE4	Work Equipment: Maintenance Logs	Ensure the following work equipment is included in the maintenance schedule: external lighting; vertical ladder. Maintain records up to date.
	<b>Action taken by:</b>  <b>Date:</b>	<b>Comments:</b>

## 6.2 PRIORITY 1 – HAZARDS / RISKS

Ref No.	Description	Action Required/Recommendations
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Ref No.	Description	Action Required/Recommendations
None Identified		

### 6.3 PRIORITY 2 – HAZARDS / RISKS


Ref No.	Description	Action Required/Recommendations
1.WH	Roof. No edge protection or fall prevention measures installed - fall hazard and falling object hazard.	Employ competent personnel to undertake a feasibility study to determine if it is reasonably practicable to install edge protection around the roof edges taking into consideration the severity & frequency of the hazard against the time/cost/labour involved in eliminating this hazard. If it is not deemed reasonably practicable then it will be necessary to install and use an alternative safe system of work e.g. safety harnesses/eye-bolts/running lathways. Personnel should not be permitted to work on roof without being attached to safety equipment. A permit to work system is to be operated for all works in this area.
	<b>Action taken by:</b>  <b>Date:</b>	<b>Comments:</b>

### 6.4 PRIORITY 3 – HAZARDS / RISKS

Ref No.	Description	Action Required/Recommendations
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Ref No.	Description	Action Required/Recommendations
2.L	<p>External walkways. No emergency lighting installed. This may cause serious injury and/or confusion in the event of an evacuation and the failure of the mains electrical power.</p>	<p>Emergency lighting to be installed as per the requirements of the Workplace (Health, Safety &amp; Welfare) Regulations 1992 / Article 14 of the Regulatory Reform (Fire Safety) Order 2005. Emergency lighting units should be provided so that the following are illuminated: - stairways so that each flight has adequate lighting; - changes of floor level; - common external escape routes; - hazardous plant and equipment needing isolation in event of an emergency.</p>
	<p><b>Action taken by:</b></p> <p><b>Date:</b></p>	<p><b>Comments:</b></p>
3.WH	<p>Access to roof. Access ladders to upper level are above 2m in height and are not fitted with suitable safety hoops or permanently fixed fall arrest systems. Fall hazard.</p>	<p>Install safety hoops on ladders, which are at intervals of not more than 900mm measured along the stiles, and which commence at a height of 2.5m above the base of the ladders, in accordance BS5395-3:1985.</p>
	<p><b>Action taken by:</b></p> <p><b>Date:</b></p>	<p><b>Comments:</b></p>

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