

Our ref: BL/MAN/ACN/HSFRA17
31 August 2017

Dear

Re: Admiral, Charlton & Neville Court – Health & Safety Inspection 2017

The periodic health & safety inspection was recently undertaken at the above-mentioned buildings, and we now write to all owners and tenants to document the risks being caused directly by the residents, identified as follows:

Hazards observed and comments

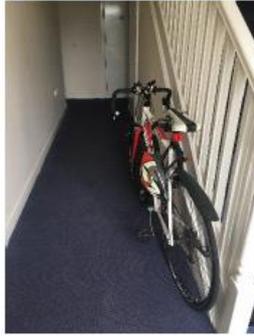
Unsatisfactory – The water services riser cupboard on the 2nd floor of Admiral Court was being used for storage. This area needs to be kept clear so as to not cause obstructions for contractors. See also 5.10 below.



Service cupboards to be kept clear and locked at all times

Hazards observed and comments

Unsatisfactory - Resident's personal items are being stored in the common areas and escape routes of Admiral Court. These items included shoes and bikes, and in one instance, a tin of paint. Additionally there was a floor mat in the ground floor lobby of Neville Court which is the same colour and material as the carpet making it difficult to see. This is a trip hazard and needs to be removed.



Common areas to be kept clear of obstructions and trip/slip hazards at all times

We have written out several items concerning this issue and now remind residents again that the common parts of the building are separate to the demise of the flats. These areas remain under the ownership of the Freeholder and under management of Uxbridge Road (Hayes) Management Company Limited. It is strictly prohibited for personal items to be stored within the common parts at any time; including mats, shoes, toys, buggies, bicycles and any other items what-so-ever. As such, **all personal items should be removed to within the applicable person's flat with immediate effect.**

Hazards observed and comments

There was a rubbish bin in the ground floor common area of Charlton Court. Although this is being used to keep junk mail and paper waste tidy it is still adding to the fire load of the building. All junk mail and rubbish should be regularly cleared and limited to the refuse areas.



Junk mail to be limited to the refuse areas

Any post received addressed to the flat in which you reside is the current resident's responsibility to attend to. If you are not the intended recipient, the envelope should be marked *'Return to sender – not known at this address'* and placed in a Royal Mail post-box. Unwanted post or junk mail may not be left on top of the post-boxes, or anywhere else in the building and should be redirected as above or placed in the bin in the external communal bin-store. Would the owner of the plastic bin within Charlton Court, please reclaim this bin to within their flat. If the bin is not removed, then it will be removed and disposed of as it has been cited as presenting a hazard.

Aside from keeping the corridors and stairways clear for aesthetic purposes; the reason that personal items are not permitted is two-fold: firstly such items present a trip hazard or obstruction both for residents and visitors to the building (including agents and contractors working on behalf of the company) particularly in the event of a fire when vision can be restricted by the presence of smoke. Secondly that they are considered as combustible material that would accelerate the spread of fire should the worst occur.

Hazards observed and comments

Unsatisfactory – The lobby fire doors on the first and second floors of Charlton Court were wedged open. These doors should remain closed at all times. Additionally, the water riser cupboard on the second floor of Admiral Court was unlocked. See also 5.5 above.

The lock on the service cupboard on the second floor of Neville Court needs attention as it was not possible to lock after opening.



Fire doors to remain closed/locked as appropriate at all times



The common parts of Admiral, Charlton & Neville Court have been designed to prevent the spread of fire by ensuring they are clear of combustible materials, and through compartmentalisation, via fire doors. The signage on the fire doors clearly state that they should be kept shut and residents should adhere to this instruction at all times.

For the avoidance of any doubt you should accept this letter as a formal request on behalf of Uxbridge Road (Hayes) Management Company Limited, requiring your immediate attention. A copy of this letter will be held on record, and produced to the insurers if necessary.

Please find attached a copy of the Fire Action Notice for Admiral, Charlton & Neville Court. Please take some time to read through the documents, a copy of which is displayed at each building. Landlords should ensure that their sub-tenants are provided with a copy of this document, copies are available to download from the dedicated Admiral, Charlton & Neville Court webpage.

We look forward to noting, and thank-you in advance for, your attention to this matter for the safety of all residents.

Yours sincerely



Beverley Leonard

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