



Health & Safety

Site Visit Report.



Report For:	Firs Close
Conducted By:	Karen Sweeney GRAD IOSH
Date Conducted:	01/10/2024

Workplace Inspection

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Harborne Parish Lands Charity

Water Lane Water Lane
Smethwick
B67 6DQ
England

02/10/2024

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 01/10/2024. 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.

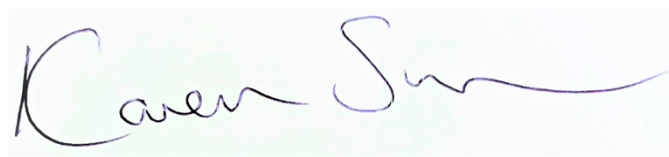
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

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,



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:	Firs Close	Date of Inspection:	01/10/2024
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 Kevin 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. It was nice also to meet Carolyn and Maisie.

Firs Close is a sheltered housing scheme. It consist of 36 self contained flats. There are currently 40 residents aged between 63 and 95.

The following report sets out the findings based on a single visit to the scheme and interpretation of the information/ documentation available. As the scheme consists of private apartments the inspection extended to communal areas and areas accessible to staff only.

The report shows the areas where improvement is recommended but also the high level of compliance.

The safety management folders, including fire safety records and servicing/ maintenance records were well maintained and up to date at the time of the visit. As with the other schemes owned by the charity the building was well kept and housekeeping was seen to be maintained to a very high standard.

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 action is recommended:

- Although your legionella risk assessment is reviewed internally, it is recommended that this is now reviewed by a competent person . It was carried out by a competent person in September 2020 and a review of September 2022 was suggested.
- Although it was good to see a list of residents with vulnerabilities held in the safe in reception, Personal Emergency evacuation plans are recommended for disabled residents.
- Although the lifts were thoroughly examined under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) recently please request a copy of the certification for your records and ensure they attend to complete the identified work (It is understood that this is in progress)

Please be assured that the recommendations made in this report do not outweigh the many positive health and safety observations made at the time of my visit. I am

confident that quick action will be taken on the few areas highlighted in the report. If assistance is required please do not hesitate to contact either myself or the Advice Line.

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	1.
Non Compliance - Medium	1.
Non Compliance - Low	0.
Compliance	151.

Progress since your last inspection

There were 4 observations raised in your previous visit dated 20/09/2023.

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

Observations Overview

High

Fire - Documentation

Although it was good to see a list of residents who have vulnerabilities in the safe in reception there was no procedure in place for evacuating disabled persons from the premises in the event of an emergency.

Medium

Legionella

Although reviewed internally, the legionella risk assessment completed by a competent person was completed in September 2020 and had a suggested review date of September 2022

Displayed Notices and Certificates

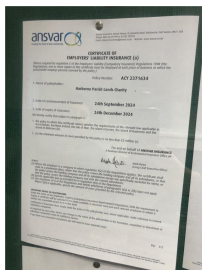
Positive observations

An up to date employers liability compulsory insurance certificate was seen on display. This is valid until 24/12/2024

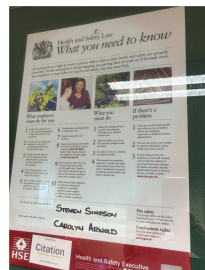
There is an up to date health and safety policy on display. This has been signed by the Managing Director and is valid until 29/11/2024

There is an up to date health and safety law poster on display in the office

A no smoking sign is displayed in a prominent location in the entrance to indicate that the premises is classed as 'smoke-free'



[Employers
liability
insurance
certificate on
display](#)



[HS law poster](#)

Consultation

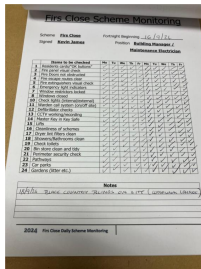
Positive observations

There are regular Building Managers Meetings and one to one meetings , where health and safety matters can be raised/ discussed

Monitoring

Positive observations

It was good to see that the Building Manager carries out daily checks. These are documented.



[Monitoring-
example of
daily
managers
check](#)

Access and Egress

Positive observations

Safe access and egress is maintained throughout.

Handrails were seen on the corridors.

The Building manager checks the weather and where necessary grits pavements in outside areas. There is grit in the bin store.

There is a gardener who ensures that any leaves/ garden debris is cleared. The building manager also does daily checks of the garden and where necessary will use a leaf blower to clear leaves of the paths. Checks are also done of the drains to ensure they do not overflow/ water turns to ice.



[Handrails on corridors](#)

Accident Reporting

Positive observations

A GDPR compliant accident book is available.

It was good to see that completed records are removed.

Contractors

Positive observations

Contractors are dealt with centrally by Head Office. Checks are carried out of a contractors insurance and risk assessments and method statements requested

Disabled Discrimination

Positive observations

Disabled alarm call points were seen in toilets, communal bathrooms and the passenger lift

Monthly pull cord tests are done and recorded

Driving

Positive observations

Driving licence checks are carried out.

Checks are done to ensure that MOT and tax are in place for personal cars used for work purposes and that business insurance is held.

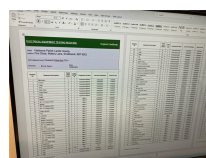
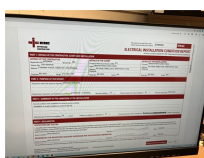
Electrical Safety

Positive observations

An up to date Electrical installation Condition Report was seen. The report is dated 19/09/2020

The Electrical Installation / fixed wiring was certified as satisfactory

Portable appliances have been subject to electrical safety testing. Last undertaken 19/06/2024. Register seen



[Electrical
installation
condition
report](#)

[Electrical
safety testing
register](#)

Electrical distribution boards were secure at the time of the inspection.

Extension leads were being used correctly and there was no evidence of daisy-chaining.

There was no evidence of block type multi-plug adapters being used.

The floors appeared free of trailing cables.

No redundant wiring was seen

Fire - Detection and Alarm

Positive observations

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

Appropriate 'flame and finger' signs 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.

The fire alarm is on a service and maintenance contract. It was last serviced on 05/07/2024

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



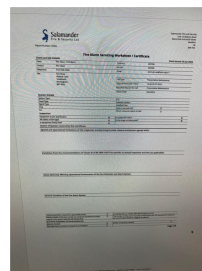
[Fire alarm
weekly tests](#)



[Fire alarm free
from faults](#)



[Fire alarm call
point clear
signage](#)



[Fire alarm
service 05-07-
2024](#)

Weekly fire alarm tests are undertaken . Last carried out 27/09/2024

Observations and recommendations

Fire - Documentation

Observation

Although it was good to see a list of residents who have vulnerabilities in the safe in reception 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 : High

Responsible Person : Carolyn Arnold

Recommended Deadline Date : 30/10/2024

Positive observations

There is a suitable and sufficient fire risk assessment. This was carried out by a competent person on 30/04/2023

It was reviewed internally on 26/04/2024.



[Fire risk
assessment
30-04-2023](#)

There is a floor plan of the premises on display by the fire alarm panel.



[Fire floor plan](#)

Documented fire procedures were seen to be on display



[Fire procedures on display](#)

The building manager is a trained fire warden. Valid training certification was seen



[Fire Marshal training certificate](#)

Fire - Doors/Emergency Exits

Positive observations

Suitable fire doors have been installed

Fire doors had suitable signage indicating they were to be kept closed

Fire doors have self closers

It was good to see that Fire doors are not wedged or propped open

Fire doors appeared to close correctly against their frames

Fire exit push bars were seen to be fully operational. The exits are alarmed



[Fire exit push
bar fully
operational](#)



[Fire door
signage](#)

Fire - Emergency Lighting

Positive observations

Monthly tests are carried out and recorded in the log book. Last carried out 05/09/2024



[Emergency
lighting
monthly tests](#)

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 18/01/2024

Fire extinguishers were positioned in their allocated place and are hung on wall brackets. 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 located around the premises appeared in good working order. The security tags were seen to be intact.

Fire extinguisher training is undertaken on Atlas

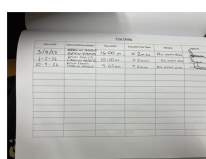
Fire extinguishers are inspected each month. Last undertaken 24/09/2024

Fire - Monitoring

Positive observations

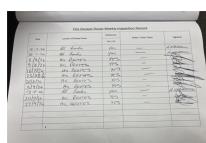
A fire evacuation drill has been undertaken within the last 6 months. Last carried out 10/09/2024

Fire drills are recorded in the fire log book.



[Fire Drills recorded](#)

Weekly checks of the fire escape routes and fire doors are carried out and are recorded in the fire log book. Last undertaken 27/09/2024



[Fire escape route weekly](#)

[checks](#)

Fire - Signage

Positive observations

The fire escape routes are clearly marked with appropriate signage.

The fire assembly point is indicated on fire action notices displayed throughout the premises

The fire assembly point is marked with signage. It was not obstructed at the time of the visit.



[Fire escape
route clear
signage](#)



[Fire action
notice](#)

First Aid

Positive observations

The building manager is a trained first aider. Valid certification was seen. This is valid until 07/11/2024

Well stocked first aid kits are provided. Kits were contained in suitable containers which were free from damage, damp and dust.

Items were seen to be in date in the kit checked (office kit). The expiry date for the oldest item is detailed on the front of the box.

Eye wash is provided in the first aid kits.

A first aid notice detailing the first aid arrangements is on display



[First aid kit - expiry date marked for oldest item](#)



[Well stocked first aid kit - items in date](#)

Health Screening

Positive observations

Health screening questionnaires are completed when employees start with the organisation.

There are regular one to one meetings with staff. Stress and other health matters can be discussed in these meetings.

In relation to stress it was discussed that counselling is arranged if needed.

Legionella

Observation

Although reviewed internally, the legionella risk assessment completed by a competent person was completed in September 2020 and had a suggested review date of 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 a review is carried out by a competent person.

Priority : Medium

Responsible Person : Carolyn Arnold

Recommended Deadline Date : 13/11/2024

Positive observations

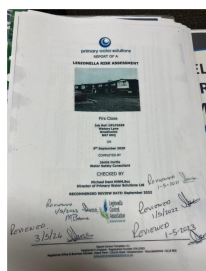
A legionella risk assessment has been carried out. This is dated 09/09/2020.

It was good to see that recommended actions have been completed and the risk assessment updated.

The risk assessment is reviewed annually internally. Last review carried out was on 03/05/2024

Legionella monitoring is carried out and recorded. This includes temperature checks and flushing.

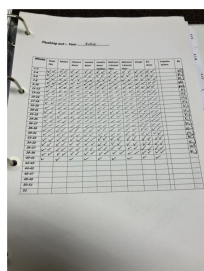
A 'Certificate of disinfection' was available relating to the cleaning and disinfection of the two water tanks. This was carried out 03/09/2024



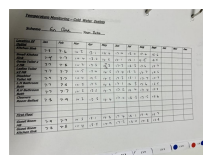
[Legionella risk assessment 09-2020](#)



[Legionella-certificate of disinfection](#)



[Legionella monitoring-example of flushing record](#)



[Legionella monitoring-example of temperature checks](#)

Records seen to show that the showers have been disinfected. This includes residents showers. This was last done 07/09/2024. This is done every 3 months

Risk Assessment: General, Young Person and Expectant Mothers

Positive observations

Risk assessments are carried out for each scheme. The risk assessments cover:

- 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

Risk assessments are distributed to relevant employees using Atlas

Training

Positive observations

Health and Safety training is carried out on the Atlas platform. It was good to see the Building Managers certification on display.

Training modules undertaken includes (not full list)

- Health and Safety awareness
- COSHH awareness
- Asbestos awareness
- Manual Handling
- Ladders and Stepladders
- Hand hygiene
- Display screen equipment use
- Fire Marshal
- Fire Extinguisher Use
- Legionella awareness
- Infection control



[Training- hand hygiene](#)



[Training- health and safety awareness](#)



[Training- Asbestos awareness](#)



[Training- infection control](#)

Visitors

Positive observations

Visitors and contractors are required to sign in and out.



[Visitors and contractors sign in](#)

Workplace Health, Safety and Welfare

Positive observations

Toilet facilities were seen to be maintained in a clean, hygienic and orderly condition.

It was good to see that sanitary bins are now in place for female staff/ visitors.

The exhaust filters on the clothes dryers were seen to be clean. Daily checks are done by the Manager and are recorded on the daily monitoring check sheet.

There are signs reminding residents to keep the dryers clear of lint.



[Tumble dryer sign relating to cleaning lint](#)



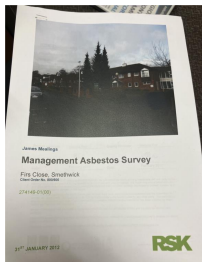
[Filter seen to be clean and free from lint](#)

Housekeeping is maintained to a very high standard across the premises.

Asbestos

Positive observations

An Asbestos survey was available. This is dated 31/01/2012 . No asbestos detected.



[Asbestos
management
survey 31-01-
2012](#)

Display Screen Equipment

Positive observations

DSE assessments are carried out.

It was good to see that DSE use training is also carried out.



[DSE training
certificate](#)

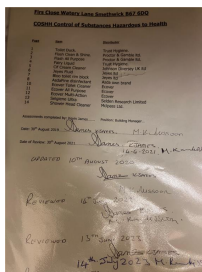
Hazardous Substances/COSHH

Positive observations

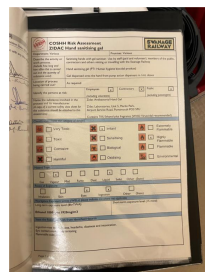
It was good to see that there is a register of all cleaning products and that material safety datasheets have been retained.

COSHH assessments are completed and reviewed annually. Review date is on the rear of the assessment.

COSH awareness training is undertaken on Atlas.



[COSHH register](#)



[COSHH assessment-
hand
sanitising gel](#)



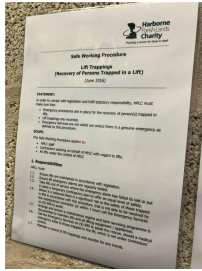
[Training -
COSHH
awareness](#)

Lifting Equipment

Positive observations

The lift is fitted with an emergency call button.

Safe operating procedures were seen relating to recovery of persons trapped in the lifts



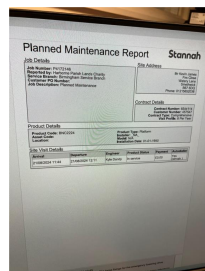
[Safe working procedure for lift](#)

The passenger lift and platform lift have been thoroughly examined. This was undertaken 27/09/2024. The scheme is currently awaiting the certification which will be issued once an issue/ fault on the platform lift has been rectified. Arrangements are in place for this. The lift is currently locked off and marked as out of order

Both lifts were serviced on 21/08/2024



[Lift service report- passenger lift 21-08-2024](#)



[Lift service- platform lift - 21- 08-2024](#)

Manual Handling

Positive observations

Manual Handling training is undertaken on the Atlas platform.



[Manual
handling
training
certificate](#)

Window Restrictors

Positive observations

It was good to see that window restrictors have been fitted and are checked on a daily basis. Daily checks are recorded on the Managers daily check sheet.

The sample of window restrictors checked (first floor communal areas) were seen to be robust.



[Window
restrictor first
floor](#)



[Window
restrictor first
floor](#)



[Robust
window
restrictors](#)

Working at Height

Positive observations

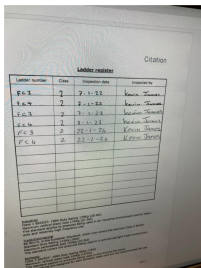
The Building manager has undertaken training in the use of ladders and stepladders on Atlas



[Ladders and stepladders training](#)

A ladder register and inspection regime is in place.

It was good to see that the ladders are locked away.



[Ladder register](#)

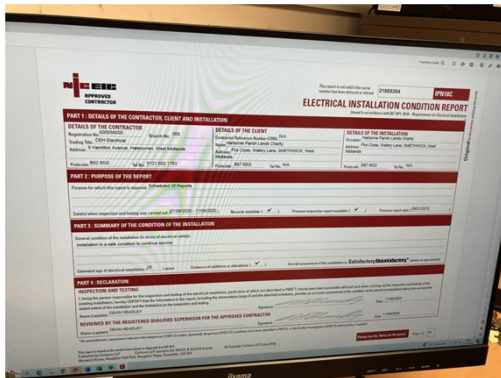


[Ladder inspection tag](#)

Workplace Inspection Media

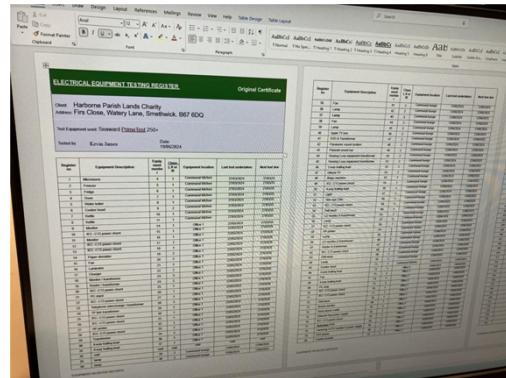
Positive Observations Media

Electrical Safety



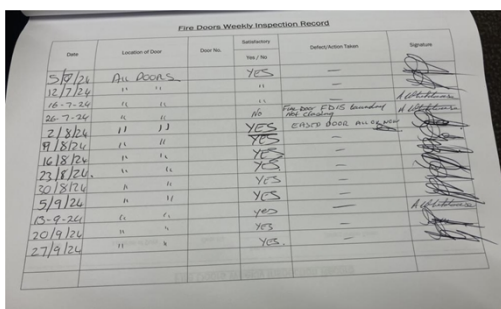
[Electrical installation condition report](#)

Electrical Safety



[Electrical safety testing register](#)

Fire - Detection and Alarm



[Fire alarm weekly tests](#)

Fire - Detection and Alarm



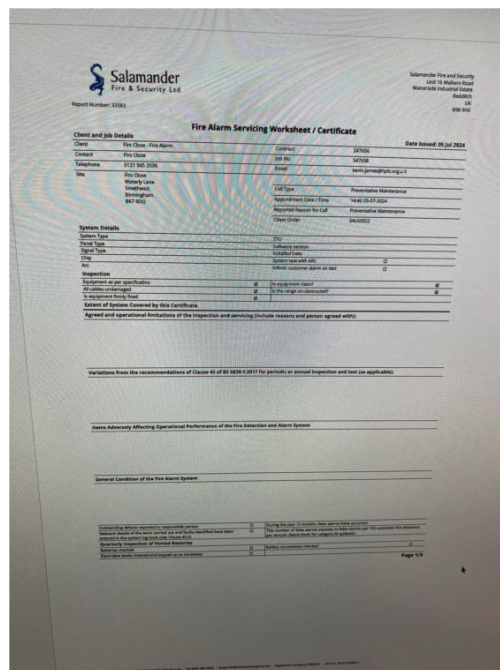
[Fire alarm free from faults](#)

Fire - Detection and Alarm



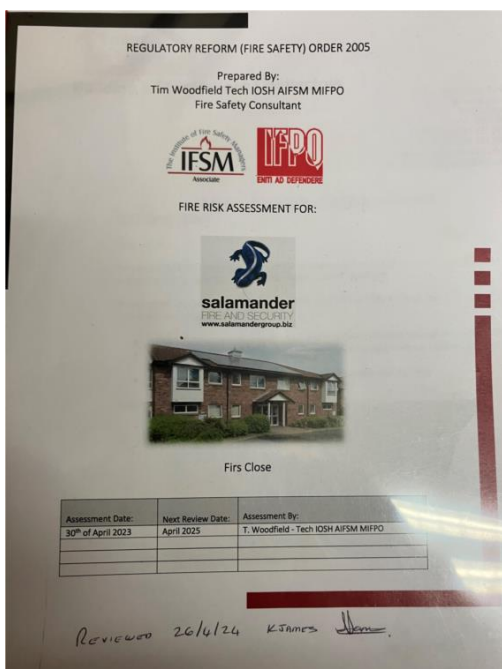
[Fire alarm call point clear signage](#)

Fire - Detection and Alarm



[Fire alarm service 05-07-2024](#)

Fire - Documentation



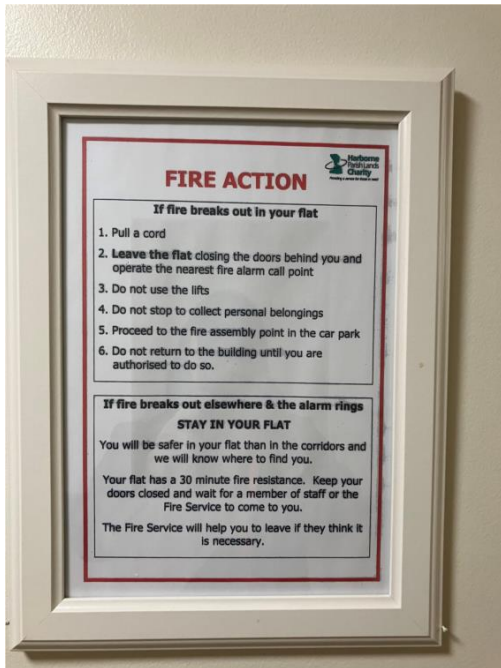
[Fire risk assessment 30-04-2023](#)

Fire - Documentation



[Fire floor plan](#)

Fire - Documentation



[Fire procedures on display](#)

Fire - Documentation



[Fire Marshal training certificate](#)

Fire - Doors/Emergency Exits



[Fire exit push bar fully operational](#)

Fire - Doors/Emergency Exits



[Fire door signage](#)

Fire - Signage



[Fire action notice](#)

First Aid



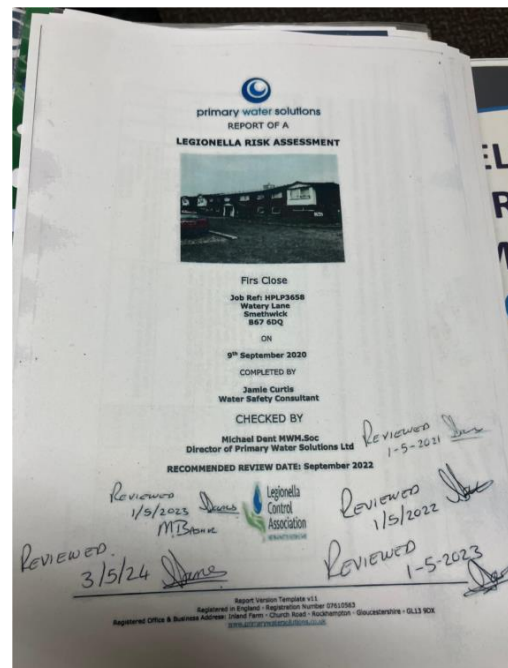
[First aid kit - expiry date marked for oldest item](#)

First Aid



[Well stocked first aid kit - items in date](#)

Legionella



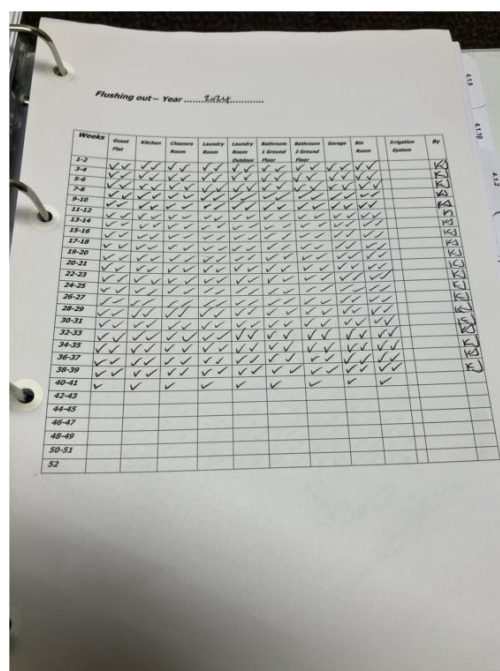
[Legionella risk assessment 09-2020](#)

Legionella



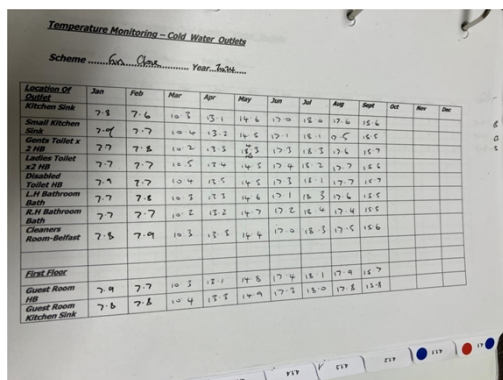
Legionella- certificate of disinfection

Legionella



Legionella monitoring- example of flushing record

Legionella



Legionella monitoring- example of temperature checks

Training



Training- hand hygiene

Training



[Training-health and safety awareness](#)

Training



[Training- Asbestos awareness](#)

Training



[Training- infection control](#)

Visitors



[Visitors and contractors sign in](#)

Workplace Health, Safety and Welfare



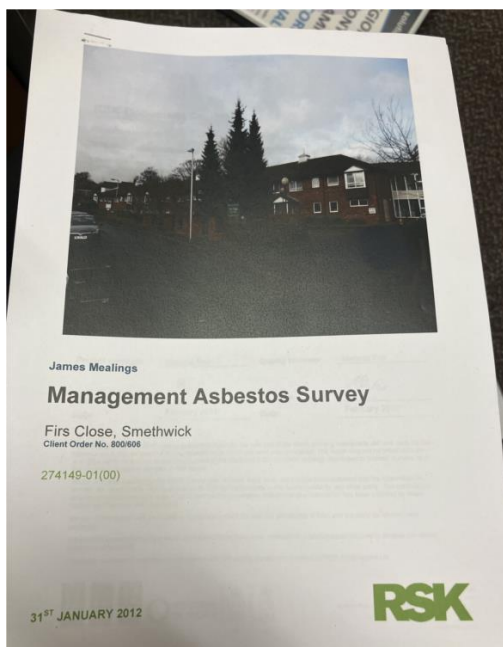
[Tumble dryer sign relating to cleaning lint](#)

Workplace Health, Safety and Welfare



[Filter seen to be clean and free from lint](#)

Asbestos



[Asbestos management survey 31-01-2012](#)

Display Screen Equipment



[DSE training certificate](#)

Hazardous Substances/COSHH

Firs Close Watery Lane Smethwick B67 6DQ

COSHH Control of Substances Hazardous to Health

Page	Item	Distributor
1	Toilet Duck	Trust Hygiene
2	Flash Clean & Shine	Proctor & Gamble Ltd.
3	Flash All Purpose	Proctor & Gamble Ltd.
4	Fairy Liquid	Trust Hygiene
5	Of Cream Cleaner	Johnson Diversey UK Ltd
6	Jeyes Fluid	Jeyes Ltd
7	Bloo toilet rim block	Asda own brand
8	AsdaPine disinfectant	Ecover
10	Ecover Toilet Cleaner	Ecover
11	Ecover All Purpose	Ecover
12	Ecover Multi-Action	Selden Research Limited
13	Selgene Ultra	Mcpass Ltd.
14	Shower Head Cleaner	

Assessments completed by: Kevin James..... Position: Building Manager...

Date: 30th August 2019..... *James K James*..... *M.K. Kussoon*

Date of Review: 30th August 2021..... *James K James*..... *14-6-2021 M.K. Kussoon*

UPDATED 10th AUGUST 2020..... *James K James*

Reviewed 14th July 2023..... *M.K. Kussoon*

Reviewed 13th June 2023..... *James K James*

14th July 2023 M.K. Kussoon

[COSHH register](#)

Hazardous Substances/COSHH

COSHH Risk Assessment
ZIDAC Hand sanitising gel

Department: Various Premises: Various

Describe the activity or work process:
Sanitising hands with gel sanitiser. Use by staff (paid and volunteer), members of the public, contractors and others visiting or travelling with the Swanage Railway.

Hand sanitising gel (PT1 Human hygiene biocidal product)

Location of process being carried out? As required
Gel dispensed onto the hand from pump action dispensers in 1ml doses

Identify the persons at risk:
Employees ☒ Contractors ☒ Public ☒ (including passengers)

Name the substance involved in the process and its manufacturer:
Zidac Antibacterial Hand Gel
Zidac Laboratories, Unit 5, Merlin Park, Airport Service Road, Portsmouth PO1 1PU
Contains 70% Ethanol plus fragrance (WHO Virucidal recommended)

Classifications: **None the categories of danger**

☒ Very Toxic	☒ Irritant	☒ Extremely Flammable
☒ Toxic	☒ Sensitising	☒ Highly Flammable
☒ Corrosive	☒ Biological	☒ Flammable
☒ Harmful	☒ Oxidising	☒ Environmental

Hazard Type: ☒ Gas ☒ Vapour ☒ Mist ☒ Fume ☒ Dust ☒ Liquid ☒ Solid ☒ Other (State):

Route of Exposure: ☒ Inhalation ☒ Skin ☒ Eyes ☒ Ingestion ☒ Other (State):

Workplace Exposure Limits (WELs) please indicate the relevant one(s):
Long-term exposure level (8h-TWA):
Short-term exposure level (15 min):

Ethanol 100%: 1920mg/m³

State the Risk: **None from identified hazards**

Exposure may cause: Irritation, headache, dizziness and intoxication.
Eye contact may cause: Irritation.
Flammable substance: Irritating.

[COSHH assessment- hand sanitising gel](#)

Hazardous Substances/COSHH

Citation

Certificate of completion

This is to acknowledge that

Kevin James

of

Harborne Parish Lands Charity

has successfully completed the

COSHH Awareness For Employees

[Signature]

Presented on: 08/07/2024

Expiry date: 08/07/2026

Peter Doyle
Head of Health & Safety, Citation

Citation Health & Safety

Kings Court, Water Lane, Wilmslow, Cheshire SK9 5AR, T 0161 667 4000
E enquiries@citation.co.uk, citation.co.uk Registered in England No. 3097504

[Training - COSHH awareness](#)

Lifting Equipment

Harborne Parish Lands Charity
providing a service for those in need

Safe Working Procedure

Lift Trappings
(Recovery of Persons Trapped in a Lift)
(June 2016)

STATEMENT:
In order to comply with legislation and fulfil statutory responsibility, HPLC must make sure that:

- Emergency procedures are in place for the recovery of person(s) trapped in lifts.
- Lift trappings are recorded.
- Emergency Services are not called out unless there is a genuine emergency as defined by this procedure.

SCOPE:
This Safe Working Procedure applies to:

- HPLC staff
- Contractors working on behalf of HPLC with regard to lifts.
- All lifts under the control of HPLC

1. Responsibilities
HPLC must:

- 1.1. Ensure lifts are maintained in accordance with legislation.
- 1.2. Ensure lift emergency alarms are regularly tested.
- 1.3. Take lifts out of service where the emergency alarm has failed its test or put in lift a temporary contingency plan to offer an equal level of safety.
- 1.4. Where it is believed there is a significant risk to the safety of those trapped in lifts in accordance with this procedure, that is not able to be resolved by the maintenance contractor (or within 1 hour) call the Emergency Services on (0) 999 to assist.
- 1.5. Arrange and ensure a maintenance regime and term servicing programme is documented to maintain lifts and all lifting equipment / appliances.
- 1.6. Call the Emergency Services on (0) 999 to assist the rescue, should a medical emergency arise to those trapped in the lift, which is not under contractors' control.
- 1.7. Retain a record of lift trappings and monitor for any trends.

[Safe working procedure for lift](#)

Lifting Equipment

Planned Maintenance Report **Stannah**

Job Details
 Job Number: P4172148
 Reported by: Harborne Parish Lands Charity
 Service Branch: Birmingham Service Branch
 Customer PO Number:
 Job Description: Planned Maintenance

Site Address
 Mr Kevin James
 Firs Close
 Watney Lane
 Snettback
 B67 6DQ
 Phone: 01215652036

Contract Details
 Contract Number: 6544114
 Customer Number: 457547
 Contract Type: Comprehensive
 Visit Profile: 6 Per Year

Product Details
 Product Code: BNC338
 Asset Code:
 Location:
 Product Type: Passenger
 Installer: N/A
 Model: N/A
 Installation Date: 01-01-1950

Site Visit Details

Arrival	Departure	Engineer	Product Status	Payment	Autodetail
21/08/2024 11:14	21/08/2024 11:44	Kyle Dandy	In service	£0.00	Yes (on-site)

Activities
 Activity Date: 29 September 2023 15:33
 Details: Insurance report: 28303136/18. The motor room floor level indicator and in-car audible alarm are inoperative with the power isolated and this should be suitably investigated and repaired.
 Actions:
 • 15:43 29/09/2023: to be complete on service
 • 14:37 15/03/2024: found that up battery needs replacing, please order new one
 • 11:28 21/08/2024: Replaced 1x 7.2 amp battery in upstairs unit. Hand wind now works under power loss.

[Lift service report- passenger lift 21-08-2024](#)

Lifting Equipment

Planned Maintenance Report **Stannah**

Job Details
 Job Number: P4172146
 Reported by: Harborne Parish Lands Charity
 Service Branch: Birmingham Service Branch
 Customer PO Number:
 Job Description: Planned Maintenance

Site Address
 Mr Kevin James
 Firs Close
 Watney Lane
 Snettback
 B67 6DQ
 Phone: 01215652036

Contract Details
 Contract Number: 6544114
 Customer Number: 457547
 Contract Type: Comprehensive
 Visit Profile: 6 Per Year

Product Details
 Product Code: BNC2224
 Asset Code:
 Location:
 Product Type: Platform
 Installer: N/A
 Model: N/A
 Installation Date: 01-01-1950

Site Visit Details

Arrival	Departure	Engineer	Product Status	Payment	Autodetail
21/08/2024 11:44	21/08/2024 12:11	Kyle Dandy	In service	£0.00	Yes (on-site)

[Lift service- platform lift - 21- 08-2024](#)

Manual Handling

Enquiries@citation.co.uk citation.co.uk Registered in England No. 3097504

Citation

Certificate of completion
 This is to acknowledge that:

Kevin James
 of
 Harborne Parish Lands Charity
 has successfully completed the
Manual Handling

[Signature]
 Peter Cooke
 Head of Health & Safety, Citation
 Presented on: 11/08/2024
 Expiry date: 11/08/2025

Citation
 DSE D11

[Manual handling training certificate](#)

Window Restrictors



[Window restrictor first floor](#)

Window Restrictors



Window restrictor first floor

Window Restrictors



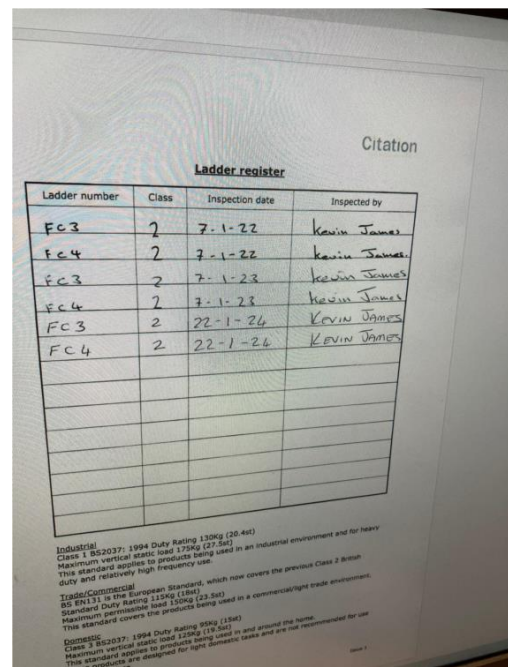
Robust window restrictors

Working at Height



Ladders and stepladders training

Working at Height



Ladder register

Working at Height



Ladder inspection tag

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.

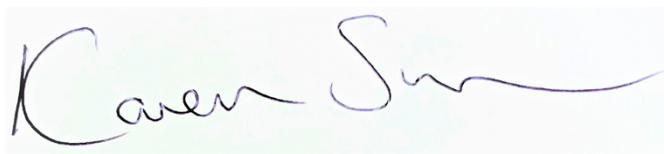
It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members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

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

www.citation.co.uk



How Citation can help

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

