

# Health and Safety at Broadland Housing





Priority focus  
is on Fire  
Safety

# EXAMPLE OF MONTHLY PREMISES SAFETY AUDIT REPORT

Premises Inspection

2 actions, 2 failed, 81.82%

Emergency lights (Monthly)

100%

Are there emergency lights in the area you inspected?

Yes

Are the Emergency Lights working correctly?


Compliant


Did you carry out a functional test of the Emergency Lights?


Yes


Are the Emergency Lights functioning correctly when tested?


Compliant


Photo 1


Photo 2

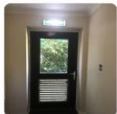
Photo 3


Photo 4


Photo 5


Photo 6


Photo 7

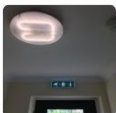
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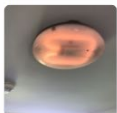
Photo 9

Photo 10

Photo 11

Photo 12

Photo 13

Photo 14

AOVs (Monthly)

Are there any AOVs in the area you inspected?

No

Fire Extinguishers (Monthly)

Are there any fire extinguishers?

No

Fire Doors (Monthly)

100%

Are there fire doors?

Yes

Were the Fire Doors in good order in the area you inspected?

Compliant

Smoke Detectors (Monthly)


100%


Are there any smoke detectors?


Yes


Were the Smoke Detectors in good order within the area you inspected?


Compliant


Photo 15


Photo 16


Photo 17


Photo 18

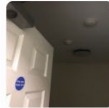
Photo 19


Photo 20


Photo 21

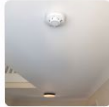
Photo 22


Photo 23

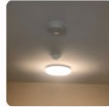
Photo 24


Photo 25

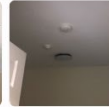
Photo 26


Photo 27


Photo 28


Photo 29

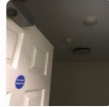
Photo 30


Photo 31


Photo 32

Photo 33

Photo 34

Photo 35

Photo 36

Photo 37

Legionella (Weekly or Monthly)

Weekly flush required and carried out at this visit?

N/A

Does this site require legionella temp and system checks?

No

Fire Fighting Lifts (Monthly)

Is there a Fire Fighting lift on the premises?

No

General Safety - is the area & premises free of other safety hazards (Monthly, 3 Monthly, 6 Monthly or Annual)


2 failed, 71.43%


Is the area and premises in good state of repair?


Yes (Compliant)


Was the area inspected safe from slip and trip hazards e.g loose or uneven paving/steps?


Yes (Compliant)


Photo 38


Photo 39


Photo 40

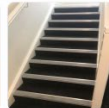
Photo 41


Photo 42


Photo 43


Photo 44


Photo 45


Photo 46


Photo 47


Photo 48


Photo 49

Photo 50

Photo 51

Photo 52

Photo 53

Photo 54

Is the access into the building and egress of fire escape routes clear and free of obstacles?

No (Non-Compliant)

Flat 19 items still on landing

We also cover other  
general safety hazards  
e.g. slip trips, waste  
issues, access and  
egress etc



Photo 55

Photo 56

Photo 57

Photo 58

Photo 59

Photo 60



Photo 61

Photo 62

Photo 63

Photo 64

Photo 65

Photo 66



Photo 67

Photo 68

Photo 69

Photo 70

Photo 71

Photo 72



Photo 73

Photo 74

Photo 75

Photo 76

Photo 77

Photo 78

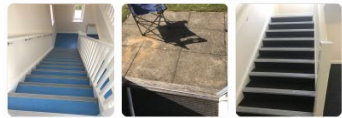


Photo 79

Photo 80

Photo 81

Record as hazard in section below and provide risk rating, report required action to Customer Services as necessary

Are the electrical cabinets safe and secure and marked with hazard labels?

Yes (Compliant)



Photo 82

Photo 83

Photo 84

Photo 85

Photo 86

Are all relevant areas secure from unauthorised access?

Yes (Compliant)

Has waste been removed effectively and correctly stored?

No (Non-Compliant)

See above re f19



Photo 87

Photo 88

Photo 89

Photo 90

Photo 91

Photo 92

Record as hazard in section below and provide risk rating, report required action to Customer Services as necessary

Are welfare facilities (for contractors and staff) clean and in good order?

N/A

Are all warning signs and statutory HS information clearly displayed and in good order?

Yes (Compliant)



Photo 93

Photo 94

Photo 95

Photo 96

Photo 97

Photo 98



Photo 99

Are there first aid facilities on site (for contractors and staff), is it in date and in good order?

N/A

Is there scaffolding erected on the premises?

No

Is there temporary fencing erected on the premises?

No

### Compliance - IDENTIFIED RISKS and/or HAZARDS

2 actions

#### Compliance - IDENTIFIED RISKS and/or HAZARDS 1

1 action

Have risks and/or hazards been identified?

Yes

What is the risk rating?

High Risk - Urgent Action Required

Items dumped top landing



Photo 100

Photo 101

Photo 102

Possible fire hazards are always given a High Priority Risk Rating. Fire issues are also given their own code FRA to flag as high priority

Have risks and/or hazards been identified?

Yes

What is the risk rating?

Medium Risk - Action Required

Already requested recently Block 5-7 communal front door difficult to close fully/ secure



Photo 104

Add the required action or action taken using the ACTION box. You must give the action the same priority rating. Add photos as required.

Other Useful Information and Photographs

Include any other information that you wish to record for this site visit

Include any other photographs that you wish to record for this site visit

Signature

Celia Norris Health And Safety Advisor

7 Sep 2021 13:29 BST

If it's a general safety issue that could deteriorate e.g sticking access only door (not fire door) then its shown as medium risk. Recent improvement to system is that all HS now have own code to flag it as priority over general repairs.



All Accidents,  
Incidents or Near  
Misses are reported  
via HS App (available  
on employees work  
phones/tablets/pc's)



**Welcome Corinne Goff**

Health & Safety App

**Report a new Accident, Incident or  
Near Miss**

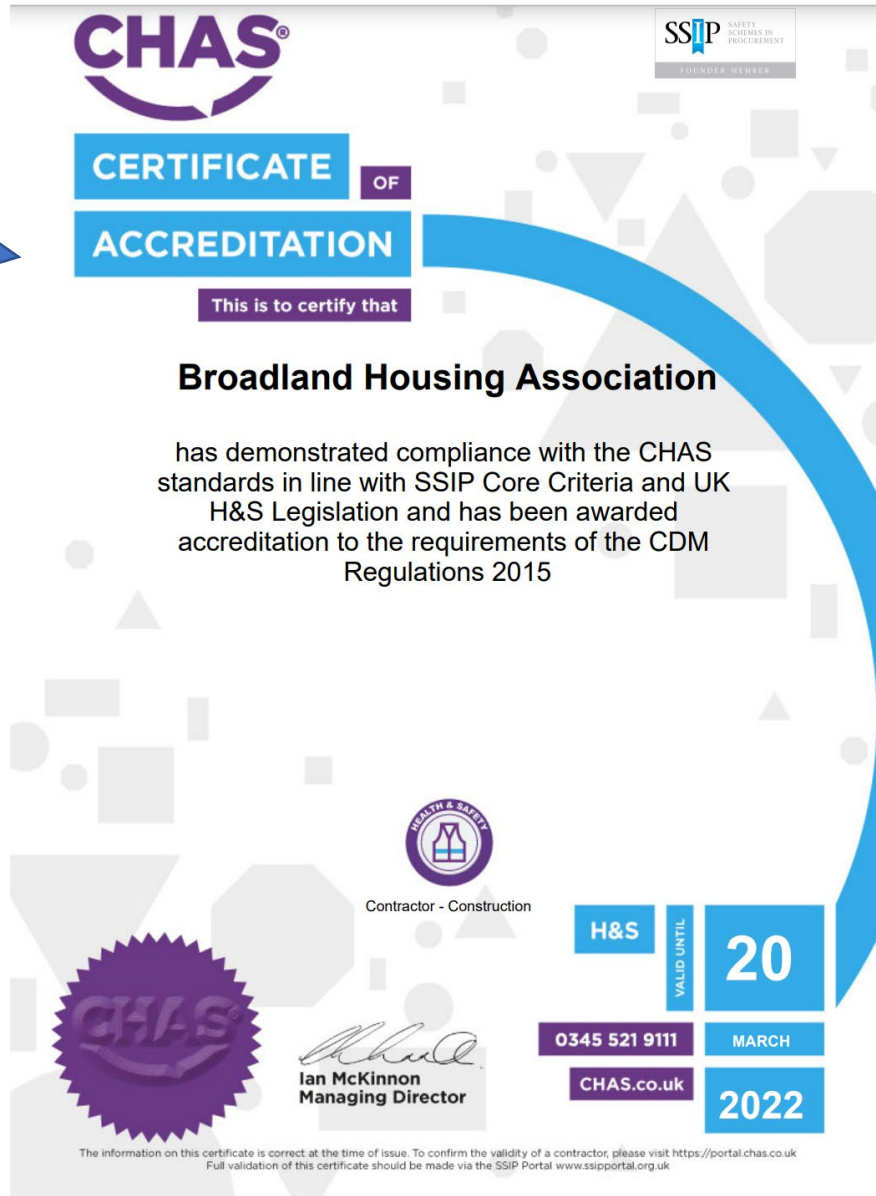
**View Existing Reports**

**Start/Continue Investigation**

All Accidents, Incidents  
and High Potential Near  
Misses are investigated –  
level of investigation is  
dependant on severity  
e.g. low severity (local  
level), high severity  
(senior management  
level)

NEW for 2021

This is an  
annual 3<sup>rd</sup>  
party  
assessment



HQN Safety Network - Promoting and supporting excellence in health and safety. Your comprehensive best practice network specialising in the needs of the housing sector.



## Your dashboard

Welcome to your member dashboard. Below you'll find the latest resources from each of your network memberships, along with links to areas of our website which relate to your memberships.



This year we became members of HQN Safety Net – this provides us with an excellent opportunity to join Best Practice Groups, receive Safety Alerts, Briefings and going forward enable us to annually benchmark our performance against other members

New mobile water bowser to reduce trailing hoses in pedestrian areas



Health and Safety Alerts – sharing lessons learnt



Back-pack cleaners to reduce trailing leads and improve tenant & operative safety on stairs



## Example of some improvements in health and safety at Broadland over past 9 months

- cables.
- Order has been placed for mobile water bowser to eliminate the need for trailing hoses.

### LESSONS LEARNT

We recognised that possible consequences of the hazards had not been fully understood.

- All those that may be impacted by the hazard need to be identified and risk assessed, this includes vulnerable persons (elderly, those with limited mobility, visually impaired etc); tenants AND visitors in the area including deliveries, contractors, emergency services.
- Do not assume that others will notice warning signage or the hazard.
- Keep vigilant, the work environment around you can change – what was a 'quiet' area can suddenly get busy. You may need to stop and change control measures to suit.

Information on slip, trip and fall prevention has been shared with all staff within the HS Notifications channel, please ensure that you have watched the information video clip. If you are in doubt or you are concerned that suitable controls are not in place, then stop what you are doing and contact the Health and Safety Team for advice.

Health and Safety Alert #0001  
September 2021

Quarterly HS Working Group and Monthly Open Safety Surgery Days for operatives

More in depth and frequent testing regimes



We also started an Annual HS Information Survey for all our schemes being carried out by HS Team