



Health, Safety and Fire Survey of

Mitre House,



124 Kings Road
Chelsea
London
SW3 4TR



PROJECT SHEET

Job No: MW/2017/07/21/PS

Job Title: Health, Safety and Fire Survey

Requested by: PL Consulting (UK) Ltd on behalf of Maunder Taylor

Site works carried out by: Martyn Wild MSc BSc

At location: Mitre House, 124 Kings Road, Chelsea, London, SW3 4TR

Site works carried out on: 13 July 2017

Report prepared by: Martyn Wild MSc BSc

Report submitted on: 26 July 2017



WatsonWild&Baker Ltd

Signature

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SUMMARY

A health, safety and fire survey of the non-domestic parts of Mitre House, 124 Kings Road, Chelsea, London SW3 4TR was carried out by Watson Wild & Baker Ltd on the 13 July 2017 for PL Consulting (UK) Ltd on behalf of Maunder Taylor.

Refer to the Asbestos Management Survey of the building for the location and type of the asbestos containing materials. If asbestos containing materials are present, a management plan should be put in place to manage the risks of damaging or disturbing the asbestos containing materials in the premises.

Contractors should be informed if asbestos containing materials are present in the property and the measures to be taken if asbestos is discovered, damaged or disturbed. A refurbishment/demolition survey should be carried out before commencement of major works involving the disturbance of the fabric of the building (removal of walls, ceilings and floors etc.).

The risk of exposure to legionella in the non-domestic parts of these premises is negligible.

It is unlikely that fire will occur in the non-domestic parts of these premises. If a fire was to occur in the non-domestic parts, the risk of harm is low. A fire in a domestic dwelling may put persons using the common means of escape at risk of injury.

Persons are to be instructed that if they are affected by heat or smoke, or given warning of fire, they are to:

- Close their front door behind them if leaving their flat;
- Activate the nearest manual call point on route (when installed);
- Immediately leave the premises by walking to the nearest fire exit;
- Call the fire brigade on 999 as soon as it is safe to do so;
- Remain outside the property until instructed that it is safe to return by the fire brigade.

The only activities carried out in the non-domestic parts of these premises with the potential to cause risk to health or safety are general property maintenance and domestic cleaning. Measures should be taken to manage the risk from contractors and implement the significant findings of the risk assessments.

PL Consulting will contact you to ascertain if you need any help in implementing or project managing this action plan. Alternatively, PL Consulting can be contacted by phone on 0113 2320400 or by email at info@plconsultinguk.com



ACTION PLAN

The following actions are required to comply with the law:

Serial	Action required	Individual responsible for taking action	Implementation Date	Remarks
1.1	Implement findings of risk assessments.			
1.2	Keep appropriate records.			
1.3	Review findings of risk assessments after any change, at regular intervals and immediately after an incident.			
1.4	Ensure that combustible materials and personal possessions are not stored next to the electrical services in the basement storage room.			
1.5	Install a suitable automatic fire detection and warning system in the non-domestic parts of the property (with manual call-points located at the storey and final exits).			
1.6	If the swing double fire doors cannot be adjusted enough to ensure an effective smoke barrier, fit smoke brushes so that the doors close to form an adequate seal with the frame and each other.			
1.7	Repair the loose tread on the small set of metal steps along the escape route over the roofs of neighbouring buildings.			
1.8	Label the lift doors 'Do not use in the event of a fire' on every floor.			

The following actions are recommended to comply with best business practice:

Serial	Action recommended	Individual responsible for taking action	Implementation Date	Remarks
2.1	Remove the fire extinguishers from the common means of escape if there are no trained personnel to use them.			



INTRODUCTION

A health, safety and fire survey of the non-domestic parts of Mitre House, 124 Kings Road, Chelsea, London SW3 4TR was carried out by Watson Wild & Baker Ltd on the 13 July 2017 for PL Consulting (UK) Ltd on behalf of Maunder Taylor.

OBJECTIVES

The objectives of the health, safety and fire survey were to assist the freeholder and Maunder Taylor to comply with their statutory duties in respect of this property under the:

- i) the Health & Safety at Work etc Act 1974
- ii) the Management of Health & Safety at Work Regulations 1999
- iii) the Regulatory Reform (Fire Safety) Order 2005

Appendix 1 contains a summary of the legal duties imposed on landlords and managing agents.

LIMITATIONS

Whilst we have exercised reasonable skill and care in carrying out this work, the report reflects conditions in the property at the time of the survey. It does not claim to be an exhaustive list of all potential hazards present at the time of the visit.

A non-destructive visual inspection of structural elements, fixture and fittings, and services was carried out. No entry was made to inspect the inside of domestic premises, including front doors to flats; areas were not inspected unless it was safe to do so.

The report and any subsequent recommendations are advisory and are provided to assist Maunder Taylor in complying with their statutory duties. They do not remove Maunder Taylor's legal obligations towards their employees and other persons affected by their undertaking.



MANAGEMENT

The responsible person having control of this property in connection with their trade, business or undertaking is the freeholder. No persons are employed by the Freeholder at this property. Maintenance is carried out by contractors engaged by Maunder Taylor.

PROPERTY DESCRIPTION

Mitre House is a purpose-built 5-storey (plus basement) residential block of flats that was constructed above commercial premises in the early 20th Century (possibly 1920's). There is a total of 9 self-contained flats in the property, which are accessed from the internal stairwell and passenger lift.

There are no garages at the premises and car parking is on the public highway. There are no gardens at the property. The waste bins are stored adjacent to the property entrance on collection days only. Access to the front entrance was via stone entrance steps off the public footpath. Access to the basement was via a concrete staircase off the rear courtyard.

The property was in a good condition.

Construction

Externally, the building has a flat roof behind a parapet wall, brick walls, iron and plastic rainwater goods.

Internally, there are painted concrete ceilings; solid painted plaster walls (wood panelled walls in the lobbies) and uncovered decorative concrete floors. There are uncovered decorative concrete staircases with wooden handrails. There is electric lighting and metal framed windows on the stairwell.

Security

Access into the building was via a lockable, self-closing wooden communal entrance door. External communication to the flats was via an intercom system.

Non-domestic Parts

The non-domestic parts of the premises covered by this report comprise all areas other than those consisting of the private dwellings (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).

The following areas were inspected; entrance steps, entrance hallways, rear courtyard, basement rooms, electrical services cupboards, passenger lift, internal stairwell, landings, lobbies and the external metal emergency escape staircase.

The following areas were not inspected; the roof and the inside of the riser voids.



Whilst the Regulatory Reform (Fire Safety) Order 2005 applies to the non-domestic parts of these premises, it does not apply to private domestic premises unless a prohibition order has been served in respect of the premises. As a prohibition notice has not been served in respect of these premises, the Regulatory Reform (Fire Safety) Order 2005 does not apply to the domestic parts of these premises (Article 6(1)(a) refers).

The flats, from and including the front door, are domestic premises and are excluded from the Regulatory Reform (Fire Safety) Order 2005. Fire risk inside the dwellings is covered by the Housing Act 2004; which is enforced by the Local Housing Authority.

HEALTH AND SAFETY RISKS

Asbestos

Refer to the Asbestos Management Survey of the building for the location and type of the asbestos containing materials. If asbestos containing materials are present, a management plan should be put in place to manage the risks of damaging or disturbing the asbestos containing materials in the premises.

Contractors should be informed if asbestos containing materials are present in the property and the measures to be taken if asbestos is discovered, damaged or disturbed. A refurbishment/demolition survey should be carried out before commencement of major works involving the disturbance of the fabric of the building (removal of walls, ceilings and floors etc.).

Fire

It is unlikely that fire will occur in the non-domestic parts of these premises. If a fire was to occur in the non-domestic parts, the risk of harm is low. A fire in a domestic dwelling may put persons using the common means of escape at risk of injury.

Electrical services, other than electrical illumination was present in the non-domestic parts of the property. The electrical mains in-take services are mounted on a wall in a room off the basement staircase. The electrical services are adequately contained within the room and are unlikely to cause a fire in the premises. However, combustible materials and personal possessions had been stored adjacent to the electrical services. There was no evidence of damage, scorching or overloading of the electrical services.

Gas services were not seen in the non-domestic parts of the property.

The highest risk of fire occurring in the non-domestic areas is from contractors carrying out hot works. There was no evidence of an increased risk of arson at these premises. The main hazards from fire in the premises is likely to arise from: (i) a fire in the non-domestic parts of the property; or (ii) smoke and toxic gases from a fire in a domestic dwelling entering the common means of escape.

No flammable or combustible materials had been stored in the common means of escape.

The riser voids on the landings (covered by screw-fixed panels) were adequately separated from the common means of escape by fire resistant materials.



The walls and ceilings in the escape route (main stairwell) had not been covered with materials that could support the surface spread of flames.

The walls in the lobbies had been constructed using wooden panelling and opaque glass mounted in a metal frame. Hence, the fire separation between the domestic premises and the common means of escape (lobbies) was not adequate. A fire in these flats will affect the use of the common means of escape.



The entrance doors to the residential flats appeared to be: (i) identical and substantial in construction; and (ii) in a satisfactory condition and formed an adequate seal with the door frame. The entrance doors to the flats appeared to date from the time of the building's original construction and contained wire reinforced glass in-fill panels in and above the doors. The glass in-fill panels and their frames were in a good condition.

There is no fire detection and warning system in the non-domestic parts of the premises. Fire detection is required in the non domestic parts. Therefore, install a suitable automatic fire detection and warning system, which includes manual call points by the storey and final exits.

The stairwell is protected by a smoke lobby on every floor. The route of escape had not been obstructed at the time of the survey. The travel distance from the furthest flat to a storey exit was approximately 3 metres. The common means of escape lead directly to a final exit. The final exit doors had been fitted with a suitable locking mechanism that could be opened from the inside with one hand and without the use of a key. There is an external metal emergency escape staircase at the rear of the building that can be accessed from the upper floor lobbies. The escape route signage from the emergency escape staircase directs persons across roof tops (via small sets of metal stairs) into a neighbouring building. There are suitable final exits from the premises.

There was escape route signage in the non-domestic parts of the property. Escape route signage is required due to the complex nature of the means of escape from the external metal emergency escape staircase. Fire Action signs had been displayed on the landings. The actions and procedures depicted on the sign are correct for this building. The lift doors had not been labelled 'do not use in the event of fire' on every floor.



There are double fire doors in the common means of escape from the premises (lobby entrances). The fire doors or frames had not been fitted with smoke brushes or intumescent strips. The fire doors are labelled and had not been wedged open at the time of the survey. In general, the double fire doors were suitable. However, several double fire doors were not effective as there was an excessively large gap between the doors, which did not allow the doors to form an adequate seal with each other.

Fire doors that do not form an adequate seal with the door frame or each other (e.g. wedged open, misaligned, placement of stopping material etc.) will nullify the protection afforded by a protected escape route. In the event of a fire this could allow smoke or flames to spread more rapidly throughout the escape route.

Adjust the double (swing) fire doors so that they self-close fully to form an adequate seal with the door frame and each other. If the double fire doors cannot be adjusted or modified enough (using smoke seals) to ensure an effective smoke barrier, they will need to be removed and replaced with suitable fire doors such as one-way opening rebated double fire doors fitted with a door selector device.

There is no smoke ventilation system in the non-domestic parts of the property. However, there are windows on the stairwell that could be opened manually.

There is emergency escape lighting in the non-domestic parts of the premises.

There are water and carbon dioxide filled fire extinguishers located in the non-domestic parts of the property (landings). There was recent evidence of examination and testing of the fire extinguishers. The fire extinguishers were last serviced in January 2017. Fire extinguishers are not required to safely evacuate the property.

Persons are to be instructed that if they are affected by heat or smoke, or given warning of fire, they are to:

- Close their front door behind them if leaving their flat;
- Activate the nearest manual call point on route (when installed);
- Immediately leave the premises by walking to the nearest fire exit;
- Call the fire brigade on 999 as soon as it is safe to do so; and
- Remain outside the property until instructed that it is safe to return by the fire brigade.

Gates

There is no car parking area.

Legionella

Communal water services were not seen in the non-domestic parts of the premises. Any communal hot and cold water systems should be annually inspected and cleaned or disinfected as appropriate. The risk of exposure to legionella in the non-domestic parts of these premises is negligible.



Lifts

The inside of the lift is fitted with maximum weight signage, an alarm and an emergency communication device. There was no access inside the lift motor room.

Slips, Trips and Falls

The surface of the internal floors and staircases was in a satisfactory condition and adequately illuminated. The surface of the entrance steps, rear courtyard and the basement steps were in a satisfactory condition and adequately illuminated. The surface of the external metal emergency escape staircase was in a satisfactory condition and adequately illuminated. However, a tread on the first set of metal steps along the escape route was loose and in need of repair.



Other Risks

The only activities carried out in the non-domestic parts of this property with the potential to cause risk to health or safety are general property maintenance and domestic cleaning.

The significant findings of the risk assessments are detailed in Appendix 2.



Appendix 1

Legal responsibilities of Managing Agents

The legal responsibilities of landlords and managing agents result from the Health and Safety at Work etc Act 1974. (c. 37). The main sections of the act affecting landlords and managing agents are sections 3 and 4.

Section 3 of the act imposes a duty of every managing agent to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected are not thereby exposed to risks to their health or safety.

Section 4 of the act imposes a duty on each managing agent who has, to any extent, control of non-domestic property used as a place of work to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the property, all means of access thereto or egress, and any plant or substance in the property is safe and without risks to health.

The duties under the Health and Safety at Work etc Act 1974 cannot be delegated or passed to contractors. It was held by the courts in *R v Associated Octel Co Ltd* that if an employer engaged an independent contractor to carry out work forming part of his undertaking, he was required to stipulate whatever conditions were reasonably practicable, to avoid employees of the independent contractor being exposed to a risk to their health and safety. The key issue of whether or not the activity in question could be described as part of employers undertaking was a question of fact to be decided in each case. On-site repairs and maintenance are generally held to be part of the employers undertaking.

Section 37 states that where a health and safety offence is proved to have been committed with the consent, connivance, or is attributable to any neglect on the part of, any director, manager, or a person who was purporting to act in any such capacity, he as well as the body corporate shall be liable to be proceeded against and punished if found guilty.

The main regulations affecting landlords and managing agents are:

- The Management of Health and Safety at Work Regulations 1999 (No. 3242)
- The Regulatory Reform (Fire Safety) Order 2005 (No. 1541)
- The Control of Asbestos Regulations 2012 (No. 632)



The Management of Health and Safety at Work Regulations 1999 (No. 3242)

The Management of Health and Safety at Work Regulations 1999 applies to all work activities. It requires that:

- (a) Managing agents must appoint an adequate number of competent persons to assist them to comply with their obligations under health and safety legislation.
- (b) Managing agents must assess the risks to the health and safety of persons arising out of or in connection with the conduct by him of his undertaking. The significant findings of the risk assessment must be recorded where the managing agent employs 5 or more persons.
- (c) Managing agents must take the preventive and protective measures and the measures to comply with the law identified by the risk assessments.
- (d) Managing agents must take appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. Where the managing agent employs five or more employees, he shall record these arrangements.
- (e) Managing agents must provide their employees and employers and employees working in property under their control with specified health and safety information.

The Regulatory Reform (Fire Safety) Order 2005 (No. 1541)

The Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order) requires responsible persons to undertake a fire risk assessment to identify the general fire precautions they need to take to ensure, as far as is reasonably practicable, the safety of relevant persons from fire.

Having identified the general fire precautions necessary, the responsible person must implement them. Where the responsible person employs five or more persons or any form of licence or certification applies to the use of the premises, the significant findings of the fire risk assessment must be recorded.

The responsible person is identified as, the employer, the occupier or the owner as far as their control extends. In premises which are not workplaces, the landlord or managing agent is likely to be the responsible person. Occupants must cooperate with the responsible person.

In most cases the local fire and rescue authority are charged with a duty to enforce the Fire Safety Order and have a range of enforcement options, from education and advice, through agreed action plans to formal enforcement notices and prohibition notices. Failure to comply with the Fire Safety Order may constitute a criminal offence.

In general, the Fire Safety Order applies to all areas of premises except those areas occupied as private domestic dwellings. Where there are areas used in common by the occupants of more than one such dwelling, the Fire Safety Order applies.



The Control of Asbestos Regulations 2012 (No. 632)

Managing Agents with repair and maintenance responsibilities for the property must ensure that asbestos-containing materials within the property are properly managed, and that information about the location and condition of the materials is passed on to those likely to disturb them.

Managing Agents must prepare procedures, provide information and establish warning systems to deal with the accident, incident or emergency related to the unplanned release of asbestos.



Appendix 2

Risk Assessments

1. Risk assessment is an important and integral part of the risk management process. The following Plan, Do, Check, Act management (the Deeming Model) is used by HSE and recommended by BS ISO 14001 for the management of risks to Health and Safety:

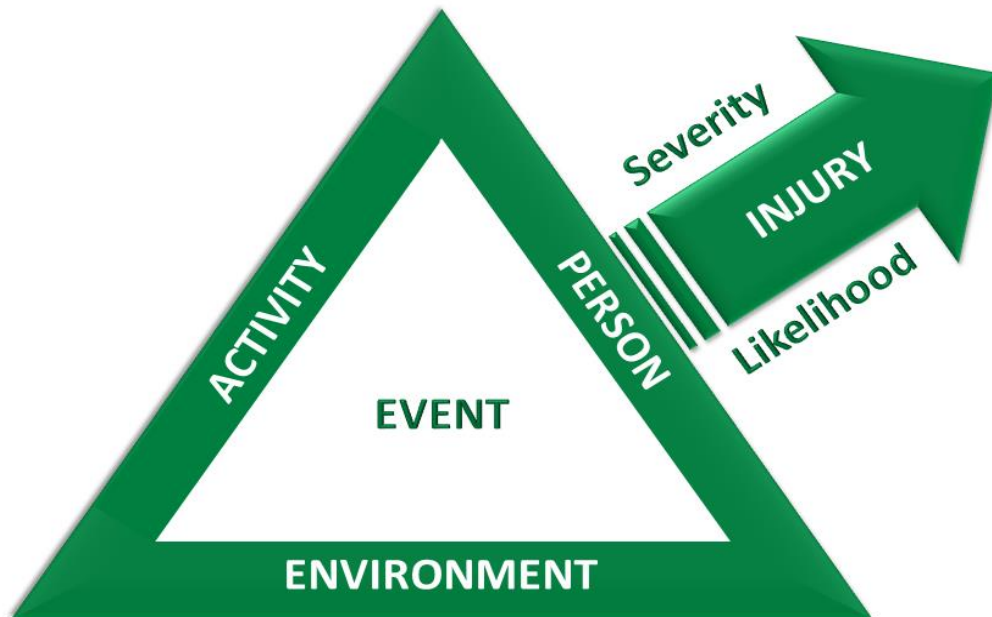


2. The first stage of the management process is to identify what preventative and protective measures the duty holder has to take to comply with the relevant statutory provisions. This is determined by identifying the risks, evaluating the severity and likelihood of injury occurring from that risk, and then determining what measures are required to comply with the law. In carrying out risk assessments regard must be had to the wording of the law and their interpretation by the courts. The courts have determined that:
 - Safety law deals with the real risks and not hypothetical or fanciful risks (R v Porter (James Godfrey) [2008] EWCA Crim 1271);
 - Risk is the possibility of danger (R v Board of Trustees of the Science Museum [1993] ICR 876);
 - In assessing risk, regard must be had to the severity of injury and the likelihood of the injury in fact occurring (Paris v Stepney Borough Council [1951] AC 367, HL);
 - The purpose of a risk assessment is to identify what preventative and protective measures must be taken to comply with the law (Kennedy v Cordia (Services) LLP (Scotland) [2016] UKSC 6; and
 - Non-domestic premises are any premises which are not in the exclusive occupation of the occupants of a private dwelling. Westminster City Council v Select Management Ltd. [1984] WLR 1058.



3. In assessing the risks to the health and safety of persons, regard must be had to:
- (1) the activities being undertaken;
 - (2) the persons exposed to the risk of injury; and
 - (3) the physical and social environment, to identify events with the potential to cause harm.

When these events have been identified, the outcome in terms of the severity and likelihood of injury from each of these events needs to be evaluated.



4. After the evaluation of the risks to health and safety of persons, it is necessary to identify the measures necessary to comply with the relevant statutory provisions.
In principle these are —
- (a) Avoid risks;
 - (b) Evaluate the severity and likelihood of injury from risks which cannot be avoided;
 - (c) Combat the risks at source;
 - (d) Adapt to technical progress;
 - (e) Replace the dangerous by the non-dangerous or less dangerous;
 - (f) Develop a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
 - (g) Give collective protective measures priority over individual protective measures; and
 - (h) Provide appropriate instructions to employees.



5. Details of specific measures may be found in relevant “benchmark standards”. Benchmark standards in order of priority are:
 - Defined by law; e.g. Building Regulations 1992 (Schedule 1 – Part B)
 - Established by law; e.g. Approved Document B to the Building Regulations, Approved Codes of Practice.
 - Recognised standards of good practice; e.g. British Standards, Codes of Practice.
6. After the measures necessary to comply with the relevant statutory provisions have been identified, those measures should be compared against the measures already in place to determine whether there is a “risk gap”; i.e. a difference between the benchmark standards and the measures in place or being taken. If there is a “risk gap”, then any necessary steps must be taken to either close the “risk-gap” or to prove that the relevant statutory provision has been met.
7. After the assessment has been completed, the law requires that in specified circumstances, the significant findings of risk assessments must be recorded in writing; and the findings of risk assessments must be implemented.
8. Once all of the necessary measures have been implemented, the measures must be evaluated to ensure that they are effective. If the measures are found to be effective, it is only necessary to record this fact and to review the risk assessment at regular intervals to keep up to date with technical progress, unless an incident or any material changes occur when the risk assessment should be immediately reviewed. However, if the measures are found to be ineffective then the complete process must be repeated in an iterative manner until effective measures are being taken to manage the risk to an acceptable level.
9. Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that the offence caused any actual harm. The Harm Category is used by Courts to determine the Severity and Likelihood of Harm for sentencing. Category 1 is the highest category and Category 4 the lowest category.
10. The significant findings for the health, safety and fire risks, identified at these premises are as follows:



Risk Assessment		Harm Category 3
Item	Details	
Property	Mitre House, 124 Kings Road, Chelsea, London SW3 4TR	
Hazard(s)	Asbestos	
Persons at risk	Maintenance Contractors	
Risks	The harm from inhaling asbestos is extreme and the likelihood of harm is low.	
Relevant Statutory Provisions	Control of Asbestos Regulations 2012	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.		
Serial	Details	
1.1	Inform contractors and persons employed on site of the possible presence of asbestos.	
1.2	If an asbestos survey has been carried out, ensure contractors are informed of its contents and that any works identified are carried out.	
1.3	Instruct contractors to inform persons working on site of the possible presence of asbestos and procedures to be followed: a. For safe working with asbestos; b. If asbestos containing materials are discovered, damaged or disturbed.	
1.4	Carry out checks to ensure that contractors are complying with these instructions.	
1.5	Take appropriate action if there is evidence that safe systems of working are not being followed, or if there are repeated breaches of these instructions or of health and safety law.	
1.6	Inspect asbestos containing materials for damage whenever the premises are visited.	
1.7	Carry out a refurbishment/demolition survey before major refurbishments/demolition works.	
1.8	Provide employees with information, instruction and training on the health risks of asbestos, and the preventative and protective measures needed to comply with the relevant statutory provisions.	
Risk assessor: M Wild MSc BSc		Date: July 2017

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.



The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

Actions taken to manage risk in property		
Date	Action	Initials

This risk assessment was reviewed on the date stated by the named person for the reason indicated.
Any actions taken should be recorded.

Review Log		
Date of review	Reason for review and actions taken	Reviewer



Risk Assessment		Harm Category 4
Item	Details	
Property	Mitre House, 124 Kings Road, Chelsea, London SW3 4TR	
Hazard(s)	Fire	
Persons at risk	Occupants and visitors	
Risks	The harm from fire in the non-domestic parts is minor and the likelihood of harm is low.	
Relevant Statutory Provisions	Regulatory Reform (Fire Safety) Order 2005 Management of Health and Safety at Work Regulations 1999	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.		
Serial	Details	
1.0	Measures to prevent the risk of fire and reduce the spread of fire in the premises.	
1.1	All electrical distribution systems are to be tested every 5 years.	
1.2	Any gas system provided by a landlord is to be annually inspected and tested.	
1.3	All “hot works” are to be controlled by an authorisation process. a. Contractors are required to notify intention to carry out “hot works”; b. All persons carrying out “hot works” are to have a functioning fire extinguisher present for a minimum of 1 hour after the work has been completed.	
1.4	Ensure that combustible materials or personal possessions are not stored in any service cupboards or in the escape routes.	
1.5	Ensure that escape routes are not obstructed and storage cupboards in the common areas are kept free of highly combustible or explosive materials.	
1.6	Inspect fire stopping in the communal parts of the premises annually and soon after contractors have completed works which may have undermined it.	
2.0	Measures to detect fire and give warning in case of fire.	
2.1	Install a suitable automatic fire detection and warning system in the non-domestic parts of the property.	
3.0	Measures to provide a safe means of escape from the property.	
3.1	Emergency escape lighting had been installed in the non-domestic parts of the premises.	
3.2	Adjust or modify the double (swing) fire doors so that they self-close fully to form an adequate seal with the door frame each other.	
3.3	Escape route signage had been installed in the non-domestic parts of the property.	
3.4	Label the lift doors ‘Do not use in the event of a fire’ on each floor.	



Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.	
Serial	Details
4.0	Measures to ensure that the means of escape can be safely and effectively used when required.
4.1	Contractors and Occupants are to be informed that corridors and stairwells are to be kept free of combustible materials, goods and possessions.
4.2	<p>Check the following items whenever the premises are visited:</p> <ul style="list-style-type: none">a. Any contractors carrying out hot works are working safely in accordance with their method statement and plans of work.b. The communal entrance door is locked and can be opened from the inside without the use of a key.c. Fire stopping in the communal areas is present and in good condition.d. Fire detection and warning system (when installed) functions correctly.e. Emergency escape lighting functions correctly.f. Fire doors are fit for purpose, functioning effectively and are kept closed when not in use.g. Fire extinguishers have been serviced, are in position and have not been tampered with.h. The emergency escape route signage is in position.i. The lift doors are labelled 'Do not use in the event of a fire' on each floor.j. Escape routes are free from stored goods and materials.k. Escape routes and fire exits from the property are unlocked, unobstructed and available for use.l. There is access to the premises for firefighting equipment.
4.3	<p>The following are to be serviced annually:</p> <ul style="list-style-type: none">a. Fire detection and warning system (when installed).b. Emergency escape lighting.c. Fire doors.d. Fire extinguishers (if retained).
5.0	Measures to be taken in the event of fire on the premises.
5.1	<p>Persons are to be instructed that if they are affected by heat or smoke, or given warning of fire, they are to:</p> <ul style="list-style-type: none">• Close their front door behind them if leaving their flat;• Activate the nearest manual call point on route (when installed);• Immediately leave the premises by walking to the nearest fire exit;• Call the fire brigade on 999 as soon as it is safe to do so; and• Remain outside the property until instructed that it is safe to return by the fire brigade.
5.2	<p>Contractors are to be informed that:</p> <ul style="list-style-type: none">a. In the event of fire during hot works they are to attempt to put out the fire using their fire extinguisher;b. In the event of fire when they do not have an extinguisher, they are to leave the premises and call the fire service on 999.



Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.	
Serial	Details
6.0	Measures to be taken to fight fires on the premises.
6.1	Fire extinguishers (carbon dioxide and water) are present in the non-domestic parts of the property. Fire extinguishers are not required to safely evacuate the premises.
6.2	No additional measures are to be taken to fight fires in the non-domestic parts of the premises.
7.0	Other measures required to comply with the law.
7.1	Records of the actions required by this risk assessment shall be kept.
7.2	Train persons managing the premises how to carry out relevant checks when visiting the premises.
Risk assessor: Martyn Wild MSc BSc	
Date: July 2017	

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.



The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

Actions taken to manage risk in property		
Date	Action	Initials

This risk assessment was reviewed on the date stated by the named person for the reason indicated.
Any actions taken should be recorded.

Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 4
Item	Details	
Property	Mitre House, 124 Kings Road, Chelsea, London SW3 4TR	
Hazard(s)	Legionella	
Persons at risk	Users of property.	
Risks	The harm from inhaling legionella is serious and likelihood of harm is low.	
Relevant Statutory Provision	Control of Substances Hazardous to Health Regulations 2002.	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions		
Serial	Details	
1.1	Inspect cold water tanks annually for cleanliness.	
1.2	If required, clean the cold-water storage tanks and seal them in accordance with the 'Water Supply (Water Fittings) Regulations 1999'.	
1.3	Disinfect the water only if there are signs of mould or slime on the inside of the tanks or if the water has an offensive odour.	
1.4	Ensure that the water in the cold-water tanks is kept below 20°C.	
Risk assessor: Martyn Wild MSc BSc		
Date: July 2017		

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.



The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

Actions taken to manage risk in property		
Date	Action	Initials

This risk assessment was reviewed on the date stated by the named person for the reason indicated.
Any actions taken should be recorded.

Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 4
Item	Details	
Property	Mitre House, 124 Kings Road, Chelsea, London SW3 4TR	
Activity	Lift Maintenance	
Persons at risk	All lift maintenance contractors and users of the premises	
Risks	The harm from lift maintenance is serious and the likelihood of harm is low.	
Relevant Statutory Provisions	Management of health and safety at work regulations 1999. Working at height regulations 2005. Lifting operations and lifting equipment regulations 1998. Control of substances hazardous to health regulations 2002.	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions		
Serial	Details	
1.1	Ensure passenger lifts are thoroughly tested and examined at least annually.	
1.2	Carry out any repairs identified by the thorough test and examination.	
1.3	Instruct lift maintenance contractor to: <ul style="list-style-type: none">a. Take all practical measures to avoid working at height;b. Institute and follow safe methods of working to minimise risks to health and safety of workers and other persons;c. Provide workers with information, instruction and training on how to work safely to safeguard themselves and other people;d. Provide worker with method statements for high risk (e.g. Hot works, electrical works, working at height);e. Provide and use the least hazardous substance suitable for the task;f. Provide workers with suitable working equipment that is safe to use;g. Allow sufficient time for safe working;h. Instruct workers to:<ul style="list-style-type: none">• Maintain high standards of house-keeping and cleanliness on site;• Reinstate fire stopping;• Report injuries, incidents or property damage.i. Carry out appropriate supervisory checks to ensure workers are working safely, maintaining high standards of housekeeping and cleanliness, and repairing/replacing damaged fire stopping;j. Keep appropriate records for inspection;k. Report injuries, incidents or damage in your property.	
1.4	Carry out checks to ensure that contractors are complying with these instructions.	
1.5	Take appropriate action if there is evidence that safe systems of working are not being followed, or if there are repeated breaches of these instructions or of health and safety law.	
1.6	Ensure up to date maintenance records are kept.	
Risk assessor: Martyn Wild MSc BSc		Date: July 2017

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The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

Actions taken to manage risk in property		
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Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 4
Item	Details	
Property	Mitre House, 124 Kings Road, Chelsea, London SW3 4TR	
Hazard(s)	Slips, trips and falls	
Persons at risk	Users of property.	
Risks	The harm from slips, trips and falls on the level is minor and the likelihood of harm is low.	
Relevant Statutory Provision	Occupiers Liability Acts 1957 and 1984	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions		
Serial	Details	
1.1	All surfaces to be maintained in good condition;	
1.2	Occupants to be requested to immediately notify the managing agents of any defective or damaged surfaces;	
1.3	All surfaces to be inspected whenever the premises are visited;	
1.4	Damaged areas are to be repaired;	
Risk assessor: Martyn Wild MSc BSc		
Date: July 2017		

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.



The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

Actions taken to manage risk in property		
Date	Action	Initials

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Review Log		
Date of review	Reason for review & actions taken	Reviewer



Appendix 3

Fire Emergencies What to do if Fire Occurs in your Building

Fire – safety information

1. Most fires in blocks of flats start in one of the residential dwellings. It is unlikely that fire will spread to the fire escape routes or adjacent flats if the entrance door to the flat involved is kept closed – **under no circumstances should the self-closer of the entrance door be disabled or the door be propped open. You must immediately inform us if there is damage to the front door** to your flat.
2. Keep the communal areas clear of any obstructions and materials (that could become fuel in a fire) so you can leave the premises quickly and safely.
3. If you are affected by smoke, heat or fire or given warning of fire, there is either a fire in your flat or the fire containment of the building has failed; in either case, you should immediately leave the building.

Action to be taken in the Event of a Fire

Irrespective of whether you are in your flat or not, if you are affected by smoke, heat or fire or given warning of fire;

- Immediately evacuate the premises.
- Activate the nearest manual call-point on route.
- Do not stop, except to close the front door to your flat behind you.
- Walk down the stairs to the nearest exit.
- Call the fire brigade on 999 when you are outside the building.
- Stay outside until you are told it is safe to return.

Remember the simple maxim **"If in doubt, get out!"**