Health and Safety Risk Assessment And Action Plan

Client:
FirstPort Marlborough House Management.

Site Name:
1-6, 23-28 Gerard Walk, 2-12 Rycote Close, 30-52, 35-45, 78-88 Marney Road

Site Address:
Marney Road - 50407,
Oak Meadows,
Swindon,
Wiltshire,
SN5 6AS

Visit Date:
17/09/2018

Recommended Review Date:
September 2021

Report Prepared By:
Gary Gates

Version No:
1

Photographic Record of Properties Inspected

30 - 52 Marney Road (accessed)

1 - 6 Gerard Walk (accessed)

23 - 28 Gerard Walk and 35 - 45 Marney Road (accessed)

2 - 12 Rycote Close (accessed)

78 - 88 Marney Road (accessed)

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Section 1 - Executive Summary

1.1 General Information

Site Description	General: This is a housing estate with 5 blocks of residential flats on 3 or 2 floors. 30 -52 Marney Road 3 floors and 12 flats. 78 - 88 Marney Road 3 floors with 6 flats 35 - 45 Marney Road and 23 - 28 Gerard Walk 3 floors and 12 flats. 1 - 6 Gerard Walk 2 floors and 6 flats. 2 - 12 Rycote Close 3 floors and 6 flats. Ancillary accommodation: - plant rooms (electrical intake cupboard). - bin storage area externally. Staircases: The properties are each designed with a single means of escape via a single protected staircases. Staircases provide access to all floors. Health and safety compliance records (relating to statutory service and maintenance) for this property are not held on site. These records are held on FirstPort's central database (QCompliance) and can be provided following a specific request. Although the specific records for this site were not seen by the consultant, FirstPort have previously been able to demonstrate adequate central systems of document management and therefore, the relevant risk control standards detailed in Section 3 of this report have been marked as being compliant (subject to the preceding paragraph).
Areas Assessed	- Electrical cupboards. - Staircases. - Landings. - Entrances. - External circulation routes. - External bin areas. - Loft spaces.
Areas Not Assessed	All communal areas were accessible. No access available to the electrical cupboards in blocks: 30 - 52 Marney Road, 1- 6 Gerard Walk or 35 - 45 Marney Road and 23 - 28 Gerard Walk.

1.2 Health and Safety Management

Health and Safety Management	**Asbestos:**

	The property is of an age where it is considered that asbestos containing materials are not present within the property. **Contractor Management:** FirstPort contractors are appraised centrally to ensure appropriate standards of health and safety management are maintained. This includes, where appropriate, contractor permit to work systems to control high-risk work. **Policies and Procedures:** Health and safety policies and procedures have been developed and are held at head office. Property management staff carry out routine (usually monthly) property inspections which are documented centrally. Properties are redecorated internally and externally in accordance with individual property lease agreements (usually every 5 years) and during these works, the structural property condition is checked e.g. roofing materials, high level glazing, ornamental stonework and cladding.

1.3 Health and Safety Documentation

General	Documentation Provided	Frequency	Last Done	Due
Fixed Electrical Installation	No	5 yearly	Documentation held at head office.	

1.4 FirstPort Building Health and Safety Risk Rating

The current risk from health and safety matters at these premises is:

FirstPort Building Health and Safety Risk Rating	Satisfactory	Priority 1 Actions (1)	5+ Priority 2 Actions (2)	1-4 Priority 2 or Priority 3 Actions (3)
Access Cradles	**20**			
Asbestos	**20**			
Compactors and Balers	**20**			
Electrical Safety	**20**			
Emergency Arrangements	**20**			
Gas Safety	**20**			
Harnesses, Anchor Points etc	**20**			
Ladders and Stepladders	**20**			
Lift Safety	**20**			
Maintenance Management	**20**			
Pressure Systems	**20**			
Roof Safety	**20**			
Swimming Pool Risk Assessment	**20**			
Security				**15**
Traffic Management	**20**			
Water Safety	**20**			
Workplace Safety			**10**	
Work Equipment	**20**			
SUB TOTALS	**320**	**0**	**10**	**15**
TOTAL	**345**			
SCORE (%)	**96**			

Scoring Guide (1)Deduct 15 (2)Deduct 10 (3)Deduct 5

Risk Rating

TOLERABLE

Refer to risk rating definitions in the protocol.

Justification: There are some health safety issues around external bulk waste storage, condition of carpets, lighting, some timber frames and other action required to improve the risk rating.			
Previous Risk Rating:	N/A	**Date of Previous Risk Assessment:**	N/A

Reason for change:
N/A

Refer to definitions in Section 4 of this report (Protocol).

1.5 Health and Safety Actions Requiring Immediate Attention

NONE

Section 2 - Health and Safety Action Plan

Electrical Safety

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	The required control / preventative measures are in place.		

Maintenance Management

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	The required control / preventative measures are in place.		

Roof Safety

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	The required control / preventative measures are in place.		

Security

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749986	There were no / limited physical safeguards in place to reduce the likelihood of unauthorised access. Liaise with Freeholders with a view to providing the following equipment to reduce the risk of unauthorised access to the property: Door entry systems, where not already provided.	Med	Gates/ Barriers

Workplace Safety

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749999	The walls creating the external bin area to block 32 - 50 Marney Road were badly damaged, loose and create a risk of collapse. Arrange to have this wall repaired.	Med	Collapse of structure / object
1750017	There were fridges and other bulk waste stored externally at : 1 - 6 Gerard Walk. 35 - 45 Marney Road. 2 - 12 Rycote Close. Arrange to have this bulk waste removed and regularly collections implemented.  Loose damaged wall to 32 - 50 Marney Road bin store.  Bulk waste stored in car park 1 - 6 Gerard Walk  Bulk waste stored at 35 - 45 Marney Road  Bulk waste to the side of 2 - 12 Rycote Close  Bulk waste to the rear of 2 - 12 Rycote Close	Med	Chemicals/ Harmful Substances

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1750024	It was not possible to confirm the property is regularly inspected. Make sure regular health and safety inspections are carried out at the property. (The frequency is dependent on the level of risk, in this case monthly inspections are recommended).	Med	Welfare
1750028	There were uneven sections of pathing, namely: Pathway to the entrance 32 - 50 Marney Road. Pathway to the entrance 1 - 6 Gerard Walk. Trip hazard in the car park 1 - 6 Gerard Walk. Rear and front Pathways 23 - 28 Gerard Walk/ 35-45 Marney Road. Pathway to the entrance 2 - 12 Rycote Close. Pathway to the entrance a side of 78 - 88 Marney Road. Rectify the above floor surface defects in order to eliminate or otherwise reduce the risk of tripping.	Med	Slips and Trips
	 Trip hazard at 32 - 50 Marney Road  Trip hazard at 1 - 6 Gerard Walk  Trip hazard at car park 1 - 6 Gerard Walk  Trip hazard at rear 23 - 28 Gerard Walk / 35 - 45 Marney Road.		

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	 Trip hazard at rear 23 - 28 Gerard Walk / 35 - 45 Marney Road.  Trip hazard at front 23 - 28 Gerard Walk / 35 - 45 Marney Road.  Trip hazard at entrance to 2 - 12 Rycote Close  Trip hazard at front entrance path 78 - 88 Marney Road  Trip hazard at side path 78 - 88 Marney Road  Trip hazard at side path 78 - 88 Marney Road		

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1750031	The timber window frames and timber frame to rear door and adjacent windows were in poor condition. Window frames to front landing in block 32 - 50 were in poor condition. Repair or replace as is necessary.  Timber door and window frame at the rear entrance to 32 - 50 Marney Road in poor condition.  1st and 2nd floor landing window frames in poor condition 32 - 50 Marney Road	Med	Collapse of structure / object
1750037	The following defective lighting unit was identified: Top floor 1 - 6 Gerard Walk. Repair / replace the defective light fitting detailed above.	Med	Electricity
1750038	The carpets in all blocks are dirty and poorly cleaned. Arrange for the carpets to be professionally cleaned and replaced if and when necessary.	Med	Welfare
1750041	The common area lights in block 2 - 12 Rycote Close where either not working or providing very poor lighting. Arrange to have the lights checked by a competent persons and repaired if necessary.	Med	Electricity
	 Loose light fitting top floor 1 - 6 Gerard Walk  Example of dirty carpets.		

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	 Example of dirty carpets.  Example of dirty carpets.  Example of dirty carpets.		

Section 3 - Health and Safety Risk Assessment

Property

Electrical Safety Risk Assessment	Risk Rating	2	Tolerable Risk
Hazard	Defective fixed electrical system as a result of inadequate installation, lack of maintenance or damage. Live un-insulated conductors in electrical systems		
People Exposed To Hazard	Employees, contractors and visitors		
Area Where Hazard Present	Areas where electrical systems are used		
Severity Of Injury	2 - Moderate Harm		
Likelihood Of Injury	1 - Low (Unlikely)		
Specific Legislation	The Electricity at Work Regulations 1989, Regulation 4		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
A competent electrician (IEE qualified) installs, examines, and where necessary, tests the fixed electrical system and portable appliances to the standard and intervals, specified by the IEE.	✔	Records held at head office.
Remedial work following the examination/test is carried out within specified timescales and/or the relevant parts of the system/appliances are isolated or otherwise made safe.	✔	
Work on electrical systems and appliances is restricted to competent electricians (IEE qualified) who have provided task specific risk assessments and method statements.	✔	
Work on or near live conductors is only carried out if there is no safe alternative and it is controlled by a permit to work system.	✔	
All electrical equipment is free from visible defects.	✔	
If present, the lightning protection system is subject to regular inspection and testing (BS EN 62305-3).	**N/A**	
High voltage electrical apparatus are provided with insulating rubber matts.	**N/A**	

Maintenance Management Risk Assessment	Risk Rating	2	Tolerable Risk
Hazard	Unsafe work practices by contractors / employees		
People Exposed To Hazard	Contractors, employees and others who may be affected.		
Area Where Hazard Present	Where contractors are working		
Severity Of Injury	2 - Moderate Harm		
Likelihood Of Injury	1 - Low (Unlikely)		
Specific Legislation	The Health and Safety At Work etc Act 1974, Sections 2 and 3 The Management of Health and Safety At Work Regulations 1999, Regulation 3, 11 and 13		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The competence of contractors / employees has been appraised. Those who meet the required standard are approved and given written authorisation. Their performance is monitored and their competence is reviewed annually.	✔	Records held at head office.
Safety documentation is exchanged with contractors and this includes site rules and emergency arrangements.	✔	Records held at head office.
An effective permit to work system is in operation to control defined high risk work.	**N/A**	

Roof Safety Risk Assessment	Risk Rating	2	Tolerable Risk
Hazard	Falling from height. Slips and trips. Materials falling from the roof. Fragile materials.		
People Exposed To Hazard	Employees, contractors		
Area Where Hazard Present	Roof areas		
Severity Of Injury	2 - Moderate Harm		
Likelihood Of Injury	1 - Low (Unlikely)		
Specific Legislation	The Workplace (Health Safety and Welfare) Regulations 1992, Regulation 13 The Work at Height Regulations 2005		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The means of access to roof areas / balcony areas, including unauthorised means, are kept locked or are otherwise protected, are routinely checked and have 'no unauthorised access' signs prominently displayed.	**N/A**	
Edge protection which is 1.1 metres high is provided around areas of the roof / balcony areas where the means of access and/or plant and equipment is within two metres of the edge and the length of fall is greater than 2 metres.	**N/A**	
There are no items stored on the roof / balconies which could be blown off or could fall from the edge. Work areas are checked regularly to ensure this is the case.	✔	
Access to the roof is strictly controlled and only competent contractors are permitted access once they have provided a site specific risk assessment and accompanying method statement. Access to roof areas is prohibited in extreme weather conditions.	✔	

Security Risk Assessment	Risk Rating	4	Moderate Risk
Hazard	Access to high-risk areas. Violent/aggressive behaviour.		
People Exposed To Hazard	Employees, visitors and intruders		
Area Where Hazard Present	Common areas		
Severity Of Injury	2 - Moderate Harm		
Likelihood Of Injury	2 - Medium (Possible)		
Specific Legislation	Health and Safety at Work etc. Act 1974, Section 2 and 3		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Restricted areas, i.e. where unauthorised access could result in injury or property damage, have been identified and are kept locked. Conspicuous 'No Unauthorised Access' signage is provided. Access to these areas is strictly controlled and security measures are regularly checked.	✔	
Security equipment is installed in key locations to deter abuse and physical assaults. For employees working in reception areas, there is a means of summoning assistance if necessary.	**N/A**	
Physical safeguards are in place around the site to reduce the likelihood of unauthorised access, e.g. door entry systems.	✘	Action-1749986 (2)

Workplace Safety Risk Assessment	Risk Rating	4	Moderate Risk
Hazard	Inadequately organised or maintained workplaces. Head and chest height obstructions.		
People Exposed To Hazard	Employees, residents, contractors and visitors		
Area Where Hazard Present	All common areas		
Severity Of Injury	2 - Moderate Harm		
Likelihood Of Injury	2 - Medium (Possible)		
Specific Legislation	Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 5 , 10		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Workplaces are well organised to allow people to circulate safely and for employees to carry out their tasks safely and comfortably.	✘	Action-1749999 (2) Action-1750017 (2)
Workplaces are free from permanent obstructions, particularly at head/chest height and below knee level. Where obstructions cannot be avoided they are padded, clearly highlighted using hazard warning tape and hazard warning signs are provided in conspicuous positions.	✔	
The workplace is regularly inspected (the frequency is dependent on the level of risk) and maintenance work is carried out where necessary.	✘	Action-1750024 (2)
Slip and trip hazards are identified and adequate control measures are introduced to minimise the risk of injury.	✘	Action-1750028 (2)
Secure and substantial handrails are provided on stairs and where there are more than two steps, and all open sided staircases are fenced. Where the stairs and/or balustrade are above pedestrian areas, or children are likely to use them, then additional protection is provided to prevent items falling through.	✔	
Goods and materials are stored in such a way that they will not fall onto people below.	✔	
Windows and transparent or translucent surfaces in walls/ partitions which are vulnerable to breakage are of adequate thickness, made of a safety material or otherwise protected, and are conspicuously marked.	✔	
Windows and skylights are satisfactorily designed / constructed to permit them to be cleaned safely. This takes account of equipment used in conjunction with the window/skylight and/or devices fitted to the building.	✘	Action-1750031 (2)
There is a safe method for cleaning windows and skylights and only competent contractors/employees are permitted to complete this task.	✔	

All manually operated and/or power assisted doors and gates are adequately constructed and maintained to minimise the risk of injury through their use.	✔	
Sufficient barriers are in place around watercourses, appropriate life saving devices have been provided where necessary and clear hazards warning signage is on display.	**N/A**	
Satisfactory standards of workplace temperature, lighting, ventilation and cleanliness are maintained and problems are resolved promptly upon notification.	✘	Action-1750037 (2) Action-1750038 (2) Action-1750041 (2)
Satisfactory facilities are provided and include adequate toilet and washing facilities, rest and eating facilities, provision of drinking water and facilities to change outdoor clothing.	**N/A**	
Appropriate safety signs are prominently displayed and regular checks are made to ensure they are present.	**N/A**	

Section 4 - Protocol

Introduction

The fundamental cornerstone of an organisation's health and safety arrangements is the identification of potentially hazardous areas and activities together with the health and safety risks to people involved in each of those areas and activities, having regard to health and safety law (Management of Health and Safety at Work Regulations 1999, Regulation 3).

Risk assessment is the process whereby hazards are identified on site. The likelihood of the hazard resulting in harm is then assessed for each of the hazards. The rating of risk can then be used to prioritise controls which will reduce the risk of injury to a tolerable level.

Once the hazards have been identified, the first consideration is to determine whether it is possible to remove the hazard completely. Where it is not possible to remove the hazard then it must be controlled.

The following steps detail the Quantum Compliance risk assessment process.

Step 1 - Health And Safety Risk Assessments

Your Quantum Compliance health and safety consultant will identify the health and safety hazards on site and which health and safety risk assessments will be needed. These will then be completed for the property.

For each hazard, Quantum Compliance has created control standards and during the risk assessment process, your Quantum Compliance health and safety consultant will make judgements as to how far you are complying with them; these judgements will based on:

- physical observation;
- evaluation of safety documentation; and
- discussions with key personnel.

Where your Quantum Compliance health and safety consultant considers the existing controls on site to be inadequate, you will receive risk improvement advice. (See Section 2 - Health and Safety Action Plan).

Hazard Identification

Hazards can be identified in numerous ways, both proactive and reactive. For example:

Proactive	Reactive
Risk Assessment	Accident Report
Safety Inspection	Near Miss
Task Analysis	Accident Trends
Worker Engagement	Complaint
Audit	Enforcement Action
Asset Management	Damage Report

Where a Health and Safety hazard is identified - be it proactively or reactively, the associated risk has been calculated using the methodology outlined below.

The level of risk will determine whether or not control measures are required to reduce the level of risk, and if so the priority that should be attributed to these control measures.

Step 2 - Evaluate The Risks And Decide On Precautions

The next step is for your Quantum Compliance Health and Safety Consultant to determine the likelihood of injury / adverse occurrence and the likely severity of injury (in terms of harm) for each risk assessment. These will be expressed in scores, which will then be multiplied together to arrive at the risk rating. (Refer to table below).

Risk Calculation

To calculate the risk for an identified hazard, both the **likelihood** that harm will be caused and the potential **severity** of this harm need to be considered. The predefined categories and numerical scores set out below have been used.

Likelihood

The likelihood that harm will be caused can be assessed as follows:

Improbable	(1)	Over time it would not be expected that harm will be caused.
Possible	(2)	Over time it would be expected that harm could be caused, albeit it is by no means certain.
Probable	(3)	Over time it would be expected that harm will be caused.

Severity

The potential severity of harm can be defined as follows:

Slight harm	(1)	Minor injury perhaps requiring first aid treatment. Not expected to result in hospital treatment or time off work.
Moderate harm	(2)	Significant injury probably requiring hospital treatment, or debilitating illness or injury that is unlikely to require long-term absence from work.
Extreme harm	(3)	Fatality or life-threatening injury, or disabling chronic illness or injury requiring long-term or permanent absence from work.

Risk Matrix

Once the likelihood and potential severity have been assessed, the level of risk has been calculated as follows:

Risk = Severity x Likelihood

The simple risk matrix below can then be used to assess the level of risk using this method:

Intolerable (9)	**Substantial (6)**	**Moderate (3)**	**Extreme Harm (3)**	**Severity (of harm caused)**
Substantial (6)	**Moderate (4)**	**Tolerable (2)**	**Moderate Harm (2)**	
Moderate (3)	**Tolerable (2)**	**Trivial (1)**	**Slight Harm (1)**	
Probable (3)	**Possible (2)**	**Improbable (1)**		
Likelihood (that harm will be caused)				

The calculated level of risk has a numerical value and a pre-defined category, ranging from 'intolerable' down to 'trivial'.

The risk category can be used to prioritise the most significant risks.

Risk Categories

The following table sets out the predefined levels of risk and their corresponding definitions.

Risk Level (Score)	Definition
Intolerable (9)	**There is a clear, imminent and significant danger that people could be seriously injured or killed.** Action must be taken immediately to mitigate the risk by implementing control measures. If the issue is more complex, interim measures should be implemented or further use of the area prohibited whilst longer-term work is planned and prioritised accordingly. Resources cannot be an issue or excuse.
Substantial (6)	**Given time, there is a possibility that people could be seriously injured or even killed due to a failure or string of failures.** An action plan to reduce risks to a tolerable level must be implemented quickly, with defined timescales that are proportional to the high level of risk present. Considerable resources may be required.
Moderate (3-4)	**Given time, there is a possibility that people could be injured, although it is unlikely to be a serious injury or fatality.** Action must be taken to reduce risks to a tolerable level, although action should be proportional to the level of risk present. Therefore action may not be a high priority, and significant resources would be considered unreasonable.
Tolerable (2)	**Given time, it is extremely unlikely that people could be seriously injured, although minor injury is a possibility.** If actions can be implemented with little or no cost, then they should be planned in due course, either at local level or via policy/procedure review. Significant resources would be wholly unreasonable.
Trivial (1)	**The risks are so low and the risk of injury so remote that no action is required.**

The estimated level of risk will then dictate what action needs to be taken (if any) and how quickly this action needs to be prioritised. It will also infer how reasonable it would be to spend significant resources (financial, time, effort) on reducing risks to acceptable levels.

Risk Priorities

The risk category will in turn dictate the **priority** to be applied to the required control measure – either **P1, P2** or **P3** (approximating to high, medium and low risk in turn).

P1s

P1s would be applied to 'intolerable' risks and potentially some 'substantial' risks which are verging on the intolerable.

As such, P1s would only be issued where there is a clear, imminent and significant risk that people could be seriously injured or even killed. P1s would therefore only be expected in the most exceptional circumstances.

Control measures to reduce the risk would be expected to be put in place immediately. If the risk cannot be adequately reduced by permanent means in such a timescale, temporary measures would be required, or consideration given to prohibiting access to the area.

P2s

P2s would be applied to 'substantial' risks and potentially some 'moderate' risks which are verging on the 'substantial'.

As such, P2s would be issued where there is a clear risk that needs to be reduced, but where the priority would not be as great as for a P1.

Control measures to reduce the risk would be expected to be put in place within 3 months, although for issues requiring significant resources (such as the installation of a fire alarm system) the timescale could be longer.

P3s

P3s would be applied to 'moderate' risks and some 'tolerable' risks, where for the latter, the resources required would not be considered significant.

As such, P3s would be issued where there is a low risk that can be reduced further, but where significant resources to do so would not be considered reasonably practicable.

Control measures to reduce the risk would be expected to be put in place within 6 months, or alternatively could be dealt with via procedural changes, or additional information/guidance etc. e.g. to residents.

Building Health and Safety Risk Rating Calculator

The Building Health and Safety Risk Rating Calculator which is included in Section 1 of this report is completed to arrive at the Building Risk Rating Score.

The Building Risk Rating Score is then used to allocate a risk rating description:

Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.	<65
Substantial	Considerable resources may have to be allocated to reduce the risk. If the premises are occupied, urgent action should be taken.	65-74
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.	75-84
Tolerable	No major additional Health and Safety precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.	85+

Quantum Compliance provides the following specialist consultancy services:

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