



## Health and Safety at Work Act 1974

# HEALTH & SAFETY RISK ASSESSMENT

Conforming to, and in accordance with, the following legislation:-

**The Management of Health and Safety at Work Regulations 1999**

**Address of Property:** Scheme number **1143**  
**Regency Heights**  
**Berkhamsted**  
**HP4 3AN**

Responsible person having control of the premises: **Regency Heights Management Company Limited**  
**c/o Sam Goold EM (Trinity Estates)**

Assessment Undertaken by: **Gavin Smith (Building Surveyor)**

Date of Risk Assessment: **7<sup>th</sup> November 2016**

Date of Report: **9<sup>th</sup> November 2016**

Date of Previous Risk Assessment: **25<sup>th</sup> November 2016**

Suggested Date for Review<sup>1</sup>: **November 2017**

---

<sup>1</sup> This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

## Introduction

The Management of Health and Safety at Work Regulations 1999 require that a risk assessment of places of work (which includes the common parts of residential estates) be carried out. This assessment should identify the people at risk, the hazards present, and the actions which are “reasonably practicable” to reduce the level of risk to an acceptable level. This assessment should be recorded, and steps taken to implement the identified actions.

The purpose of this report is to provide an assessment of the risk to persons in these areas and, where appropriate, to make recommendations to ensure compliance with relevant safety legislation. *The report does not address the risk to property or business continuity from accidents.*

The submission of this report constitutes neither a warranty of results of future Risk Assessments, nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based in part on information provided by others. No liability is accepted for the accuracy of such information.

The Assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to the injury of relevant persons, including those residing in or visiting the building.

Only the communal areas and systems were assessed. Therefore this Risk Assessment applies only to the common parts including but not limited to - stairways, landings, corridors, communal cupboards (refuse, utility, cleaning, store, cycle etc); all communal external areas including landscaped areas, car parking (underground, external, partly covered etc), refuse bin areas, stores and shelters, footpaths, roadways, designated muster points (where applicable); and any protection measures necessary to safeguard the relevant persons using or in the vicinity of these areas. The individual residences accessed from these areas are not included.

## Relevant Legislation

This Risk Assessment has taken into consideration the following legislation and regulations:

Electricity at Work Regulations 1989  
Gas Safety (Installation and Use) Regulations 1998  
Health and Safety at Work etc. Act 1974  
Health and Safety (Signs and Signals) Regulations 1996  
Management of Health and Safety at Work Regulations 1999  
Workplace (Health, Safety and Welfare) Regulations 1992  
Regulatory Reform (Fire Safety) Order 2005

The **Housing Act 2004** applies to the whole of the premises, and additional safety measures may be required under the Housing Act in areas not within the common parts. This Assessment does not comment upon or assess such requirements.

This Assessment has considered dangerous substances that are used or stored in your premises, but this Assessment does not consider the special, technical or organisational measures required to be taken or observed in connection with the use or storage of "dangerous substances" as defined in the Dangerous Substances and Explosive Atmospheres Regulations 2002. If dangerous substances are used or stored in your premises, you should ensure that a separate risk assessment of the relevant work activities has been carried out to enable you to comply with the **Dangerous Substances and Explosive Atmospheres Regulations 2002**.

### Other Relevant Information

It is not normal practice to retrospectively apply current guidance on the design and construction of new buildings when assessing existing buildings, except where the original design principles are so far removed from those acceptable today, that an unacceptable risk is present. As such it is appropriate to consider developments in safety technology and practice that could be reasonably applied to an existing building. Therefore such developments have been considered in the preparation of this Assessment.

The general safety precautions, which are part-existing with recommendations for improvement set out in the Action Plan below, are considered to be reasonably practicable, and will provide an adequate degree of safety for the relevant persons.

NB It is recognised that it may not be possible to rectify all deficiencies noted in the times recommended due to financial and other constraints; where this is the case action should be taken to reduce the risk as far as possible pending final rectification. In these circumstances you should request further advice.

## Estate Overview

Regency heights consists of 3 low rise blocks of leasehold apartments located near to the market town of Berkhamsted, Hertfordshire. The blocks are of concrete frame with brick and block cavity wall construction. An electronic gate provides access to the communal parking areas, with each block having access points on the ground floor; Frost House is accessible via the basement and ground level. A central stair core and lift provide access to each floor; a pump room is located on the ground floor of each.

Externally bin stores are located in the communal parking areas, external taps provide water for landscaping. A pedestrian gate with a secure lock allows residents easy access to Chesham Road.

<b>General information</b>	
<b>1.The Estate</b>	
Number of blocks	3
Number of houses	None
Brief details of construction	Modern Concrete
Secure gated/coded access	One
Number of open spaces	None
Number of play areas	None
Number of water hazards	None
Comments:	
<b>2. Persons at risk (and who may be at particular risk) include</b>	
Residents and their visitors	Yes
Non ambulant persons	None advised
Sensory impaired persons	None advised
Young persons (unsupervised)	Yes
Persons with psychological / learning difficulties	None advised
Elderly/infirm persons	Yes
Contractors/utilities personnel	Yes
Employees	Yes
Trespassers	Yes
Emergency Services	Yes
Deliveries personnel – groceries, post and parcels etc	Yes
Others not specified above:-	
<b>Other relevant information:</b>	

<b>Hazards and their elimination or control</b>	
<b>3. Slip hazards</b>	
Highly polished, or slippery-when-wet floor surfaces present	No
External gradients that may become icy/snow covered	Yes
Salt/grit bins present near risk surfaces	Yes
Salt/grit bins topped up	Yes
Other slip hazards	*Yes

Comments:	
<ul style="list-style-type: none"> <li>*External steps leading from rear of the estate to Chesham Road, consider additional salt/grit bin near to steps and ensure all bins are refilled.</li> </ul>	
<b>4. Trip hazards</b>	
Loose coverings or nosings on stairs	No
Trailing cables	No
Loose or uneven pavings	No
Raised inspection covers	Yes*
Changes in level that are unclear	No
Other trip hazards	No
Comments:	
<ul style="list-style-type: none"> <li>*Raised inspection chambers located across the site, however these are located away from the main pedestrian footpaths and therefore considered a low risk. Monitor during EVR's and if the situation changes level the surrounding surface.</li> <li>Damaged timber thresholds along paths monitor and consider replacing</li> </ul>	
<b>5. Falls and other hazards</b>	
Unlit or unsafe steps/stairs	Yes*
Loose handrails	No
Falls from chairs, stepladders, trestles, scaffold	n/a
Unsafe roof access	No
Falls through openable windows	No
Other potential falls	n/a
Glazing hazards	No
Head strike hazards	No
Comments:	
<ul style="list-style-type: none"> <li>Consider providing low level lighting to external steps leading to Chesham Road.</li> </ul>	
<b>6. Manual handling</b>	
Training in lifting and carrying given to on-site staff	n/a
Equipment to aid manual handling on site	n/a
Other manual handling hazards	n/a
Comments:	
<ul style="list-style-type: none"> <li>Contractors have provided Trinity with evidence of independent RA of such operations.</li> </ul>	
<b>7. Fire</b>	
Is there any unnecessary fire load readily accessible to arsonists	No
Are all parts of the estate readily accessible to the emergency services	Yes
Does the building/s have a Lightning Protection System	No
Other fire hazards	No
Comments:	
<ul style="list-style-type: none"> <li>Separate Fire Risk Assessment of common parts carried out where required by the Regulatory Reform (Fire Safety) Order 2005.</li> </ul>	
<b>8. Chemicals</b>	
Are any hazardous chemicals kept on site	No
Hazardous chemicals in secure storage	n/a
Training in storage, use, handling, disposal of hazardous chemicals given to on-site staff	n/a
Equipment necessary for handling hazardous chemicals given to on-site staff	n/a
Comments:	

<ul style="list-style-type: none"> <li>Contractors including cleaners have provided Trinity with evidence of independent RA and relevant C.O.S.H.H. Data sheets are available on request.</li> </ul>	
<b>9. Landscaping</b>	
Is the standard of housekeeping and gardening adequate	No
<b>More specifically:</b>	
Are there any dangerous trees or shrubs on the estate	No
Combustible materials separated from ignition sources	No
Is there unnecessary accumulation of combustible materials or waste	Yes
Are there any flammable materials e.g. oil based paints, petrol/oil/solvents stored	Yes
Comments: <ul style="list-style-type: none"> <li>Unauthorised storage within electric cupboard, basement level of Davis house.</li> <li>Unauthorised storage within lift service room including oil; Frost House.</li> <li>Unauthorised storage within cleaners' cupboard; basement level of Frost House.</li> <li>Instruct Landscapers to keep build up of dead leaves off pedestrian footpaths</li> <li>Bin store opposite frost house requires 2 No. timber slats replaced.</li> </ul>	
<b>10. Hazards introduced by outside contractors and building workers</b>	
Is there satisfactory control over works carried out in the estate by outside contractors including 'hot work' permits	Yes
Are fire safety conditions imposed on outside contractors	Yes
Comments: <ul style="list-style-type: none"> <li>Trinity Estates Policy is to obtain method statements where appropriate prior to instructing contractors to carry out any maintenance and/or repair works.</li> </ul>	
<b>11. Occupational injuries and staff welfare</b>	
Are any on-site staff at risk of Repetitive Strain Injury	n/a
Other occupational injuries	n/a
Are there reasonable measures to prevent smoking within the working environment e.g. prohibitive signage	n/a
Are there suitable arrangements for those who wish to smoke	n/a
Is there evidence of breaches of law relating to smoking in the workplace	No
Are suitable welfare facilities provided for on-site staff	n/a
Comments: <ul style="list-style-type: none"> <li>Contractors including cleaners have provided Trinity with evidence of independent RA of such operations</li> <li>No on-site staff</li> </ul>	
<b>12. Water hazards</b>	
Readily accessible deep water hazards on site	None
Readily accessible water hazards with steep, unprotected banks on site	None
Life saving equipment provided near water hazards	n/a
Other drowning hazards	n/a
Comments:	
<b>13. Play areas</b>	
None	
Comments:	
<b>14. Electrical system</b>	
Reasonable standard of lighting	Yes
Suitable warning signs of electrical hazards in place	Yes
Reasonable measures taken to prevent electrocution	Yes

Is there a suitable policy restricting use of personal electrical appliances	n/a
Where applicable are trailing leads/adaptors limited	n/a
Are there any 'visible' signs of damage or faults to switches, sockets, light fittings and other associated components of the fixed electrical installation.	No
Comments and Hazards observed: <ul style="list-style-type: none"> <li>• Testing of the external lighting should be carried out every 6 years.</li> <li>• Periodic electrical inspection will be required when the building comes up to 5 years old</li> <li>• Testing of the fixed electrical installation will; be due once the estate reaches 10 years old, it will then be due once every 5 years thereafter.</li> </ul>	
<b>15. Training and Drills</b>	
Are all staff given induction training on safety / procedures	n/a
Are staff given 'refresher' training at suitable intervals	n/a
Are health & safety posters erected in offices, plant rooms etc	n/a
Are fire wardens / marshals / first aiders given additional training	n/a
Are fire drills carried out at appropriate intervals	n/a
Comments: <ul style="list-style-type: none"> <li>• Contractors including cleaners have provided Trinity with evidence of independent training programmes</li> </ul>	
<b>16. Testing and Maintenance</b>	
Adequate maintenance of workplace	Yes
Is there a current water risk assessment	n/a
	Date of last assessment:
	n/a
Sufficient maintenance of water booster and pumps	n/a
	Date of last service:
	n/a
Is there a current asbestos survey	See below
	Date of last survey:
	n/a
Portable Appliance Testing carried out	n/a
	Date of last inspection:
	n/a
Sufficient testing of fixed electrical installation	See below
	Date of last periodic inspection:
	n/a
Sufficient testing routines for emergency lighting	Yes
	Date of last discharge test:
	05/05/16
Sufficient maintenance of lifts/escalators	Yes
	Date of last service:
	22/06/2015
Sufficient maintenance of CCTV system	n/a
	Date of last service:
	n/a
Sufficient maintenance of automatic vehicle gates/shutters	Yes*
	Date of last service:
	23/02/2015
Sufficient maintenance of "mansafe" roof access system	n/a
	Date of last service:
	n/a
Sufficient maintenance of warden call system	n/a
	Date of last service:
	n/a
Comments and hazards observed <ul style="list-style-type: none"> <li>• As the estate was constructed post 2000 it is safe to assume no asbestos materials will be present.</li> <li>• Testing of the external lighting is required every 6 years.</li> <li>• Testing of the fixed electrical installation will; be due once the estate reaches 10 years old, it will then be due once every 5 years thereafter.</li> <li>• Access gate out of service at time of inspection, service overdue.</li> </ul>	

**RISK ASSESSMENT**

The following simple risk level estimator is based on the general health and safety risk level estimator contained in BS 8800.

Potential consequences of accident→ Accident hazard↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the safety measures and procedures observed at the time of this risk assessment, it is considered that the level of safety hazard at this estate is:

**Low** 
                         
 **Medium** 
                         
 **High**

Taking into account the nature of the estate, the building(s) and the building users, as well as the procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of accident would be:

**Slight harm** 
                         
 **Moderate harm** 
                         
 **Extreme harm**

In this context, a definition of the above terms is as follows:

- Slight harm:** Incident/accident unlikely to result in serious injury or death of any building user
- Moderate harm:** Incident/accident could result in injury of one or more building users, but it is unlikely to involve multiple fatalities
- Extreme harm:** Significant potential for serious injury of one or more building users.

Accordingly, it is considered that the risk to life from accidents at this estate is:

**Trivial** 
   **Tolerable** 
   **Moderate** 
   **Substantial** 
   **Intolerable**

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timetable
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional controls required. However there may be a need for consideration of improvements that involve minor or limited costs.
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 extreme harm,



	further assessment may be required to establish more precisely the priority for improved control measures
<b>Substantial</b>	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

**Note that, although the purpose of this section is to place the risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.**

### ACTION PLAN

**It is considered that the following recommendations should be implemented in order to reduce the risk to, or maintain it at, the following level:**

Trivial

Tolerable

Definition of priorities (where applicable)

**Immediate-** Should be implemented immediately

**Short term-** Should be implemented within two months

**Long term-** Should be implemented as and when the opportunity arises

Action/recommendation	Priority
<b>Consider providing additional salt/grit bin and lighting to external steps as per section 3 and 5</b>	<b>Long term</b>
<b>Remove unauthorised storage from communal areas and risers as per section 9</b>	<b>Short term</b>
<b>Instruct landscapers to keep dead leaves away from pedestrian footpaths as per section 9</b>	<b>Long term</b>
<b>Instruct repairs to be carried out to bin store outlined in section 9</b>	<b>Long term</b>
<b>Monitor raised inspection chambers and thresholds during EVR's</b>	<b>On-going</b>

### RECOMMENDED REVIEW

The progress of the work undertaken to rectify the deficiencies noted in the Action Plan above should be monitored by the responsible person to ensure completion by the timescales given.

A follow up inspection should be undertaken when all work is complete to ensure it is to the correct standard.

A Risk Assessment review should generally be undertaken annually. Therefore this Assessment should be reviewed **November 2017**.

**APPENDIX - PHOTOGRAPHS**



**Estate Overview**



**Example of items in communal areas**



**External steps to Chesham Road**



**Gate leading to steps**



**Damaged threshold**



**Inspection chambers**