



Health & Safety

Site Visit Report.



Report For:	Dore House
Conducted By:	Karen Sweeney GRAD IOSH
Date Conducted:	12/09/2024

Workplace Inspection

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Harborne Parish Lands Charity

56A Lordswood Road
Harborne
B17 9AA
England

17/09/2024

Dear Carolyn,

Please find enclosed the health and safety inspection report that covers matters discussed with either yourself or nominated contacts at your premises on 12/09/2024. The report may identify site-specific hazards or shortcomings in your health and safety management system. If that is the case it will include specific recommendations that will assist in you completing these.

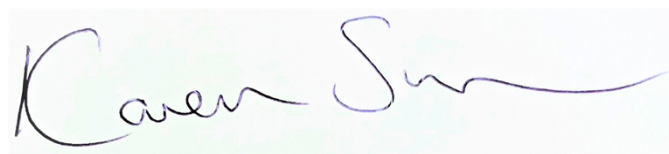
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

If there is any area in this report that is unclear or if there are any items you wish to discuss, please contact me via our head office or alternatively on my direct number 07743 975219

It is important to ensure that if you move, alter your business premises or any of your working practices, or you are visited/contacted by an Enforcement Officer, you should inform me or the Health and Safety helpline 03458 444 848 at the earliest possible time so that the appropriate advice can be given.

Finally may I take this opportunity to thank yourself and your staff for the help and co-operation extended to me during my visit.

Yours Sincerely,

A handwritten signature in blue ink, reading "Karen Sweeney". The signature is fluid and cursive, with the first name "Karen" and the last name "Sweeney" clearly distinguishable.

Karen Sweeney GRAD IOSH
Safety and Health Practitioner

Introduction

This report is designed to assist you in managing and prioritising the health and safety risks in your workplace.

At Citation, we appreciate that all businesses will have competing demands for their time and resources and that health and safety may not always appear to be the greatest priority. However, it is very important for you to consider the recommended actions contained within this report as they are based upon the observed/stated conditions and your working practices and reflect your legal obligations under health and safety law. The priority rating is provided to assist you in planning the required actions. Whilst you should review each recommended action on its own merits, it is important to remember that all items need to be addressed.

Even the smallest change in employers' or employees' actions or behaviour could reduce (if not eliminate) the potential for an accident occurring, thus avoiding the loss of working time/productivity, and reduce the potential for Enforcement Authority action (at worst leading to a criminal prosecution or intervention costs) or civil claim, that could have a damaging effect on your trading reputation.

This report refers to the condition of the premises at the time of inspection. However, there may be areas that were not inspected and there may have been situations that have arisen since the inspection. We therefore urge you to read the contents of this report in conjunction with the relevant guidance contained within your Health and Safety Policy documentation.

When carrying out inspection visits our consultants will use their experience, skills and expertise to identify matters in respect of which you may not be complying, either totally or in part, with relevant statutory health and safety provisions. However, especially given the finite amount of time that can be allocated to the visits, our consultants may not identify every example of non-compliance and Citation gives no warranty, expressed or implied, that they will do so. Unless you draw the consultant's attention to a specific matter and request his (or our) advice, we cannot be held responsible for any instance of non-compliance that the consultant may not identify.

If you make changes to your business premises/activities/personnel which may affect health and safety, or where there has been an accident, or an Enforcement Officer has contacted you for any reason, and for any other issues or concerns, please contact your consultant or the Citation Health and Safety helpline, 03458 444 848 to ensure that the correct advice can be provided.

You should also regularly monitor and make changes, where necessary, to your health and safety management system, including risk assessments and safe systems of working, training requirements, etc. in order to ensure continued legal compliance. Particular attention should be given following any business changes or workplace related accidents/incidents or near misses.

Citation cannot accept any responsibility for any failure by the company to comply with the recommendations contained within this report, or any changes that are subsequently made in relation to the company's premises, equipment or processes that were not disclosed during the visit.

Health and Safety Inspection Report

Place of Inspection:	Dore House	Date of Inspection:	12/09/2024
Name of Consultant:	Karen Sweeney	For the Attention of:	Carolyn Arnold

Priority Definitions:

Immediate Priority Action must be taken NOW.	Immediate action is required to remove an observed or stated dangerous condition/practice that is likely to cause an imminent risk of a fatality, serious personal injury or ill health. This also applies to a situation that could lead to a Prohibition Notice being issued by an Enforcing Authority and /or which may lead to legal proceedings being instigated by an Enforcing Authority. An Immediate Action Form will have been provided at the time of the visit.
High Priority Act Now.	Contravention of statutory requirements that could lead to fatal or serious personal injury, ill health, issuing of an Improvement Notice and / or which may lead to legal proceedings being instigated by the Enforcing Authority. These matters require urgent action.
Medium Priority Plan Actions.	Contravention of statutory requirements which could lead to personal injury or an ill health effect, the receipt of an Enforcement letter and / or legal proceedings being instituted by the Enforcing Authority indicating an area of non-compliance. These matters require a planned programme of action to eliminate or control the risk identified.
Low Priority Consider Improvements.	Recommendations for ensuring compliance with best practice or stated policy and procedures. Enforcement action is less likely, although accident or property damage is possible. The recommendations made are desired improvements, precautions or techniques consistent with good health and safety control and practice.

Executive Summary

The Executive Summary and Observations Overview below, highlight matters identified during the visit. The Observations Overview provides a list of the observations only, in order of priority. Full details, including recommended actions can be found in the report below.

Consultant comments

I would like to thank Tony for his time and cooperation during the recent Citation Health & Safety visit and for gathering of and making available the necessary information to prepare this inspection report.

The following report sets out the findings based on a single visit to Dore House. The visit included an inspection of communal areas only. I did not inspect resident's self contained flats. The report shows the areas where improvement is recommended but also the high level of compliance.

The safety management folders, including fire safety records were well maintained and up to date at the time of the visit. Management and staff should be praised for this and their efforts and commitment to Health and Safety. It is clear to see that they are dedicated to managing health and safety effectively in line with current legislation and best practise.

Following on from the visit the following are examples of observations where action is recommended:

- Although it was good to see that a legionella risk assessment has been carried out and that this is reviewed internally annually it is recommended that it is reviewed again by a competent person. It was recommended on the Risk assessment dated September 2020 that this be carried out again in September 2022.
- Personal Emergency evacuation plans are recommended for disabled residents.

I am confident that quick action will be taken on the areas highlighted in the report. Although all the areas are easily rectified please do not hesitate to contact either myself or the Advice Line if further assistance is required.

We can also provide face to face support through additional consultancy. If you're interested to find out more, please call **0345 241 5250** or email additionalservices@citation.co.uk and one of our team will be more than happy to help.

Thank you again for assisting me during the visit.

Karen Sweeney

Non Compliance - Immediate	0.
Non Compliance - High	0.
Non Compliance - Medium	2.
Non Compliance - Low	0.
Compliance	131.

Progress since your last inspection

There were 2 observations raised in your previous visit dated 12/09/2023.

2 of these have been marked as completed. Any outstanding tasks are included as observations in this report.

Observations Overview

Medium

Fire - Documentation

There was no procedure in place for evacuating disabled persons from the premises in the event of an emergency.

Legionella

Although reviewed annually in- house, the competent person who completed the legionella risk assessment on 10/09/2020 recommended that a further legionella risk assessment was undertaken in September 2022.

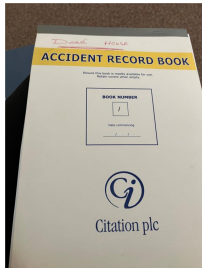
Accident Reporting

Positive observations

A GDPR compliant accident book is available.

Completed records are removed

There is an accident reporting and investigation procedure in place



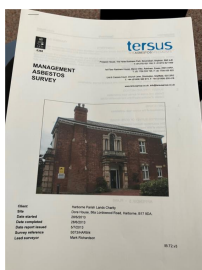
[Accident book
- GDPR
compliant](#)

Asbestos

Positive observations

An asbestos survey was available. This is dated 28/06/2013

No asbestos was detected



[Asbestos
survey 28-06-
2013](#)

Consultation

Positive observations

There are regular Building Managers Meetings

One to one meetings are held once every 2 weeks, where health and safety matters can be raised

Contractors

Positive observations

It was verbally confirmed that contractors are managed centrally by Head office.

Checks are undertaken of a contractor's competence and insurance.

Risk assessments and Method statements are requested

Contractors sign in book was seen during the visit.

Disabled Discrimination

Positive observations

Disabled alarms are fitted. These are tested monthly.

Display Screen Equipment

Positive observations

DSE users complete DSE assessments. Last undertaken September 2024.

DSE users undergo training on DSE use on the Atlas platform.

Displayed Notices and Certificates

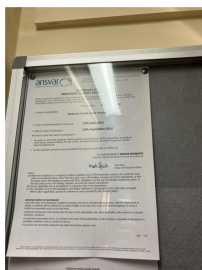
Positive observations

An up to date Employers Liability insurance certificate was seen on display. This is valid until 24/09/2024.

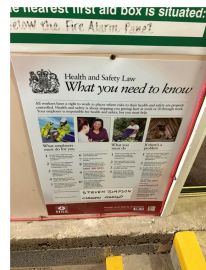
Health and Safety law posters are on display

A copy of the health and safety policy statement was displayed.

Signage seen indicating that it is a smoke free premises.



[Employer's liability insurance certificate on display](#)



[HS Law poster](#)

Driving

Positive observations

It was verbally confirmed that Head office do checks of driving licences, insurance, MOT and tax.

Drivers are required to hold business insurance when they drive their own vehicles for work purposes.

Driving at Work has been risk assessed.

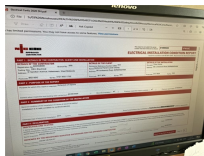
Electrical Safety

Positive observations

An up to date Electrical installation Condition Report was seen. The report is dated 30/09/2020

The Electrical Installation / fixed wiring was certified as satisfactory.

Portable electrical appliances have undergone electrical safety testing. This was last undertaken on 04/09/2024. Appliances are labelled



[Electrical
Installation
Condition
Report](#)

Fire - Detection and Alarm

Positive observations

Fire alarm activation call points were seen throughout the premises and are securely fastened to the structure of the building.

The fire alarm is on a service and maintenance contract. The fire alarm system was last serviced on 19/07/2024

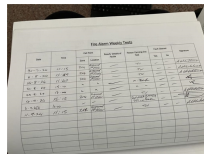
Weekly fire alarm tests are carried out and are recorded in the fire log book. Last recorded test 11/09/2024

The fire alarm panel was free from faults at the time of inspection.

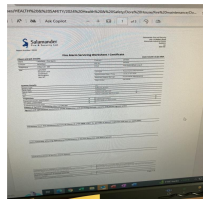
Appropriate 'flame and finger' signs and fire action notices were seen in an easy to view position, close to the call/activation points to ensure that they can be spotted quickly in an emergency.



[Fire Alarm panel no faults](#)



[Fire Alarm weekly test](#)



[Fire Alarm service July 2024](#)

Observations and recommendations

Fire - Documentation

Observation

There was no procedure in place for evacuating disabled persons from the premises in the event of an emergency.

Recommendation

Implement a procedure for evacuating disabled members of staff and visitors in the event of an emergency.

Ensure all members of staff are familiar with this procedure.

Priority : Medium

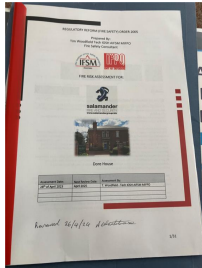
Responsible Person : Carolyn Arnold

Recommended Deadline Date : 29/10/2024

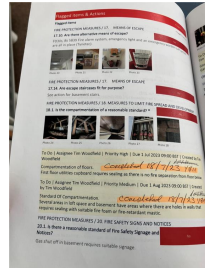
Positive observations

There is a suitable and sufficient fire risk assessment carried out by a competent person. This is dated 28/04/2023. It was reviewed internally on 26/04/2024

Completed actions are documented



Fire Risk
Assessment
28-04-2023



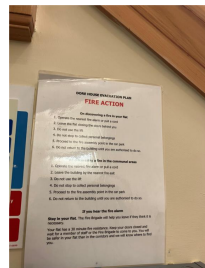
Fire Risk
Assessment -
completed
actions are
documented

There is a fire floor plan on display next to the fire alarm panel.

Documented fire procedures were seen on display.



Fire floor plan



Fire Procedures

Service shut off/ isolation points are on display in a prominent place



Building
services
isolation
points

The building manager has received fire warden training. This is done on the Atlas platform

Fire - Doors/Emergency Exits

Positive observations

The fire exit door was seen to be free from obstruction

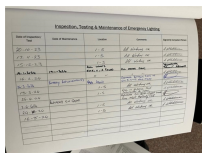
Fire doors are suitably marked.

Fire - Emergency Lighting

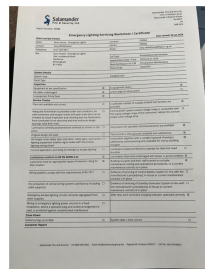
Positive observations

Emergency lighting is installed. This is serviced by a competent person. Last service took place 22/01/2024.

Monthly checks of the emergency lighting are carried out and recorded in the fire log book. Last undertaken 16/08/2024.



[Emergency
Lighting
monthly
inspection](#)



[Emergency
Lighting
Service 22-01-
2024](#)

Fire - Extinguishers

Positive observations

Fire extinguishers are available throughout the premises and on a service and maintenance contract.

The fire extinguishers are within their annual service date. The last service was carried out 22/01/2024

Fire extinguishers are subject to monthly inspections. Last undertaken 11/09/2024

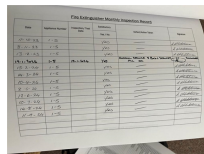
Fire extinguishers were positioned in their allocated place. They are clearly identified with the correct fire safety signage displayed next to them so a user knows exactly what the extinguisher can be used for.

The fire extinguishers appeared in good working order. The security tags were seen to be intact.

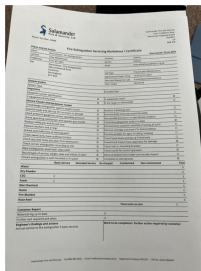
Fire extinguisher training is carried out on Atlas.



[Fire extinguishers on hooks with clear signage](#)



[Fire Extinguisher monthly inspection](#)



[Fire Extinguisher service](#)

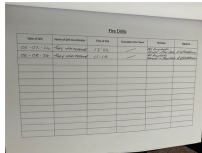
Fire - Monitoring

Positive observations

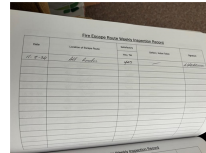
The Building manager carried out routine checks of the organisations fire arrangements

Fire evacuation drills are carried out on a regular basis at least once every 6 months and are recorded in the fire log book. The last drill was carried out on 06/08/2024

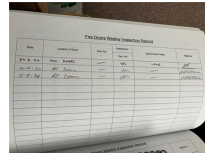
A fire log book is used to record fire safety checks. In addition to being used to record the fire evacuation drill, monthly checks to the fire extinguishers and emergency lighting, weekly fire alarm tests, fire door checks and checks of the fire escape routes are recorded



[Fire Drill 06-08-2024](#)



[Fire escape route weekly inspection 11-09-2024](#)



[Fire Door Weekly inspection 11-09-2024](#)

Fire - Signage

Positive observations

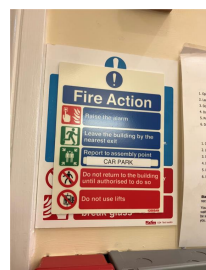
The fire escape route is clearly indicated with appropriate signage.

The fire assembly point is clearly indicated on a fire action notice and on the documented fire procedures.

The assembly point in the carpark was seen to be clearly signposted and was not obstructed



[Fire escape route indicated](#)



[Fire action notice - assembly point clearly indicated](#)



[Fire Assembly point](#)

First Aid

Positive observations

A suitable first aid kit is provided. The box was seen to be sealed and a label was seen indicating an expiry date of 03/2025



[First Aid kit](#)

The Building Manager is a trained first aider. Training certification in date.

It was good to see that the first aid arrangements are on display



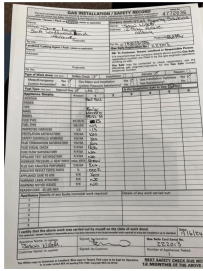
[First Aid arrangements](#)

The defibrillator is checked each week. This is documented on the daily check sheet.

Gas / Oil / Solid Fuel Safety

Positive observations

Gas appliances are inspected annually by a registered Gas Safe engineer. Last undertaken 19/06/2024



[Gas Safety
record 19-06-
2024](#)

Hazardous Substances/COSHH

Positive observations

COSHH assessments have been carried out for cleaning products used. These are reviewed annually. Last review September 2023 (now due)

COSHH assessments are carried out at Head office and are shared with Buildings Managers.

COSHH awareness training is carried out on Atlas

Health Screening

Positive observations

Employees complete a health screening questionnaire on induction

Legionella

Observation

Although reviewed annually in- house, the competent person who completed the legionella risk assessment on 10/09/2020 recommended that a further legionella risk assessment was undertaken in September 2022.

Recommendation

It is important to ensure that the Legionella risk assessment is reviewed on a regular basis or if there is a reason to believe that the original assessment may no longer be valid.

It is recommended that you seek the services of a competent person to undertake the review.

Priority : Medium

Responsible Person : Carolyn Arnold

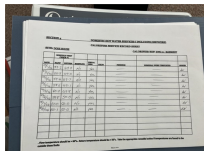
Recommended Deadline Date : 29/10/2024

Positive observations

A legionella risk assessment has been undertaken by a competent person. This was last done 10/09/2020 and is reviewed annually internally.

Monitoring is carried out, including flushing and is recorded in the log book.

Shower disinfection and cleaning is carried out by a competent person quarterly. Last done 31/07/2024

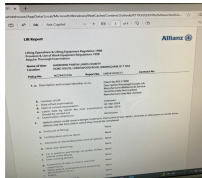


[Legionella -
Calorifier
temperature
checks -
monthly - 16-
08-2024](#)

Lifting Equipment

Positive observations

Passenger lift has been thoroughly examined in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). This is done every 6 months. Allianz documentation dated 02/09/2024 seen

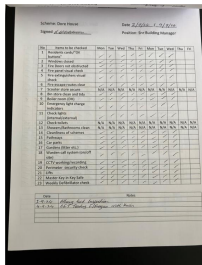


[LOLER - 02-09-2024](#)

Monitoring

Positive observations

It was good to see that the Building Manager does daily health and safety checks



[Daily monitoring - Dore House](#)

Risk Assessment: General, Young Person and Expectant Mothers

Positive observations

A risk assessment has been carried out for each scheme. This is reviewed annually and is shared with employees on Atlas. The following is assessed (not full list) :

- Adverse weather
- Animal bites / Animal scratches
- Back injury
- Bin store / Broken glass
- carpet cleaning machine
- Carrying cash
- Challenging behaviour / Violence at work
- Cleaning activity chemical use / Skin burns/ Skin irritants / Respiratory
- contractors working close by
- COVID-19
- Decorations
- Display screen equipment use / Work Equipment (office)
- Driving at work
- Dust
- Electricity
- Fire
- Gaining personal benefit by abusing residents
- Hand tools / Sharp cutting tools / Trapping Fingers / Work Equipment (Power tools) / Wood Working machinery.
- home visits
- hot liquids/ surfaces
- Legionella
- Lone working / Call out 24 hours

Training

Positive observations

Health and Safety training is carried out on the Atlas platform. Training modules carried out include:

- Health and Safety Awareness
- COSHH Awareness
- Fire Safety awareness / Fire Extinguisher Use
- Fire Marshal
- Manual Handling
- Ladders and Step ladders
- Legionella and Legionnaires Disease awareness
- PPE Use
- Asbestos awareness
- DSE Use
- Infection Control
- Hand hygiene

Health and Safety training is provided on induction. As part of the induction new starters are informed of the emergency fire procedures and first aid procedures. The induction process is documented.

Working at Height

Positive observations

A ladder register and inspection regime is in place. Ladders checked annually. Last done 31/01/2024.

Employees are trained in the use of ladders

Workplace Health, Safety and Welfare

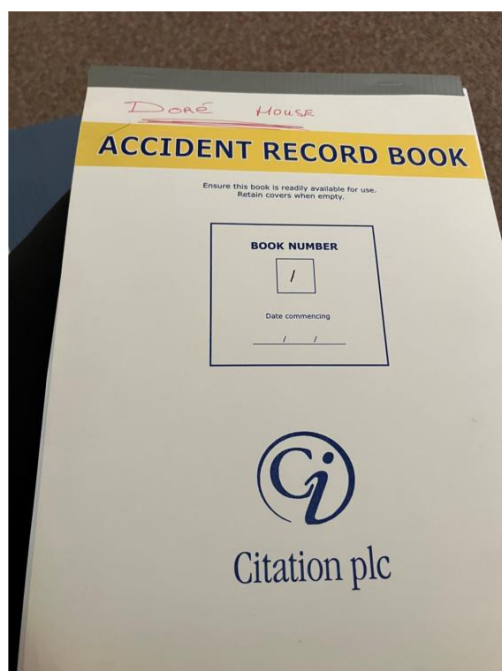
Positive observations

Suitable toilet facilities have been provided. It was good to see that a sanitary bin is now available as per the last site visit report.

Housekeeping is maintained to a high standard

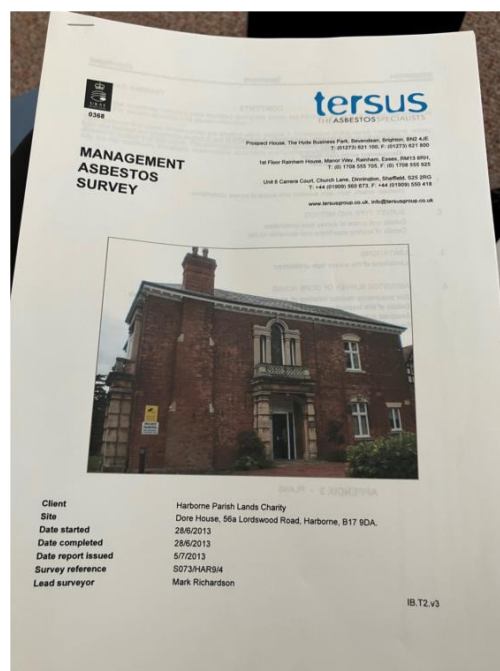
Workplace Inspection Media Positive Observations Media

Accident Reporting



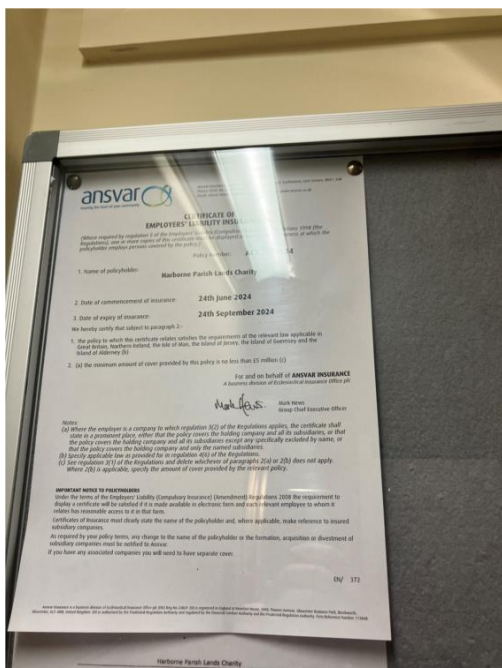
[Accident book - GDPR compliant](#)

Asbestos



[Asbestos survey 28-06-2013](#)

Displayed Notices and Certificates



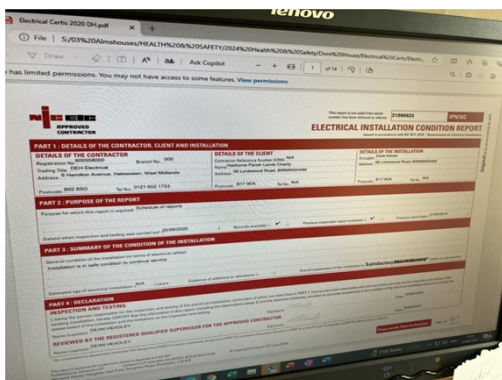
[Employer's liability insurance certificate on display](#)

Displayed Notices and Certificates



[HS Law poster](#)

Electrical Safety



[Electrical Installation Condition Report](#)

Fire - Detection and Alarm



[Fire Alarm panel no faults](#)

[illegible]

Fire Alarm weekly test

[illegible]

Fire Alarm service July 2024

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Prepared By:
Tim Woodfield Tech IOSH AIFSM MIPFO
Fire Safety Consultant

FIRE RISK ASSESSMENT FOR:

salamander
FIRE AND SECURITY
www.salamandergroup.co.uk

Dore House

Assessment Date:	Next Review Date:	Assessment By:
28 th of April 2023	April 2025	T. Woodfield - Tech IOSH AIFSM MIPFO

Reviewed 26/4/24 H. Whitehouse

1/31

Fire Risk Assessment 28-04-2023

Flagged Items & Actions

Flagged Items

FIRE PROTECTION MEASURES / 17. MEANS OF ESCAPE

17.10. Are there alternative means of escape?

FD30X, Bs 5839 Fire alarm system, emergency light and an emergency wooden exit door are all in place (Tyntec).

Photo 20 Photo 21 Photo 22 Photo 23

FIRE PROTECTION MEASURES / 17. MEANS OF ESCAPE

17.14. Are escape staircases fit for purpose?

See action for basement stairs.

FIRE PROTECTION MEASURES / 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1. Is the compartmentation of a reasonable standard? *

Photo 24 Photo 25 Photo 26 Photo 27 Photo 28

To Do | Assignee Tim Woodfield | Priority High | Due 1 Jul 2023 09:00 BST | Created by Tim Woodfield

Compartmentation of floors. *Completed 08/7/23 YH*

First floor utilities cupboard requires sealing as there is no fire separation from floor below.

To Do | Assignee Tim Woodfield | Priority Medium | Due 1 Aug 2023 09:00 BST | Created by Tim Woodfield

Standard Of Compartmentation. *Completed 08/7/23 YH*

Several areas in loft space and basement have areas where there are holes in walls that requires sealing with suitable fire foam or fire-retardant mastic.

FIRE PROTECTION MEASURES / 20. FIRE SAFETY SIGNS AND NOTICES

20.1. Is there a reasonable standard of Fire Safety Signage and Notices?

Gas shut off in basement requires suitable signage.

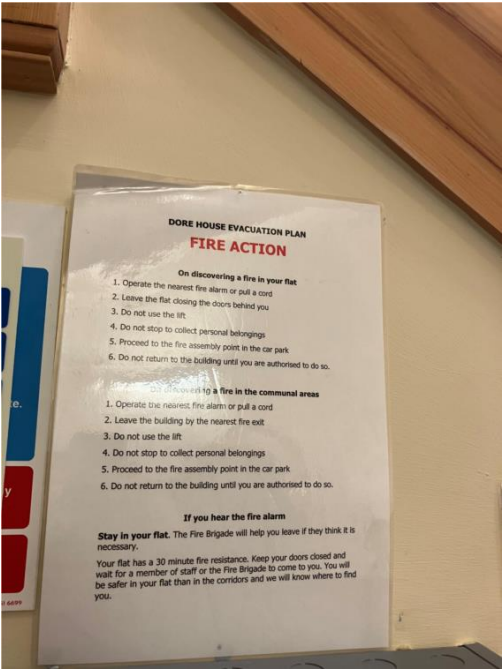
Fire Risk Assessment - completed actions are documented

Fire - Documentation



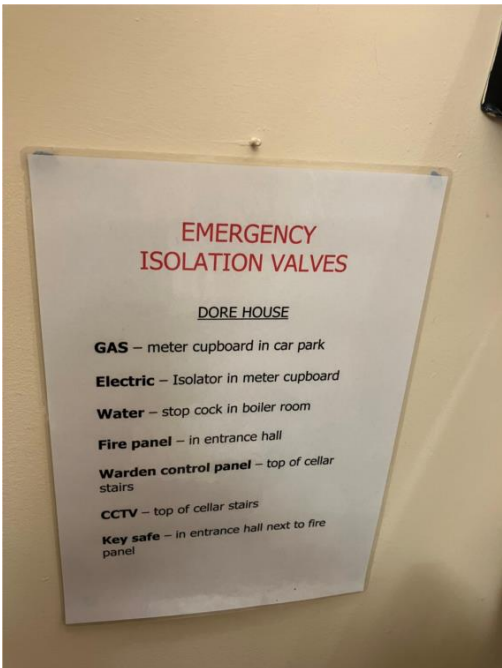
[Fire floor plan](#)

Fire - Documentation



[Fire Procedures](#)

Fire - Documentation



[Building services isolation points](#)

Fire - Emergency Lighting

Inspection, Testing & Maintenance of Emergency Lighting				
Date of Inspection/ Test	Date of Maintenance	Location	Comments	Signed By Competent Person
20-10-23		1-S	All working ok	A. Williams
17-11-23		1-S	All working ok	A. Williams
15-12-23		1-S	All working ok	A. Williams
14-1-24	19-1-24	Area under stairs	Area under stairs	A. Williams
16-2-24		Emergency replacement	Emergency replacement	A. Williams
14-3-24		1-S	All working ok	A. Williams
15-3-24		1-S	All working ok	A. Williams
26-4-24		Emergency CA Gen	Emergency CA Gen	A. Williams
2-6-24		1-S	All working ok	A. Williams
24-7-24		1-S	All working ok	A. Williams
16-8-24				

[Emergency Lighting monthly inspection](#)

Fire - Emergency Lighting

Salamander Fire & Security Ltd
Report Number: 20088

Emergency Lighting Servicing Worksheet / Certificate
Date issued: 22 Jan 2024

Client and job details
Client: Dore House - Emergency Lights
Contact: Tony Bishopp
Telephone: 0121 427 8811
Job No: 20088
Email: tony.bishopp@salgroup.co.uk
Site: Dore House - Emergency Lights
204, Longwood Road
Birmingham
B17 8DA
Call Type: Preventative Maintenance
Appointment Date / Time: 16.03.23 09.00
Reported Reason for Call: Preventative Maintenance
Client Order: SAL0575

System Details
System Type: Installed table
Panel Type: ☐ In equipment closet? ☐
Is the target unobstructed? ☐
Inspection: ☐ All cables underground? ☐
Is equipment properly fused? ☐
Service Checks: ☐ Plans are available and correct ☐
A sufficient number of suitably located test facilities are provided ☐
Adequate illumination is provided under test conditions, for both maintenance and escape routes and open areas (this can be checked by visual inspection and checking that the illumination from luminaires is not obstructed and that minimum design spacings have been met) ☐
Luminaires correctly positioned and oriented as shown on the plans ☐
Original design still valid ☐
All escape route safety signs and other safety signs, such as fire fighting equipment location signs visible with the normal lighting extinguished ☐
Correct application and siting of emergency escape lighting ☐
Luminaires tested and found to operate for their full rated duration ☐
Luminaires conform to BS EN 60598-2-22 ☐
Luminaires clean and undamaged with lamps in good condition ☐
Maintenance, testing and operational procedures, or a current maintenance contract is in place ☐
Evidence of servicing of Central Battery System (in line with the manufacturer's procedures) in-house or current maintenance contract is in place ☐
Fire protection of central wiring systems satisfactory (including cable supports) ☐
Emergency escape lighting circuits correctly segregated from other supplies ☐
Wiring to emergency lighting power sources in a fixed installation, where a specialist plug and socket arrangement is used, is protected against unauthorised interference ☐
Close Down: ☐ System date / time correct ☐
Historical log up to date ☐
Customer Report: ☐

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Emergency Lighting Service 22-01-2024

Fire - Extinguishers



Fire extinguishers on hooks with clear signage

Fire - Extinguishers

Fire Extinguisher Monthly Inspection Record

Date	Appliance Number	Inspection / Test Date	Satisfactory	Defects/Action Taken	Signature
11-10-23	1-5		Yes		A. Bishopp
8-11-23	1-5		Yes		A. Bishopp
13-12-23	1-5		Yes		A. Bishopp
19-1-24	1-5	19-1-24	Yes	Annual Service & Risk Security	A. Bishopp
15-2-24	1-5		Yes		A. Bishopp
14-3-24	1-5		Yes		A. Bishopp
10-4-24	1-5		Yes		A. Bishopp
8-5-24	1-5		Yes		A. Bishopp
12-6-24	1-5		Yes		A. Bishopp
10-7-24	1-5		Yes		A. Bishopp
14-8-24	1-5		Yes		A. Bishopp
11-9-24	1-5		Yes		A. Bishopp

Fire Extinguisher monthly inspection

Fire - Extinguishers

Salamander Fire & Security Ltd
Report Number: 20088

Fire Extinguisher Servicing Worksheet / Certificate
Date issued: 22 Jan 2024

Client and job details
Client: Dore House - Fire Extinguishers
Contact: Tony Bishopp
Telephone: 0121 427 8811
Job No: 20088
Email: tony.bishopp@salgroup.co.uk
Site: Dore House - Fire Extinguishers
204, Longwood Road
Birmingham
B17 8DA
Call Type: Preventative Maintenance
Appointment Date / Time: 16.03.23 09.00
Reported Reason for Call: Preventative Maintenance
Client Order: SAL0575

System Details
System Type: Installed table
Inspection: ☐ In equipment closet? ☐
Is the target unobstructed? ☐
Service Checks and Equipment Tested: ☐ Examine body and nozzle for corrosion or damage ☐
Check pressure gauge for correct operating pressure ☐
Check top operating mechanism and release grip handle ☐
Replace safety pin and fit new seal ☐
Replace washers and o-rings ☐
Grease and make free all working parts ☐
Check wheel arms have sufficient friction ☐
Check any vent holes are clear from obstruction ☐
Check correct extinguisher according to risk ☐
Wipe extinguisher down with moist cloth ☐
Record type of service, weight, date and initials on label ☐
Ensure extinguisher is well mounted or in stand ☐
Complete on-site log book ☐

Basic Service
Water: 0
Dry Powder: 0
CO2: 3
Foam: 2
Wet Chemical: 0
Halon: 0
Fire Blanket: 0
Hose Reel: 0
Total units on site: 5

Extended Service
Re-charged: 0
Condemned: 0
Non-maintained: 0

Customer Report
Historical log up to date ☐
Further visit required and when ☐
Engineer's findings and actions: Annual service to fire extinguisher's basic services
Work to be completed / further action required by customer

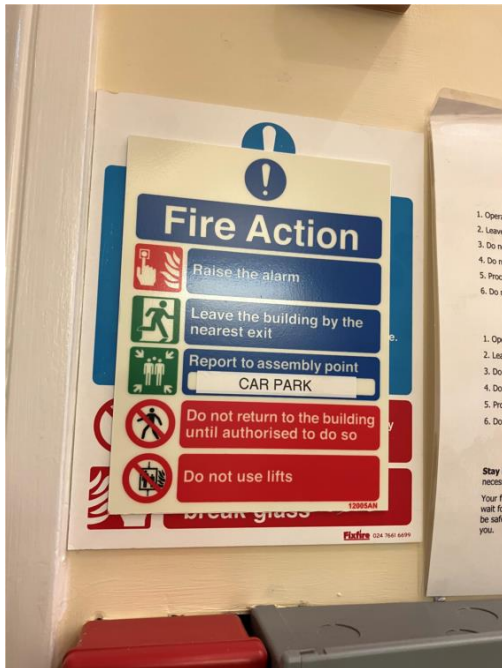
Salamander Fire and Security Ltd 0800 085 9602 Email info@salamandergroup.co.uk Registered Company 4093251 VAT No. GB 815046457

Fire Extinguisher service

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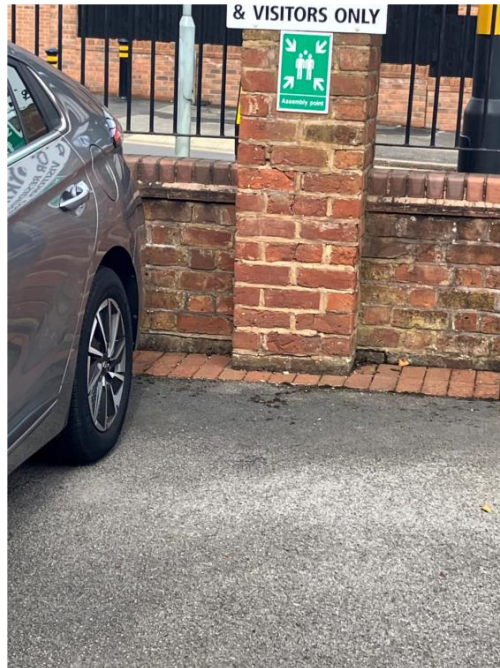
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Fire - Signage



[Fire action notice - assembly point clearly indicated](#)

Fire - Signage



[Fire Assembly point](#)

First Aid



[First Aid kit](#)

First Aid



[First Aid arrangements](#)

Gas / Oil / Solid Fuel Safety

Legionella

GAS INSTALLATION / SAFETY RECORD					Serial No. 4712636	
This form is returned to the installer or the Gas Safe registered engineer who has completed the installation or maintenance work. It is a record of the work done and the gas safety checks carried out. It is a legal requirement to keep this form for at least 12 months.						
Customer / Tenant / Finish or CASITY (as applicable) Building Name: 1000 Niles Avenue			Company details: ASCO Property Solutions			
Address: 1000 Niles Avenue			Name: ASCO Niles Avenue		Address: 1000 Niles Avenue	
Tel No: 01283338556			Tel No: 01283338556		Postcode: SE20 6BB	
Landlord / Letting Agent / Park: (as applicable)			Gas Safe Registration No: 222013			
Address:			NB. To Customer, Tenant, Landlord or Responsible Person, it is important that the company details above and the Gas Safe registration number are filled in by the gas engineer responsible for the work on site.			
Tel No: 01283338556			Gas Safe may be contacted to check registration, ask the attending gas engineer responsible for the Gas Safe contact telephone number.			
Type of Work done: ☐ New ☒ Safety Check ☒ Installation ☐ Repairs ☐			Service ☐ Repairs ☐			
Main/Emergency Control Accessible? ☒ Yes ☐ No ☐			Gas Meter and Installation (visible) Pipework Satisfactory? ☒ Yes ☐ No ☐		Gas Installation Tightness Test Satisfactory? ☒ Yes ☐ No ☐	
Flue Type: ☒ Natural Gas ☐ L.P.G. ☐			In the Installation Safe to Use: ☒ Yes ☐ No ☐			
APPLIANCE DETAILS:			Answers			
LOCATION	OWNER	MAKE	MODEL	FLUE TYPE	FLUE TYPE	FLUE TYPE
INSPECTED / SERVICED	SATISFACTORY	SATISFACTORY	FLUE TERMINATION SATISFACTORY	FLUE VERIFICATION SATISFACTORY	FLUE FLOW SATISFACTORY	SPILLAGE TEST SATISFACTORY
WORKING PRESSURE or HEAT INPUT	FLUE GAS ANALYSIS PERFORMED	ANALYSIS RESULT: CO2: 8.8%	APPLIANCE SAFE TO USE	WARNING LABEL ATTACHED	WARNING NOTICE ISSUED	REASON CODE: (If any)
Applicable Details of any faults/remedial work required:			Details of any work carried out:			
1			2			
3			4			
5			6			
6			7			
I certify that the above work was carried out by the installer on the (date of work done)						
The customer / tenant / landlord / responsible person hereby declares that they have read and understood the instructions and the gas safety checks carried out and that they are satisfied with the work done.						
Operator Name: James Niles			Signed: (The Operator)		Date: 15/6/24	
Customer Name: (as applicable)			Signed: (By Customer)		Number of Appliances Tested: 222013	
To be returned to the Customer or Landlord, unless you say to Transport. Keep it to keep by Operator. To be returned to the Customer or Landlord, unless you say to Transport. Keep it to keep by Operator.						

[illegible]

Legionella - Calorifier temperature checks - monthly - 16-08-2024

Gas Safety record 19-06-2024

Lifting Equipment

Monitoring

01: + + +

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Lift Report

Allianz

Lifting Operations & Lifting Equipment Regulation 1998
Provision 6 Use of Work Equipment Regulations 1998
Regular Thorough Examination

Name of User Location	HARBOROUGH PARISH LANDS CARPENTRY DORE HOUSE, LINDWOOD ROAD, BIRMINGHAM, B17 5AA		
Policy No.	NZ7947356	Report No.	44841010517
		Contract No.	

1. a. Description and unique identifier or locn.

Client No:PGC11000
Description: Passenger Gondola LRT
Manufacturer: Midland Lift Services
Serial Number: Not marked
Manufacturer: Not marked

b. Location of Lift

Unknown
02-Mar-2024

c. Date of last examination

Not Known

d. Date of current examination

Not Known

e. Latest date by which the next examination should be carried out

Not Known

f. Examination scheme no.

Not Known

2. Defects which could cause a danger to persons. Particulars of any repairs, renewals or alterations to rectify those defects and the time within which they should be completed.

None

a. Enclosure of liftway.

None

b. Landing doors and car doors.

None

c. Interlocks on the landing doors and car gate(s).

None

d. Other door fastenings.

None

e. Car or platform and foreign, car guides, buffers, interior of the liftway.

None

f. Over-running devices.

None

g. Suspension of ropes or chains, and their attachments.

None

h. Safety gear, its arrangements for preventing fall or position of fall.

None

i. Brakes.

None

LOLER - 02-09-2024

Scheme: Dore House

Position: Snr Building Manager

Date: 2/9/24 19/9/24

Signed: [Signature]

No	Items to be checked	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
1	Residents cards/"OK buttons"	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Windows closed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Fire Doors not obstructed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Fire panel visual check	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Fire extinguishers visual check	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Fire escape routes clear	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Scatter store secure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Bin store clean and tidy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Boiler room (DH)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Emergency light charge indicators	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Check lights (internal/external)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Check toilets	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Showers/Bathrooms clean	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	Cleanliness of schemes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	Pathways	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	Car parks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	Gardens (litter etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Warden call system (on/off site)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	CCTV working/recording	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	Perimeter security check	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	Lifts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	Master Key in Key Safe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	Weekly Defibrillator check	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Date	Notes
2.9.24	Along side inspection
4.9.24	ECT Tables / Escapes with Kevlar

Daily monitoring - Dore House

Conclusion

The assessor believes that the information contained within this inspection report to be correct at the time of printing. The report is based on matters that were observed or came to the attention of the assessor at the time of the visit and should not be relied on as an exhaustive record of all possible risks or hazards that may exist. Hazards associated with the organisation's business should be addressed during the risk assessment process.

During the course of the inspection, not all areas within the premises or equipment may have been inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

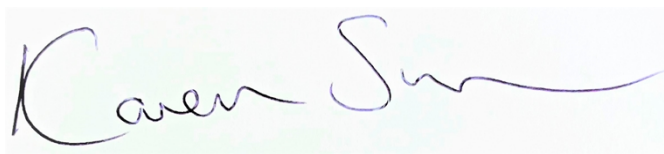
It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members of staff.

In order to maintain the integrity of the inspection process and to protect all parties, the assessors will not divulge the contents of the inspection report to any unauthorised person without prior agreement or if legally obligated to do so.

Sign Off:

Client Representative: Carolyn Arnold

Consultant:

A handwritten signature in blue ink, appearing to read 'Karen Sumner', is written over a light blue rectangular background.

Kings Court, Water Lane, Wilmslow, Cheshire, SK9 5AR

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For any further information please get in
touch with us on **0345 844 1111**

