



vantify
CONSULTANCY



Health & Safety Risk Assessment



Site: One Fifty
Address: One Fifty, 147-150 Victoria Road,
Swindon, Wiltshire, SN1 3UZ
Client: Graham + Sibbald Property
Management LLP
Visit Date: 06 Jun 2025
Author: Philip Barker
Review Date: 06 Jun 2026

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Section 1 - Executive Summary

1.1 Site Details

Property Description.	<p>One Fifty is located on Victoria Road and is approximately 4.5 miles from junction 15 of the M4.</p> <p>The property is a mixed use split level building. The building was originally offices and part has been converted into residential comprising of 35 flats and a penthouse. Flats are numbered up to 36 but there is no flat 13.</p> <p>The commercial and residential areas are separated but share the main staircase and some exits.</p> <p>The commercial offices part of the building has a Lower Ground floor, Ground floor and Floors 1 and 2.</p> <p>The residential part of the building has a Ground floor and Floors 1, 2 and 3. The Ground floor has an area of ten "STUDIO" flats that are owned by the landlord directly these and the associated communal areas are managed by the landlord only.</p> <p>The fourth floor can only be accessed by authorised persons and contains an office and plant room.</p> <p>The commercial part of the building has external car parking which is accessed via Victoria Road and is demised to the commercial part only. The flats have an upper and lower car parking which to the rear of the building which is accessed via North Road.</p>
Property Category.	Mixed use: Offices and residential.
Property Use.	Mixed Use
Vacant / Partially Occupied Areas.	Not applicable, no vacant areas on site.
Property Contacts.	Director Asset Services Murray Walker in attendance.
Time Under Current Management.	>12 months
Manned / Unmanned.	Manned by third party only
Enforcement History / Significant Incidents.	None reported
Areas Assessed	Boiler room. Lift motor room. Electrical intake room. Service risers. Staircase, landings and circulation corridors. Ground floor entrance. Communal W/C accommodation.
Areas Not Assessed.	Areas demised to tenants / residents were not accessed as they are outside of the scope of the assessment.
Visit Attendance.	Accompanied by managing agent personnel.
Does The Property Have Iconic Status Or Present An Increased Risk of Public Suicide.	This is not deemed to be an iconic building.

1.2 Actions Requiring Immediate Attention

There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Scoring Guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5				
Asbestos				15
Contractor Management				15
Site Accessibility				15
Electrical Safety				15
Gas Safety	20			
Hazardous Substances	20			
Lift Safety				15
Security and Public Access	20			
Traffic Management				15
Water Safety	20			
Working at Height				15
Work Environment (Physical Hazards)	20			
Work Environment Workplace Risk Assessment (Building)				15
Work Environment Workplace Risk Assessment (Slipping, tripping, falling and falling objects)				15
Management and Records				15
Sub Total	100	0	0	150
Total	250			
Available Score	300			
Score	83%			

Intolerable	< 65%
Substantial	65-74%
Moderate	75-84%
Tolerable	85-94%
Trivial	95% >

1.4 Calculated Overall Risk Rating

Moderate

Section 2 - Health & Safety Action Plan

2.1 Action Priority Summary

Priority 1	Priority 2	Priority 3	Priority 4
0	16	4	0

The table above includes 11 outstanding action/s from the previous risk assessment visit.

2.2 Health & Safety action plan

Asbestos			
Observation	Recommendation	Priority	Complete By
An annual re-inspection by a competent person was overdue.	Liaise with William Martin client services team, or your preferred asbestos surveying consultancy, to arrange an annual re-inspection of the asbestos containing materials on site. Carry out any remedial work identified as being necessary. Ensure the record is stored in your Compliance Documentation Storage System.	2	05/07/2024
This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.			

Asbestos			
Observation	Recommendation	Priority	Complete By
There was no documented emergency procedure in place for the action to take in the event of asbestos being disturbed on site.	Create an emergency procedure for possible asbestos exposure. Incorporate this into the main emergency procedure document. Communicate the emergency procedure to relevant site employees, contractors and tenants. Ensure the record is stored in your Compliance Documentation Storage System.	2	05/07/2024
This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.			

Contractor Management			
Observation	Recommendation	Priority	Complete By
There is no information available at the time of assessment to prove or	The client must ensure that relevant documentation is available to regulatory authorities to prove	2	05/07/2024

<p>disprove that contractors are being managed adequately.</p> <p>As contractor information is not available William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance.</p>	<p>that they have complied with regulations.</p>		
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Site Accessibility			
Observation	Recommendation	Priority	Complete By
<p>A Disability Access Survey had not been completed for the areas of the property under the responsibility of the client.</p>	<p>Liaise with William Martin client services team, or your preferred access surveying consultancy, to carry out a Disability Access Audit for the premises. Ensure the record is stored in your Compliance Documentation Storage System.</p>	<p>3</p>	<p>04/08/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Electrical Safety			
Observation	Recommendation	Priority	Complete By
<p>There was no evidence that the Electrical Installation Condition Report has been completed.</p>	<p>Instruct a competent electrical contractor to carry out the Electrical Installation Condition Report. Ensure all necessary remedial work is carried out in priority order and ensure evidence is located in your Compliance Documentation Storage System.</p>	<p>2</p>	<p>05/07/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Electrical Safety			
Observation	Recommendation	Priority	Complete By
<p>Electrical safety matting was missing from in front of the control panel.</p>	<p>Provide electrical safety matting in front of the control panel located in ground floor electrical cupboard.</p>	<p>3</p>	<p>04/09/2025</p>

Lift Safety			
Observation	Recommendation	Priority	Complete By

<p>Service records for the lifts were missing.</p>	<p>Liaise with the lift maintenance contractor to ensure that lift services are carried out at the contracted frequency, and full records are provided.</p> <p>Keep evidence of the maintenance in your Compliance Documentation Storage System and carry out any remedial work within the timescales specified.</p>	<p>2</p>	<p>05/08/2025</p>
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Lift Safety			
Observation	Recommendation	Priority	Complete By
<p>Defects were identified in the lift. There was no evidence that these have been completed.</p>	<p>Arrange for these defects to be completed by your lift engineer. Obtain evidence of all remedial work and keep records in your Compliance Documentation Storage System.</p>	<p>2</p>	<p>05/08/2025</p>

Lift Safety			
Observation	Recommendation	Priority	Complete By
<p>The lift alarms were not being checked on a regular basis to confirm that they were linking to the monitoring centre.</p>	<p>Ensure the lift alarms are checked monthly during property inspections and documented evidence of these checks are made available.</p>	<p>2</p>	<p>05/07/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Lift Safety			
Observation	Recommendation	Priority	Complete By
<p>There was no emergency release/entrapment procedure.</p>	<p>Liaise with your lift maintenance contractor and create an emergency release/entrapment procedure for lifts under your responsibility. This should be placed within the site emergency procedures and also shared with all tenants.</p>	<p>3</p>	<p>04/08/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Lift Safety			
Observation	Recommendation	Priority	Complete By
<p>There was no safe working load marked on the lifting beams.</p>	<p>Ensure the safe working load is marked onto the lifting beams prior to use. In the interim, provide</p>	<p>3</p>	<p>04/09/2025</p>

	signs stating, "Do not use unless tested".		
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Traffic Management

Observation	Recommendation	Priority	Complete By
There was no evidence that the car park barriers had been serviced.	Organise for the car park barriers to be serviced. Retain all maintenance reports in your Compliance Documentation Storage System.	2	05/07/2024
This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.			

Working at Height

Observation	Recommendation	Priority	Complete By
Unable to clarify whether G+S are responsible for any gutter / high level cleaning on site / roof maintenance.	Clarify whether G+S are responsible for any gutter / high level cleaning on site / roof maintenance. If the responsibility of the client working at height RAMS to be uploaded to Vantify Risk Manager.	2	05/08/2025

Working at Height

Observation	Recommendation	Priority	Complete By
The fall prevention equipment maintenance and examination was overdue.	Arrange for the fall prevention equipment maintenance contractor to promptly attend site and carry out the overdue maintenance and examination of the equipment. Retain evidence of the maintenance in your Compliance Documentation Storage System and carry out any remedial work within the timescales specified.	2	05/08/2025

Working at Height

Observation	Recommendation	Priority	Complete By
In relation to the design, installation, maintenance and inspection of anchorage devices used for personal fall protection, the System Technical File, Operations and Maintenance	For your anchorage devices used for personal fall protection, arrange for a competent person to provide the System Technical File, Operations and Maintenance Manual, and the Examination	2	05/08/2025

Manual, and the Examination Scheme for Inspections were not available (in accordance with BS 7883: 2019).	Scheme for Inspections (in accordance with BS 7883: 2019).		
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Work Environment Workplace Risk Assessment (Building)

Observation	Recommendation	Priority	Complete By
There was no Planned Preventative Maintenance contract in place for the automatic gates.	Implement a PPM contract for the automatic gates. Keep evidence of the maintenance in your Compliance Documentation Storage System and carry out any remedial work within the timescales specified.	2	05/07/2024

This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.

Work Environment Workplace Risk Assessment (Slipping, tripping, falling and falling objects)

Observation	Recommendation	Priority	Complete By
Handrails were missing from the main external entrance steps on site.	Provide a handrail to the staircase located to the front of the building on at least one side if it is less than 1 metre wide, or both sides if it is wider. Stairs do not need a handrail on the bottom two steps. In all the buildings, handrail height should be between 900mm and 1000mm measured from the top of the handrail to the pitch line.	2	05/07/2024

This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.

Work Environment Workplace Risk Assessment (Slipping, tripping, falling and falling objects)

Observation	Recommendation	Priority	Complete By
It was unclear if the trees are routinely inspected and monitored by the landscaping contractor.	Request written confirmation from your landscaping contractor that they carry out periodic inspections of the trees on site. Keep a copy of this inspection survey in your Compliance Documentation Storage System and carry out any remedial work within the timescales specified.	2	05/08/2025

Management and Records

Observation	Recommendation	Priority	Complete By
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<p>The property requires arrangements for Planned Preventative Maintenance to be implemented.</p>	<p>Obtain documentation to confirm arrangements are in place for routine PPM and statutory inspections:</p> <ul style="list-style-type: none"> - Passenger lift Declaration of Conformity. - Fixed electrical installation test certificates. - Lightning protection. - Fall prevention equipment. - Gas boilers. - Pressure systems (including WSE where required). - Car park gates Declaration of Conformity. - Automatic doors. <p>NB. Information re. the frequency of PPM and statutory inspections can be found in the Document Schedule.</p>	<p>2</p>	<p>05/07/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Management and Records			
Observation	Recommendation	Priority	Complete By
<p>There was no evidence of regular property inspection checklists being completed.</p>	<p>Ensure regular inspections of the property are completed, and that evidence is located in your Compliance Documentation Storage System.</p>	<p>2</p>	<p>05/08/2025</p>


Section 3 - Health & Safety Risk Assessments and Audits

3.1 Health & Safety Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Asbestos
3.2.2	Contractor Management
3.2.3	Site Accessibility
3.2.4	Electrical Safety
3.2.5	Gas Safety
3.2.6	Hazardous Substances
3.2.7	Lift Safety
3.2.8	Security and Public Access
3.2.9	Traffic Management
3.2.10	Water Safety
3.2.11	Working at Height
3.2.12	Work Environment (Physical Hazards)
3.2.13	Work Environment Workplace Risk Assessment (Building)
3.2.14	Work Environment Workplace Risk Assessment (Slipping, tripping, falling and falling objects)
3.2.15	Management and Records


3.2 Health & Safety Risk Assessments and Audits

3.2.1 Asbestos			
Hazard		Exposure to asbestos.	
People Exposed To Hazard		Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities / otherwise mobility impaired. Public.	
Area Where Hazard Present		All communal areas.	
Current Risk	Moderate	Residual Risk	Tolerable
Control of Asbestos Regulations 2012			



3.2.1.1	Compliance with Standard	
A competent person has surveyed the site and a register is available which shows the location, type and condition of asbestos containing materials. The asbestos register is made available to contractors and occupiers liable to be exposed to asbestos.	An up to date Asbestos Management Survey is available for all areas for which the client is responsible. The site had previously been subject to a full survey and this report must be read in conjunction with the original report prepared by National Britannia (Reference 1055882, dated April 2004).	

3.2.1.2	Compliance with Standard	N/A
Asbestos surveys are in place for vacant units.	There are no vacant units under the client's responsibility.	

3.2.1.3	Compliance with Standard	N/A
An Asbestos Management Plan is in place for all areas managed by the client.	An Asbestos Management Plan was not available for review at the time of the visit.	

3.2.1.4	Compliance with Standard	
The condition of asbestos is checked regularly and actions arising are suitably managed.	An annual re-inspection by a competent person was overdue.	

3.2.1.5	Compliance with Standard	N/A
Rooms containing asbestos, and where possible the material, are marked with asbestos warning signs.	Refer to the asbestos management survey.	

3.2.1.6	Compliance with Standard	
<p>There is an emergency procedure which covers the action to take if asbestos is disturbed. This includes stopping work immediately, and clearing and securing the area until a competent person makes an assessment.</p>	<p>There was no documented emergency procedure in place for the action to take in the event of asbestos being disturbed on site.</p>	
3.2.1.7	Compliance with Standard	
<p>Asbestos issues not covered by the above control standards are satisfactory.</p>	<p>No further issues related to asbestos were noted at the time of inspection.</p>	


3.2.2 Contractor Management			
Hazard		Unsafe work practices by contractors.	
People Exposed To Hazard		Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities / otherwise mobility impaired. Public.	
Area Where Hazard Present		All communal areas.	
Current Risk	Moderate	Residual Risk	Tolerable
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.			

3.2.2.1	Compliance with Standard	N/A
An effective Permit to Work system is in operation to control defined high risk work.	<p>The property is unmanned. There is no information available at the time of assessment to prove or disprove that contractors are being managed adequately.</p> <p>As contractor information is not available William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance.</p>	


3.2.2.2	Compliance with Standard	N/A
The competence of contractors and their 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.	<p>There is no information available at the time of assessment to prove or disprove that contractors are being managed adequately.</p> <p>As contractor information is not available William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance.</p>	

3.2.2.3	Compliance with Standard	N/A
Safety documentation is exchanged with contractors, and this includes site rules and emergency arrangements.	<p>There is no information available at the time of assessment to prove or disprove that contractors are being managed adequately.</p> <p>As contractor information is not available William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance.</p>	

3.2.2.4	Compliance with Standard	N/A
Satisfactory contractors' risk assessments and method statements (RAMS) are available for work carried out by contractors.	<p>There is no information available at the time of assessment to prove or disprove that contractors are being managed adequately.</p> <p>As contractor information is not available William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance.</p>	


3.2.2.5	Compliance with Standard	N/A
All building and maintenance related works where CDM applies have been identified and necessary controls implemented.	No CDM work at time of visit is being completed within the client's demised areas.	
3.2.2.6	Compliance with Standard	
Contractor Management issues not covered by the above control standards are satisfactory.	<p>There is no information available at the time of assessment to prove or disprove that contractors are being managed adequately.</p> <p>As contractor information is not available William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance.</p>	

3.2.3 Site Accessibility			
Hazard	Inadequate arrangements to enable access for disabled people.		
People Exposed To Hazard	Mobility impaired employees, tenants, visitors.		
Area Where Hazard Present	All communal areas.		
Current Risk	Moderate	Residual Risk	Tolerable
The Equality Act 2010			


3.2.3.1	Compliance with Standard	
An Access Audit has been completed by a competent access consultant.	A Disability Access Survey had not been completed for the areas of the property under the responsibility of the client.	

3.2.3.2	Compliance with Standard	N/A
No significant access issues were identified during the visit.	Refer to the Fire Risk Assessment action.	


3.2.3.3	Compliance with Standard	N/A
There are reasonable disabled evacuation procedures in place.	Refer to the Fire Risk Assessment action.	


3.2.3.4	Compliance with Standard	
Site accessibility issues not covered by the above control standards are satisfactory.	No further issues related to site accessibility were noted at the time of inspection.	

3.2.4 Electrical Safety			
Hazard		Defective fixed electrical system as a result of inadequate installation, lack of maintenance or damage. Live uninsulated conductors in electrical systems.	
People Exposed To Hazard		Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities / otherwise mobility impaired. Public.	
Area Where Hazard Present		All communal areas where electrical systems are present and portable equipment used.	
Current Risk	Moderate	Residual Risk	Tolerable
The Electricity at Work Regulations 1989, Regulation 4. IET Wiring Regulations BS 7671:2018			





3.2.4.1	Compliance with Standard	
A competent electrician installs, examines and, where necessary, tests the fixed electrical system to the standard and intervals specified by the IEE.	There was no evidence that the Electrical Installation Condition Report has been completed.	

3.2.4.2	Compliance with Standard	N/A
Remedial work following the examination / test is carried out within specified timescales, and / or the relevant parts of the system are isolated or otherwise made safe.	See action raised in separate Fire Risk Assessment Report.	




3.2.4.3	Compliance with Standard	
Electrical equipment observed, appeared to be free from physical damage / defects.	Electrical equipment appeared to be in good condition.	


3.2.4.4	Compliance with Standard	
Electrical switch cupboards are secured shut to prevent unauthorised access / storage.	Access to electrical equipment is controlled.	

3.2.4.5	Compliance with Standard	N/A
A programme of inspection and testing is in place for portable electrical appliances and records are available to support this. Appliances that fail are removed from use immediately.	There were no portable electrical appliances in the communal areas.	

3.2.4.6	Compliance with Standard	N/A
<p>Extension leads and other electrical connections are being used safely.</p> <p>No extension leads were noted at this property.</p>		
3.2.4.7	Compliance with Standard	N/A
<p>All work on electrical systems and appliances is carried out by competent electrical contractors or employees.</p> <p>There is no information available at the time of assessment to prove or disprove that contractors are being managed adequately.</p> <p>As contractor information is not available, William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance.</p> <p>The client must ensure that relevant documentation is available to regulatory authorities to prove that they have complied with regulations.</p>		
3.2.4.8	Compliance with Standard	
<p>Electrical safety matting is provided in front of high voltage electrical control cabinets.</p> <p>Electrical safety matting was missing from in front of the control panel.</p>		
3.2.4.9	Compliance with Standard	
<p>Lightning protection system is subject to regular inspection and testing and defects are rectified. Inspection and repair records available as evidence.</p> <p>The lightning protection system is being satisfactorily maintained.</p>		
 <p>Lightening Protection.</p>		
3.2.4.10	Compliance with Standard	N/A
<p>The presence of overhead power lines has been identified and appropriate control measures have been implemented.</p> <p>There are no overhead power lines in the vicinity of the property.</p>		
3.2.4.11	Compliance with Standard	
<p>Electrical safety issues not covered by the above control standards are satisfactory.</p> <p>No further issues related to electrical safety were noted at the time of inspection.</p>		

3.2.5 Gas Safety			
Hazard		Inadequately installed or maintained fixed gas installation or gas appliances and / or LPG appliances and fittings. Incorrect use of LPG appliances and fittings. Inadequately stored LPG cylinders.	
People Exposed To Hazard		Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities / otherwise mobility impaired. Public.	
Area Where Hazard Present		Where gas is provided or used.	
Current Risk	Tolerable	Residual Risk	Tolerable
Gas Safety (Installation and Use) Regulations 1998 (GSIUR) As amended - Regulations 35 and 36. The Gas Safety (Installation and Use) (Amendment) Regulations 2018			

3.2.5.1	Compliance with Standard	
The gas installation, appliances and fittings are installed and maintained regularly by Gas Safe Registered Engineers, and any necessary remedial work identified during maintenance is actioned.	Satisfactory gas system maintenance records are available.	
3.2.5.2	Compliance with Standard	N/A
Gas safe checks are carried out for appliances within residential units being managed by the client under Assured Shorthold Tenancy agreements.	There are no gas systems located within tenants' or occupants' areas that the client is responsible for maintaining.	
3.2.5.3	Compliance with Standard	
Gas emergency procedures are displayed on site and the isolation point details known.	Gas emergency procedures are available and have been provided to relevant contractors/tenants.	
3.2.5.4	Compliance with Standard	
Gas pipes are clearly identified where people may be exposed to the contents and protected from damage. Gas schematic is available for where pipework is greater than 50mm.	Gas pipework is correctly and clearly identified in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS1710.	

3.2.5.5	Compliance with Standard	N/A
Carbon monoxide alarms are installed in rooms containing solid fuel burning appliances.	There are no solid fuel burning appliances on site.	
3.2.5.6	Compliance with Standard	N/A
LPG cylinders and appliances are stored correctly.	There are no LPG gas cylinders stored at the property.	
3.2.5.7	Compliance with Standard	
Gas safety issues not covered by the above control standards are satisfactory.	No further issues related to gas safety were noted at the time of inspection.	




3.2.6 Hazardous Substances			
Hazard		Employees being exposed to hazardous substances due to the inadequate assessment of risk. Exposure to communicable disease.	
People Exposed To Hazard		Employees and contractors carrying out maintenance work. Occupiers / tenants.	
Area Where Hazard Present		All communal areas.	
Current Risk	Tolerable	Residual Risk	Tolerable
The Management of Health and Safety At Work Regulations 1999, Regulation 3, 4. Control of Substances Hazardous to Health Regulations 2002			

3.2.6.1	Compliance with Standard	N/A
An inventory of hazardous substances and Safety Data Sheets are available for all substances used and stored on site.	There are no hazardous substances used or stored within the client's demise.	


3.2.6.2	Compliance with Standard	N/A
Hazardous substances and processes are assessed, and where possible eliminated or substituted with a less hazardous alternative. Where this is not possible, control measures identified in the COSHH assessment are implemented. Assessments are regularly reviewed.	Contractors are responsible for completing all COSHH Risk Assessments which are included in the contractor management process.	


3.2.6.3	Compliance with Standard	N/A
Hazardous substances are properly stored and labelled. Where risk assessment identifies need for bunding, this is provided and regularly checked.	There are no hazardous substances in use on site.	


3.2.6.4	Compliance with Standard	N/A
Substances which are considered under DSEAR have been assessed and suitable controls implemented including any signage.	There are no substances that are considered under DSEAR.	


3.2.6.5	Compliance with Standard	N/A
A written procedure is provided for the avoidance of contact with bodily fluids and blood. The procedure includes isolation of the fluid, disinfection of the area, disposal of contaminated materials and the provision of appropriate PPE.	The site is unmanned, and no cleaning contractor staff were present on site to be able to verify their procedures.	
3.2.6.6	Compliance with Standard	
Adequate arrangements are in place to minimise exposure to biological hazards from vermin or accumulation of droppings etc.	No pest issues were seen at the time of the assessment.	
3.2.6.7	Compliance with Standard	
There are adequate procedures for management of exposure to communicable diseases.	The site is unmanned and no further controls are necessary.	
3.2.6.8	Compliance with Standard	
Hazardous substance issues not covered by the above control standards are satisfactory.	No further issues related to communicable diseases were noted at the time of inspection.	


3.2.7 Lift Safety			
Hazard		Uncontrolled descent of the lift car. Lift car stopping between floors. Inadequate maintenance. Unsafe work practices. Unguarded machinery. Electrocutation.	
People Exposed To Hazard		People using the lifts. Lift engineers.	
Area Where Hazard Present		Where lifts are located.	
Current Risk	Moderate	Residual Risk	Tolerable
Lifting Operations and Lifting Equipment Regulations 1998, Regulations 4 to 9.			


3.2.7.1	Compliance with Standard	
A Thorough Examination of each lift has been carried out at the appropriate frequency.	Up to date lift insurance Thorough Examination Certificates are available.	





3.2.7.2	Compliance with Standard	
Lifts are regularly maintained by a competent contractor.	Service records for the lifts were missing.	

3.2.7.3	Compliance with Standard	
Lift defects have been actioned and completed.	Defects were identified in the lift. There was no evidence that these have been completed.	


3.2.7.4	Compliance with Standard	
Alarms / telephones are fitted within lift cars to summon assistance and are checked regularly. Arrangements are in place for the emergency release of trapped people by trained employees / contractors.	The lift alarms were not being checked on a regular basis to confirm that they were linking to the monitoring centre.	


3.2.7.5	Compliance with Standard	
Suitable procedures are in place in the event of a lift breakdown or power failure.	There was no emergency release/entrapment procedure.	

3.2.7.6	Compliance with Standard	
Lifting beams have safe working load displayed and are tested annually, or before each use, by a competent person.	There was no safe working load marked on the lifting beams.	


3.2.7.7	Compliance with Standard	
Access to lift motor rooms is restricted to competent contractors and authorised employees.	The lift motor room is securely locked. Keys are controlled by the client.	
3.2.7.8	Compliance with Standard	
The moving parts of machinery, which may result in trapping or crushing are guarded, or if they cannot be guarded then they are highlighted. Emergency stop buttons are provided in accessible positions.	Suitable guarding is provided on the lift machinery.	
3.2.7.9	Compliance with Standard	
Lifts are signed to not use in the event of fire or they go to ground in the event of an alarm activation.	Signage is in place on all landings.	
3.2.7.10	Compliance with Standard	
Lift safety issues not covered by the above control standards are satisfactory.	No further issues related to lift safety were noted at the time of inspection.	



3.2.8 Security and Public Access			
Hazard		Access to high-risk areas. Violent/aggressive behaviour.	
People Exposed To Hazard		Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities / otherwise mobility impaired. Public.	
Area Where Hazard Present		All communal areas.	
Current Risk	Tolerable	Residual Risk	Tolerable
Health and Safety at Work etc. Act 1974, Section 2 and 3.			

3.2.8.1	Compliance with Standard	
Physical safeguards are in place to reduce the likelihood of unauthorised access (e.g. vehicle access barriers, fencing, access control systems, security grilles etc.).	Security control measures are in place and adequate.	


3.2.8.2	Compliance with Standard	
Restricted areas (where access could result in injury or property damage) have been identified and are kept locked. Conspicuous 'No Unauthorised Access' signage is displayed. Security measures are regularly checked.	Suitable security signage is in place for restricted areas.	


3.2.8.3	Compliance with Standard	N/A
Risk of suicides is managed through risk assessment and procedures for intervention and assistance.	There are no known issues in relation to public suicides.	


3.2.8.4	Compliance with Standard	
There are security measures to discourage anti-social behaviour on site.	Sufficient controls are in place for controlling anti-social behaviour.	

3.2.8.5	Compliance with Standard	N/A
<p>Security equipment is installed in key locations to deter abuse and physical assaults.</p> <p>Visitors are subject to a safety procedure which includes signing in, the issue of a pass and familiarisation with site specific health and safety information. Visitors are escorted to their work location/meeting location.</p>	<p>There are no CCTV cameras under the client's responsibility how ever CCTV signs are displayed.</p>	
3.2.8.6	Compliance with Standard	N/A
<p>Security staff/contractors are SIA (Security Industry Authority) approved.</p>	<p>The client is not responsible for security staff at the property.</p>	
3.2.8.7	Compliance with Standard	N/A
<p>Hoardings under the client's control are designed and erected by a competent contractor and are suitable for the intended use and location. Hoardings are regularly checked and maintained.</p>	<p>There are no void areas of land at the property.</p>	
3.2.8.8	Compliance with Standard	
<p>Keys, fobs and access card systems are appropriately managed to prevent unauthorised entry.</p>	<p>A limited number of keys are provided to residents in order to limit the number in circulation.</p>	
3.2.8.9	Compliance with Standard	
<p>Security issues not covered by the above control standards are satisfactory.</p>	<p>No further issues related to security were noted at the time of inspection.</p>	


3.2.9 Traffic Management			
Hazard		Pedestrian contact with vehicles and/or collision between vehicles.	
People Exposed To Hazard		Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities, mobility or sensory impaired. Public.	
Area Where Hazard Present		Loading bays, car parks, service areas.	
Current Risk	Moderate	Residual Risk	Tolerable
Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 17. Traffic Signs Regulations and General Directions 2016			




3.2.9.1	Compliance with Standard	
The location of car parks and service areas are clearly signposted or apparent.	Car parks are clearly signposted. Delivery vehicles are managed accordingly.	




3.2.9.2	Compliance with Standard	
Sufficient parking spaces are available on site, correctly demarcated and managed.	Sufficient parking spaces available on site and well managed, i.e. no obstructive parking etc.	

3.2.9.3	Compliance with Standard	
Road traffic markings and traffic signs are provided where necessary. These are of the correct format and fixed at the correct height.	Road traffic markings and signs are in place.	





3.2.9.4	Compliance with Standard	N/A
Loading bays and service areas are designed so that they are well lit, have sufficient space for delivery vehicles and/or lift trucks to operate with minimal risk to pedestrians.	Service areas are the tenants' responsibility.	

3.2.9.5	Compliance with Standard	
Lighting appeared to be adequate for car parks and traffic routes.	Levels of lighting were found to be adequate.	


3.2.9.6	Compliance with Standard	N/A
Loading bay edges are appropriately guarded.	There are no raised loading bays or docking areas on site.	
3.2.9.7	Compliance with Standard	N/A
Pedestrian walkways and crossings are provided and are indicated by prominently positioned warning signs and artificial lighting where necessary.	There are no pedestrian routes within the client's areas of responsibility.	
3.2.9.8	Compliance with Standard	
Vehicles and pedestrians kept safely apart including areas for delivery vehicles.	There is adequate separation of vehicles and pedestrians on site.	
3.2.9.9	Compliance with Standard	
Slip hazards are minimised where appropriate, by management of spillages and winter weather conditions.	Grit bins are provided within the common external areas. These are checked regularly.	
3.2.9.10	Compliance with Standard	N/A
Maximum speed limit signs are in place at strategic points and traffic calming measures are provided where speeding is likely.	The car parking areas are small, with limited scope for excessive speed, and therefore speed restriction signage is not deemed necessary.	
3.2.9.11	Compliance with Standard	
Barriers are provided to prevent unauthorised access to pedestrians and vehicles. These are visible, highlighted and include conspicuous 'No Unauthorised Access' signage when closed. Barriers are always secured in place and maintained as per manufacturer's instructions.	There was no evidence that the car park barriers had been serviced.	
3.2.9.12	Compliance with Standard	N/A
Customer collection from the service yard is not permitted. Where this cannot be avoided, a risk assessment has been provided and control measures implemented to minimise the risk of injury to pedestrians.	There are no customer collection points within the service areas.	


3.2.9.13	Compliance with Standard	
Traffic and pedestrian routes are free from obstructions that may reduce visibility of oncoming hazards.	Traffic and pedestrian routes are free from obstructions.	
3.2.9.14	Compliance with Standard	
Signage has adequate clearance to minimise the risk of impact from pedestrians or vehicles.	All signs were seen to be at an appropriate height or, where there was restricted head room, this was clearly marked.	
3.2.9.15	Compliance with Standard	N/A
Internal car parks/service areas have suitable extraction to vent exhaust fumes.	The car park is external and requires no extraction.	
3.2.9.16	Compliance with Standard	N/A
Personnel working in car parks/service areas are wearing the correct protective clothing.	No staff were observed in the service area during the visit.	
3.2.9.17	Compliance with Standard	N/A
EV charging points are clearly signed and sufficient space is provided for vehicles to be parked safely in the designated EV charging area, for connection to be made to the charging equipment and for other vehicles to manoeuvre around charging vehicles safely.	There are no EV charging points on site.	
3.2.9.18	Compliance with Standard	N/A
EV chargers and associated equipment is installed, used, and maintained in accordance with the manufacturer's instructions	There are no EV charging points on site.	
3.2.9.19	Compliance with Standard	
Traffic management issues not covered by the above control standards are satisfactory.	No further issues related to traffic management safety were noted at the time of inspection.	


3.2.10 Water Safety			
Hazard		Exposure to harmful bacteria e.g. Legionella, due to poorly maintained or inadequately treated water systems.	
People Exposed To Hazard		Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities / otherwise mobility impaired. Public.	
Area Where Hazard Present		Where water services are provided.	
Current Risk	Tolerable	Residual Risk	Tolerable
Health and Safety at Work etc. Act 1974, Sections 2, 3, 4. The Management of Health and Safety at Work Regulations 1999. Control of Substances Hazardous to Health Regulations 2002, Regulation 6. The Notification of Cooling Towers and Evaporative Condensers Regulations 1992			

3.2.10.1	Compliance with Standard	
An up to date Legionella Risk Assessment of the water system has been completed by a competent person.	An up to date Legionella Risk Assessment has been completed with records available.	
3.2.10.2	Compliance with Standard	N/A
An up to date Cooling Tower Risk Assessment has been completed by a competent person in the last 12 months.	There are no cooling towers located at the property.	
3.2.10.3	Compliance with Standard	
Remedial works identified in the Water Risk Assessments are being addressed within the time limits specified.	Records of identified remedial works are available.	
3.2.10.4	Compliance with Standard	
A water treatment regime is in place and recorded, which takes account of the assessment findings.	A water maintenance contractor is in place. Records are available for water temperature check maintenance tasks.	
3.2.10.5	Compliance with Standard	
Water hygiene safety issues not covered by the above control standards are satisfactory.	No further issues related to water safety were noted at the time of inspection.	

3.2.11 Working at Height			
Hazard		Falling from height. Slips and trips. Materials falling from the roof. Fragile materials.	
People Exposed To Hazard		Employees and contractors carrying out maintenance work.	
Area Where Hazard Present		Roofs and other high level areas.	
Current Risk	Moderate	Residual Risk	Tolerable
The Workplace (Health Safety and Welfare) Regulations 1992, Regulation 13 The Work at Height Regulations 2005, Provision and Use of Work Equipment Regulations 1998, Regulations 3 to 24			




3.2.11.1	Compliance with Standard	
Working at Height: - A risk assessment has been completed for working at height activities for where work at height cannot be avoided. - The risk assessment considers the hierarchy of controls for work at height.	Unable to clarify whether G+S are responsible for any gutter / high level cleaning on site / roof maintenance.	


3.2.11.2	Compliance with Standard	
The means of access to roof areas, including unauthorised means, are kept locked or are otherwise protected, and are routinely checked.	All roof areas are kept locked. Access is restricted with suitable signs on each roof entry point.	

3.2.11.3	Compliance with Standard	
Roof access has suitable 'No Unauthorised Access' signs prominently displayed.	Suitable signs are provided on roof access doors.	

3.2.11.4	Compliance with Standard	N/A
Edge protection which is 1.1 metres high is provided around any area where a fall could result in injury including areas of the roof where the means of access and/or plant and equipment is within 2 metres of the edge. Where provided, the edge protection is free from damage/disrepair.	Fall restraint systems to be confirmed by the client.	

3.2.11.5	Compliance with Standard	N/A
Fragile materials such as skylights, atria and asbestos are identified and signed with physical controls in place where the potential for a fall has been identified.	There are no skylights, atria or fragile materials at roof level.	

3.2.11.6	Compliance with Standard	N/A
Tanks, pits or other structures where there is a risk of persons falling in are suitably protected.	There are no tanks or pits at the property.	
3.2.11.7	Compliance with Standard	
The use of safety lines, latchway systems, anchor points and harnesses are effectively managed by the Permit to Work system.	Use of the fall restraint systems is controlled. Only authorised competent personnel are permitted to use them.	
3.2.11.8	Compliance with Standard	
Anchor points, latchways, safety lines and harnesses are maintained and inspected on a regular basis by a competent person.	The fall prevention equipment maintenance and examination was overdue.	
3.2.11.9	Compliance with Standard	N/A
Equipment used for abseiling/rope access is Thoroughly Examined by a competent person (usually the Landlord's insurance engineers) on a six monthly basis and any remedial action is carried out within the timescales specified.	The client is not responsible for any abseiling equipment.	
3.2.11.10	Compliance with Standard	
In relation to the design, installation, maintenance and inspection of anchorage devices used for personal fall protection, the System Technical File, Operations and Maintenance Manual, and the Examination Scheme for Inspections are available (in accordance with BS 7883: 2019).	In relation to the design, installation, maintenance and inspection of anchorage devices used for personal fall protection, the System Technical File, Operations and Maintenance Manual, and the Examination Scheme for Inspections were not available (in accordance with BS 7883: 2019).	
3.2.11.11	Compliance with Standard	N/A
Arrangements are in place for windows and skylights to be cleaned safely.	There are no window cleaning activities scheduled by the client.	
3.2.11.12	Compliance with Standard	N/A
For all activities, tasks and operations that require a fall arrest system, a working at height emergency rescue plan is in place and communicated.	No working at height requiring an emergency plan takes place at this property.	


3.2.11.13	Compliance with Standard	
Working at height issues not covered by the above control standards are satisfactory.	No further issues related to roof safety were noted at the time of inspection.	

3.2.12 Work Environment (Physical Hazards)			
Hazard		Exposure to high levels of noise. Exposure to radiation.	
People Exposed To Hazard		Employees and contractors.	
Area Where Hazard Present		Plant rooms, below ground workplaces, roof areas.	
Current Risk	Tolerable	Residual Risk	Tolerable
Noise At Work Regulations 2005, The Ionising Radiations Regulations 2017 (IRR17).			

3.2.12.1	Compliance with Standard	N/A
Controls are in place to prevent exposure to high noise levels. Where noise levels cannot be sufficiently reduced, controls are introduced to minimise exposure and these are then checked routinely to ensure they remain effective.	There are no areas within the client's areas of responsibility that produce high noise levels.	

3.2.12.2	Compliance with Standard	N/A
Radon monitoring has been carried out at sites where staff and/or contractors are working inside sites in a Radon affected area, or offices that are below ground level.	There are no areas where Radon needs monitoring as the site is not in a radon area and there are no below ground areas which are occupied greater than an hour per week or 52 hours per year.	

3.2.12.3	Compliance with Standard	N/A
There is an adequate exclusion zone around the base of telecoms equipment to ensure that people working nearby are not exposed to hazardous radio waves. Adequate warning signage is displayed and unauthorised access is prevented. Risk assessments have been provided by telecoms/installer.	There is no telecoms equipment at the property.	


3.2.12.4	Compliance with Standard	
Physical hazards not covered by the above control standards are satisfactory.	No further issues related to physical work environment were noted at the time of inspection.	



3.2.13 Work Environment Workplace Risk Assessment (Building)			
Hazard		Inadequately constructed and maintained buildings and structures.	
People Exposed To Hazard		Employees, occupiers, visitors.	
Area Where Hazard Present		All communal areas	
Current Risk	Moderate	Residual Risk	Tolerable
Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 5, 10,18			

3.2.13.1	Compliance with Standard	N/A
The fabric of the building, including high level glass, ornamental stonework, fixed cladding and external features such as elevated walkways, fire escapes, bridges etc, is inspected by a competent person regularly and any remedial work actioned.	The building fabric is under the tenant's responsibility.	


3.2.13.2	Compliance with Standard	N/A
A glazing survey has been carried out by a competent person (where glass failure is foreseeable due to the building's age, where there is a history of falling/cracking glass panels or where there are visible defects).	There are no sections of glazing requiring a Glazing Survey.	

3.2.13.3	Compliance with Standard	N/A
Pipework, particularly that related to oil tanks, is regularly inspected and free from any obvious signs of deterioration.	There are no oil tanks present on site.	


3.2.13.4	Compliance with Standard	
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 other translucent surfaces are in a good condition and adequately controlled. Glazing is of safety material or adequately protected against breakage where necessary for reasons of health or safety.	


3.2.13.5	Compliance with Standard	N/A
Bolted fixings (e.g. any bolt type fixing used to secure flag poles, site totems, wall mounted signs, lighting towers, architectural features etc.) from visual inspection are in good repair and regularly inspected by a competent person.	There are no bolted fixings within the client's demise.	
3.2.13.6	Compliance with Standard	
All manually operated and/or power assisted doors and gates are adequately constructed and maintained to minimise the risk of injury.	There was no Planned Preventative Maintenance contract in place for the automatic gates.	
3.2.13.7	Compliance with Standard	
Workplace issues with regard to building fabric not covered by the above control standards are satisfactory.	No further issues related to the building safety were noted at the time of inspection.	




3.2.14 Work Environment Workplace Risk Assessment (Slipping, tripping, falling and falling objects)			
Hazard	Slipping, tripping and falling. Falling objects.		
People Exposed To Hazard	Tenants. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities / otherwise mobility impaired. Public.		
Area Where Hazard Present	All communal areas.		
Current Risk	Moderate	Residual Risk	Tolerable
Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 12 and 13			

3.2.14.1	Compliance with Standard	
Slip and trip hazards are identified and adequate control measures are introduced to minimise the risk of injury.	Site hazards were adequately controlled within the communal areas of the property. No significant trip or slip hazards were identified.	

3.2.14.2	Compliance with Standard	N/A
A written spillage procedure is in operation on site (manned sites only), and has been communicated to all relevant people.	The site is unmanned. Tenants are responsible for any spillage procedures at the property.	


3.2.14.3	Compliance with Standard	
Secure and substantial handrails are provided on stairs 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. Suitable nosings are provided to steps/stairs where required.	Handrails were missing from the main external entrance steps on site.	


3.2.14.4	Compliance with Standard	
Landscaping on site is being maintained. In particular, no overhanging/unstable planting including trees. Walkways are free from trip hazards caused by tree and other root systems.	It was unclear if the trees are routinely inspected and monitored by the landscaping contractor.	

3.2.14.5	Compliance with Standard	
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.	Workplaces are well maintained with suitable controls in place.	
3.2.14.6	Compliance with Standard	N/A
Controls are in place to prevent falls or falling items from windows or balconies. Windows are locked shut or restricted where a risk is present. Balconies are managed to prevent falls/falling items.	There are no windows requiring restrictors within the client's area of responsibility.	
3.2.14.7	Compliance with Standard	N/A
Goods and materials are stored in such a way that they will not fall onto people below.	There are no items stored at high level.	
3.2.14.8	Compliance with Standard	
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.	All roof/balcony areas are free from storage and appeared to be in a good condition.	
3.2.14.9	Compliance with Standard	
Slipping, tripping, falling and falling objects issues not covered by the above control standards are satisfactory.	No further issues related to slipping, tripping, falling and falling objects were noted at the time of inspection.	

3.2.15 Management and Records			
Hazard	Inadequate management of compliance monitoring. Inadequate procedures.		
People Exposed To Hazard	Employees, contractors, occupiers or visitors.		
Area Where Hazard Present	All communal areas.		
Current Risk	Moderate	Residual Risk	Tolerable
Health and Safety At Work etc. Act 1974, Sections 2 and 3. The Management of Health and Safety at Work Regulations 1999			



3.2.15.1	Compliance with Standard	N/A
General Risk Assessments: - Activity risk assessments have been carried out for all tasks performed by the client's employees. Any additional control measures identified have been implemented.	There are no client employees based at the property.	

3.2.15.2	Compliance with Standard	
Records of key health, safety and fire documentation are being kept as evidence of ongoing monitoring and compliance.	The property requires arrangements for Planned Preventative Maintenance to be implemented.	

3.2.15.3	Compliance with Standard	
The property is inspected on a routine basis and any identified items are acted upon.	There was no evidence of regular property inspection checklists being completed.	

3.2.15.4	Compliance with Standard	N/A
The most up to date version of the H&S Policy and Procedures Manual is available on site (manned sites only).	The property is unmanned. Health and Safety policies are not required.	

3.2.15.5	Compliance with Standard	N/A
A written Emergency Plan or Disaster Plan is provided which is specific to the site and surrounding areas, and the activities which take place. Responsibilities for implementation of the plan have been clearly allocated and are understood. The plan is reviewed regularly.	This was being completed at the same time as the Fire Risk and Health and Safety Assessment.	

3.2.15.6	Compliance with Standard	N/A
Health and safety information is displayed within client's offices.	The client is not responsible for any office space.	
3.2.15.7	Compliance with Standard	N/A
Are suitable safety signs prominently displayed and regular checks made to ensure they are present?	Refer to the fire risk assessment actions.	
3.2.15.8	Compliance with Standard	N/A
A current Employers' Liability Insurance certificate is displayed (manned sites only).	The property is unmanned. There is no requirement to display an Employers' Liability Insurance Certificate.	
3.2.15.9	Compliance with Standard	N/A
A current 'Health and Safety Law - what you need to know' poster is displayed (manned sites only).	The property is unmanned. A Health and Safety Law poster is not required.	
3.2.15.10	Compliance with Standard	N/A
There are adequate signing in procedures for visitors and contractors.	Tenants are responsible for all signing in procedures.	
3.2.15.11	Compliance with Standard	
All accessible areas have been inspected as part of this risk assessment and where access cannot be gained, alternative action has been taken to gain access.	All known areas for which the client is responsible were accessed during the visit.	
3.2.15.12	Compliance with Standard	
Management and records issues not covered by the above control standards are satisfactory.	No further issues related to management and records were noted at the time of inspection.	

Hazard topics that are not applicable

3.2.16 Access Cradles

There are no access cradles within the client's demise or responsibility.

3.2.17 Accidents and First Aid

There are no employees of the client based on site. Accidents and incidents are not recorded on Meridian, and were not available for inspection at the time of the assessment. There are no first aid materials/equipment provided on site for which the client is responsible.

3.2.18 Children's Play Areas

There are no children's play areas or play equipment on site for which the client is responsible.

3.2.19 Fire Safety

A separate fire risk assessment was undertaken, at the time of the visit. Please refer to the separate Fire Risk Assessment report.

3.2.20 Ladders and Steps

There are no fixed or portable ladders kept on site for which the client is responsible.
 Refer to the action raised elsewhere in this report concerning the disposal of redundant items in floor 3 plant room.

3.2.21 Person Safety

There are no employees based on site but site inspections are carried out periodically by the Property Manager.

3.2.22 Vacant Units, Void and Derelict Areas

There are no vacant / void areas at this property.

3.2.23 Watercourse Safety

There are no watercourses in the areas covered by the scope of the assessment.

3.2.24 Work Environment Workplace Risk Assessment (Housekeeping and Welfare Facilities)

This is not considered applicable to this site.

3.2.25 Work Equipment

There are no items of work equipment on site for which the client is responsible.

Section 4 Document Schedule			
Item	Document Date	Verified	Location/Supporting Comment
Disability Access Survey		✗	Refer to action plan
Lifts - Maintenance		✗	Refer to action plan
Car Park/Service Yard Barriers and Gates - Maintenance		✗	Refer to action plan
Water Log Book - Monthly Temps	30/04/2025	✓	Held on Vantify Risk Manager.
Automatic Doors/Gates and Roller Shutters		✗	Refer to action plan
Site Inspections (Daily/Weekly/Monthly)		✗	Refer to action plan
Annual Gas Safety Test	30/05/2025	✓	New certificate held by client
Asbestos Management Survey	01/04/2004	✓	Held by the client
Asbestos Re-inspection	18/01/2023	✗	Refer to action plan
Electrical Fixed Wiring Testing (EICR)		✗	Refer to action plan
Eyebolts - Inspections	29/08/2023	✗	Refer to action plan
Latchway Systems	22/05/2025	✓	Refer to action plan
Lift Statutory Inspection (LOLER)	15/04/2025	✓	Held on Vantify Risk Manager.
Lightning Protection - Maintenance	22/05/2025	✓	Held on Vantify Risk Manager (downloaded in wrong location - Working at Height. Fall Prevention system)
Tree Survey		✗	Refer to action plan
Water Risk Assessment	23/05/2024	✓	Held on Vantify Risk Manager.

Section 5 - Supporting Photographs



Warning CCTV signage.



Grit Bins



Warning signage.



Electric shock poster.



No unauthorised access signage.



Rubber matting plant room.



Warning height signage.

Section 6 - Protocol and Disclaimer / Limit of Advice

6.1 Protocol

Introduction / Process

Vantify Consultancy has been instructed to carry out a health and safety risk assessment and audit of the client's areas of responsibility within the property.

The health and safety risk assessment and audit process includes a review of documentation held by the client followed by a physical inspection of the property by a competent consultant and an assessment of any identified health and safety risks.

This report has been prepared following the inspection of the property and details any identified deviation from statutory legislation, approved codes of practice, guidance or industry standard practice. It also includes advice considered necessary in order to control risk to an acceptable level in order to prevent accidents or ill health to any persons on or in the vicinity of the property.

The process also includes a review of the existing control measures, policies and procedures to ensure that they are being effectively implemented, insofar as this can be checked during the time on site.

This report reflects the situation relating to health, safety and associated issues found at the property at the time of the visit and are based upon the information made available to the consultant.

Wherever possible the consultant will require physical evidence, such as documented records, to demonstrate that a control exists. If evidence is not available, the consultant will raise an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the consultant during the health and safety risk assessment and audit process.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Evaluating Risk

As part of the process described above, the consultant will evaluate the risk for each hazard topic by determining the severity of injury and likelihood of injury (using the table below).

Severity of Injury		
Rating Classification		
1	Trivial Injury(s)	Other injuries involving loss of one workday or less
2	Minor Injury(s)	Injuries involving loss of up to 7 days work
3	Major Injury(s)	Multiple or single injuries (as defined by RIDDOR)
4	Death(s)	Multiple or single fatalities
Likelihood of Injury		
Rating Classification		
1	Unlikely Occurrence	Where harm will seldom occur
2	Likely Occurrence	Where harm will occur at some point
3	Frequent Occurrence	Where harm will occur or occasionally
4	Common Occurrence	Certain or near certain harm will occur

Hazard Risk Rating	Is the combination of the Severity of Injury Rating multiplied by the Likelihood of Injury Rating: Likelihood x Severity = Hazard Risk Rating			
	Severity			
Likelihood	1	2	3	4
1	1 (Trivial)	2 (Tolerable)	3 (Moderate)	4 (Moderate)
2	2 (Tolerable)	4 (Moderate)	6 (Moderate)	8 (Substantial)
3	3 (Moderate)	6 (Moderate)	9 (Substantial)	12 (Substantial)
4	4 (Moderate)	8 (Substantial)	12 (Substantial)	16 (Intolerable)

Hazard Risk Rating Classification

Hazard Risk Rating	Classification
Intolerable	Urgent action should be taken i.e. immediately, which may involve restricting access to an area or prohibiting an activity until additional control measures are introduced.
Substantial	Considerable resources might have to be allocated to reduce the risk. In the short term, interim controls may have to be introduced, which may involve restricting access to an area or prohibiting an activity.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute certain 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.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Trivial	No action is required and no detailed records need to be kept.

Note: The above Hazard Risk Ratings are assigned to each hazard topic in Section 3 of this report after reviewing the existing controls in place together with any additional controls identified as being necessary i.e. the **Current Hazard Risk Rating**. The consultant will also indicate what the **Residual Hazard Risk Rating** would be once the additional control measures are implemented.

Prioritising Health and Safety Actions

The final step is to prioritise the health and safety actions detailed in Section 2 - Health and Safety Action Plan.

Priority	Complete By	Definition
1	Immediate (But within 30 days).	<p>Requires Immediate Remedial Action - (For Intolerable / Substantial Risks)</p> <p>The health and safety issue has been assessed as having a high likelihood of causing harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified.</p> <p>Likely enforcement action: Prohibition Notice.</p>
2	Within 60 days.	<p>Requires Remedial Action (For Substantial/Moderate Risks)</p> <p>Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Improvement Notice.</p>
3	Within 90 days.	<p>Requires Some Additional Controls In Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Moderate Risks).</p> <p>Some additional controls are necessary. Consideration may be given to a more cost-effective solution. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.</p>
4	Within 180 days.	<p>Improvements should be carried out as advised. (For Tolerable Risks)</p> <p>These may be best practice or industry standard and may require long-term investment.</p>

6.2 Disclaimer / Limit of Advice

This assessment addresses the requirements of relevant statutory provisions and identifies the measures required to comply and covers all areas, which to any degree are under the control of the client.

It is recommended that this assessment is reviewed at least annually and is supplemented by regular general risk reducing control measures as defined by client policies and procedures.

Whilst our Consultants make every reasonable effort to access all areas of the premises for which the client is responsible, there may be some areas that are inaccessible or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The areas which were not accessed during this risk assessment have been detailed in the Executive Summary above because they were either locked, not reasonably accessible for reasons of health and safety, or outside of the scope of the works requested.

The risk assessment is based on a combination of observations made by the Consultant at the time of the visit as well as information provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views. Any changes to the occupancy, use or other circumstances of the premises will require that a review of the assessment be carried out.

The electrical and mechanical worthiness of all plant and equipment is outside the scope of this report although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems.

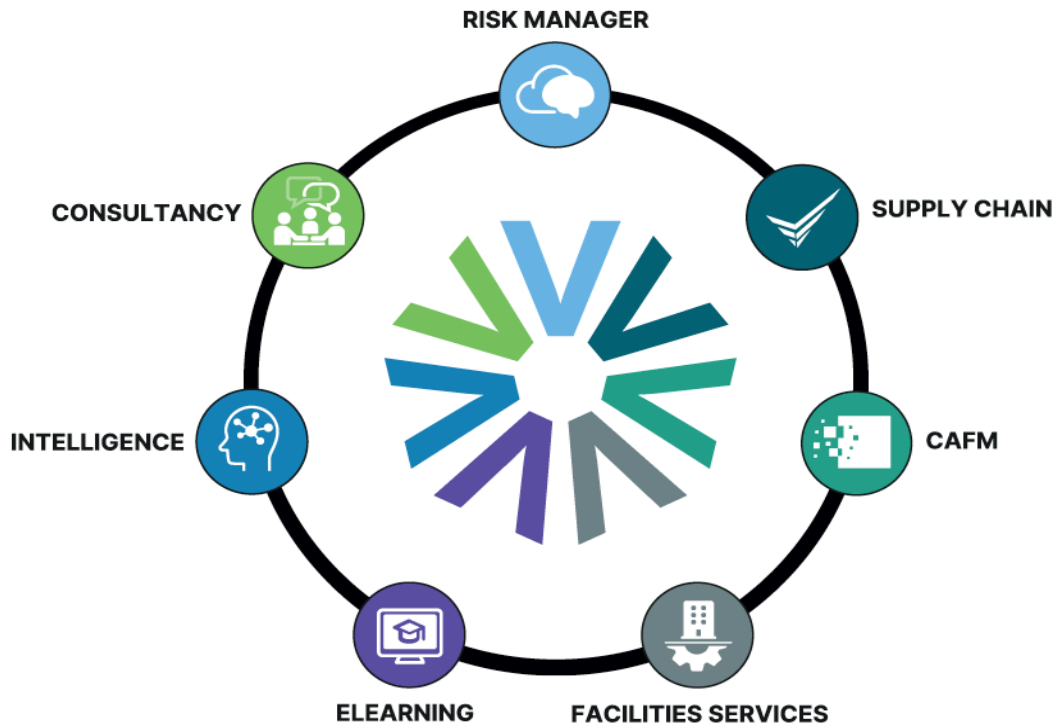
Any remedial actions detailed in this report should only be implemented with due respect to any relevant regulations or industry best practice including, but not limited to:

- Building Regulations
- Relevant British Standards
- Planning Consents
- Structural, Electrical and Mechanical safety standards
- Traffic Management/ Highways Guidance
- Environmental Legislation etc.

Note that advice within this report set out what Vantify Consultancy feel needs to be done but not how it is to be done. That is, Vantify Consultancy do not provide a specification or methodology for the necessary works as a part of this report. Vantify Consultancy are Health and Safety Practitioners but they are not Architects; Surveyors; Building Services Engineers; Highways Engineers etc.

Responsibility for safe, appropriate and legal implementation of any remedial action rests with the client.

Vantify Ecosystem



Consultancy - Achieve compliance without compromise, guided by experts and powered by data.

Risk Manager - Achieve full compliance visibility and proactive risk management with our intuitive platform.

Supply Chain - Transform your supply chain with complete visibility, control, and actionable insights.

CAFM - Simplify facility management and optimise your assets with software you can rely on and people you can trust.

Facilities Services - Simplify operations, control costs, and mitigate risk with our contractor management solution

Elearning - Reduce risk and boost productivity with engaging accessible training to use anytime, anywhere.

Intelligence - Simplify compliance, reduce risk, and unlock greater efficiency with our easy-to-use platform with our expert-backed legal library and extensive resources.

