Property Health and Safety Survey
for

Big Town Property Management Ltd
Newtown AA1 9ZZ

of

123 Bighouse,
Newtown AA1 1ZZ

Date: 4 May 2007
Requested by: Housing Manager
Job No: M00/1
PROJECT SHEET

Site visit carried out by:  Mr AK Watson LLM MSc Dip Occ Hyg

On the date(s) of:  xx May 2007

Report prepared by:  Mr AK Watson LLM MSc Dip Occ Hyg

Signature  

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A property survey was carried out of 123 Bighouse, Newtown AA1 1ZZ for Big Town Property Management Ltd by Watson and Wild Ltd on the 21st February 2007.

The property is residential premises. The premises contain XXX flats in 2 buildings. Each building contains a basement, a ground floor and 3 upper floors. The common parts of this building comprise access footpath, a garden, a car park, a bin-store, an entrance lobby, hall-way, lift and corridors. There is a lift plant room and a boiler room. The property appears to be in a structurally sound condition and in good repair.

Access to the property is controlled, through a door intercom system. All materials in the common parts of these premises were identified as being materials that do not normally contain asbestos. Due to the age of the premises it must be assumed that there may be hidden asbestos containing materials within the premises.

There is a means of detecting and giving warning of fire in the common parts of the premises. There is a safe means of escape from the property that leads to a place of final safety. Stairwells and corridors are provided with escape lighting. Fire doors open in the route of travel. They are fitted with self-closers and smokebrushes or intumescing strips and marked with appropriate signage. Occupants have been informed of the procedures to be followed in event of fire.

Access to contractors is made through the managing agent. Hot works, works on the roof and on the lift are controlled by the use of method statements and authorisations to work.

Watson & Wild Ltd will contact you to ascertain if you need any help in implementing or project managing this action plan. Alternatively Watson & Wild Ltd can be contacted by phone on 07973 264370 / 07944 789632 or by email at admin@watsonandwild.com.
**ACTION PLAN**

The following actions are required to comply with the law:

<table>
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<tr>
<th>Serial</th>
<th>Action Required</th>
<th>Individual responsible for action</th>
<th>Implementation date</th>
<th>Remarks</th>
</tr>
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<tr>
<td>1.1</td>
<td>No actions are required to meet the minimum standards required by law.</td>
<td></td>
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The following actions are recommended to comply with best business practice:

<table>
<thead>
<tr>
<th>Serial</th>
<th>Action Required</th>
<th>Individual responsible for taking action</th>
<th>Implementation date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>No actions are recommended.</td>
<td></td>
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</table>
INTRODUCTION

A property survey was carried out of 123 Bighouse, Newtown AA1 1ZZ for Big Town Property Management Ltd by Watson and Wild Ltd on the 21st May 2007.

OBJECTIVES

The objectives of the premises health and safety survey were to assist Big Town Property Management Ltd to comply with their statutory duties in respect of this property under the:

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

LIMITATIONS

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

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

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**PREMISES DESCRIPTION**

The property is residential premises, occupied by the mixed age group from the general population. The premises contain XXX flats in 2 buildings. Each building contains a basement, a ground floor and 3 upper floors. The property appears to be in a structurally sound condition and in good repair.

**Construction**

The building was built in approximately 1900 of traditional brick construction. The buildings have clay tiled ridged roofs. The external walls are bare clay bricks. Internal aspects of external walls are plastered and painted. Internal walls are painted and plastered block walls. Ceilings are painted and plastered concrete. Fixture and fittings are made from wood. There are no services in the common parts of the buildings. There is no evidence of asbestos being used in the common parts of the property.

External doors are security doors. Access to the property is controlled via a lockable front door through a door intercom system connected to each dwelling.

Internal doors are fire doors which open in the direction of travel. All fire doors are marked as ‘fire doors’ and fitted with self closers. Windows are metal framed side opening windows. Eye bolts are fitted for window cleaners.

There is 1 stairway in the centre of each building. The stairs are concrete with bare treads and risers. The stairway is a protected escape route that leads to a place of safety. The stairway and corridors have emergency escape lighting. The stairway is fitted with fire doors. The maximum length of a corridor from a front door of a dwelling to a protected stairwell is approximately 5 m.

There is gas and electricity to the premises. There is no common heating system in the property. Each dwelling has its own heating system.

There is no bulk hot or cold water storage in these premises. Each dwelling has its own water supply.

**Common Parts**

The common parts of this building comprise access footpath, a garden, a car park, a bin-store, an entrance lobby, hallway, lift and corridors. There is a lift plant room and a boiler room.
HEALTH AND SAFETY RISKS

Asbestos Risk

All materials in the common parts of these premises were identified as being materials that do not normally contain asbestos. It is unlikely that there is a risk to health from airborne asbestos fibres in the common parts of this building. Due to the age of the premises it must be assumed that there may be hidden asbestos containing materials within the premises. Consequently, a MDHS 100 Type 3 survey should be carried out before demolition or major refurbishment of the property.

Fire Risk

There is no history of arson or fires in this property. The property appears to be in a structurally sound condition and in good repair. There is no evidence of damage, scorching or overloading of electrical sockets in the common parts of the property. There were no materials stored beneath unprotected stairs or in escape routes or protected stairwells. Risers were fire stopped. Fire doors were closed. The risk of fire occurring in the common parts of these premises is low. The risk of fire spreading from the common parts of these premises is low.

Legionella Risk

There are no water storage tanks or water supply outlet in the common parts of these premises. There are no dry risers or fountains on these premises. It is unlikely that there is a risk to health from airborne *legionella sp* bacteria in the common parts of this building.

Slip, Trip and Fall Risk

Paths to and from the building were in good condition. Paths did not have excessive slopes that would slippery when wet or icy. The treads and risers of steps and stairs were even and in good repair. Surfaces paths, steps, stairs and floors were non slip, even and in good condition. All surfaces were well lit. Handrails were provided where necessary. Fall protection was in place for walkways, landings and roofs. There was no access to loft spaces and flat roofs.
Other Risks

The following other risks were identified in the common parts of these premises:

- Zz
- Zz
- Zz

INFORMATION TO TENANTS

Tenants have been provided with information about:

- The risks in these premises; and
- The procedures to be followed in the event of fire occurring in these premises.

MANAGEMENT

No persons are employed by Big Town Property Management Ltd at these premises. The responsible person having control of these premises in connection with their trade, business or undertaking is Big Town Property Management Ltd.

Big Town Property Management Ltd has appointed xyz as their advisors on health and safety matters.

The person having control of the day to day of the premises management of the premises for Big Town Property Management Ltd is ABC. The person having control of the maintenance of the premises for Big Town Property Management Ltd is ABC.

MAINTENANCE

There is documentary evidence at Big Town Property Management Ltd offices that contractors carry out planned routine maintenance of the following at the stated intervals:-

- Lift and lift gear at 6 monthly intervals;
- Fire detectors, Fire alarms and Escape lighting at 6 monthly intervals;
- Fire extinguishers and fire fighting equipment at 6 monthly intervals;
- Maintenance of gas installations at yearly intervals.
There is documentary evidence at Big Town Property Management Ltd offices the following checks and inspections are carried at the stated intervals:-

- Inspection of the mains electrical distribution system at 5/10 year intervals;
- Inspection of gas installations at yearly intervals.
- Inspection of the water storage system at a 1 yearly interval;
- Inspection of the condition of asbestos containing materials at a 1 yearly interval.

**CONTRACTORS**

Inspection and maintenance is carried out by the following contractors:

- Electrical installations - XXXX Electrical Services. (Tel 0208 111 1000)
- Gas installations - XXXX Gas Services (CORGI Registration No 1112) (Tel 0208 111 1000)
- Hot and cold water systems - Water Services Ltd. (Tel 0208 111 1000)
- Lift and lift gear - Water Services Ltd. (Tel 0208 111 1000)
- Fire detectors, Fire alarms and Escape lighting – Fire Services Ltd. (Tel 0208 111 1000)
- Fire extinguishers and fire fighting equipment – Fire Extinguishers Services Ltd. (Tel 0208 111 1000)

**Repair & Maintenance Contractors**

Repair and maintenance contractors are term contractors appointed by head office. Contractors are required to provide employees with identity cards. Emergency repairs are carried out by XXXX Electrical Services. (Tel 0208 111 1000).

There is documentary evidence at Big Town Property Management Ltd offices that contractors have been informed about the procedures to be followed:

- When planning or carrying out high risk activities (such as lift maintenance, asbestos or hot works);
- If asbestos containing materials are found, damaged or disturbed;
- If an accident, incident or emergency (including fire) occurs on the premises.

There is documentary evidence at Big Town Property Management Ltd offices that contractors provide method statements and plans of work prior before undertaking hot works, works at height and works on materials that may contain asbestos. There is no documentary evidence that random checks are carried out to ensure that contractors are working safely.
**Domestic Cleaners**

Cleaning of common parts is carried out by CCCC. There is documentary evidence at Big Town Property Management Ltd offices that domestic cleaners have provided COSHH risk assessments for the use of chemicals and method statements for the wet cleaning of floors and stairwells. There is no documentary evidence that random checks are carried out to ensure that domestic cleaners are working safely in accordance with the method statements.

**Window Cleaners**

Window cleaning in the common parts of the common parts of these premises is carried out by WWWW using long poles. There is documentary evidence at Big Town Property Management Ltd offices that window cleaners have provided method statements for the cleaning of external windows. There is no documentary evidence that random checks are carried out to ensure that window cleaners are working safely in accordance with the method statements.