



EPMG
FACILITIES

Fire & General Risk Assessment

Property	5-16 Gander Drive – 701
Property Address	The Beeches Basingstoke Hampshire RG24 9JR
Client	JM Estates
Responsible Person	Denise Gillam
Date of Assessment	24 th September 2018
Assessor	Valter Leitao

This Risk Assessment should be reviewed annually or at such time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.

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PART A – Fire Risk Assessment

AI – Fire Risk Assessment Methodology

With effect from 1st October 2006, The Regulatory Reform (Fire Safety) Order 2005 became Fire Law with the repeal of the previous main and subsidiary legislation

This Fire Risk assessment helps to determine the chances of a fire starting and the dangers from fire that the premises present to the people who reside there and any person in the immediate vicinity.

The 5 steps of a fire risk assessment are as follows;

1	Identify fire hazards Identify: Sources of ignition Sources of fuel Sources of oxygen
2	Identify people at risk Identify: People in and around the premises
3	Evaluate, remove, reduce and protect from risk Evaluate the risk of a fire occurring Evaluate the risk to people from fire Remove/reduce fire hazards Remove/reduce the risks to people <ul style="list-style-type: none">• Detection and warning• Fire fighting• Escape routes• Lighting• Signs and notices• Maintenance
4	Record, plan, inform, instruct and train Record significant findings and action taken Prepare an emergency plan Inform and instruct relevant people; co-operate and co-ordinate with others Provide training
5	Review Keep assessment under review Revise where necessary

A2 – Fire Risk Assessment Matrix

Risk assessment matrix and definitions:

Likelihood of Fire

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition
Medium	Normal fire hazards(e.g. potential ignition source) for this type of occupancy, with fire hazards general subject to appropriate controls(other than minor short comings)
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Potential Consequences of Fire

Slight Harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs)
Moderate Harm	Outbreak of fire could be foreseeable that would result in injury (inc. serious injury) of one or more occupants, but is unlikely to involve multiple fatalities
Extreme Harm	Significant potential for serious injury or death of one or more occupants

Risk Level Matrix

Risk Level: Likelihood x Severity (Harm) = Risk

Potential Consequences of Fire:	Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire:			
Low (Highly Unlikely)	Trivial Risk	Tolerable Risk	Moderate Risk
Medium (Unlikely)	Tolerable Risk	Moderate Risk	Substantial Risk
High (Likely)	Moderate Risk	Substantial Risk	Intolerable Risk

Risk Based Action Plan: A suitable risk based action plan should involve effort and urgency that is proportion to the risk.

Risk Level	Action
Trivial	No action required and no detailed records need to be kept
Tolerable	No major addition controls required
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures to be implemented within certain time scale
Substantial	Considerable resources may have to be allocated to reduce the risk
Intolerable	Building should not be occupied until risk is reduced.

A3 – General Details

The Premises			
Approximate floor area: m2 To include all floors of responsibility	Single block G+2, parking and grassed areas.		
Brief details of construction: Date of construction, brick, timber, purpose built or converted	<p>Purpose Built: 1991</p> <p>External: Brickwork and tiled roof.</p> <p>Internal: Masonry walls, plaster ceiling, and tile over concrete flooring.</p> <p>Metal balustrade to single concrete staircase, leading in a single direction to ground floor exits.</p>		
Residents Front door	Thickness	-	Letterbox
	Hinges	-	Self Closer
	Seals	-	Access
			No
			-
			No Access
Use of premises	12 Residential apartments		
Fire strategy	Stay Put		
Occupant Details			
Approx no. of employees at any one time	n/a		
Max no. of members of public at any one time	n/a		
Approx no. of persons present	n/a		
Occupants especially at risk from Fire			
Sleeping occupants (Details of numbers – public/staff)	n/a		
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	n/a		
Occupants in remote area (Lone working/isolated areas)	n/a		
Young persons (Risk assessment provided for those persons under 16 yrs)	n/a		
Others (Details of elderly/infirm/mental ability)	n/a		

A4 – Overall Assessed Risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire at these premises is;

MEDIUM

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment. It is considered that the consequences for life safety in the event of a fire would be;

MODERATE HARM

Overall Risk Assessment

It is considered that the overall risk to life from fire at these premises is;

TRIVIAL	<input type="checkbox"/>	TOLERABLE	<input type="checkbox"/>	MODERATE	<input checked="" type="checkbox"/>	SUBSTANTIAL	<input type="checkbox"/>	INTOLERABLE	<input type="checkbox"/>
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It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level;

TRIVIAL	<input type="checkbox"/>	TOLERABLE	<input checked="" type="checkbox"/>
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A5 – Previous Action Plan

Rec No:	Item No:	Recommendation	Persons and Business Risk	Priority: High Med Low	Action by Whom	Date for Completion	Date Completed
FIRE							
1	24,28	<p>Compartmentation:</p> <p>Arrange for remedial works to be carried out in order to adjust self-closers and reduce excessive bottom gap on fire doors to staircase. Bottom gap to fire doors on emergency escape routes must not be greater than 10mm according with RRFSO 2005 (2-8ab / 2-14.2b) and BS 9999-7:2017.</p> <p>Install padlock to loft hatches in order to prevent unauthorized access.</p>	☒	M	EM	within 8 weeks	
2	37,38 50,52 54	<p>Fire Action Plan / Awareness Signage:</p> <p>Apply adequate Fire Action Notice to entrance stating “Stay Put” strategy, according with RRFSO 2005 (2-20.3b).</p> <p>Apply Electrical Awareness signage to all the electrical risers.*</p> <p>Apply Fire Door signage to the cupboard doors.*</p> <p><small>*In accordance with The Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499.</small></p>	☒	M	EM	within 8 weeks	
3	16,30	<p>Fire Spreading / Arson / Housekeeping:</p> <p>Arrange for the removal of all the combustible items stored on bin store.</p>	☒	M	EM	within 8 weeks	
4	61	<p>Testing and Maintenance:</p> <p>Arrange for the monthly Emergency Light testing, as recommended by BS 52668:2004 and BS EN 50172:2004.</p> <p>Arrange for keeping on site all the records of testing and maintenance of services and appliances on the fire logbook.</p>	☒	M	EM	within 8 weeks	

A6 – Relevant Fire Safety Legislation

The following fire safety legislation applies to these premises	Regulatory Reform(Fire Safety)Order 2005	
The above legislation is enforced by	Fire and Rescue Authority	
Other Legislation that makes requirements for fire precautions. (Other than Building Regs)	Health & Safety at Work Act	<input checked="" type="checkbox"/>
	Management of Health & Safety at Work Regs	<input checked="" type="checkbox"/>
	Dangerous Substances & Explosives Atmosphere Regs	<input type="checkbox"/>
	Workplace (Health, Safety & Welfare) Regs	<input checked="" type="checkbox"/>
	Electricity at Work Regs	<input checked="" type="checkbox"/>
	Control of Substances Hazardous to Health	<input checked="" type="checkbox"/>
	Smoke Free (Premises and Enforcement) Regs	<input checked="" type="checkbox"/>
Detail of any other relevant legislation		
The above legislation is enforced by:	HSE and EHO (Local Authority)	

A7 – Items Inspected and Assessed

Item No.	Detail	N/A	Yes	No	Risk H/M/L	Comments, Hazards and deficiencies observed
I. Causes of Fire (Fire Hazards and their Elimination or Control)						
Electrical Sources of Ignition						
1.	Is the electrical installation regularly inspected and tested in accordance with Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	See recommendation 1
2.	Is Portable Appliance Testing carried out and records of inspections available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	All Contractors using portable electrical equipment are required to be tested and maintained.
3.	Are all electrical and mechanical plant rooms free of all extraneous stored material	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
4.	Is there a lightning protection system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
5.	Reasonable measures taken to prevent fires of electrical origin?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	See recommendation 1
Smoking – The Smoke Free(Premises and Enforcement) Regs						
6.	Is smoking prohibited in the building?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	No smoking within the communal areas permitted. Residents may smoke within the individual demise.
7.	Are there suitable arrangements for those who wish to smoke?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	There are no designated smoking areas for this site.
8.	Is the above policy being observed at the time of inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Signage is in place.
9.	If there are designated smoking areas, are they provided with adequate means to extinguish smoking materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	There are no designated smoking areas for this site.
10.	Are reasonable measures taken to prevent fires as a result of smoking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	There are no designated smoking areas for this site.
Arson – The majority of fires in the work place are caused by arson						
11.	Have suitable measures been taken to protect against arson (waste areas, combustibles stored against the building)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	See recommendation 2
12.	Does basic security protect against arson by outsiders appear reasonable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Door Entry System
Portable Heaters and Heating Installations						
13.	Are portable heating appliances avoided as far as reasonably practicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	



Item No.	Detail	N/A	Yes	No	Risk H/M/L	Comments, Hazards and deficiencies observed
Housekeeping						
14.	Is there a cleaning schedule for general housekeeping?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
15.	Do combustible materials appear to be separated from ignition sources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
16.	Is there an avoidance of unnecessary accumulation of combustible materials or waste?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
17.	Is there appropriate storage of hazardous materials and substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
18.	Is the standard of housekeeping adequate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
Fire Protection Measures						
Means of Escape						
19.	Are escape routes and exits adequately and clearly marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	Single escape route.
20.	Are escape routes and exits unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
21.	Are final fire exit doors easily opened and open in the direction of travel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Under minimum requirement of occupants to have to provide a final exit that opens in the direction of travel.
22.	Are doors on escape stairways of the self-closing type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Unable to access individual front doors to ascertain specification/fire resistance.
23.	Is there satisfactory means for securing exits and final exits are always unlocked when premises is in use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
24.	Is there suitable protection of escape routes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
25.	Suitable fire protection of escape for all inner rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	This assessment does not cover any demised areas.
26.	Is it considered that the building is provided with reasonable means of escape in case of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
Measures to limit fire spread and development						
27.	Are rooms within the building structure maintained and effective?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
28.	Is compartmentation of a reasonable standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	See recommendation 2

Item No.	Detail	N/A	Yes	No	Risk H/M/L	Comments, Hazards and deficiencies observed
29.	In basement area, has provision been made for smoke outlets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
30.	Is there reasonable limitation of linings, products or artifacts that might promote the spread of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
31.	Are service ducts properly sealed or provided with fire doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
32.	Is fire stopping provided around all pipes and services that traverse rooms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
Emergency Escape Lighting						
33.	Where artificial lighting is installed, is emergency lighting fitted on the escape routes and in open areas of greater than 60m ² ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
34.	Does emergency lighting illuminate escape routes and exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
35.	Is emergency lighting and fire safety signage on the existing escape routes adequate to permit occupants to reach a place of safety within 2-3 mins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
36.	Are the existing lights clean, undamaged and are the lamps intact and operational?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
Fire Safety Signs and Notices						
37	Are all fire doors, fire exits, escape routes, fire extinguishers and other fire safety measures correctly labeled?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
38.	Are all necessary fire signs displayed in appropriate places?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
Means of giving warning in case of fire						
39.	Is there a reasonable manually operated electrical fire alarm system provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
40.	Is automatic fire detection provided:					
	• Throughout the whole of the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	All individual flats should be provided with means of smoke alarms installed in accordance with BS 5839-6.
	• Throughout parts of the building only?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
41.	Is the fire alarm audible warning distinctive?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
42.	With all doors closed and equipment operating, is the fire alarm warning audible throughout the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	

Item No.	Detail	N/A	Yes	No	Risk H/M/L	Comments, Hazards and deficiencies observed
43.	Is the extent of the automatic fire detection generally appropriate for the occupancy and fire risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	Property presents good levels of fire resistance and integrity of compartmentation. Fire detection system not required.
Manual fire extinguishing appliances						
44.	Is sufficient fire extinguishing appliances adequate for the needs and available throughout the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
45.	Are all fire extinguishing appliances readily accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
46.	Is there reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
47.	Are portable firefighting appliances of the correct type?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
Management of Fire Safety						
Procedures and Arrangements						
48.	Fire Safety is managed by:	JM Estates				
49.	Is there (a) competent person(s) appointed to assist in undertaking the preventative and protective measures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
50.	Is there a suitable record of the fire safety arrangements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
51.	Are there suitable arrangements for summoning the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
52.	Are procedures in the event of a fire properly documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	
53.	Are there sufficient fire marshals or other designated persons trained in fire hazards, extinguishers & passive evacuation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
54.	Is there a sufficient Fire and Emergency Plan of the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Fire action notices displayed.
55.	Are there routine in house inspections of fire precautions, eg results of H&S inspections, recorded and available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Quality Site Audits
56.	Are fire wardens given additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
57.	Are records kept of the staff training and its content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
58.	Are fire drills held periodically, recorded and remedial action taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	

Item No.	Detail	N/A	Yes	No	Risk H/M/L	Comments, Hazards and deficiencies observed
Testing and Maintenance						
59.	Is there adequate maintenance of all assessed buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	See recommendation I
60.	Is there weekly testing and periodic servicing of fire detection and alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
61.	Are there monthly and annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	See recommendation I Test date: 02/01/2018 Certificate: Yes/No
62.	Is there annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
63.	Is there a periodic inspection of external escape staircases and gangways?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
64.	Is there routine checks of final exit doors and /or security fastenings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Site Visits Quality site audits
65.	If fitted, are there weekly testing and periodic inspection of sprinkler installation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
66.	If fitted is there annual inspections and test of the lightning protection system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
67.	If fitted is there six-monthly inspection and annual testing of rising mains?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
68.	If fitted, are there weekly and monthly, six monthly inspections and annual testing of firefighting lifts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
69.	Are records kept maintained and available for the above?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Fire Log Book completed: Yes/No Service/maintenance records kept by EPMG.
70.	Are there any other relevant tests or inspections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	

A8 – Pictorial Evidence

Rec No.	Negative Evidence	Comments
1	 <p>The photograph shows an electrical meter with a large warning label. The label is divided into three sections: 'CAUTION', 'IMPORTANT', and 'IMPORTANT'. The 'CAUTION' section states: 'This installation has wiring colours to two versions of BS 7671. Great care should be taken before undertaking extensions, alterations or repair that all conductors are correctly identified.' The first 'IMPORTANT' section states: 'This installation, or part of it, is protected by a device which automatically switches off the supply if an earth fault develops. Test quarterly by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice.' The second 'IMPORTANT' section states: 'This Installation should be periodically inspected and tested and a report on its condition obtained, as prescribed in the IET Wiring Regulations BS 7671 Requirements for Electrical Installations. Date of last inspection 28/6/18. Recommended date of next inspection 29/6/18.' Below the label is a wiring diagram with terminals numbered 1 to 6. Terminal 1 is labeled 'MAIN SWITCH', terminal 2 is 'To Ap', terminal 3 is 'To Ap', terminal 4 is 'LIGHTS', terminal 5 is 'OUTSIDE LIGHTS', and terminal 6 is 'SOCKETS'. A note next to terminal 1 says 'Total load not to exceed rated current'. The label also includes the logo and contact information for 'BOUNDS ELECTRICAL SERVICES LTD' with the telephone number '0845 689 1349'.</p>	No evidence of recent EICR.
2	 <p>The photograph shows a white, square ceiling light fixture with a recessed design. It is mounted on a white ceiling.</p>	Access to loft areas not restricted.

Part B – General Risk Assessment

BI – General Risk Assessment Methodology

1	Identify hazards Identify: Hazards in and around the premises
2	Identify people at risk Identify: People in and around the premises
3	Evaluate, remove, reduce and protect from risk Evaluate the risk of an accident occurring Evaluate the risk to people from the hazard Remove/reduce hazards Remove/reduce the risks to people <ul style="list-style-type: none">• Can the risk be reduced/eliminated• Contain the risk at source• Adapt working practices• Engineering/technical controls
4	Record, plan, inform, instruct and train Record significant findings and action to be taken Inform and instruct relevant people; co-operate and co-ordinate with others Provide training
5	Review Keep assessment under review Revise where necessary

B2 – General Risk Assessment Matrix

Risk = Likelihood x Severity

		Severity					
		1	2	3	4	5	6
Likelihood	1	1	2	3	4	5	6
	2	2	4	6	8	10	12
	3	3	6	9	12	15	18
	4	4	8	12	16	20	24
	5	5	10	15	20	25	30
	6	6	12	18	24	30	36

Likelihood

How likely is the hazard to cause injury or harm?

Guidance on likelihood:

1. Unlikely
2. Possible
3. Occasional
4. Frequent
5. Regular
6. Common

Severity

What is the most likely outcome? Not what is the worst/least, but what is the most likely.

Guidance on severity:

1. No injury, loss or damage
2. Trivial injury
3. First Aid injury
4. Major injury – or time off
5. Death of one person/disablement
6. Multiple Deaths

Action Level

GREEN = LOW

AMBER = MEDIUM

RED = HIGH


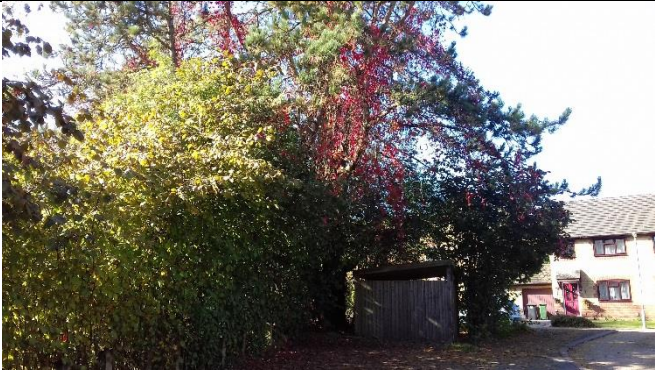
B3 – Items Inspected and Assessed

Hazard	Who's at risk	Existing control measures	Severity	Likelihood	Risk	H / M / L	Remedial Action	Timescale	Responsibility
Internal areas: potential for slips, trips and falls	Residents Visitors Contractors	Regular inspection. Quality Site Audits carried out.	3	1	3	L	Ensure any future remedial actions are carried out in a timely manner and reporting procedure is in place.	Ongoing	EM
External areas: Potential for Slips, trips and falls	Residents Visitors Contractors	Regular inspection. Quality Site Audits carried out.	3	1	3	L	Ensure any future remedial actions are carried out in a timely manner and reporting procedure is in place.	Ongoing	EM
Use of hazardous substances such as cleaning chemicals, petrol, weed killers etc.: Skin burns, dermatitis, Inhalation of harmful fumes	Resident Contractor Visitor	Only the use of approved EPMG contractors permitted. Ensure Public Liability and Employer Liability insurance is valid. Annual review of contractor process	3	2	6	M	Ensure Employer's and Public Liability insurance remains valid.	Ongoing	EM
Fire: damage to property, injuries, potential life loss...	Residents Contractor Visitors	Separate fire risk assessment carried out	-	-	-	-	-	-	-
Loose handrails	Residents Contractor Visitor	Briefly inspected at time of assessment – all in good order. Regular inspections Fault reporting	2	2	4	L	Ensure any reported problems are action quickly	Ongoing	EM
Lone workers: employees, contractors	Contractors	Only the use of approved EPMG contractors permitted. Ensure Public Liability and Employer Liability insurance is valid. Annual review of contractor process	3	1	3	L	Ensure Employer's and Public Liability insurance remains valid.	Ongoing	EM

Portable electrical equipment: Electric shock hazard and electrical fire hazard	Contractors	<p>Only the use of approved EPMG contractors permitted.</p> <p>Ensure Public Liability and Employer Liability insurance is valid.</p> <p>Annual review of contractor process</p>	3	2	6	M	<p>Ensure Employer's and Public Liability insurance remains valid.</p>	Ongoing	EM
Asbestos: Lung cancer, mesothelioma, asbestosis	Residents Visitors EPMG Staff Contractors	<p>Last survey carried in 2005.</p> <p>Asbestos containing materials have been identified throughout the property.</p> <p>A copy of the report must be kept at Encores main office with a copy also secure on site. This is to be accessible to any contractor who may require to carry out works.</p>	5	1	5	M	<p>Arrange for <u>conclusive</u> Asbestos annual re-inspection. Sample any materials identified as "strongly presumed" Asbestos Containing Material, using a competent approved contractor.</p> <p>Follow surveyors' recommendations.</p> <p>Provide detailed information to contractor likely to disturb the asbestos containing materials.</p>	Within 8 weeks	EM
Use of extension leads: trip hazard	Residents Visitors Contractors	<p>Only the use of approved EPMG contractors permitted.</p> <p>Ensure Public Liability and Employer Liability insurance is valid.</p> <p>Annual review of contractor process</p>	3	2	6	M	<p>Ensure Employer's and Public Liability insurance remains valid.</p>	Ongoing	EM
Threat of verbal/physical abuse	Residents Visitors Contractors	<p>Only the use of approved EPMG contractors permitted.</p> <p>Ensure Public Liability and Employer Liability insurance is valid.</p> <p>Annual review of contractor process</p>	2	2	4	L	<p>Ensure Employer's and Public Liability insurance remains valid.</p>	Ongoing	EM
Gardens: Cuts, abrasions, burns, entanglement.	Residents Visitors Contractors	<p>Only the use of approved EPMG contractors permitted.</p> <p>Ensure Public Liability and Employer Liability insurance is valid.</p> <p>Annual review of contractor process.</p>	2	4	8	M	<p>Ensure Employer's and Public Liability insurance remains valid.</p>	Ongoing	EM

Use of External Contractors	Contractors Residents Visitors	Only the use of approved EPMG contractors permitted. Ensure Public Liability and Employer Liability insurance is valid. Annual review of contractor process	2	2	4	L	Ensure Employer's and Public Liability insurance remains valid.	Ongoing	EM
Bin Store: Trip hazard, Hygiene, Vermin, Arson	Residents Visitors Contractors	Quality Site Audits. Regular site visits. Bins get emptied by district council.	3	1	3	L	Quality Site Audits. Regular caretaker site visits. Ongoing monitoring.	Ongoing	EM
Property Boundary Fencing: Damage to property	Property	Quality Site Audits. Fault reporting.	2	2	4	L	Ongoing monitoring.	Ongoing	EM
Trees: risk of falling branches etc	Residents Visitors Contractors Property	Only the use of approved EPMG contractors permitted. Ensure Public Liability and Employer Liability insurance is valid. Annual review of contractor process No work is to be carried out without a works order being issued. Quality Site Audits to include visual tree inspections. Regular site visits.	4	1	4	M	Arrange for carry out a survey to ensure good condition of trees and safety, by a competent approved contractor. Ensure any recommendations from the report are followed up. Ensure Public Liability and Employer Liability insurance remains valid.	Within 8 weeks	EM

B4 – Pictorial Evidence

Rec No.	Negative Evidence	Comments
1	 A photograph showing a large, mature tree with dense green foliage in a rear car park. The tree is situated on a paved area, and a brick building is visible in the background behind a hedge.	Large tree on rear car park.
1	 A photograph showing large trees with green and some red foliage near a bin area. A small shed is visible in the foreground, and a residential building is in the background.	Large trees by bin areas.

Part C – Combined Action Plan

Rec No:	Item No:	Recommendation	Persons and Business Risk	Priority: High Med Low	Action by Whom	Date for Completion	Date Completed
FIRE							
1	1,5 59,61	<p>Testing and Maintenance:</p> <p>Ascertain if EICR was carried out in accordance with BS 7671:2008. Provide evidence of the service carried.</p> <p>Arrange for the Annual Maintenance and Monthly Testing for the Emergency Light System, as recommended by BS 5266-8:2004 and BS EN 50172:2004. This is a breach of RRFSO 2005(2-17.1). Provide evidence of the services carried.</p>	☒	M	EM	within 8 weeks	
2	11,28	<p>Fire Spreading / Arson / Compartmentation:</p> <p>Install padlocks to loft hatch in order to prevent unauthorized and malicious access.</p> <p>Arrange for remedial works to be carried out to adjust ground floor fire door to bottom of stairs, in order to close completely against the frame. This is a breach of RRFSO 2005 (2-8ab / 2-14.2b) and BS 9999-7:2017.</p>	☒	M	EM	within 8 weeks	
GENERAL							
1	n/a	<p>Asbestos:</p> <p>Arrange for <u>conclusive</u> Asbestos annual re-inspection. Sample any materials identified as “strongly presumed” Asbestos Containing Material, using a competent approved contractor.</p>	☒	M	EM	within 8 weeks	
2	n/a	<p>Large Trees:</p> <p>Arrange for carry out a survey to ensure good condition of trees and safety, by a competent approved contractor.</p>	☒	M	EM	within 8 weeks	
Signature of Responsible Person when all actions are complete						Date	
High Priority		Timescale for completion - within 4 weeks					
Medium Priority		Timescale for completion - within 8 weeks					
Low Priority		Timescale for completion - within 12 weeks					

*All works must be carried by approved EPMG contractors only.