

**Lawes Marsh**

COMPLETE SAFETY SOLUTIONS



# Health & Safety Risk Assessment **Report**

Building Name:

Lawrencedale Court

Date of Assessment:

19 January 2016



## Client Details

**Client:** John Mortimer Property Management Ltd 01344 823662

## Site Address

**Building Name:** Lawrencedale Court  
**Site Address:** 67 Worthing Road, Basingstoke, Hampshire, RG21 8FP

## Assessors:

Lawes Marsh Limited  
02392 876355  
[www.lawesmarsh.com](http://www.lawesmarsh.com)

Beacon House, Second Floor, Cumberland Business Park, Northumberland Road, Portsmouth, PO5 1DS

1. Premises Compliance Summary
2. Scope of Report
3. Premises Details
4. Survey Findings Overview
5. Remedial Action Plan
6. Photographs
7. Review Guidance
8. Methodology
9. References

Project Number	Assessment Date	Issue Date
3419	19 January 2016	15 February 2016

Recommended Review Interval	Interim Review	Full Assessment & Update
	Annually	2 Yearly

Author	Position
Andrew Long TechIOSH	Associate

Document control
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**Amendments since publication:** **Version:** Residential HSRA Template V2.2.0

No amendments since publication

Technical Quality Assurance		Non Technical Quality Assurance	
<b>Name</b>	Stephen McGrill GFireE SIIRSM	<b>Name</b>	Kandice
<b>Sign Off Date</b>	11 February 2016	<b>Sign Off Date</b>	11 February 2016

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# 1. Premises Compliance Summary

## Compliance

To enable a simple overview of risk and compliance the below table has been created to assist the reader in determining which areas require improvement first and providing a suggested priority for action. This assessment was carried out using pre-determined questions to benchmark compliance against legislation and current best practice. A compliance score was produced for each question, based on the three categories below.

2 = Compliant,  
1 = Broadly Compliant  
0 = Non-Compliant.

Overall compliance has been determined as an average of each section score. Compliance has been determined using the following percentages: >95% excellent, 85-95 good, 66- 84 Average, <65 Poor. This subjective scoring system has been developed by Lawes Marsh Limited in order to assist the Responsible Person in determining areas for Priority.

Section	Compliance %	Significant Findings Raised				Controlled Risks
		Total	Intolerable	Substantial	Moderate	Tolerable
MANAGEMENT OF HEALTH AND SAFETY	100	0	0	0	0	8
BUILDING - HEALTH, SAFETY AND WELFARE	97	1	0	0	1	16
EXTERNAL AREAS - HEALTH, SAFETY AND	100	0	0	0	0	17
HAZARDOUS AND HARMFUL SUBSTANCES	100	0	0	0	0	9
ELECTRICITY	100	0	0	0	0	4
WORK EQUIPMENT	100	0	0	0	0	4
FIRE SAFETY	88	1	0	0	1	3
<b>Total</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>61</b>

**Overall Compliance Score** 98 **Excellent**

## Risk

Every documented risk assessment should contain an expression of the level of risk, determined from the information within the assessment. The level of risk may normally be expressed subjectively (e.g. trivial, tolerable, moderate, substantial, intolerable). BS8800 provides a simple methodology for determining risk, detailed fully in the methodology section of this report. The consultant assessing this premises considers the building to pose the follow Health & Safety risk:

Likelihood		Consequence	
Taking into account the Health & Safety measures observed at the time of this risk assessment, it is considered that the hazard (likelihood of illness/injury) at these premises is:	<b>NORMAL</b>	Taking into account the nature of the premises, its occupants and procedural arrangements observed at the time of this assessment, it is considered that the consequences for injury/illness would be:	<b>MODERATE HARM</b>

Accordingly, it is considered that the **risk to Persons** at these premises is:

**MODERATE**

It is considered that once remedial action has been carried out, as highlighted in Section 5; Remedial Action Plan, the risk will be reduced, or maintained at, the following level:

**TOLERABLE**

## 2. Scope of Report

### Purpose

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This Health and Safety Risk Assessment has been carried out in order to assist the 'Responsible Person/Duty Holder' for the premises in complying with the relevant statutory provisions and requirements of The Health and Safety At Work Act 1974, the Management of Health and safety at Work Regulations 1999, The Housing Act 2004 and all relevant best practice guidance. The report reflects the circumstances found at the time of the survey only and does not absolve the 'Responsible Person/Duty Holder(s)' measuring effective day-to-day Health and Safety management within the relevant parts of the premises, as required by law.

**This assessment constitutes a common areas assessment only and the Health and Safety arrangements within individual flats are outside the scope of this report.**

This assessment has been carried out following the methodologies set out in BS 8800: 2004 Guide to Occupational Health and Safety Management Systems which is recognised as a suitable benchmark standard for Health and Safety risk assessments within the United Kingdom. Also HS(G) 65, the Health and Safety management standard promoted by the Health and Safety Executive (HSE) is used to evaluate other key management practices where applicable.

Recommendations are made within current benchmark standards, such as the requirements of various relevant legislation, Regulations and approved codes of practice for specific risks. The report may contain some information provided by others with on site responsibility and no liability can be accepted by Lawes Marsh Ltd for the accuracy or otherwise of such information.

It is important to recognise the subjective nature of the assessment process and to use it as a guide only.

Any assessment enquiries should be made, in the first instance, direct to the nominated 'Responsible Person', on the following page.

### Survey Format

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This risk assessment has been conducted using a 'Non-Destructive' survey methodology. Relevant Policies, Procedures and Record Keeping documentation has also been audited, where this was made available at the time of the survey.

## 2. Scope of Report

### Areas assessed

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All common areas were assessed as part of this assessment, these included: The Ground floor entrance lobby and first floor landing areas of each building.

### Exclusions

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None

### Duty Holder

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It should be specifically understood, that for the purposes of these Regulations and other applicable Regulations, a workplace is defined very widely to include any part of non-domestic premises to which people have access whilst at work and any room, lobby, corridor, staircase or other means of access to and exit from them. In many cases, the Dutyholder is the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises through an explicit agreement such as a tenancy agreement or contract. Non-domestic premises also include those 'common' areas of certain domestic premises; purpose-built flats or houses converted into flats. The common areas of such domestic premises might include foyers, corridors, lifts and lift shafts, staircases, roof spaces, gardens, yards, outhouses and garages but not ordinarily the flat itself.

#### **The Duty Holder is:**

John Mortimer Property Management Limited – Managing Agents  
Freeholders/Directors/Landlords as Appropriate

#### **Person met on site:**

Unaccompanied visit to premises - Access achieved through keys provided.

#### **Person Nominated for day to day Health & Safety Management:**

John Mortimer Property Management Limited – Managing Agents

This risk assessment constitutes a statutory record and should be retained by the Client. Enforcement Authorities may require that this risk assessment is provided for Audit. This risk assessment must be regularly reviewed and updated in respect of changes in the building's undertakings and the hazards and risks that may exist. And in any case within the timescales specified within the Premises Details Section of this report.

### Competent Person

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The Responsible Person/Duty Holder (i.e. Directors/Managing Agents in the case of residential blocks) must appoint one or more 'Competent Persons' to assist them in 'undertaking the preventative and protective measures' necessary to comply with the legislation. A 'Competent Person' is further defined as someone with the appropriate, training, qualifications, experience and other qualities necessary to properly assist in undertaking the preventative and protective measures necessary.

Given the risk factors and range of hazards associated with residential buildings, i.e. (sleeping risk, multi-occupied, multi-storey, potentially vulnerable occupants etc), it is generally considered that the competency element for full Health and Safety risk assessments could only really be satisfied through the use of a suitably qualified and experienced safety professional.

#### **Appointed 'Competent Person' for the Purposes of this Assessment:**

Lawes Marsh Limited

# 3. Premises Details

## Description of the Premises

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These are two twin Purpose Built blocks of two storeys which appear to have been constructed post 1991 in conjunction with the building regulations of that time. There are a total of 16 flats with 8 residencies within each building, respectively. Both buildings are served by a single protected stairwell which is lobbied on the ground and first floors.

## Building Type

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### Purpose Built

Constructed or converted to a standard in compliance with Building Regulations 1991 or later and which still comply

### Number of Units

16

### Number of Blocks

2

## Building Details

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Approximate Date of Construction: Post 1991

Number of Floors Above Ground: 2

Number of Basement Levels: 0

Number of Stairs: 2

Number of Lifts: 0

Number of Plant Rooms: 0

Powered Gates: 0

Utilities: Mains water, gas and electric are provided at the premises.

## The Occupants

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Approximate maximum number: 32

Approximate Number of Residents: 32 (Based on an assumed occupancy of 2 persons per flat.)

Approximate Number of Others: 0 N/A

### Occupants Especially at Risk

Potentially Vulnerable Occupants: Unknown

## Accident History

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No reported accident history.

## Enforcement action

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No enforcement activity was reported at the time of assessment.

## Primary Health & Safety Legislation

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Health and Safety at Work etc Act 1974

*Other legislation may be applicable, see References section for a full list of relevant legislation*

### The above legislation is enforced by:

Hampshire County Council

# 4. Survey Findings Overview

In this step of the Health and Safety risk assessment, consideration is given to those management and physical measures incorporated within the premises that are intended to mitigate the consequences of ill health and injury (and, hence, limit Health and Safety risk) in terms of harm to occupants of the premises in the event of a safety incident. This section highlights the Significant Findings of the premises survey:

0	Assessors Comments
<p><b>Requirement</b></p> <p><i>With reference to The Health and Safety At Work Act 1974, The Management of Health and Safety At Work Regulations 1999, HSG65 'Successful Health and Safety Management':-</i></p> <p><i>Duty to take general Health and Safety precautions:</i></p> <ul style="list-style-type: none"> <li>- take such general Health and Safety precautions as will ensure, so far as is reasonably practicable, the safety of any employees; and (b) in relation to relevant persons who are not employees, to ensure that the premises are safe.</li> </ul> <p><i>Health and Safety arrangements:</i></p> <ul style="list-style-type: none"> <li>- Make and give effect to such arrangements as are appropriate, having regard to the size of the undertaking and nature of the activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.</li> </ul> <p><i>Procedures for serious and imminent danger and for danger areas</i></p> <ul style="list-style-type: none"> <li>- Provide employees and others with comprehensible and relevant information on the risks to them.</li> <li>- Ensure that the employer of any employees from an outside undertaking who are working in or on the premises is provided with comprehensible and relevant information the preventive and protective measures taken by the Responsible Person/Duty Holder.</li> <li>- Ensure adequate information and training is provided to all relevant persons</li> </ul>	<p>Adequate Health &amp; Safety management systems are understood to be controlled and held at the John Mortimer head office. The onsite management of Health &amp; Safety appeared to be well considered and proactive in approach.</p>

**0 Overall Compliance Score**

**100**

# 4. Survey Findings Overview

0	Assessors Comments
<p><b>Requirement</b></p> <p><i>In consideration of The Workplace (Health, Safety and Welfare) Regulations 1992 (2002) and other relevant regulations:- Elimination or reduction of risks from the physical aspects and features of the building:</i></p> <p>- This will include ventilation, temperature, lighting, cleanliness, floor conditions, falls or falling objects, transparent and translucent doors, gates and walls, windows, skylights and ventilators, traffic routes, general environment and facilities, etc. Maintenance:</p> <p>— Where necessary to safeguard the safety of relevant persons the Responsible Person/Duty Holder must ensure that the premises and any facilities, equipment and devices provided are subject to a suitable system of maintenance.</p>	<p>Both buildings had an appropriate amount of safety signage displayed with no concerns noted. The common parts of both buildings, internally and externally, were clean, indicating a robust and effective housekeeping regime</p>
<p><b>0 Overall Compliance Score</b> <span style="float: right;">97</span></p>	

0	Assessors Comments
<p><b>Requirement</b></p> <p><i>In consideration of The Workplace (Health, Safety and Welfare) Regulations 1992 (2002) and other relevant regulations:- Elimination or reduction of risks from the physical aspects and features of the building exterior and outside environment:</i></p> <p>- this will include: lighting, cleanliness, ground conditions, falls or falling objects, transparent and translucent doors, gates and walls, windows, ventilators, traffic routes, general environment and facilities, noise, etc. Maintenance:</p> <p>— Where necessary in to safeguard the safety of relevant persons the Responsible Person/Duty Holder must ensure that the premises and any facilities, equipment and devices provided are subject to a suitable system of maintenance.</p> <p>11.—(1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.</p> <p>(2) The responsible person must record the arrangements referred to in paragraph (1) where—</p> <p>(a) he employs five or more employees;</p> <p>(b) a licence under an enactment is in force in relation to the premises; or</p> <p>(c) an alterations notice requiring a record to be made of those arrangements is in force in relation to the premises.</p>	<p>External areas were observed in a good condition and well presented at time of survey with good separation and storage for refuse. Pedestrian pathways and parking areas were in a reasonable condition with no concerns noted.</p>
<p><b>0 Overall Compliance Score</b> <span style="float: right;">100</span></p>	

# 4. Survey Findings Overview

0 Assessors Comments

<p><b>Requirement</b></p> <p><i>In consideration of The Control Of Substances Hazardous to Health 2002:- Elimination or reduction of risks from dangerous substances:</i></p> <p>— Where a dangerous substance is present in or on the premises, the Responsible Person/Duty Holder must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.</p> <p><i>Additional emergency measures in respect of dangerous substances</i></p> <p>16.—(1) Subject to paragraph (4), in order to safeguard the safety of relevant persons arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the responsible person must ensure that— (a) information on emergency arrangements is available</p>	<p>No hazardous substances were observed at time of assessment. It is understood that an Abestos survey was completed 26/02/2005 which found no Asbestos Containing Materials (ACMs) within the sampled areas. No other hazardous or harmful substances were indicated at time of survey.</p>
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0 Overall Compliance Score	100
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0 Assessors Comments

<p><b>Requirement</b></p> <p><i>In consideration of The Electricity at Work Regulations 1989:- Elimination or reduction of risks from any fixed electrical equipment and services plus any portable electrical appliance and any electrically powered devices or plant:</i></p> <p>- the Responsible Person/Duty Holder is required to ensure all electrical equipment and systems are maintained so far as reasonably practicable to prevent danger.</p>	<p>It is understood that the both buildings were inspected satisfactorily in 2010. Other than the observed defective artificial lighting within building 1-8, the fixed electrical installation appeared to be in good condition throughout with no concerns noted.</p>
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0 Overall Compliance Score	100
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# 4. Survey Findings Overview

0 Assessors Comments

<p><b>Requirement</b></p> <p><i>In consideration of The Provision and Use of Work Equipment Regulations 1998 and other relevant regulations such as Lifting Operations and Lifting equipment Regulations (LOLER) 1998 (2002):- Elimination or reduction of risks from any equipment used in the workplace/common areas:</i></p> <p><i>- the Responsible Person/Duty Holder is required to ensure that all equipment is: suitable and safe for use, used only by those deemed competent to do so, and if applicable in accordance with specific requirements.</i></p>	<p>No 'Work Equipment' was observed at time of assessment. It is understood that a control of contractor policy is in place for the management of any equipment brought onto site by contractors.</p>
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<b>0 Overall Compliance Score</b>	<b>100</b>
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0 Assessors Comments

<p><b>Requirement</b></p> <p><i>In consideration of The Regulatory Reform (Fire Safety) Order 2005 plus associated guidance and standards:-</i></p> <p><i>Employers (and/or building owners or occupiers) must carry out a fire safety risk assessment and keep it up to date. Based on the findings of the assessment, adequate and appropriate fire safety measures should be in place to minimise the risk of injury or loss of life in the event of a fire.</i></p>	<p>This building is believed to have been constructed in accordance with the Building Regulations 1991 and as such should provide a reasonable degree of fire resistance between individual occupancies. As a result it is not considered necessary to adopt a full evacuation based fire strategy and therefore no common parts fire alarm system has been recommended. This is in line with current guidance. Both buildings appeared to be in a good structural condition with no obvious signs of damage.</p>
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<b>0 Overall Compliance Score</b>	<b>88</b>
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## 5. Remedial Action Plan

The table on the following pages examines each of the 'Significant Findings' from the premises survey and management audit and recommends necessary remedial action, together with suggested priority ratings, based on risk. The aim should be to reduce the overall premises risk to a tolerable level as soon as is reasonably practicable, by implementing the suggest 'Controls', taking into account the seriousness of the hazards and other constraints such as timescales, budgetary restrictions etc. The action plan should be completed as each area is addressed, so giving an accurate picture of progress to date and any outstanding items that may remain.

The guidance below should be referred to (as necessary) when consulting the 'Action Plan'

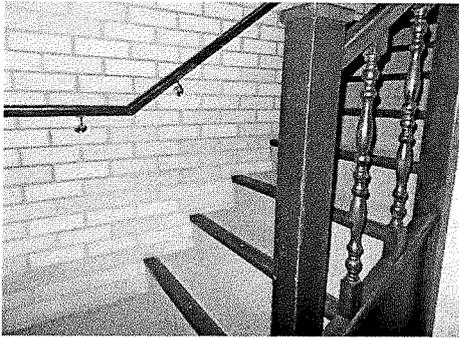
<b>Item</b>	The item number is the unique reference number provided to each compliance statement within the assessment process. Item numbers are taken from a separate survey 'Question Bank' and therefore may not necessarily be in sequential order, within the Action Plan.
<b>Section</b>	The assessment process is divided into seven separate sections covering specific topics, as stated on the Premises Compliance Summary page.
<b>Compliance Standard Required</b>	The 'Compliance Standard Required' indicates the standard(s) that should be in place to satisfy the legislation and current Best Practice for that particular area of Health and Safety
<b>Further Control(s) Required to meet compliance standard (Remedial Action)</b>	This section highlightes where additional controls are deemed necessary, in order to meet with the 'Compliance Statement' standard. These are considered 'Significant Findings'.
<b>Priority</b>	A priority is assigned to each 'Further Control' as a numerical value, based on the risk methodology: Tolerable (2), Moderate (3), Substantial (4), Intolerable (5). Refer to Section 8 Methodology for a full description of each priority rating.
<b>Comp</b>	A compliance score is assigned against each item which assists in determining overall compliance. 2 = Fully Compliant, 1 = Partially Compliant, 0 = Non-Compliant
<b>At Risk Code</b>	An At Risk code is assigned detailing those potentially at risk from that particular 'Significant Finding': R = Residents, O = Others, P = Property - Items indicated R or O must be complied with in a reasonable timescale to satisfy the legislation.
<b>Risk Type</b>	Finally, a Risk Type is assigned to assist in differentiating management items from physical risks. M = Management Risk, P = Physical Risk
<b>Date Complete/ Signature</b>	The date complete and signature box should be used to track progress and the date appended and signed once each item is complete. This will help in maintaining an audit trail of progress and compliance

## 5. Remedial Action Plan

Item	Section	Compliance Standard Required	Further Control(s) Required to meet Compliance Standard (Remedial Action)	Priority	Comp	At risk code	Risk Type	Date Complete	Signature
13	BUILDING - HEALTH, SAFETY AND WELFARE	The artificial lighting within the building appears suitable and sufficient, with no obvious defects.	A number of defects were noted to the artificial lighting units within the common areas, specifically within building 1-8. The defects to the artificial lighting within the common areas should be inspected by a competent electrical engineer and necessary remedial works carried out.	3	1	R/O/P	P		
60	FIRE SAFETY	There where no significant hazards identified at the time of this inspection.	Some Fire Safety concerns were observed at time of assessment, Cross reference associated Fire Safety Report for further details.	3	1	R/O/P	P		

# 6. Photographs

Item Number NA



Stair treads in good condition

Item Number NA



Example security arrangements

Item Number NA



Parking and entrance arrangements

Item Number NA



Example artificial and emergency lighting

## Legal Requirement

In relation to general Risk Assessment the Management of Health and Safety at Work Regulations 1999 (MHSWR) provides best practice guidance. Specifically, section 3 (3) specifies when the assessment should be reviewed.

(3) Any assessment such as is referred to in paragraph (1) or (2) shall be reviewed by the employer or self-employed person who made it if—

(a) there is reason to suspect that it is no longer valid; or

(b) there has been a significant change in the matters to which it relates; and where as a result of any such review changes to an assessment are required, the employer or self employed person concerned shall make them.

The general principles of review from the MHSWR 1999, states in 9.3.(a) and (b) that in addition to the normal regular review, that specifically they should be reviewed when there might be a reason to suspect the assessment is 'no longer valid' (for example following a Health and Safety related incident, or near miss) and it is also to be reviewed following any significant changes (e.g. building works, notification of changes in occupancy - significant increase in numbers, disabled etc).

## General Guidance and Best Practice

It is also important to consider the difference between a 'review' and a 'full' assessment. It is possible that a simple 'review' can be conducted by persons with less specific knowledge of the standards required, as in practice this will generally involve checking on the progress of previously identified action points and to ensure that no 'Significant' changes have occurred that would warrant a further 'full' review being completed by a 'Competent Person'. It is simply not acceptable to not conduct 'reviews' or 'full' assessments just because it is felt that there have been no obvious physical changes to the premises. The review process focuses attention back on remaining risks and there may also have been some changes, such as occupancy related issues that have affected safety (vulnerable persons for example). Existing precautions can also deteriorate over time.

## Competent Person

In relation to the 'full assessment' and 'review' process it is also appropriate for the 'Responsible Person(s)' to consider how they may demonstrate 'Due Diligence', (should the need arise), if a significant fire and/or general safety related incident were to occur within a building for which they were legally responsible and which ultimately resulted in enforcement action and potential criminal proceedings being taken against them. A formalised and structured review process utilising 'Competent Person(s)', in line with generally accepted principles, could perhaps be considered to form the basis of a reasonable defence.

## Frequency

The following table of guidance is given in relation to the recommended 'Full' assessment and 'Interim Review' and should be referred to, in order to determine appropriate timescales for this important aspect of the assessment process. This review methodology utilises the assumed (or known) constructional standards of the building, together with the overall 'Risk Profile' to help determine a reasonable review period to support current best practice.

Deviation from this guidance is acceptable (and may be desirable in some cases), particularly where there are multiple properties requiring a more structured and centralised risk management strategy approach. Ultimately it will be the responsibility of the 'DutyHolder/Responsible Person' to ensure assessments are subject to the appropriate degree of review and management. Further guidance and support is available from Lawes Marsh Limited, as required.

	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE
<b>Properties constructed or converted to a standard NOT in compliance with the Building Regulations 1991 or later or converted buildings built prior to 1991</b>	3 Yearly 'Full' assessment and Annual 'Interim Review'	2 Yearly 'Full' Assessment and Annual 'Interim Review'	Annual 'Full' Assessment	Review determined by assessment not exceeding 6 months
<b>Properties constructed or converted to a standard in compliance with the Building Regulations 1991 or later and which still comply</b>	4 Yearly 'Full' Assessment and 2 Yearly 'Interim Review'	3 Yearly 'Full' Assessment and Annual 'Interim Review'	Annual 'Full Assessment'	Review determined by assessment not exceeding 6 months

The Health and Safety **Risk Assessment** is a systematic and structured assessment of the Health and Safety risk in the premises for the purpose of expressing the current level of Health and Safety risk, determining the adequacy of existing Health and Safety precautions and determining the need for, and nature of, any additional Health and Safety precautions. Any such additional Health and Safety precautions required are set out in the significant findings & action plan. The objective of the action plan is to set out measures that will ensure that the Health and Safety risk is reduced to, or maintained at, a tolerable level. The determination of the likelihood of Harm or Loss, the consequences of Harm or Loss, and hence the Health and Safety risk, is subjective in nature. Although some numeric values have been added to this assessment they are only intended for the purpose of providing a simple overview of current risk and enable the reader to more easily see risk across different areas of this assessment.

The assessment of Health and Safety risk enables the risk in one premises to be compared with the risk in other premises (e.g. within the single estate of one organization), so identifying those premises in greatest need of attention. Even applied to single premises in isolation, the assessment of Health and Safety risk can provide a useful descriptor that imparts a sense of the magnitude of Health and Safety risk.

The categories for classification of risk are derived from those used to determine the **likelihood** and likely **consequences** of exposure to Hazards. The likelihood of illness or injury and likely consequences of such are classified into one of five predetermined categories, as shown in the table below:

Likelihood	
LOW	Unusually low likelihood of illness or injury as a result of negligible potential for a health and safety incident.
NORMAL	Normal Health and Safety hazards (e.g. Slips and trips) for this type of occupancy, with hazards generally subject to appropriate controls (other than minor shortcomings).
HIGH	Lack of adequate controls applied to one or more significant Health and Safety hazards, such as to result in significant increase in likelihood of illness or injury.

Potential Severity	
SLIGHT HARM	Health and Safety incident unlikely to result in serious injury, illness or death of any person.
MODERATE HARM	Health and Safety incident could foreseeably result in illness or injury (including serious illness or injury) of one or more persons, but is unlikely to involve multiple serious injuries or fatalities.
EXTREME HARM	Significant potential for serious illness, injury or death of one or more persons.

In the process of every Health and Safety risk assessment, an assessment should be made of the Health and Safety hazards in the premises. It is usual and acceptable for the risk to be expressed in terms of one of a number of predetermined categories (e.g. “trivial”, “tolerable”, “moderate”, “substantial” or “intolerable”) In this context, a definition of the above terms is as follows:

Outcome	
Trivial (1)	No action is required and no detailed records need be kept.
Tolerable (2)	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.  No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate (3)	Consideration should be given as to whether the risks can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial (4)	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Intolerable (5)	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

The category of risk for any premises is determined by combination of the likelihood of illness or injury and the likely consequences of such, using a matrix. The advantage of this approach is that it tends to result in relatively consistent assessments of risk by different risk assessors.

Likelihood of Illness or Injury	Potential Consequences of Health and Safety Hazards		
	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	Trivial (1)	Tolerable (2)	Moderate (3)
NORMAL	Tolerable (2)	Moderate (3)	Substantial (4)
HIGH	Moderate (3)	Substantial (4)	Intolerable (5)

The following is a list of the reference documentation that may be considered as 'Benchmark Standards' and which have, where relevant, been referred to within this assessments audit. The list should not be taken as exhaustive, as there are many more statutory provisions and guidance documents which have a relevance to the management of health and safety:

The Primary Health & Safety Legislation applying to this premises is:

Health and Safety at Work etc Act 1974

Other Legislation Applicable:

Housing Act 2004  
Management of Health and Safety at Work Regulations 1999 (amended 2003)  
Electricity at Work Regulations 1989  
The Smoke-Free (Premises and Enforcement) Regulations 2006  
The Equality Act 2010  
Regulatory Reform (Fire Safety) Order 2005

General Regulations and Standards:

The Health and Safety (Information for Employees) Regulations 1999  
The Workplace (Health, Safety and Welfare) Regulations 1992 (2002)  
The Control of Substances Hazardous to Health (COSHH) Regulations 2002  
The Electricity at Work Regulations 1989  
The Dangerous Substances and Explosive Atmospheres Regulations 2002  
The Employers' Liability (Compulsory Insurance) Act 1969 and Regulations 1998  
The Health and Safety (First Aid) Regulations 1981  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
The Provision and Use of Work Equipment Regulations 1998  
The Lifting Operations and Lifting Equipment Regulations 1998 (2002)  
The Manual Handling Operations Regulations 1992 (2002)  
The Noise at Work Regulations 2005  
The Personal Protective Equipment at Work Regulations 1992 (2002)  
The Health and Safety (Safety Signs and Signals) Regulations 1996  
The Supply of Machinery (Safety) Regulations 1992  
The Work at Height Regulations 2005  
The Control of Asbestos Regulations 2012  
The Confined Spaces Regulations 1987  
The Construction (Design and Management) (CDM) Regulations 2015  
The Pressure Systems Safety Regulations 2000  
The Building Regulations 2010



Beacon House, 2nd Floor  
Cumberland Business park  
Northumberland Road  
Portsmouth  
PO5 1DS

T/F 02392 876 355  
[www.lawesmarsh.com](http://www.lawesmarsh.com)  
[enquires@lawesmarsh.com](mailto:enquires@lawesmarsh.com)

