Health & Safety Risk Assessment – Amenities Only.

AGO Fire & Rescue
PREVENT • PROTECT • RESPOND

Unit 4 Old Forge
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Address of premises:	1-8 Allison Court Cheney Manor Road Swindon SN2 2PF
Responsible Person:	Allison Court (Swindon) Management Co Ltd
Duty Holder:	Block Management Ltd
Person(s) consulted:	No occupier or other relevent person available to consult.
Assessor:	Josh Godfrey, TIFireE.
Report validated by:	John Godfrey, GIFireE.
Date of fire risk assessment:	23rd September 2024/ Reviewed September 2026
Date of previous fire risk assessment:	Not known
Suggested date for review:	September 2027



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CAVEATS & DISCLAIMER.

- This Health & Safety 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire or some other significant incident occurs.
- This risk assessment reflects unbiased statement of fact reporting and confirms verification and inspection services to one or more internationally recognised codes, standards, design specifications and specific technical project requirements.
- Comments are only made in the assessment report where the Assessor believes it, to be helpful and constructive.
- If a part of a particular property that is normally examined is found to be not accessible during the inspection, this is normally noted.
- Any problems, irregularities or defects in the building and/or services which were apparent from the inspection are normally noted.
- It is important to remember that this is a report following a visual non-invasive inspection only, and if any problems, irregularities or defects are suspected, then they are noted where the Assessor judges them to be urgent, significant or helpful.
- The risk assessment includes areas specified at the time of instruction, and will not usually include the internals of demised areas (e.g. flats, offices, commercial units etc.) unless specifically referenced.
- The assessments do not include any areas or components which were concealed or closed in behind finished surfaces (such as flooring, walls, ceiling, framing, plumbing and drainage, heating and ventilation, and wiring etc. or which required the moving of anything which impeded access or limited visibility (such as floor coverings, furniture, appliances, personal property, vehicles, vegetation, debris or soil). Nor are the Assessors able to report or make assumptions on areas where defects were not visible at the time of inspection.
- Some components and conditions which by the nature of their location are concealed, deliberately hidden, camouflaged or difficult to inspect are excluded from the report.

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- Some services are externally inspected but the Health and Safety Assessors of AGO Fire & Rescue Ltd do not test or assess the efficiency of electrical, gas, plumbing, heating and drainage, lifts and security systems, or their compliance with current regulations, or the internal condition of any chimney, boiler or other flue.
- AGO Fire & Rescue Ltd is not responsible if access to any part of the building or services of a property is not reasonably available to carry out a visual inspection.
- Reasonable access means access is safe, unobstructed or the minimum clearance is not available, the area is within the Assessors unobstructed line of vision or if in conflict with UK and EU Occupational Health & Safety legislation.
- The Report is solely for the Clients use, and no liability to anyone else is accepted.
- Should you not act upon specific, reasonable matters contained in the Report then no responsibility is accepted for subsequent consequences.
- Any suggestions or recommendations contained in the report are suggestion only and it shall be the responsibility of the person or persons carrying out the work to ensure the most appropriate remedy is carried out in conjunction with any further discoveries, warranty's or manufacturers recommendation and warranty's any and necessary local authority or other enforcement agent consents obtained prior to proceeding with remedial work.
- While all care and effort is taken to discover and record irregularities non-conformities and defects of the building at the time of the inspection, it is important to note that reports are based on a visual above the ground inspection only.
- Due to the size, complexity and hidden nature of construction, irregularities and defects may not always be viewed. The inspection and report are not intended to be technically exhaustive, or to imply that every component was inspected, or that every possible defect was discovered.
- AGO Fire & Rescue Ltd accepts no responsibility or liability for the absences of any information, inaccuracy or omission

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GENERAL INFORMATION		
1.0	**THE PREMISES**	
1.1	Number of Floors	N/A
1.2	Approximate floor area in m2:	N/A
1.3	Brief details of construction and layout:	This residential development comprises of one block of 8 units and a small residents carpark. There is a private path leading to the rear of the block which is secured with a pedestrian gate.
1.4	Use of premises:	Purpose built residential development
1.5	Areas assessed:	External common areas.
1.6	Areas not assessed:	Properties internally, roof spaces, any internal common areas.
2.0	**FIRE LOSS EXPERIENCE**	
2.1	Details:	None advised of by the Client.
3.0	**OTHER RELEVANT INFORMATION**	
	Details:	This Health & Safety risk assessment is non intrusive and covers the external communal and amenity areas only. Occupancy cannot be assessed. All information within this report was gained by the assessor from a visual inspection and from consultation with the Client where appropriate.

4.0	RELEVANT LEGISLATION / GUIDELINES	
4.1	The following legislation / guidelines apply (but are not limited to) to these premises:	
	• Commonhold and Leasehold Reform Act 2002. • Construction (Design and Management) Regulations 2015. • Manual Handling Operations Regulations 1992. • Personal Protective Equipment Regulations 2002. • The Building Regulations 2010. • The Confined Spaces Regulations 1997. • The Control of Asbestos Regulations 2012. • The Control of Noise at Work Regulations 2005. • The Control of Substances Hazardous to Health Regulations 2002. • The Dangerous Substances and Explosive Atmospheres Regulations 2002. • The Disability Discrimination Act 1995. • The Electricity at Work Regulations 1989. • The Employers Liability (Compulsory Insurance) Regulations 1998. • The Equality Act 2010. • The Fire & Rescue Services Act 2004. • The Furniture & Furnishings (Fire) (Safety) Regulations 1988. • The Gas Safety (Installation and Use) Regulations 1998. • The Health & Safety (Consultation with Employees) Regulations 1996. • The Health & Safety (Display Screen Equipment) Regulations 1992. • The Health & Safety (First-Aid) Regulations 1981. • The Health & Safety (Safety Signs and Signals) Regulations 1996. • The Health and Safety Information for Employees Regulations 1989. • The Health and Safety at Work etc. Act 1974. • The Housing Act 2004. • The Landlord & Tenant Act 1985. • The Landlord & Tenant Act 1987. • The Lifting Operations and Lifting Equipment Regulations 1998. • The Occupiers Liability Act 1957. • The Occupiers Liability Act 1984. • The Pressure Equipment Regulations 1999. • The Provision and Use of Work Equipment Regulations 1998. • Regulatory Reform (Fire Safety) Order 2005 / Fire Safety Act 2021 • The Reporting of Injuries, Diseases & Dangerous Occurrences 2013. • The Water Supply (Water Fittings) Regulations 1999. • The Work at Height Regulations 2005. • The Workplace (Health, Safety & Welfare) Regulations 1992.	
4.2	The above legislation is enforced by:	Dorset & Wiltshire Fire Service / HSE / Local Authority.
4.3	Comments:	None

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HAZARDS AND THEIR ELIMINATION OR CONTROL		
5.0	**ELECTRICAL SOURCES OF IGNITION**	
5.1	Reasonable measures taken to prevent fires of electrical origin?	N/A
	More Specifically:	
5.2	• Fixed installation periodically inspected and tested?	N/A
	• Portable appliance testing carried out?	N/A
	• Electrical sockets and switches in good visual condition and free from damage?	N/A
	• Light fittings in good visual condition and free from damage?	N/A
	• Electrical cabling and conduit in good visual condition and free from damage?	N/A
	• Distribution / Fuse board(s) appear suitable and free from damage?	N/A
5.3	Comments and Hazards Observed:	
	There are no communal electrics externally.	

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6.0	**SMOKING**	
6.1	Reasonable measures taken to prevent fires as a result of smoking?	YES
6.2	More specifically:	
	• Smoking prohibited in the building?	N/A
	• Suitable arrangements for those who wish to smoke?	N/A
	• Is there are suitable receptacle fixed to an external wall for cigarette ends?	
	• No smoking policy communicated including signage?	N/A
	• This policy appeared to be observed at time of inspection?	N/A
6.3	Comments and hazards observed:	
	Not applicable to this Health & Safety assessment.	
7.0	**ARSON**	
7.1	Does basic security against arson by outsiders appear reasonable?	YES
7.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	YES
7.3	Is there an absence of an unnecessary amount of dried or dead vegetation in close proximity to the premises?	YES
7.4	Comments and hazards observed:	
	Security is good. Each unit is secured with an appropriate security lock. Building perimeters was found to be clear of any fire load at the time of this assessment.	

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8.0	**SLIP, TRIP AND FALL HAZARDS.**	
8.1	• Are external pathways & hard surfaces free from moss and weeds?	NO
	• Are steps & step edges easily discernible and undamaged?	YES
	• Are there any loosely trailing cables or hosepipes which present a trip hazard?	NO
	• Are there any loose items on balconies or window sills which could fall?	NO
	• Does the roof / chimney / soffits appear in good visual condition?	YES
	• Is there rock salt or grit stored at the property?	NO
	• Does the standard of landscaping appear adequate with grassed areas level and free of substantial indentations?	YES
	• Are the garden areas free from tree stumps or protruding roots?	YES
	• Is the car park surface reasonably level and free from pot holes or similar?	YES
	• Are structural boundary walls and / or fences in good visual condition?	YES
	• Is there an Undercroft entrance at the property?	NO
	• If so, is there a suitable height limit warning sign displayed at the vehicle entrance?	N/A
	• Are there any other safety issue concerns?	YES
8.2	Comments and hazards observed:	
	It was noted during this assessment that there is a buildup of moss on the path outside unit 8. It is recommended that all moss be removed in order to reduce the risk of a slip occurring. These areas should be monitored at all times. It was noted during this assessment that from a consultation with the tenant of unit 3 the rear gate was secured with a combination lock on the outside which would prevent egress from the rear path. It is recommended that this gate be kept unlocked and unobstructed from the outside. If a lock is required then it should be installed on the inside in order to ensure this gate can be operated from the inside at all times. Grit / Rock Salt storage should be subjected to an separate risk assessment to include a COSHH assessment and a material safety data sheet for any hazardous materials should be obtained. Regular checks should be made to ensure the grit is useable and sufficient quantities are stored prior to any anticipated cold weather. Hand shovels should be provided for grit dispersal.	

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9.0	**HOUSEKEEPING**	
9.1	Is the standard of external housekeeping adequate?	YES
	More specifically:	
	• Avoidance of unnecessary accumulation of combustible materials or waste?	YES
	• Appropriate storage of hazardous materials?	N/A
	• Avoidance of inappropriate storage of combustible materials?	YES
	• Avoidance of inappropriate storage on flat balconies?	YES
	• Is there any vehicle on site which may have been abandoned / dumped?	NO
	• Are external bins kept at a reasonable fill level and away from the side off the building?	YES
	• Is there any non domestic waste being stored within bin store or on site?	NO
9.2	Comments and hazards observed:	
	Housekeeping was found to be satisfactory at the time of this assessment, with building perimeters and pathways found to be free of combustibles and residents storage. Care must be taken to avoid obstructing or blocking fire exit routes and this area must be monitored at all times. Waste is manged by each property.	

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10.0	**HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**	
	Are fire safety conditions imposed on outside contractors?	N/K
	Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)?	N/K
	If there are in house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits?	N/K
	Are contractors made aware of the emergency procedures?	N/K
10.1	Comments:	
	All contractors employed by the client must supply risk assessments and method statements prior to working. It is recommended that the client give all contractors induction training prior to commencing work, which should include emergency procedures. Additionally, the client should arrange to conduct a post work inspection of the work area to ensure all works have been completed satisfactorily and safely, with no residual hazards present that could compromise the fire safety of the premises.	
11.0	**CHEMICAL & BIOLOGICAL**	
11.1	Are all drains, guttering and foul water covers safe and secure?	N/A
	Is there evidence of an asbestos register in place?	
	Is there evidence of a gas supply to the property?	
	Is there evidence of rodent bait boxes on site?	
	Are there cleaning or other chemicals stored on site?	
	Could herbicides or pesticides be used on site?	
11.2	Comments and deficiencies observed	
	None identified during the course of this assessment.	

12.0	**ERGONOMICS**	
12.1	Are there downpipes, bollards, boundary walls etc obstructed by foliage?	NO
	Is there any rough land or copse area?	NO
	Are trees / branches obstructive or hazardous?	NO
	Is there loft access?	NO
	Are there play areas or play equipment on site?	NO
12.2	Comments and deficiencies observed	
	None identified during this assessment.	

13.0	**FIRE ALARMS / FIRE FIGHTING EQUIPMENT**	
13.1	Reasonable provision of portable fire extinguishers (amount & type)?	N/A
13.2	Hose reels provided?	NO
13.3	Are all fire extinguishing appliances readily accessible, look in good condition and located appropriately and in test date?	N/A
	Is there a fire hydrant within the site boundary?	
13.4	Comments and deficiencies observed:	
	Each flat is responsible for their own fire precautions and it is recommended that the RP advise each resident of the importance of installing smoke detectors within their flat. One battery operated smoke detector in the lobby of each flat would be the minimum provision, however mains powered smoke detectors, each with a battery back up, installed within the escape route of each flat, in all rooms that communicate with the escape route and a heat detector within the kitchen, interlinked to form a BS5839 Part 6 Grade D detection system with LD3 coverage would be the preferred and safest option for each occupant.	

14.0	**MECHANICAL SYSTEMS**	
14.1	Is there an automated entrance gate?	N/A
	None installed.	
14.2	Comments:	N/A
	None	

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PROCEDURES AND ARRANGEMENTS		
15.1	Fire & Health and Safety is managed by: The RP	
15.2	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire and H&S precautions)?	N/K
	Comments:	
	It is not known if the RP has appointed a Competent Person.	
15.3	Is there a suitable record of the fire safety arrangements?	N/A
	Comments:	
	Internal common areas were not assessed at the time of this site visit.	
15.4	Is there a suitable record of periodic inspections of access routes to the premises?	N/K
	Comments:	
	It is recommended that a suitable written record of periodic visual inspections of all access routes to the premises is implemented by the RP. This should include a record of the condition of external steps and pathways. Any defects identified should be communicated to each resident and repaired by an approved contractor as a priority.	
15.5	Is there a suitable periodic inspection record of all other communal external areas including refuse compounds, car parks and gardens?	N/K
	Comments:	
	It is recommended that a suitable written record of periodic visual inspections of all other external communal areas is implemented by the RP, which should identify any potential hazards including slips or trips from major indentations or imperfections in any surface, including hard and soft landscaping. Any defects identified should be communicated to each resident and repaired by an approved contractor as a priority. Where refuse compounds are identified, an observation regarding waste management should be made as infrequent collections could result in broken glass in the vicinity of the compound leading to possible injury to playing children and a build up of food waste, which would attract vermin such as foxes, rats or mice.	

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15.6	Appropriate procedure in place?	N/A
	More specifically	
	• Are procedures in the event of fire appropriate and properly documented?	
	• Are there suitable arrangements for summoning the fire and rescue service?	
	• Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters?	
	• Are there suitable arrangements for ensuring that the premises have been evacuated?	
	• Is there a suitable fire assembly point (s)?	
	• Are there adequate procedures for evacuation of any disabled people who are likely to be present?	
	Comments:	
	Internal common areas were not assessed at the time of this site visit.	
15.7	Persons nominated and trained to use fire extinguishing appliances?	N/A
	Comments	
	Residents would not be expected to be trained in the use of fire extinguishers.	
15.8	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A
	Comments:	
	No disabled occupants were identified during this assessment.	
15.9	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	NO
	Comments:	
	No Fire Brigade familiarisation visit has taken place within the past twelve months.	
15.10	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES
	Comments:	
	Records are held centrally.	

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16.0	**TESTING AND MAINTENANCE**	
16.1	Adequate maintenance of premises?	YES
	Comments and deficiencies:	
	The premises appeared in good visual condition	
16.2	Weekly testing and periodic servicing of fire detection and alarm system?	N/A
	Comments and deficiencies:	
	None installed.	
16.3	Monthly and annual testing routines for emergency escape lighting?	N/A
	Comments and deficiencies:	
	Internal common areas were not assessed at the time of this site visit.	
16.4	Adequate condition of escape lighting?	N/A
	Comments and deficiencies:	
	Internal common areas were not assessed at the time of this site visit.	
16.5	Annual maintenance of fire extinguishing appliances?	N/A
	Comments and deficiencies:	
	None installed.	
16.6	Periodic inspection of external escape staircases and gangways?	N/A
	Comments:	
	No external escape staircase.	
16.7	Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
	Comments and deficiencies:	
	None installed.	

16.8	Weekly testing and periodic inspection of sprinkler installations?	N/A
	Comments and deficiencies:	
	None installed	
16.9	Routine checks of final exit doors and/or security fastenings?	YES
	Comments and deficiencies:	
	Records are held centrally.	
16.10	Annual inspection and test of lightning protection system?	N/A
	Comments and deficiencies:	
	None installed	
16.11	Are there suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	YES
	Comments and deficiencies:	
	Any concerns raised by a resident can be addressed to the RP.	
16.12	Other relevant inspections or tests:	N/A
	Comments and deficiencies:	
	None identified.	

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17.0	**RECORD KEEPING**	
17.1	Appropriate records of:	
	• Grounds inspections?	YES
	• Block inspections?	N/A
	• Fire alarm tests?	N/A
	• Emergency escape lighting tests?	N/A
	• Maintenance and testing of other relevant systems?	N/A
17.2	Comments and deficiencies:	
	Records are held centrally.	

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ACTION PLAN				
Action	**Detail** (to be read in conjunction with the report findings)	**Priority**	**Action by whom**	**Date action undertaken**
01	It was noted during this assessment that there is a buildup of moss on the path outside unit 8. It is recommended that all moss be removed in order to reduce the risk of a slip occurring. These areas should be monitored at all times. 	MED	Client	Ongoing action required Gardening contractor to remove moss as appropriate. Area to continue to be monitored.
02	It was noted during this assessment that from a consultation with the tenant of unit 3 the rear gate was secured with a combination lock on the outside which would prevent egress from the rear path. It is recommended that this gate be kept unlocked and unobstructed from the outside. If a lock is required then it should be installed on the inside in order to ensure this gate can be operated from the inside at all times.	MED	Client	Action Complete Code lock installed
03	Grit / Rock Salt storage should be subjected to an separate risk assessment to include a COSHH assessment and a material safety data sheet for any hazardous materials should be obtained. Regular checks should be made to ensure the grit is useable and sufficient quantities are stored prior to any anticipated cold weather. Hand shovels should be provided for grit dispersal.	LOW	Client	Ongoing action required To be monitored as applicable
04	Housekeeping was found to be satisfactory at the time of this assessment, with building perimeters and pathways found to be free of combustibles and residents storage. Care must be taken to avoid obstructing or blocking fire exit routes and this area must be monitored at all times.	LOW	Client	Ongoing action required Areas are inspected by DH

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05	All contractors employed by the client must supply risk assessments and method statements prior to working. It is recommended that the client give all contractors induction training prior to commencing work, which should include emergency procedures. Additionally, the client should arrange to conduct a post work inspection of the work area to ensure all works have been completed satisfactorily and safely, with no residual hazards present that could compromise the fire safety of the premises.	LOW	Client	Ongoing action required DH inspect communal areas
06	Each flat is responsible for their own fire precautions and it is recommended that the RP advise each resident of the importance of installing smoke detectors within their flat. One battery operated smoke detector in the lobby of each flat would be the minimum provision, however mains powered smoke detectors, each with a battery backup, installed within the escape route of each flat, in all rooms that communicate with the escape route and a heat detector within the kitchen, interlinked to form a BS5839-6: 2019 Grade D detection system with LD2 coverage would be the preferred and safest option for each occupant.	LOW	Client	Ongoing action required DH provide safety notice to owners
07	It is recommended that a suitable written record of periodic visual inspections of all access routes to the premises is implemented by the RP. This should include a record of the condition of external steps and pathways. Any defects identified should be communicated to each resident and repaired by an approved contractor as a priority.	LOW	Client	Ongoing action required DH inspect communal areas
07	It is recommended that a suitable written record of periodic visual inspections of all other external communal areas is implemented by the RP, which should identify any potential hazards including slips or trips from major indentations or imperfections in any surface, including hard and soft landscaping. Any defects identified should be communicated to each resident and repaired by an approved contractor as a priority. Where refuse compounds are identified, an observation regarding waste management should be made as infrequent collections could result in broken glass in the vicinity of the compound leading to possible injury to playing children and a build up of food waste, which would attract vermin such as foxes, rats or mice.	LOW	Client	Ongoing action required DH inspect communal areas