



**Safety  
Exchange  
Ltd**

**Health  
&  
Safety  
Policy**

**Workplace  
Risk  
Assessment**

**Fire Risk  
Assessment**

**Health  
&  
Safety  
Training**

**First Aid  
Training**

**Fire Safety  
Training**

**Accident  
Investigation**

## **Workplace/Fire Risk Assessment**

**Mitre House  
124 Kings Road  
Chelsea  
London**

**WORKPLACE RISK ASSESSMENT  
INCORPORATING FIRE RISK ASSESSMENT**

Employer or other Responsible Person:

Address of Property:

Mitre House  
124 Kings Road  
Chelsea  
London

Person(s) Consulted:

Assessor:

Safety Exchange Limited

Date of Workplace Risk Assessment:

31 July 2006

Date of Previous Workplace Risk Assessment:

Not applicable

Suggested Date for Review:

July 2007

## **Main areas of concern**

The rear fire escape route terminates once across the curtilage. A stairway, which would allow a further section of the route to be accessed, has been removed.

A cast-iron tread on the fire escape stairway between ground and 1<sup>st</sup> floor is cracked and could easily give way under load.

Exit sign at rear of the property could be confusing - requires repositioning.

No water testing appears to be now carried out.

No lift equipment risk assessment was seen in the lift room.

No lift certification documents e.g., LGI were seen.

Lift gates are old lattice type, which are hazardous for unaccompanied children.

Roof has one unguarded edge. To ensure compliance with the new working at height regulations it is recommended the edge is adequately guarded.

There is very little room in the water tank room. It is recommended that a hinged floor is installed to cover the at least  $\frac{2}{3}$  of the hatch opening and allow room for water sampling tank inspection etc.

There is no means of raising the alarm in event of fire.

It is not known whether residents have installed smoke alarms in their apartments. It is recommended that smoke alarms are fitted in hallways of all apartments.

Electrical distribution panel at 3<sup>rd</sup> floor level is unsecured.

At the rear of the property, locked doors at basement level indicate an asbestos hazard. Until the asbestos is removed doors to remain secured. There appears to be no access from the internal basement areas of the retail units.

**Other issues are detailed within the report.**

## GENERAL INFORMATION

The property is a four storey residential apartment building with lock up retail units at ground floor and basement level. At the rear of the property an external fire escape stairway links each level, the escape route is across ground floor flat roofs of adjoining properties.

## THE BUILDING

The property comprises:

**Basement level** - retail unit premises and store rooms outside the parameters of this report.

**Ground floor level** - retail unit premises. Main entrance to the apartments, stairway to upper levels, lift to upper levels and small storage room.

**Levels 1-3** - residential apartments.

**Roof level** - lift room and water tank room.

There are no garden areas or off-street parking.

## STAFF

The managing agent employs no full time staff. A nominated property manager directly from the management agency offices manages the property.

## REGULATORY REQUIREMENTS

### Workplace Health & Safety Legislation

This report has been carried out to satisfy the requirements of the **Management of Health and Safety at Work Regulations 1999**, whereby:

**Regulation 3** - requires every employer to make suitable and sufficient assessment of the Health and Safety risks to employees and others not in his employment to which his undertakings give rise, in order to put in place appropriate control measures.

It also requires review of the assessment as appropriate, and for the significant findings to be recorded, if five or more are employed. Details are also to be recorded of any group of employees identified by an assessment as being especially at risk.

The legal obligations under the Health and Safety at Work Act and other legislation to provide a safe place of work, whilst the responsibility of senior management extend to the managing team and any contract personnel employed to carry out work anywhere at the property.

A duty of care is owed to those persons visiting the property

The parameters of this common area workplace inspection encompass fire safety, and the Health and Safety legal requirements for provision of a safe workplace, safe work equipment and safe systems of work for employees and contractors, and the maintenance of safe means of access / egress for all occupants.

### **Fire Safety Legislation**

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

If required, further clarification of any of this report or any other Health and Safety issue can be obtained by contacting the Assessor on 01202 885548, who will be only too pleased to answer your queries.

### **CAVEAT**

Safety Exchange Limited has produced this report in good faith, based on observations made on the occasion of our visit to your premises and the information disclosed to us at the time.

Safety Exchange Limited cannot be held responsible for any actions as a result of information not disclosed / not available, or as a result of any material changes to equipment, processes, or procedures that were not evident at the time of the visit or have occurred since the date of the visit.

“Workplace” means any premises or parts of premises not being domestic premises, used for the purposes of an employer’s undertaking and which are made available to an employee of the employer as a place of work and includes:

- (a) any place within the premises to which such employee has access while at work; and
- (b) any room, lobby, corridor, staircase, road or other place:
  - (i) used as a means of access to or egress from that place of work; or
  - (ii) where facilities are provided for use in connection with that place of work, other than a public road.

The recommendations highlighted in the report remain the responsibility of the Organisation and its Management. Although we recommend that you carry out these recommendations, failure to do so and any subsequent actions arising remain your responsibility and not that of Safety Exchange Limited.

## CONTRACTORS LIST - SUMMARY OF DUTIES

Under ss.2 and 3 of the Health and Safety at Work Act 1974 (HSW Act) and regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR), primary health and safety responsibility rests with the employer. Section 4 of HSW Act relates to the control of premises, rather than the control of undertakings. Persons who control premises used by people who are at work, but who are not their employees need to ensure, so far as is reasonably practicable, that the premises, access to them and plant and substances used on them are safe and free from risks to health and safety. Site occupiers, therefore, share a duty of care with contractors (as both are employers) to ensure that all reasonably practicable precautions are taken to safeguard their own employees, other persons on site and the public. (It is recommended that you acquire risk assessments and method statements from all contractors employed to carry out operations at this site.) It is the responsibility of the person managing the premises to approve the safe system of work detailed in any assessment before work commences, also to monitor the contractors' adherence to the approved system. Where contractors have not supplied risk assessments and method statements, it is recommended that these be acquired before any further work is undertaken.

PROPERTY	Mitre House, 124 Kings Road, Chelsea, London	DATE	31 July 2006
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Name of company	Work undertaken	Approved Contractor?	Risk assessments available?	Method statements?	Manager's actions
N/A	Boiler Engineering				
Unknown contractor	Cleaners				
N/A	Emergency Lighting				
N/A	Fire Alarm				
Chubb	Fire Extinguishers				
N/A	Fire Hose Reels				
PIP Lifts	Lift Engineers				
N/A	Pest Control				
N/A	Portable Appliance Testing				
Unknown - does not appear to be now tested	Water Testing				

The above is a list of contractors supplied to our advisor at the time of inspection. Should any further contractors be currently appointed or engaged in future, the same recommendations apply.

### RECOMMENDATIONS

- 1) All contractors are company approved and a copy of their Health and Safety Policy is obtained.
- 2) Risk assessments and method statements are obtained from all contractors prior to work commencing and are approved by management.
- 3) All contractors must supply COSHH (Control of Substances Hazardous to Health), assessments in relation to all hazardous substances brought on to the site. Where appropriate, suitable personal protective equipment must be used and consideration must be given to the safety of third parties.

# Task/Equipment Specific Assessments

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
57	Chemical substances in use at the premises are the property of and under the control of contractors	Contractor responsible for COSHH. Monitor safety aspects of storage and general usage		GENERAL OBS	MON		
15	Lift system risk assessment not seen	Contractor to supply a risk assessment of the installation and notify management of any corrective actions required		LIFT ROOM		IRg	

# Contractors

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
56	It is not known whether contractors are vetted or whether they are adopting safe systems of work when working on company premises	Investigate - safe systems of work are mandatory		GENERAL OBS		IRg	
63	It is not known whether window cleaners are employed at the property	Where window cleaners are employed, safe systems of work are to be followed by the contractor at all times	C	GENERAL OBS	INV		
54	Contract cleaners are employed to clean all common areas	An assessment of the contractors health and safety arrangements should be made, including liability insurance, arrangements for the handling, storage and use of potentially hazardous cleaning materials on site, including COSHH assessments. Also the safety of their portable appliances testing (PAT), to determine their compliance with legal requirements and their acceptability to the company	C	GENERAL OBS		INV	



# Documents & Procedures

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
50	No on-site staff are employed	Any accidents occurring in the common areas of the property to be notified to the respective property manager for further investigation		GENERAL OBS	ASAP		
61	No on-site staff are employed. Contractors are responsible for any RIDDOR notification to the authorities concerning their employees	Any accidents occurring in the common areas of the property to be also notified to the respective property manager for further investigation		GENERAL OBS	REC		

# Electrical

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
3	Light in tank room does not work	Electrician to rectify		WATER TANK ROOM		IRg	
20	Main fuse panel not secured - screw and LEB seal missing. Risk of electrocution	Panel to be secured	C,R	3rd FLOOR	03Rk	IRg	
33	Electrical meters and distribution panel. LEB fuse panel left open - risk of electrocution	Panel to be secured	R	2nd FLOOR	03Rk	IRg	
74	It is not confirmed whether a periodic 5 year examination of the property wiring and electrical system is carried out and recorded	Electrical contractor to periodically carry out a survey of the property wiring and installed systems		FIRE OBS		5Rg	

# Equipment

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
14	Current LG1 certificate unavailable	LG1 certificate to be made available within the lift room		LIFT ROOM		4Rg	
59	Lift is an old type fitted with open lattice doors to the lift cage rather than the modern "solid" doors. It is possible for persons to put their hands through the lattice and touch the lift shaft walls. There are many shear points and a serious injury could result if this were done. Children, infirm people and elderly people are especially at risk	Modifications to the doors to eliminate this hazard should be investigated and implemented. No children under 16 years of age are to use the lift unless accompanied by an adult. A notice to this effect should be displayed	CH,MP	GENERAL OBS	03Rk	REC	

# Fire

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
25	Fire exit route from rear stairway is unclear - sign is displayed on the wrong side of the door opening	Re-locate sign to indicate across roof path	R	1st FLOOR	IRg		
35	Glazed panels forming curtilage wall of apartment number 4 not fire resistant glass. It is not known what is behind the wood facade	Confirm that a brick wall lies behind the glazed facade		2nd FLOOR	CONFI		
37	Apartment 1 has wood panel wall. It is not known what is behind the wood facade	Confirm that a brick wall lies behind the glazed facade		1st FLOOR	CONFI		
73	Property is a managed residential apartment building and not subject to fire certification. The property is still, however, subject to the Fire Precautions (Workplace) Regulations 1997 (amended 1999)	Ensure compliance with the requirements of the Fire Precautions (Workplace) Regulations		FIRE OBS	IRg		
77	No combustible materials are stored in close proximity to the building/s where they could be considered a fire hazard to residents, tenants or the building	Monitor external areas		FIRE OBS	MON		
78	No gas pipework seen. It is not known whether gas is installed in the property	Confirm		FIRE OBS	CONFI		
83	It is considered that the building is provided with a suitable number of fire exits, however, once across the curtilage to the adjoining buildings, steps to access a higher level of the escape route above the retail centre have been removed	Discuss with landlord of the adjoining properties - an access agreement should be in place	R, V	FIRE OBS	HIGH	INV	

# Fire

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
93	No evacuation procedure is posted	Details of an evacuation plan in the form of a 'Fire Action' sign should be posted in the main entrance. This is to cover the requirements due to on-site staff, cleaners, maintenance engineers and similar personnel who need access to the building and to whom the premises are a place of work. Also, it would serve as a reminder to residents of what to do in an emergency		FIRE OBS		IRg	
96	No fire alarm is installed in the premises. There is no effective means of raising the alarm in event of fire	An effective means of raising the alarm in event of fire is required		FIRE OBS		REC	
44	'Fire Action' sign (EA1) not posted	Post EA1 sign		GROUND FLOOR		IRg	
21	'Fire exit' sign - old-style posted on exit door	Post new style sign (EE3) on exit door		3rd FLOOR		IRg	
34	'Fire exit' sign - old-style posted on fire exit door to external landing and stairway	Post new style sign (EE3) on fire exit door to external landing and stairway		2nd FLOOR		IRg	
92	No emergency lighting installed	Installation of emergency lighting for escape transit routes is recommended	R, V	FIRE OBS	REC	REC	
97	It is known whether residents have smoke alarms installed in their apartments	Installation of smoke alarms are recommended for all apartments		FIRE OBS		REC	
18	Fire extinguisher: out-of-service date : CO2 1996	Contractor to service annually		LIFT ROOM		IRg	
95	Fire point sign (photoluminescent FP1) detailing instructions for use and application of the fire appliances not posted	Recommend photoluminescent FP1 signs are posted		FIRE OBS		REC	
76	It is not known whether a no smoking policy is applicable for contractors working in the common areas	Confirm - action accordingly		FIRE OBS		CONF1	
65	Floor pads between each level in the common areas are concrete - material is fire resistant. It is not confirmed that floors of the apartments are concrete but is likely	Confirm		FIRE OBS		CONF1	

# General

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
1	Covered water tank with old aerials and other waste on top, preventing inspection of the condition of the tank. Last recorded water check in Houseman's log is 1996	Remove all old materials from tank to allow access for inspection / testing. Regular water testing to be carried out and recorded	S.R	WATER TANK ROOM		IRg	
2	Hand holds are provided at the head of the ladder to assist mounting / dismounting	Maintain status	R	WATER TANK ROOM		IRg	
4	Difficult to access light fitting for bulb changing - very little room available	A substantial hinged cover for the tank room opening is needed to gain more floor area and give better access	C	WATER TANK ROOM	03Rk	REC	
5	Door onto roof top is secured by a bolt only. No controls for roof access	Door should be secured to prevent unauthorised roof access		WATER TANK ROOM	03Rk	IRg	
46	Small room at rear of stairway lift contains cleaner's utensils. Janitor's sink. Area does not appear to have been accessed for some time. Door to under stairs cupboard open - area is messy. No handle on door	Arrange access and remove all unwanted waste and clean the area		GROUND FLOOR		ASAP	
47	Mat is low in carpet well - trip hazard	Pack up mat from beneath with board	ELD&I	GROUND FLOOR		REC	
60	No pest control is in place	Assess requirement and action accordingly		GENERAL OBS		INV	

# Safety Signs & Signals

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

Observations that require action to be taken and the degree of priority accorded to them.

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
7	'DANGER Lift machinery' / 'Unauthorised access prohibited' sign (AS3) not posted	Post AS3 sign		LIFT ROOM		1Rg	
55	It is not known whether portable hazard signs are in use by contractors during wet mopping of floors	Ensure hazard signs are used during any wet cleaning operation and are left in place until the floor is dry		GENERAL OBS	03Rk	1Rg	

# Structural

## WORKPLACE RISK ASSESSMENT - ACTION PLAN

*Observations that require action to be taken and the degree of priority accorded to them.*

Note No.	Observation	Control Measures Required	Persons At Risk	Location	Risk Rating	Regulatory or Compliance Requirement	Action Taken and Date
6	Adequate guarding on three of the four sides with a high front wall and tubular guard to rear and right-hand side	Fourth side should also be guarded, however, transit route to lift room is several metres away from this unguarded edge. Not seen as a hazard for lift engineers accessing the lift room		ROOF	04Rk	1Rg	
23	Badly cracked tread at ground floor level could easily give way under load and cause injury	Replace cracked stair tread as soon as possible		GROUND/1st FLOOR	02Rk	1Rg	
26	Sign indicates a locked door but actual exit is across the roof of an adjoining premises. Across roof and down steel steps onto the roof of adjoining building and terminates. Steps up to the roof at the rear missing	Replace missing flight of steps providing fire escape from the property - confirm who has responsibility for replacement	R, V, C	ROOF	HIGH	1Rg	
58	On common landing areas within the building, windows sufficiently large to allow a person to fall out, can be opened fully without restriction. Whilst the danger to adults appears small, a highly dangerous situation exists if there are children in the building and they are able to access the sills and windows	Where deemed necessary as a result of risk assessment, all windows at elevated levels should be suitably guarded or restricted		GENERAL OBS	02Rk		
52	It is not known whether an asbestos survey has been carried out to establish the extent, type, form, condition and location of any asbestos containing materials	Confirmation of the status of asbestos within the property is required. Where findings are positive an asbestos register and management system will require to be set up or the asbestos can be removed	C, R	GENERAL OBS		1Rg	



## CONTROL OF HAZARDOUS / DANGEROUS SUBSTANCES

Systems of work involving the use of substances hazardous to health must be safe, so far as is reasonably practicable, under the requirements of s.2 of the Health and Safety at Work Act 1974 (HSW Act). Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) employers are required to make arrangements to control the exposure of their employees to all substances, which may affect their health. The Dangerous Substances and Explosive Atmosphere Regulations 2002 are concerned with protection against fire, explosives and similar events arising from dangerous substances.

PROPERTY	Mitre House, 124 Kings Road, Chelsea, London			DATE	31 July 2006	
SUBSTANCE	LOCATION	PROCESS	PERSON/S USING	IS SUBSTANCE NEEDED?	M.S.D.S. SHEET AVAILABLE?	DSEAR / COSHH ASSESSMENT AVAILABLE?
<b>NO CHEMICAL SUBSTANCES WERE SEEN AT THIS LOCATION</b> <b>ANY CHEMICAL SUBSTANCES IN USE, ARE THE PROPERTY OF AND ARE UNDER THE CONTROL OF THE CLEANING CONTRACTOR</b>						

The above is a list of substances as supplied to our advisor at the time of inspection. (For all substances stored or brought on to this site, the following recommendations apply.)

### RECOMMENDATIONS

- (1) All hazardous / dangerous substances must have materials safety data sheet and a relevant COSHH assessment carried out and be readily available on site.
- (2) Suitable safe and secure storage should be arranged for all substances stored on site, specifically those substances identified as hazardous or dangerous.

# WORKPLACE RISK ASSESSMENT NOTES

Site of Inspection: Mitre House, 124 Kings Road, Chelsea, London

Conducted by: John Peddie

Date: 31/07/2006

## OBSERVATIONS

## ACTION REQUIRED (IF ANY)

	<b>Commence assessment at 3rd floor lift landing. Access to the lift room is via a ceiling hatch and pull-down ladder. Up to lift room level and water tank room with galvanised tank</b>	
1	Covered water tank with old aerials and other waste on top, preventing inspection of the condition of the tank. Last recorded water check in Houseman's log is 1996	Remove all old materials from tank to allow access for inspection / testing. Regular water testing to be carried out and recorded
2	Hand holds are provided at the head of the ladder to assist mounting / dismounting	Maintain status
3	Light in tank room does not work	Electrician to rectify
4	Difficult to access light fitting for bulb changing - very little room available	A substantial hinged cover for the tank room opening is needed to gain more floor area and give better access
5	Door onto roof top is secured by a bolt only. No controls for roof access	Door should be secured to prevent unauthorised roof access
	<b>Out to roof area</b>	
6	Adequate guarding on three of the four sides with a high front wall and tubular guard to rear and right-hand side	Fourth side should also be guarded, however, transit route to lift room is several metres away from this unguarded edge. Not seen as a hazard for lift engineers accessing the lift room
	<b>Around to lift and motor room</b>	
7	'DANGER Lift machinery' / 'Unauthorised access prohibited' sign (AS3) not posted	Post AS3 sign
8	Lift equipment adequately guarded	Maintain control measures
9	Lockable isolator installed	Maintain control measures
10	'DANGER Electric shock risk' sign (SS3) posted in good condition	Maintain status
11	Hand winding instructions in good condition	Maintain control measures
12	Lift service log was available and in date	Maintain control measures
13	'Electrical hazard' sign (SS1) posted on control panel in good condition	Maintain control measures
14	Current LGI certificate unavailable	LGI certificate to be made available within the lift room
15	Lift system risk assessment not seen	Contractor to supply a risk assessment of the installation and notify management of any corrective actions required
16	Rubber insulating mat installed	Maintain control measures
17	Light fitting an emergency light	Maintain status
18	Fire extinguisher: out-of-service date : CO2 1996	Contractor to service annually
	<b>Back down to 3rd floor level. Through double acting glazed fire doors to landing</b>	
19	Landing clear	Maintain status
	<b>Around to right. Electrical distribution panel and meters</b>	
20	Main fuse panel not secured - screw and LEB seal missing. Risk of electrocution	Panel to be secured
	<b>Fire exit door to external cast-iron and steel stairway</b>	
21	'Fire exit' sign - old-style posted on exit door	Post new style sign (EE3) on exit door
22	External stairway appears in good condition unless otherwise indicated	Maintain status
23	Badly cracked tread at ground floor level could easily give way under load and cause injury	Replace cracked stair tread as soon as possible

# WORKPLACE RISK ASSESSMENT NOTES

Site of Inspection: Mitre House, 124 Kings Road, Chelsea, London

Conducted by: John Peddic

Date: 31/07/2006

## OBSERVATIONS

## ACTION REQUIRED (IF ANY)

24	Stone steps to basement and locked doors marked up asbestos hazard	Maintain locked. Shop basement does not extend through to this door. It appears that contaminated area has been isolated
25	Fire exit route from rear stairway is unclear - sign is displayed on the wrong side of the door opening	Re-locate sign to indicate across roof path
26	Sign indicates a locked door but actual exit is across the roof of an adjoining premises. Across roof and down steel steps onto the roof of adjoining building and terminates. Steps up to the roof at the rear missing	Replace missing flight of steps providing fire escape from the property - confirm who has responsibility for replacement
27	Bins left on the fire escape stairway do not obstruct the transit routes	Maintain status
	<b>Back to 3rd floor lift landing</b>	
28	Fire extinguisher in good condition : Water 3/06	Maintain fire extinguisher in good condition
29	Fire point sign (FPI) detailing instructions for use and application of the fire appliances not posted	Refer to General Fire observation (FIRE SAFETY SIGNS AND NOTICES - Fire Exit Signage/ Directional signage)
	<b>Stairway to 2nd floor</b>	
30	High level window has no window lock. Sill easily accessible by children	Refer to General observations (High Level Windows)
	<b>2nd floor landing</b>	
31	Fire extinguisher in good condition : Water 3/06	Maintain fire extinguisher in good condition
32	Fire point sign (FPI) detailing instructions for use and application of the fire appliances not posted	Refer to General Fire observation (FIRE SAFETY SIGNS AND NOTICES - Fire Exit Signage/ Directional signage)
	<b>Through double acting doors to lobby and around to right</b>	
33	Electrical meters and distribution panel. LEB fuse panel left open - risk of electrocution	Panel to be secured
34	'Fire exit' sign - old-style posted on fire exit door to external landing and stairway	Post new style sign (EE3) on fire exit door to external landing and stairway
35	Glazed panels forming curtilage wall of apartment number 4 not fire resistant glass. It is not known what is behind the wood facade	Confirm that a brick wall lies behind the glazed facade
	<b>Back to lift landing and stairway to 1st floor</b>	
36	High level windows with no locks. Easily accessible by children. 550mm from the stair tread	Refer to General observation (High Level Windows)
	<b>1st floor landing. Through double acting doors to lobby</b>	
37	Apartment 1 has wood panel wall. It is not known what is behind the wood facade	Confirm that a brick wall lies behind the glazed facade
	<b>Around to right</b>	
38	Electrical meters and distribution panel. LEB fuse box is locked and seal intact	No action required
	<b>Fire exit door to external metal stairway. Back to stairway</b>	
39	Fire extinguisher in good condition : Water 3/06	Maintain fire extinguisher in good condition
40	Fire point sign (FPI) detailing instructions for use and application of the fire appliances not posted	Refer to General Fire observation (FIRE SAFETY SIGNS AND NOTICES - Fire Exit Signage/ Directional signage)
	<b>Stairway to ground floor</b>	
41	High level windows with no locks. Easily accessible by children	Refer to General observation (High Level Windows)
	<b>Ground floor landing</b>	
42	Fire extinguisher in good condition : Water 3/06	Maintain fire extinguisher in good condition
43	Fire extinguisher in good condition : CO2 3/06	Maintain fire extinguisher in good condition

# WORKPLACE RISK ASSESSMENT NOTES

Site of Inspection: Mitre House, 124 Kings Road, Chelsea, London

Conducted by: John Peddie

Date: 31/07/2006

## OBSERVATIONS

## ACTION REQUIRED (IF ANY)

44	'Fire Action' sign (EA1) not posted	Post EA1 sign
45	Emergency lighting - none installed on stairway on any level	Refer to General Fire observations (ESCAPE LIGHTING - Emergency Lighting)
46	Small room at rear of stairway lift contains cleaner's utensils. Janitor's sink. Area does not appear to have been accessed for some time. Door to under stairs cupboard open - area is messy. No handle on door	Arrange access and remove all unwanted waste and clean the area
	<b>Fire exit door to rear and metal stairway. Back to passage and entrance through double acting doors to lobby and main entrance doors</b>	
47	Mat is low in carpet well - trip hazard	Pack up mat from beneath with board
	<b>Shop units at ground floor level on both sides</b>	
48	Shop on left has access to the rear fire escape at basement level	No action required
49	Shop on right has no access to the rear fire escape at basement level. Blocked due to asbestos hazard. Rear access is from a door at ground floor level	No action required
	<b>Accidents / Incidents</b>	
50	No on-site staff are employed	Any accidents occurring in the common areas of the property to be notified to the respective property manager for further investigation
	<b>Accident Investigations &amp; Records</b>	
51	Investigation of any significant accident / incident is undertaken by the managing agent. An external investigator may be appointed	Maintain procedure
	<b>Asbestos &amp; Records</b>	
52	It is not known whether an asbestos survey has been carried out to establish the extent, type, form, condition and location of any asbestos containing materials	Confirmation of the status of asbestos within the property is required. Where findings are positive an asbestos register and management system will require to be set up or the asbestos can be removed
	<b>Boiler(s)</b>	
53	No common boilers - each apartment has its own system	No action required
	<b>Cleaning Contractors</b>	
54	Contract cleaners are employed to clean all common areas	An assessment of the contractors health and safety arrangements should be made, including liability insurance, arrangements for the handling, storage and use of potentially hazardous cleaning materials on site, including COSHH assessments. Also the safety of their portable appliances testing (PAT), to determine their compliance with legal requirements and their acceptability to the company
55	It is not known whether portable hazard signs are in use by contractors during wet mopping of floors	Ensure hazard signs are used during any wet cleaning operation and are left in place until the floor is dry
	<b>Contractors</b>	
56	It is not known whether contractors are vetted or whether they are adopting safe systems of work when working on company premises	Investigate - safe systems of work are mandatory
	<b>COSHH</b>	
57	Chemical substances in use at the premises are the property of and under the control of contractors	Contractor responsible for COSHH. Monitor safety aspects of storage and general usage
	<b>High Level Windows</b>	

# **WORKPLACE RISK ASSESSMENT NOTES**

Site of Inspection: Mitre House, 124 Kings Road, Chelsea, London

Conducted by: John Peddie

Date: 31/07/2006

## **OBSERVATIONS**

## **ACTION REQUIRED (IF ANY)**

58	On common landing areas within the building, windows sufficiently large to allow a person to fall out, can be opened fully without restriction. Whilst the danger to adults appears small, a highly dangerous situation exists if there are children in the building and they are able to access the sills and windows	Where deemed necessary as a result of risk assessment, all windows at elevated levels should be suitably guarded or restricted
	<b>Lifts</b>	
59	Lift is an old type fitted with open lattice doors to the lift cage rather than the modern "solid" doors. It is possible for persons to put their hands through the lattice and touch the lift shaft walls. There are many shear points and a serious injury could result if this were done. Children, infirm people and elderly people are especially at risk	Modifications to the doors to eliminate this hazard should be investigated and implemented. No children under 16 years of age are to use the lift unless accompanied by an adult. A notice to this effect should be displayed
	<b>Pest Control &amp; Records</b>	
60	No pest control is in place	Assess requirement and action accordingly
	<b>RIDDOR</b>	
61	No on-site staff are employed. Contractors are responsible for any RIDDOR notification to the authorities concerning their employees	Any accidents occurring in the common areas of the property to be also notified to the respective property manager for further investigation
	<b>Risk Assessment</b>	
62	Workplace risk assessment has been carried out and recorded	This document forms part of the Workplace Risk Assessment. Re-assessment will take place periodically to accommodate change
	<b>Window Cleaners</b>	
63	It is not known whether window cleaners are employed at the property	Where window cleaners are employed, safe systems of work are to be followed by the contractor at all times
	<b>FIRE - GENERAL INFORMATION THE BUILDING/S</b>  The property is a four storey plus basement, purpose-built residential apartment building of brick and concrete construction. Residential apartments occupy floors 1-3 and are reached from the entrance doorway in Kings Road and stairway up to 1st floor level  Number of floors: Four - ground and 1-3	
	<b>Details and Materials of Construction Residential property</b>  The property is a residential apartment building of conventional brick and concrete construction with lock-up retail units occupying the ground floor and basement	
	<b>Ceilings</b>	
64	Common area ceilings appear to be plastered concrete - material is fire resistant	No action required
	<b>Floors</b>	
65	Floor pads between each level in the common areas are concrete - material is fire resistant. It is not confirmed that floors of the apartments are concrete but is likely	Confirm
	<b>Internal Walls and Partitions</b>	
66	Transit routes from apartments to the external fire escape stairway are through landings, wood panelled on one side	No action - no sources of ignition

**WORKPLACE RISK ASSESSMENT NOTES**

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**OBSERVATIONS****ACTION REQUIRED (IF ANY)**

	<b>Main Stairway</b>	
67	Main stairway from all floors is of concrete construction in a protected stairwell - material is fire resistant	No action required
	<b>Secondary Stairways</b>	
68	A further external fire exit stairway is of cast iron and steel construction - materials are fire resistant	No action required
	<b>The Occupants (Residential Buildings)</b> <b>Approximate number of occupants</b>  <b>The property is an un-staffed residential apartment building containing nine apartments on three floors</b>	
69	The total number of residents occupying these buildings is unknown	No action required as it may not be possible to know who is in residence
	<b>OCCUPANTS AT SPECIAL RISK</b> <b>Sleeping occupants</b>	
70	The property is a residential apartment building with sleeping accommodation in each apartment	No action required
	<b>Disabled occupants</b>	
71	The age, health and degree of mobility of the occupants of the property in event of fire evacuation are unknown. It is not known if there are any disabled residents	Private dwellings - residents need to make suitable arrangements
	<b>FIRE LOSS EXPERIENCE</b>  <b>To our knowledge there have been no fire losses</b>	
	<b>RELEVANT FIRE SAFETY LEGISLATION</b>	
72	The Fire Precautions Workplace Regulations 1997 (as amended) apply to this building Workplace fire risk assessment has been carried out and recorded	Maintain status
73	Property is a managed residential apartment building and not subject to fire certification. The property is still, however, subject to the Fire Precautions (Workplace) Regulations 1997 (amended 1999)	Ensure compliance with the requirements of the Fire Precautions (Workplace) Regulations
	<b>FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL</b> <b>ELECTRICAL SOURCES OF IGNITION</b>	
74	It is not confirmed whether a periodic 5 year examination of the property wiring and electrical system is carried out and recorded	Electrical contractor to periodically carry out a survey of the property wiring and installed systems
75	PAT has not been carried out. No electrical appliances in common areas other than contractors equipment	No action required
	<b>SMOKING</b> <b>Smoking prohibited in the building</b>	
76	It is not known whether a no smoking policy is applicable for contractors working in the common areas	Confirm - action accordingly
	<b>ARSON</b> <b>External Areas</b>	
77	No combustible materials are stored in close proximity to the building/s where they could be considered a fire hazard to residents, tenants or the building	Monitor external areas

# WORKPLACE RISK ASSESSMENT NOTES

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## OBSERVATIONS

## ACTION REQUIRED (IF ANY)

	<b>OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION</b> <b>Gas Safety</b>	
78	No gas pipework seen. It is not known whether gas is installed in the property	Confirm
	<b>Boilers</b>	
79	Apartments have individual boilers for heating and hot water	No action required
	<b>HOUSEKEEPING</b> <b>Adequate standard</b>	
80	An adequate standard of housekeeping is maintained in the common areas	Maintain status
	<b>Appropriate/Inappropriate storage of combustible materials</b>	
81	No combustible materials are stored on fire escape routes	Maintain status
	<b>FIRE PROTECTION MEASURES</b> <b>MEANS OF ESCAPE FROM FIRE</b>	
82	It is considered that the building is provided with reasonable means of escape in case of fire	Maintain status
	<b>Adequate provisions of fire exits</b>	
83	It is considered that the building is provided with a suitable number of fire exits, however, once across the curtilage to the adjoining buildings, steps to access a higher level of the escape route above the retail centre have been removed	Discuss with landlord of the adjoining properties - an access agreement should be in place
	<b>Fire Exits easily openable without need for a key</b>	
84	Final exit doors are fitted with security locks and turnkeys easily openable without a key	No further action required
	<b>Reasonable distances of travel where there is a single direction</b>	
85	At all levels the distance of travel to a storey exit for residents and anyone working in the common areas is regarded as reasonable	No action required
	<b>Reasonable distances of travel where there are alternative means of escape</b>	
86	At all levels the distance of travel to a storey exit for residents and anyone working in the common areas is regarded as reasonable	No action required
	<b>Rooftop Fire Escape Routes</b>	
87	An adequately guarded escape route is provided across the flat roof to the adjoining property	Refer to previous remarks regarding viability of the escape route
	<b>Escape routes unobstructed</b>	
88	Transit routes / escape routes within the offices and internal stairway are suitably surfaced and unobstructed unless otherwise mentioned	Maintain status
	<b>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT</b> <b>Compartmentation</b>  Apartments in the building are likely to be separated by fire resistant building block walls providing lateral compartmentation  Vertical compartmentation	

# WORKPLACE RISK ASSESSMENT NOTES

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Date: 31/07/2006

## OBSERVATIONS

## ACTION REQUIRED (IF ANY)

	<b>Fire Doors</b>	
89	Residents entrance doors appear to be fire doors, originally with a minimum 30 minutes fire resistance, letterboxes are fitted which has reduced the fire resistance of the doors	No action required
90	Doors between the lift landing and the lobbies allowing access to residents' apartments are double acting doors fully glazed with many small panels of clear glass. It is not thought that the glazing is fire resistant glass. Landing partitions are glazed likewise	No action required
	<b>Fire Stopping</b>	
91	Much of the cabling appears to be in conduit and adequately fire stopped	No action required
	<b>ESCAPE LIGHTING Emergency Lighting</b>	
92	No emergency lighting installed	Installation of emergency lighting for escape transit routes is recommended
	<b>FIRE SAFETY SIGNS AND NOTICES</b>	
93	No evacuation procedure is posted	Details of an evacuation plan in the form of a 'Fire Action' sign should be posted in the main entrance. This is to cover the requirements due to on-site staff, cleaners, maintenance engineers and similar personnel who need access to the building and to whom the premises are a place of work. Also, it would serve as a reminder to residents of what to do in an emergency
	<b>Fire Exit Signage/ Directional signage</b>	
94	No fire exit directional signage is posted or thought necessary in this small property	No action required
95	Fire point sign (photoluminescent FPI) detailing instructions for use and application of the fire appliances not posted	Recommend photoluminescent FPI signs are posted
	<b>MEANS OF GIVING WARNING IN CASE OF FIRE Manually operated electrical fire alarm</b>	
96	No fire alarm is installed in the premises. There is no effective means of raising the alarm in event of fire	An effective means of raising the alarm in event of fire is required
	<b>Smoke Alarms</b>	
97	It is known whether residents have smoke alarms installed in their apartments	Installation of smoke alarms are recommended for all apartments
	<b>MANUAL FIRE EXTINGUISHING APPLIANCES Fire Extinguishers</b>	
98	9 litre Water fire extinguishers are installed at fire points within the premises. Regular inspections are undertaken and results recorded	Maintain status
99	Fire extinguishers appear generally in undamaged condition and within service date	Maintain status
100	Fire extinguishers located in the areas inspected were considered adequate for the property	Maintain status
	<b>OTHER RELEVANT FIXED SYSTEMS Automatic Opening Ventilation</b>	
101	Automatic opening ventilation not installed. Means of smoke release is from manually opened windows	No action required



## WORKPLACE RISK ASSESSMENT NOTES

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Date: 31/07/2006

### OBSERVATIONS

### ACTION REQUIRED (IF ANY)

	<b>MANAGEMENT OF FIRE SAFETY PROCEDURES AND ARRANGEMENTS</b>  Responsible Person: Landlord or agent	
	<b>Access for Emergency Services</b>	
102	Adequate space is available outside the property for access by the emergency services	Maintain control measures
103	There are no processes, activities or unexpected hazards within the premises that are visible and known to Safety Exchange Limited that would create extra hazard for emergency services dealing with a fire in the property	Maintain status
	<b>TESTING AND MAINTENANCE</b> <b>Fire Extinguisher Maintenance</b>	
104	Fire extinguishers are serviced annually by a specialist contractor	Maintain service schedule

## FIRE RISK ASSESSMENT

Potential consequences ▶  Fire Hazard ▼	Slight Harm	Moderate Harm	Extreme Harm
LOW	Trivial risk	Tolerable risk	Moderate risk
MEDIUM	Tolerable risk	Moderate risk	Substantial risk
HIGH	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is

### MEDIUM

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

### SLIGHT HARM

In this context a definition of the above terms is as follows:-

**Slight Harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which the fire occurs).

**Moderate Harm:** Outbreak of fire could result in injury to one or more occupants, but is unlikely to involve multiple fatalities.

**Extreme Harm:** Significant potential for serious injury or death of one of the occupants.

Accordingly it is considered that the risk to life from fire at this building is

### TOLERABLE

Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need to be kept
Tolerable	No major additional controls required, however, there may be a need for consideration of improvements that involve minor or limited cost
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a definite time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied urgent action should be taken
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced

All hazards and deficiencies identified in this fire assessment report should be addressed by implementing all recommendations contained therein. The risk assessment should be reviewed periodically.

## **“PERSONS AT RISK” CODES**

**Listed below are the explanations for each code letter**

<b>S</b>	Members of staff.
<b>C</b>	Contractors working in the common areas of the premises.
<b>R</b>	Residents of the premises.
<b>V</b>	Visitors to the premises.
<b>CH</b>	Children residing in or visiting the premises.
<b>T</b>	Business tenants or Business lessees in the premises (including their employees)
<b>MP</b>	Members of the General Public
<b>ALL</b>	All persons working in the premises or visiting the premises.
<b>ELD&amp;I</b>	Elderly and infirm people
<b>DIS</b>	Disabled people
<b>ES</b>	Emergency Services

## RISK PRIORITY CODES

Listed below are the explanations for each Priority Code assigned to each "Action To Be Taken". Matrix ratings - refer to Level of Risk

LEVEL OF RISK.	
<b>01Rk</b> Matrix 25	<b>A serious risk/unacceptable risk of injury or fire exists</b> – The work activity must cease until action is taken to reduce the risk. Other corrective actions may be required immediately.
<b>02Rk</b> Matrix 15-20	<b>A high risk of injury or fire exists</b> - Corrective actions to minimise the risk require to be taken as soon as practical.
<b>03Rk</b> Matrix 9-12	<b>A significant risk of injury or fire exists</b> - Corrective actions to reduce the risk should be implemented as soon as possible
<b>04Rk</b> Matrix 4-8	<b>Low risk</b> – Possible but unlikely risk of injury or fire. Corrective action to reduce risks may be considered within one year
<b>05Rk</b> Matrix 1-3	<b>Insignificant/Trivial risk</b> - Improbable likelihood of injury or fire
<b>06Rk</b>	<b>Hazards and risks of injury or fire unknown</b> – It was not possible to gain access to the area or appropriate information – management to check the area concerned.
REGULATIONS	
<b>1Rg</b>	This is a requirement of current regulations and should be brought into line without delay
<b>2Rg</b>	This is a requirement of current regulations. However, there is a period of grace before full compliance is required
<b>3Rg</b>	Will be a requirement of legislation being prepared and will require plans to implement compliance
<b>4Rg</b>	Our interpretation of the current regulations including our references to Approved Codes of Practice indicates action is required to achieve compliance - legal precedent is required to quantify the exact requirements of the legislation.
ACTIONS WHICH ABOVE CODES DO NOT COVER	
<b>ASAP</b>	Action as soon as possible
<b>CON</b>	Consider implementing the recommendations given
<b>INV</b>	Investigate circumstances further.
<b>MON</b>	Monitor situation. Action where necessary.
<b>WA</b>	When/where appropriate
<b>WWC</b>	Take appropriate action when current works completed
<b>IH</b>	Action is being taken and is understood to be currently in hand
<b>REC</b>	Although not a legal requirement, the recommendation is on the basis of accepted best codes of practice
<b>CONF</b>	Confirm when completed

## LEVEL OF RISK

The risk priority codes shown in the report have been calculated as follows. A risk rating (Priority) for each hazard has been obtained by multiplying the severity rating by the likelihood rating. To do this the assessor has applied the two scales as follows:

### Severity:

#### **5 = Fatality**

Causing death or large-scale destruction and are reportable as defined by RIDDOR

#### **4 = Major injury/ill health**

Causing serious injury/ill health to an individual that would include injuries such as fractures and hospitalisation and are reportable as defined by RIDDOR. Illnesses that could be fatal or serious are included

#### **3 = Serious injury/ill health**

Causing injury/disease which could keep an individual off work for more than 3 days and are reportable as defined by RIDDOR

#### **2 = Minor injury/ill health**

Causing injury/ill health that may require an individual to be off work for up to 3 days)

#### **1 = Slight injury/ill health**

Causing minor injury that would allow the individual to continue work after first aid treatment or to be off work for a maximum of one day

**Likelihood:** *depends on the adequacy of control measures, how often people are exposed to the hazard and how long they are exposed to the hazard*

5 = Common (accidents occur regularly).

4 = Probable (accidents are less likely to happen but still occur fairly regularly).

3 = Occasional (accidents are known to have occurred but are unusual).

2 = Possible (accidents are unlikely but conceivable for them to occur).

1 = Improbable (accidents are highly unlikely and have not been known to occur).

The process of deciding the individual rating is a matter of judgement based on knowledge and experience. Once the decision has been made concerning the individual ratings, the risk rating for each hazard is calculated by simple multiplication. Therefore a hazard allocated a "likelihood rating" of 4 (probable) and a severity rating of 3 (serious injury/ill health) has an overall risk rating of 12.

## PRIORITY FOR ACTION

The above example assessed at 12 should be allocated a higher priority for elimination or control than one rated lower. Alternatively, a hazard rated higher must be given a higher priority for action. With the restrictions on finance it is inevitable that not all risks can be corrected immediately so the under mentioned priority guidance should be adopted;

RISK RATING	PRIORITY	LEVEL OF RISK/TIMESCALE FOR ACTION
01Rk 25	1	<b>A serious risk/unacceptable risk of injury or fire exists</b> – the work activity must cease until action is taken to reduce the risk. Other corrective actions may be required immediately.
02Rk 15 – 20	2	<b>A high risk of injury or fire exists</b> – corrective actions to minimise the risk require to be implemented as soon as practical.
03Rk 9 – 12	3	<b>A significant risk of injury or fire exists</b> – corrective actions to reduce the risk should be implemented as soon as possible
04Rk 4 – 8	4	<b>Low risk</b> – possible but unlikely risk of injury or fire. Corrective action to reduce risks may be considered within one year if there are no major cost implications or included in next year's budget estimates.
05Rk 1 – 3	5	<b>Insignificant/trivial risks</b> – no action is required but assessment records should be kept and reviewed.

## RISK ASSESSMENT MATRIX FORM

Severity	Description
5= A Fatality	Fatal Injury
4= Major Injury	Injury/ill health to an individual including fractures and hospitalisation illnesses that could be serious or fatal
3= Serious Injury	Injury/ill health which could keep an individual off work for more than 3 days
2= Minor Injury	Injury/ill health that may require an individual to be off work for less than 3 days
1= Slight Injury	Injury/ill health that would allow the individual to continue work after first aid treatment.
0= Near miss	No Injury – Environmental/Plant/Equipment damage

Probability / Likelihood	Description
5=Common/Likely / frequent	Occurs repeatedly / Common event, event only to be expected.
4=Probable	Accidents less likely to happen but still occur fairly regularly
3=Occasional	Accidents are known to have occurred but are unusual Could occur at some time
2=Possible	Unlikely although conceivable
1=Improbable	So unlikely that probability is close to zero

Matrix					
	<b>Likely</b>	<b>Probable</b>	<b>Occasional</b>	<b>Possible</b>	<b>Improbable</b>
Fatal	1 <sup>st</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Major Injury	2 <sup>nd</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>		
Serious Injury	2 <sup>nd</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>		
Minor Injury	3 <sup>rd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
Slight Injury	3 <sup>rd</sup>	4 <sup>th</sup>			
No Injury. Plant / Environmental damage					

Priority	
	1 <sup>st</sup> priority actions
	2 <sup>nd</sup> priority actions
	3 <sup>rd</sup> priority actions
	Acceptable risk no action necessary

1<sup>st</sup> priority actions need to be addressed in the context of serious or imminent danger and therefore whether an immediate withdrawal from the hazard areas is required.