
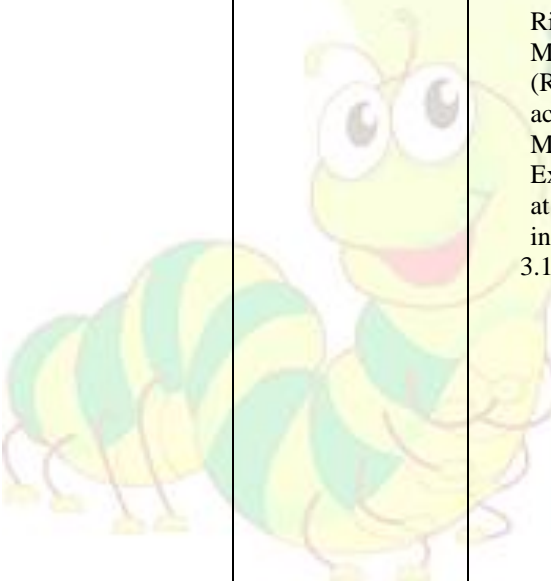



Risk Assessment for Flats

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Fire	<p>Employees, contractors, residents, and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.</p> 	<p>Full Fire Risk Assessment, as per www.fire.gov.uk/workplace-safety has been carried out and is available in the Manager's office.</p> <p>Checks to ensure all control measures in fire risk assessment are in place:</p> <ul style="list-style-type: none"> 3.1. Fire doors closed/self-closing.— 3.2. Emergency lighting installed.— 3.3. Extinguishers, e.g. in plant rooms, serviced and inspected.— 3.4. Exits marked and usable.— <p>Suitable arrangements made if exit routes to be obstructed for short-term works, —e.g. use of</p>	<p>Review if any significant change or at least once a year</p>	<p>Managing Agent</p>	<p>Ongoing and Annually</p>	<p>Date:</p>

		access equipment.				
Working at Height	Serious injury or even fatality if someone fell from height.	<p>3.1. All work carried out by in-house staff or contractors will adopt the following approach:</p> <p>3.2. Work at height avoided wherever possible, e.g. windows cleaned using pole device.</p> <p>3.3. Boards used to guard stairwells, stair openings, safe working practice when using stepladders on landings, i.e. steps side to ascending stair side etc.</p> <p>3.4. Ladders and stepladders only used for low-level, short-duration work (less than 30 minutes). Ladders are tied off whenever practical – if this is not possible, they are secured in another</p>	<p>Check that all operatives:</p> <p>3.1. are trained in the safe use of any equipment; and</p> <p>3.2. know how to carry out pre-use ladder check.</p> <p>Reiterate that use of ladders is a last resort and only for short-duration, low-level work.</p> <p>Check condition of all ladders stored. Check training for new staff</p>	Managing agent	At periodic staff meetings	12/10/07

		<p>way, e.g. wedged against a wall or footed.</p> <p>3.5. Only ladders and stepladders that are Class 1 or EN 131 used.</p> <p>3.6. Periodic and pre- use checks done. Longer-duration and riskier projects to be carried out by experienced, professional contractors using adequate safe working systems. Contractor to produce Risk Assessment and Method Statement (RAMS) for acceptance by the Managing Agent. Examples of working at height controls include:</p> <p>3.1. External work and work on staircases carried out from most appropriate access points and suitable equipment for location of work, e.g. suitable scaffold, tower, cherry-picker, or</p>				
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		<p>scissor lift by suitably trained staff.</p> <p>3.2. Crawling boards used when working in roof spaces or on fragile roofs.</p> <p>3.3. Adequate edge and leading edge protection, fall protection systems (e.g. safety harness and lanyard systems with suitable anchor systems) to be used and maintained by competent contractors.</p> <p>3.4. Balustrades checked for signs of damage/corrosion and repairs carried out.</p>				
Slips, trips and falls on the level	Employees, contractors, residents and others might suffer sprains, fractures	<p>Staff wear safety/sensible shoes with good grip.</p> <p>Condition of floors, stairways, and paths checked and damaged surfaces signed and repaired as soon as possible.</p> <p>Doormats etc. provided</p>	<p>Inspection of common parts for unauthorised additions, e.g. cycles</p> <p>Slippery stone surface near rear entrance treated with anti-slip covering</p>	<p>Managing Agent and Caretaker</p> <p>Managing Agent</p>	<p>Every scheme visit</p> <p>Within one month</p>	Date:

		<p>for wet weather, and checked regularly.</p> <p>‘Clear up as you go’ policy adopted and enforced – all equipment, cleaning materials etc. to be cleared away as soon as job completed.</p> <p>Warning signs for wet floor and other hazards e.g. ‘works in progress’ or ‘beware trailing cables’.</p> <p>Cordless tools used wherever possible, if tools or machines have trailing cables then nearest socket to work point used and cones/signs put out.</p> <p>Lighting illuminates all walkways and stairs and is checked regularly by visiting Caretaker – blown lamps etc. replaced immediately, other faults reported to on-call electrician for repair as soon as possible.</p>				
Electrical	<p>Maintenance staff/residents and visitors may suffer shock and burns injuries from faulty electrical equipment or</p>	<p>fixed installation (inspected by a competent person according to a planned inspection programme, and maintained as necessary):</p> <p>Residual current device</p>	<p>Ensure pre-payment meters are not in supply intake rooms</p>	<p>Landlord or Managing Agent</p>	<p>Six-monthly</p>	<p>Date:</p>

	installation.	(RCD) built into main switchboard/ RCD plug provided —when RCD protection not available, instructions for operators to test RCD before use; and/or low-voltage (110 v) equipment used by contractor	PAT testing	Contractor or Managing Agent	Annually	
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