



# Health & Safety

## Site Visit Report.



|                        |                         |
|------------------------|-------------------------|
| <b>Report For:</b>     | Harborne House          |
| <b>Conducted By:</b>   | Karen Sweeney GRAD IOSH |
| <b>Date Conducted:</b> | 12/09/2024              |

# Workplace Inspection

## Table of Contents

|    |                                                              |    |
|----|--------------------------------------------------------------|----|
| 1  | Letter                                                       | 4  |
| 2  | Introduction                                                 | 5  |
| 3  | Recommendations Key                                          | 6  |
| 4  | Site Visit Executive Summary                                 | 7  |
| 5  | HS Task Completion Summary                                   | 8  |
| 6  | Accident Reporting                                           | 9  |
| 7  | Asbestos                                                     | 9  |
| 8  | Care                                                         | 10 |
| 9  | Consultation                                                 | 11 |
| 10 | Contractors                                                  | 11 |
| 11 | Disabled Discrimination                                      | 11 |
| 12 | Display Screen Equipment                                     | 12 |
| 13 | Displayed Notices and Certificates                           | 12 |
| 14 | Driving                                                      | 13 |
| 15 | Electrical Safety                                            | 13 |
| 16 | Fire - Detection and Alarm                                   | 14 |
| 17 | Fire - Documentation                                         | 15 |
| 18 | Fire - Doors/Emergency Exits                                 | 16 |
| 19 | Fire - Emergency Lighting                                    | 17 |
| 20 | Fire - Extinguishers                                         | 18 |
| 21 | Fire - Monitoring                                            | 19 |
| 22 | Fire - Signage                                               | 19 |
| 23 | First Aid                                                    | 20 |
| 24 | Hazardous Substances/COSHH                                   | 20 |
| 25 | Health Screening                                             | 21 |
| 26 | Legionella                                                   | 21 |
| 27 | Lifting Equipment                                            | 22 |
| 28 | Monitoring                                                   | 22 |
| 29 | Risk Assessment: General, Young Person and Expectant Mothers | 23 |
| 30 | Training                                                     | 25 |
| 31 | Window Restrictors                                           | 26 |
| 32 | Working at Height                                            | 27 |

|    |                                      |    |
|----|--------------------------------------|----|
| 33 | Workplace Health, Safety and Welfare | 27 |
| 34 | Workspace Inspection Media           | 28 |
| 35 | Conclusion                           | 47 |
| 36 | Call Us For Further Support          | 48 |

Harborne Parish Lands Charity

Tibbetts Lane  
Harborne  
B17 0SX  
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.

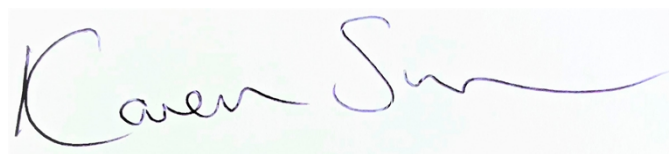
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

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,



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

|                             |                |                              |                |
|-----------------------------|----------------|------------------------------|----------------|
| <b>Place of Inspection:</b> | Harborne House | <b>Date of Inspection:</b>   | 12/09/2024     |
| <b>Name of Consultant:</b>  | Karen Sweeney  | <b>For the Attention of:</b> | Carolyn Arnold |

#### Priority Definitions:

|                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Immediate<br/>Priority</b><br><br><b>Action must be<br/>taken NOW.</b> | 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. |
| <b>High Priority</b><br><br><b>Act Now.</b>                               | 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.                                                                                                                                                                                                    |
| <b>Medium<br/>Priority</b><br><br><b>Plan Actions.</b>                    | 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.                                                                                                                     |
| <b>Low Priority</b><br><br><b>Consider<br/>Improvements.</b>              | 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, hospitality and cooperation during the recent Citation Health and Safety visit.

The following report sets out the findings based on a single visit to site. During the visit I inspected communal areas only. I did not inspect the resident's flats. The report shows the areas where improvement is recommended but also the high level of compliance.

The safety management folders, including monitoring and fire safety records, were well maintained and up to date at the time of the visit. A sample of further positive observations are detailed in the body of the report.

Following on from the visit it is recommended that the following actions are carried out:

- 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.
- It is recommended that a risk assessment is carried out to determine if window restrictors are required on communal windows on the first floor.
- Personal Emergency evacuation plans are recommended for disabled residents.
- It is recommended that checks/ visual inspections of the wheelchairs are documented

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 inspection. It was clear to see that management and staff are dedicated to managing health and safety effectively in line with current legislation and best practise. Their ability to do this is emphasised by the compliance identified within this report. Management and staff at the scheme should be praised for their efforts and commitment to Health and Safety.

Areas highlighted in this document can be easily rectified and I am confident that quick action will be taken. However, if you require further assistance 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](mailto: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

|                                   |      |
|-----------------------------------|------|
| <b>Non Compliance - Immediate</b> | 0.   |
| <b>Non Compliance - High</b>      | 2.   |
| <b>Non Compliance - Medium</b>    | 2.   |
| <b>Non Compliance - Low</b>       | 0.   |
| <b>Compliance</b>                 | 135. |

### **Progress since your last inspection**

There were 4 observations raised in your previous visit dated 14/09/2023.

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

## Observations Overview

### **High**

#### **Fire - Documentation**

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

#### **Window Restrictors**

It was confirmed that there are window restrictors fitted in individual flats. It is recommended that a risk assessment is carried out to determine whether window restrictors need to be fitted to the communal 1st floor windows. If a decision is made not to do so it is recommended that it is documented as part of the risk assessment process, for example a decision is made not to fit window restrictors due to the size/ positioning of the windows, mobility of resident, and or resident individual risk assessments.

**! This observation is outstanding from one previous visit**

---

## Medium

### Care

Wheelchairs are available. Although regular inspections are carried out these are not documented.

### Legionella

Although the legionella risk assessment dated 10/09/2020 is reviewed internally on an annual basis it has not been reviewed by a competent person. The risk assessment advised that a further assessment was carried out in September 2022

---

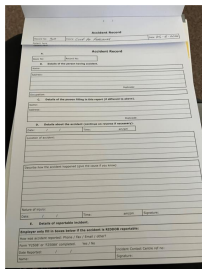
## Accident Reporting

### Positive observations

A GDPR compliant accident book is available.

Completed records are removed

There is an accident reporting and investigation procedure in place



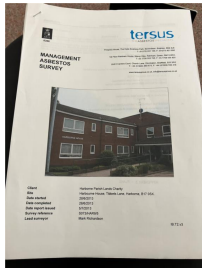
[GDPR  
compliant  
accident book  
- Harborne  
House](#)

# Asbestos

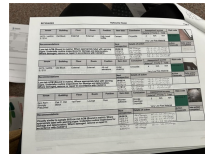
## Positive observations

There is an asbestos survey in place dated 28/06/2013. Asbestos has been detected.

Annual monitoring of the asbestos is carried out. Last undertaken 28/06/2024



[Asbestos Management Survey 28-06-2013](#)



[Asbestos monitoring 28-06-2024](#)

## Observations and recommendations

### Care

#### Observation

Wheelchairs are available. Although regular inspections are carried out these are not documented.

#### Recommendation

It is recommended that you document the regular visual inspections of the wheelchairs so as to demonstrate that an inspection regime is in place.

Priority : Medium

Responsible Person : Carolyn Arnold

Recommended Deadline Date : 29/10/2024



[Wheelchair -  
documented  
inspections  
recommended](#)

---

## **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 confirmed that checks are carried out of contractors competence and insurance. Contractor Risk Assessments and Method statements are requested.

Contractors are managed by Head office.

## Disabled Discrimination

### Positive observations

It was good to see a disabled ramp leading to the building with suitable hand rails.

There are also handrails on corridors internally.



[Ramps to building](#)



[Hand rails on corridors](#)

Disabled alarms / life line is provided. Checks of the pull cords are carried out and documented.

## Display Screen Equipment

### Positive observations

DSE assessments are completed.

DSE Use training is undertaken on the Atlas platform.

## Displayed Notices and Certificates

### Positive observations

An up to date employers liability compulsory insurance certificate was seen on display. This is valid until 24/09/2024

There is an up to date health and safety policy on display. This has been signed by the CEO

There a health and safety law poster on display.

No smoking signs are displayed in prominent locations to indicate that the premises is classed as 'smoke-free'



[Employers  
Liability  
insurance](#)



[HS Law poster](#)

## Driving

### Positive observations

It was 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

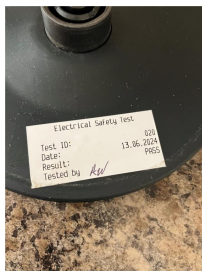
### Positive observations

An up to date Electrical installation Condition Report was seen. The report is dated 18/09/2020

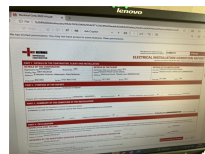
The Electrical Installation / fixed wiring was certified as satisfactory. Documentation seen which shows recommended remedial work has been undertaken

Portable electrical appliances have undergone electrical safety testing.

Appliances are labelled.



[Electrical  
Safety test  
13-06-2024](#)



[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 and tested on a regular basis. The fire alarm system was last serviced on 19/07/2024

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.

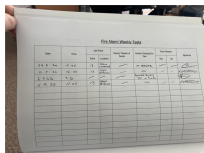


[Fire Alarm call  
point clear  
signage](#)



[Fire Alarm  
panel no faults](#)

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



[Fire alarm  
weekly tests](#)

## 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 : High

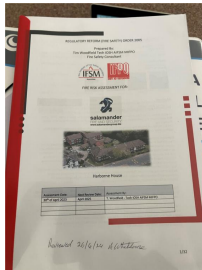
Responsible Person : Carolyn Arnold

Recommended Deadline Date : 15/10/2024

---

### Positive observations

A fire risk assessment has been carried out by a competent person. This was last carried out 30/04/2023 and was reviewed in house on 26/04/2024



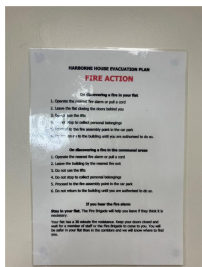
### [Fire Risk Assessment](#)

There is a fire floor plan next to the fire alarm panel. This shows the fire alarm zones. The location of the service shut off points are displayed in the office



### [Fire Floor plan](#)

Documented fire procedures are on display



### [Fire Procedures on display](#)

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

## Fire - Doors/Emergency Exits

### Positive observations

Fire exits were free from obstruction and were unlocked. single turn thumbs locks are fitted

Fire Doors have been installed and have suitable signs stating: "Fire door keep shut", "Fire door keep clear" and "Automatic fire door keep clear"

Fire exits have signage to the outside to prevent obstruction.

The intumescent strips on the sample of doors checked within communal areas appeared to be in good condition.

Fire doors were fitted with automatic door closures.

Fire doors were not wedged or held open for example by fire extinguishers or boxes.

Fire doors are also numbered to assist those monitoring/ inspecting the doors.



[Automatic fire door sign](#)



[Fire Exit - clear signage on both sides of door](#)



[Fire Exit - Thumb turn lock](#)

## Fire - Emergency Lighting

### Positive observations

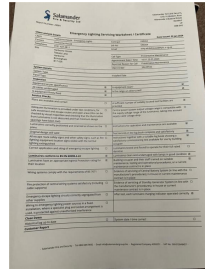
Emergency lighting has been installed within the building.

The emergency lighting is subject to annual inspection by a competent person. Certification seen – last carried out 22/01/2024

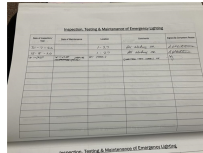
The emergency lighting is tested in-house on a monthly basis. Last carried out 16/08/2024



[Emergency lighting installed](#)



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



[Emergency Lighting monthly inspection -](#)

## Fire - Extinguishers

### Positive observations

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

The last service was carried out 22/01/2024

Fire fighting equipment is subject to monthly inspections. These are recorded in the fire log book. Last undertaken 11/09/2024

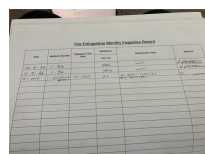
Fire extinguishers were positioned in their allocated place. They are clearly identified with the correct fire safety signage displayed next to them so a user knows exactly what the extinguisher can be used for.

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

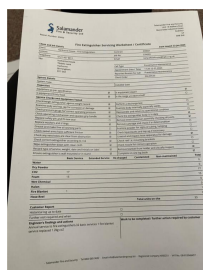
Fire Extinguisher Use training is undertaken.



[Fire Extinguishers on hooks with suitable](#)



[Fire extinguisher monthly inspection - 11-09-2024](#)



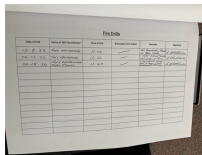
[Fire extinguisher Service 22-01-](#)

## Fire - Monitoring

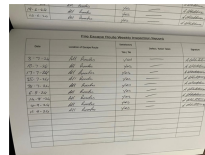
### Positive observations

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

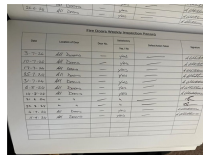
A fire log book is used to record fire safety checks. In addition to being used to record the fire evacuation drill, monthly checks to the fire extinguishers and emergency lighting, weekly fire alarm tests, fire door checks and checks of the fire escape routes are recorded.



[Fire Evacuation drills -06-08-2024](#)



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



[Fire Door weekly inspection -](#)

## Fire - Signage

### Positive observations

Fire escape routes are clearly indicated with appropriate signage

The fire assembly point is clearly indicated on fire action notices and on the documented fire procedures



[Fire escape  
route clearly  
indicated](#)

## First Aid

### Positive observations

A well-stocked first aid kit is provided. It was contained in suitable containers which was free from damage, damp and dust. The kit checked was seen to be sealed and had a label indicating when items expire.

Vehicle first aid kits are also provided.

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



[First aid kit  
sealed with  
label  
indicating  
expiry March  
2025](#)



[First Aid  
arrangements  
on display](#)

## **Hazardous Substances/COSHH**

### **Positive observations**

COSHH assessments have been carried out for cleaning products used. These are reviewed annually.

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**

A health screen questionnaire is completed on induction

## **Legionella**

### **Observation**

Although the legionella risk assessment dated 10/09/2020 is reviewed internally on an annual basis it has not been reviewed by a competent person. The risk assessment advised that a further assessment was carried out 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 advised that the company should seek the services of a competent person to undertake the review.

Priority : Medium

Responsible Person : Carolyn Arnold

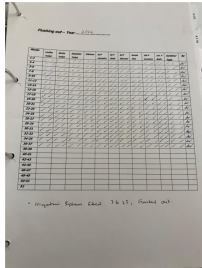
Recommended Deadline Date : 29/10/2024

### Positive observations

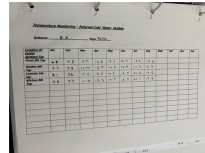
A legionella risk assessment has been undertaken by a competent person. This was last done 10/09/2020 and is reviewed annually internally.

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

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

A photograph of a log book page titled 'Flushing Record'. It contains a grid with columns for 'Date', 'Time', 'Location', 'Person', and 'Notes'. The grid is mostly empty, with some handwritten entries in the 'Notes' column.

[Flushing  
record](#)

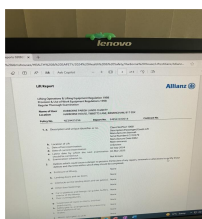
A photograph of a log book page titled 'Legionella Temperature Monitoring'. It contains a grid with columns for 'Date', 'Time', 'Location', 'Person', and 'Notes'. The grid is mostly empty, with some handwritten entries in the 'Notes' column.

[Legionella  
temperature  
monitoring](#)

## Lifting Equipment

### Positive observations

Passenger lifts have been thoroughly examined in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Last carried out 02/09/2024

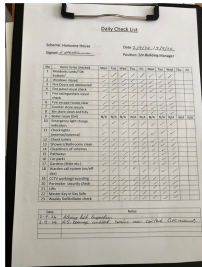


[LOLER  
Passenger lift  
02-09-2024](#)

# Monitoring

## Positive observations

Daily workplace condition checks and checks of the health and safety arrangements are undertaken



[Daily  
Monitoring -  
Harborne  
House](#)

## **Risk Assessment: General, Young Person and Expectant Mothers**

### **Positive observations**

A site specific risk assessment has been carried out for each scheme. As part of this the following is assessed:

- Animal bites / Animal scratches
- Adverse Weather / Outdoor work in the sun
- 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.

## Window Restrictors

### Observation

It was confirmed that there are window restrictors fitted in individual flats. It is recommended that a risk assessment is carried out to determine whether window restrictors need to be fitted to the communal 1st floor windows. If a decision is made not to do so it is recommended that it is documented as part of the risk assessment process, for example a decision is made not to fit window restrictors due to the size/ positioning of the windows, mobility of resident, and or resident individual risk assessments.

### Recommendation

A risk assessment should be completed for the risk of persons falling from windows.

Where vulnerable people have access to windows large enough to allow them to climb or fall out and be harmed, those windows should be restricted sufficiently to prevent such falls. The restrictors used should conform to BS EN 14351-1 and BS EN 13126-5.

Where deemed necessary window restrictors must:

- Restrict the window opening to 100mm or less
- Be suitably robust to withstand foreseeable forces applied by an individual determined to open the window further
- Be suitably robust to withstand damage (either deliberate or from general wear and tear)
- Be robustly secured using tamper-proof fittings so that they cannot be removed or disengaged using readily accessible implements (such as cutlery), and they require a special tool to be opened by an authorised person
- Be routinely inspected, with checks documented on a regular basis.

"Safety restricted hinges", sometimes called limiting restrictors and holding restrictors, that limit the initial opening of a window have the ability to be overridden without the use of any tools and are normally designed for domestic use, so are not suitable in premises where individuals are identified as being vulnerable to the risk of falls from windows.

Where windows open in more than one direction, restrictors may need to be fitted to two sides of the window.

Cable restrictors are not suitable for mental health units and where anti-ligature regulations need to be complied with.

Workers must be informed of the key findings of the risk assessment and, where window restrictors are required, the purpose of the restrictors, how they are to be used, and the need to report any deficiencies identified.

Where fitted it is recommended that regular documented checks are carried out

Priority : High

Responsible Person : Carolyn Arnold

Recommended Deadline Date : 15/10/2024

---

## Working at Height

### Positive observations

It was good to see that suitable edge protection is in place in the bin store (raised area)



[Edge  
protection bin  
store](#)

A ladder register and inspection regime is in place.

Employees receive training in the use of ladders on Atlas.

## Workplace Health, Safety and Welfare

### Positive observations

The rest area was suitable for employees to eat and drink. Facilities are provided to prepare hot drinks and food.

Toilet facilities are sufficient for the premises and have hot and cold running water, soap and means to dry hands. The facilities are well ventilated and well lit. It was good to see that sanitary bins are now provided.

Housekeeping is maintained to a high standard

## Workplace Inspection Media

Care



[Wheelchair - documented inspections recommended](#)

## Positive Observations Media



Asbestos

Asbestos monitoring report showing details of asbestos found in a building, including location, type, and risk assessment.

| Sample    | Building  | Floor    | Room     | Position   | Material   | Condition | Assessment score | Risk code |
|-----------|-----------|----------|----------|------------|------------|-----------|------------------|-----------|
| 001/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 002/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 003/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 004/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 005/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 006/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 007/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 008/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 009/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |
| 010/14031 | Old Block | External | External | High Level | Chrysotile | Good      | 1                | Low       |

Asbestos monitoring 28-06-2024

Disabled Discrimination



Ramps to building

## Disabled Discrimination



[Hand rails on corridors](#)

## Displayed Notices and Certificates



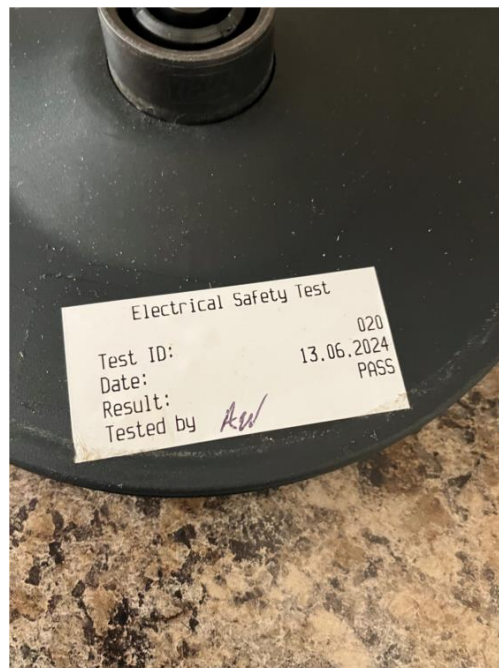
[Employers Liability insurance](#)

## Displayed Notices and Certificates



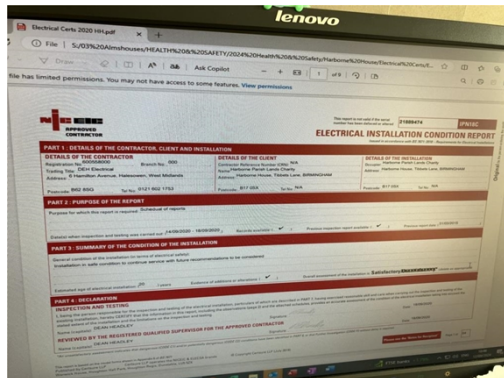
[HS Law poster](#)

## Electrical Safety



[Electrical Safety test 13-06-2024](#)

## Electrical Safety



[Electrical Installation Condition Report](#)

## Fire - Detection and Alarm



[Fire Alarm call point clear signage](#)

## Fire - Detection and Alarm



[Fire Alarm panel no faults](#)

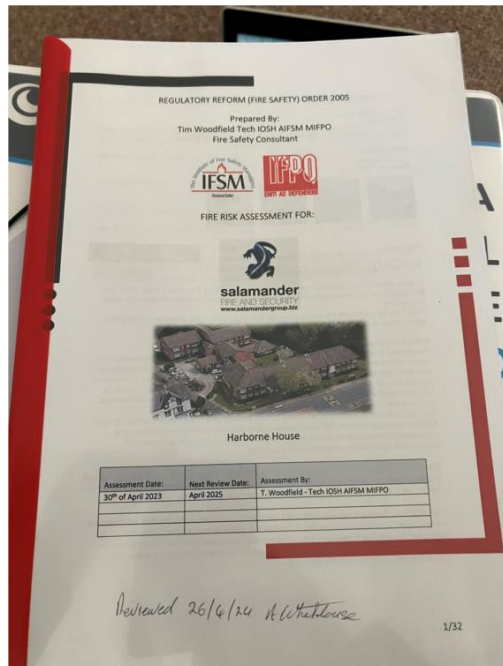
## Fire - Detection and Alarm

Fire Alarm Weekly Tests

| Date    | Time  | Call Point |          | Result/Details of Faults | Person Carrying Out Test | Fault Cleared |    | Signature |
|---------|-------|------------|----------|--------------------------|--------------------------|---------------|----|-----------|
|         |       | Zone       | Location |                          |                          | Yes           | No |           |
| 29.8.24 | 15:55 | 15         | Workshop | ✓                        | M. Salsame               | ✓             |    |           |
| 6.9.24  | 16:05 | 15         | Workshop | ✓                        | M. Salsame               | ✓             |    |           |
| 6.9.24  | 9:30  | ✓          | ✓        | ✓                        | ✓                        | ✓             |    |           |
| 11.9.24 | 11:02 | 15         | Workshop | ✓                        | M. Salsame               | ✓             |    |           |

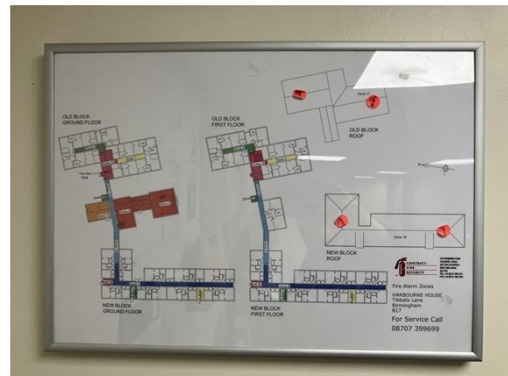
[Fire alarm weekly tests](#)

## Fire - Documentation



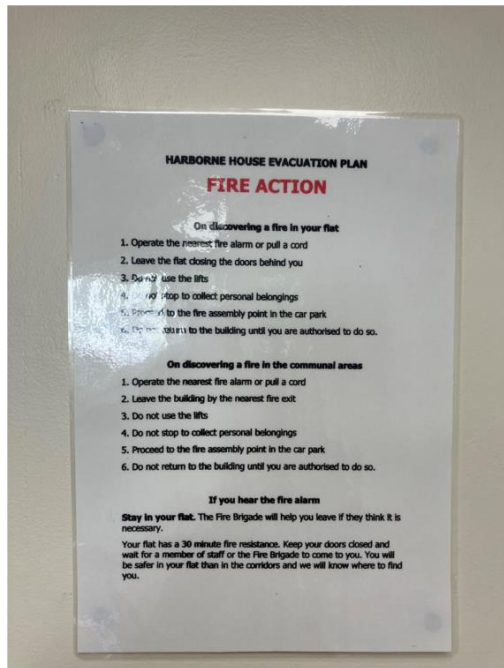
## [Fire Risk Assessment](#)

## Fire - Documentation



## [Fire Floor plan](#)

## Fire - Documentation



[Fire Procedures on display](#)

## Fire - Doors/Emergency Exits



[Automatic fire door sign](#)

## Fire - Doors/Emergency Exits



[Fire Exit - clear signage on both sides of door](#)

## Fire - Doors/Emergency Exits



[Fire Exit - Thumb turn lock](#)

## Fire - Emergency Lighting



[Emergency lighting installed](#)

## Fire - Emergency Lighting

**Salamander Fire & Security Ltd**  
Report Number: 23991

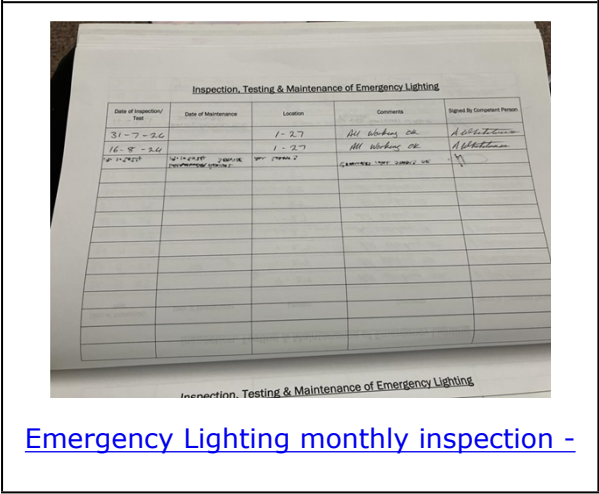
**Emergency Lighting Servicing Worksheet / Certificate** Date issued: 22 Jan 2024

|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                            |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Client Details</b>                                                                                                                                                                                                                                                    | <b>Contract</b>                                                                                                                                                                            | <b>Date issued</b>                  |
| Client: Harborne House - Emergency lights                                                                                                                                                                                                                                | 240262                                                                                                                                                                                     | 22 Jan 2024                         |
| Contact: Harborne House                                                                                                                                                                                                                                                  | 396 No                                                                                                                                                                                     |                                     |
| Telephone: 0121 422 8811                                                                                                                                                                                                                                                 | Email: tony.salamander@group.sirg.co.uk                                                                                                                                                    |                                     |
| <b>Site</b>                                                                                                                                                                                                                                                              | <b>Call Type</b>                                                                                                                                                                           | <b>Appointment Date / Time</b>      |
| Harborne House<br>Tobacco Lane<br>Birmingham<br>B17 0JA                                                                                                                                                                                                                  | Preventative Maintenance                                                                                                                                                                   | 16/01/22-01/2024                    |
|                                                                                                                                                                                                                                                                          | <b>Reported Reason for Call</b>                                                                                                                                                            | <b>Preventative Maintenance</b>     |
|                                                                                                                                                                                                                                                                          | <b>Client Order</b>                                                                                                                                                                        | 5402032                             |
| <b>System Details</b>                                                                                                                                                                                                                                                    | <b>Installed Date</b>                                                                                                                                                                      |                                     |
| System Type:                                                                                                                                                                                                                                                             |                                                                                                                                                                                            |                                     |
| Panel Type:                                                                                                                                                                                                                                                              |                                                                                                                                                                                            |                                     |
| <b>Inspection</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                            |                                     |
| Equipment as per specification                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> In equipment (clear)                                                                                                                                   | <input checked="" type="checkbox"/> |
| All cables undamaged                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> In the range (unobstructed)                                                                                                                            | <input checked="" type="checkbox"/> |
| Is equipment empty (dead)                                                                                                                                                                                                                                                |                                                                                                                                                                                            |                                     |
| <b>Service Checks</b>                                                                                                                                                                                                                                                    |                                                                                                                                                                                            |                                     |
| Plants are available and correct                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> A sufficient number of suitably located test facilities are provided                                                                                   | <input checked="" type="checkbox"/> |
| Adequate illumination is provided under test conditions, for safe movement and escape routes and open areas (this can be checked by visual inspection and checking that the illumination from luminaires is not obscured and that minimum design readings have been met) | <input checked="" type="checkbox"/> Central power system output voltage range is compatible with the design voltage range of the luminaires, taking into account supply cable voltage drop | <input checked="" type="checkbox"/> |
| Luminaires correctly positioned and oriented as shown on the plans                                                                                                                                                                                                       | <input checked="" type="checkbox"/> Instructions for operation and maintenance are available                                                                                               | <input checked="" type="checkbox"/> |
| Original design not used                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> Test records in the log book complete and satisfactory                                                                                                 | <input checked="" type="checkbox"/> |
| All escape route safety signs and other safety signs, such as fire fighting equipment location signs visible with the normal lighting extinguished                                                                                                                       | <input checked="" type="checkbox"/> Instructions together with a suitable log book showing a satisfactory commissioning test available for use by building occupier                        | <input checked="" type="checkbox"/> |
| Correct application and siting of emergency escape lighting                                                                                                                                                                                                              | <input checked="" type="checkbox"/> Luminaires tested and found to operate for their full rated duration                                                                                   | <input checked="" type="checkbox"/> |
| <b>Luminaires conform to BS EN 60598-2-22</b>                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> Luminaires clean and undamaged with lamps in good condition                                                                                            | <input checked="" type="checkbox"/> |
| Luminaires have an appropriate Ingress Protection rating for their location                                                                                                                                                                                              | <input checked="" type="checkbox"/> Building occupier and their staff trained on suitable maintenance, testing and operational procedures, or a current maintenance contract is in place   | <input checked="" type="checkbox"/> |
| Wiring systems comply with the requirements of BS 7671                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> Evidence of servicing of Central Battery System (in line with the manufacturer's procedures), in-house or current maintenance contract is in place     | <input checked="" type="checkbox"/> |
| Fire protection of central wiring systems satisfactory (including cable support)                                                                                                                                                                                         | <input checked="" type="checkbox"/> Evidence of servicing of Standby Generator System (in line with the manufacturer's procedures), in-house or current maintenance contract is in place   | <input checked="" type="checkbox"/> |
| Emergency escape lighting circuits correctly segregated from other supplies                                                                                                                                                                                              | <input checked="" type="checkbox"/> After test, each luminaire charging indicator operated correctly                                                                                       | <input checked="" type="checkbox"/> |
| Wiring to emergency lighting power sources in a fixed installation, where a specialist plug and socket arrangement is used, is protected against unauthorised interference                                                                                               |                                                                                                                                                                                            |                                     |
| <b>Close Down</b>                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> System date / time correct                                                                                                                             | <input checked="" type="checkbox"/> |
| Historical log up to date                                                                                                                                                                                                                                                |                                                                                                                                                                                            |                                     |
| <b>Customer Report</b>                                                                                                                                                                                                                                                   |                                                                                                                                                                                            |                                     |

Salamander Fire and Security - Tel: 0800 080 9652 - Email: info@salamandergroup.co.uk - Registered Company 4092251 - VAT No. GB 81048627

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

Fire - Emergency Lighting



## Fire - Extinguishers



## Fire - Extinguishers

| Date    | Appliance Number | Inspector / Test Date | Satisfactory<br>Yes / No | Duty/Action Taken | Signature   |
|---------|------------------|-----------------------|--------------------------|-------------------|-------------|
| 16-8-24 | 1-34             |                       | Yes                      |                   | A. H. H. H. |
| 11-9-24 | 1-34             |                       | Yes                      |                   | A. H. H. H. |
| 10-1-25 | 1-34             | 18-11-24              | Yes                      |                   | A. H. H. H. |

[Fire extinguisher monthly inspection -11-09-2024](#)

## Fire - Extinguishers

**Salamander Fire & Security Ltd**  
Report Number: 20003

**Client and Job Details**  
Client: Harborne House, Fire Extinguishers  
Contract: 23003  
Job No: 20003  
Site: 0121 427 8811  
Harborne House  
Roberts Lane  
Harborne  
Birmingham  
B17 0DA

**Fire Extinguisher Servicing Worksheet / Certificate**  
Date Issued: 22 Jan 2024

**System Details**  
System Type: Freon/Maintenance  
Inspection Date: 17 Jan 2024  
Inspected By: SAL00333

**Inspection**  
Equipment as per specification ☒  
Is equipment empty/used ☒  
Is the range unobstructed ☒  
Service Checks and Equipment Tested ☒  
Check weight extinguisher against weight record ☒  
Examine body and tag for corrosion or damage ☒  
Check pressure gauge for correct operating pressure ☒  
Check operating mechanism and squeeze grip handle ☒  
Replace safety pin and fit new seal ☒  
Replace washers and O-rings ☒  
Grease and make free all working parts ☒  
Check seal area have sufficient friction ☒  
Check any vent holes are clear from obstruction ☒  
Check correct extinguisher according to risk ☒  
Wipe extinguisher down with clean cloth ☒  
Record type of service, weight, date and initials on label ☒  
Ensure extinguisher is wall mounted or in stand ☒  
Perform a discharge test ☒  
Examine body internally especially vents ☒  
Reassemble and return to operational condition ☒  
Check the extinguisher body is in full ☒  
Remove inner container assembly checking all parts ☒  
Remove cartridge and check if in date/condition ☒  
Examine powder for signs of caking, lumping ☒  
Check liquid levels and top up if necessary ☒  
Unwind and inspect hose apparatus for damage ☒  
Check nozzle for correct operation ☒  
Remove blanket from holder and visually inspect ☒  
Complete on site log book ☒

|                            | Basic Service | Extended Service | Re-charged | Condemned | Non-maintained | Total |
|----------------------------|---------------|------------------|------------|-----------|----------------|-------|
| Water                      | 0             | 0                | 0          | 0         | 0              | 0     |
| Dry Powder                 | 17            | 0                | 0          | 0         | 0              | 17    |
| CO2                        | 15            | 0                | 0          | 0         | 0              | 15    |
| Foam                       | 0             | 0                | 0          | 0         | 0              | 0     |
| Wet Chemical               | 0             | 0                | 0          | 0         | 0              | 0     |
| Halon                      | 0             | 0                | 0          | 0         | 0              | 0     |
| Fire Blanket               | 1             | 0                | 0          | 0         | 0              | 1     |
| Hose Reel                  | 0             | 0                | 0          | 0         | 0              | 0     |
| <b>Total units on site</b> | <b>33</b>     |                  |            |           |                |       |

**Customer Report**  
Historical log up to date ☒  
Further work required and when ☒

**Engineer's findings and actions**  
Annual service to fire extinguishers. 32 basic services 1 fire blanket service replaced 1 2kg CO2

**Work to be completed / further action required by customer**

Salamander Fire and Security Ltd - Tel: 0800 085 9452 - Email: info@salamandergroup.co.uk - Registered Company 4082251 - VAT No: GB 813848457

[Fire extinguisher Service 22-01-2024](#)

## Fire - Monitoring

| Date of Drill | Name of Drill Co-ordinator | Time of Drill | Evacuation time Taken | Remarks                         | Signature   |
|---------------|----------------------------|---------------|-----------------------|---------------------------------|-------------|
| 15-8-23       | Andy W. W. W.              | 11:06         |                       | All Assembly Room / H. H. H.    | A. H. H. H. |
| 05-05-24      | Andy W. W. W.              | 12:24         |                       | 1. All Assembly Room / H. H. H. | A. H. H. H. |
| 06-08-24      | Andy W. W. W.              | 11:49         |                       | 2. All Assembly Room / H. H. H. | A. H. H. H. |

[Fire Evacuation drills -06-08-2024](#)

## Fire - Monitoring

| Date    | Location of Escape Route | Satisfactory<br>Yes / No | Defect / Action Taken | Signature   |
|---------|--------------------------|--------------------------|-----------------------|-------------|
| 19-6-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 26-6-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 3-7-24  | All Routes               | Yes                      |                       | A. H. H. H. |
| 10-7-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 17-7-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 24-7-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 31-7-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 7-8-24  | All Routes               | Yes                      |                       | A. H. H. H. |
| 14-8-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 21-8-24 | All Routes               | Yes                      |                       | A. H. H. H. |
| 28-8-24 | All Routes               | Yes                      |                       | A. H. H. H. |

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

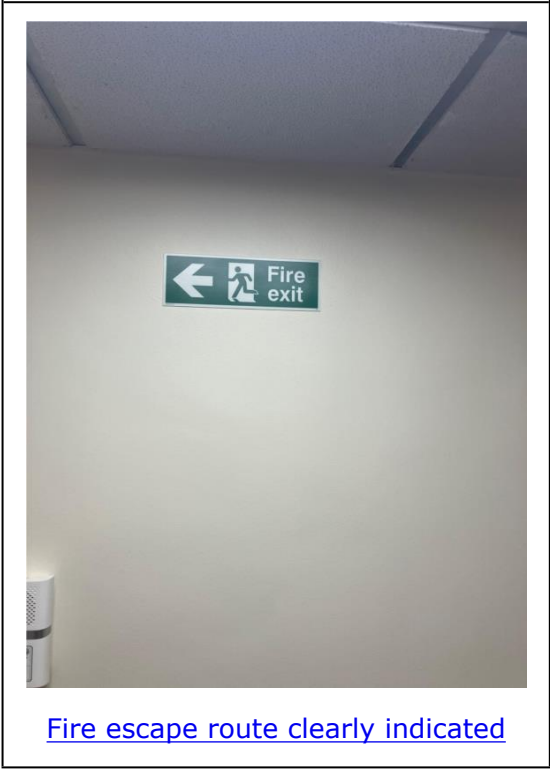
Fire - Monitoring

26-6-26 261 Doors

Fire Doors Weekly Inspection Record

| Date    | Location of Door | Door No. | Satisfactory<br>Yes / No | Defects/Action Taken | Signature     |
|---------|------------------|----------|--------------------------|----------------------|---------------|
| 3-7-26  | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 10-7-26 | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 17-7-26 | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 25-7-26 | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 31-7-26 | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 6-8-26  | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 14-8-26 | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 21-8-26 | " "              | —        | yes                      | —                    | d. lock/throw |
| 29-8-26 | " "              | —        | yes                      | —                    | d. lock/throw |
| 4-9-26  | All Doors        | —        | yes                      | —                    | d. lock/throw |
| 11-9-26 | All Doors        | —        | yes                      | —                    | d. lock/throw |

|                |
|----------------|
| Fire - Signage |
|----------------|



## First Aid



[First aid kit sealed with label indicating expiry March 2025](#)

## First Aid



[First Aid arrangements on display](#)

|            |
|------------|
| Legionella |
|------------|

Flushing out - Year 2024

| Weeks | Leather<br>Index | Shore<br>Index | Plastic<br>Index | Ribbun | R/P<br>Locality | R/P<br>Rain | R/P<br>Shore | Shore<br>Flat | R/P<br>Locality | Lat P<br>Rain | Outdoor<br>Temp | Ry |
|-------|------------------|----------------|------------------|--------|-----------------|-------------|--------------|---------------|-----------------|---------------|-----------------|----|
| 1-3   | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 3-6   | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 6-8   | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 7-8   | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 9-10  | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 11-12 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 13-14 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 15-16 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 17-18 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 19-20 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 20-21 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 22-23 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 24-25 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 26-27 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 28-29 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 30-31 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 32-33 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 34-35 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 36-37 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 38-39 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 40-41 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 42-43 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 44-45 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 46-47 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 48-49 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 50-51 | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |
| 52    | /                | /              | /                | /      | /               | /           | /            | /             | /               | /             | /               | Ar |

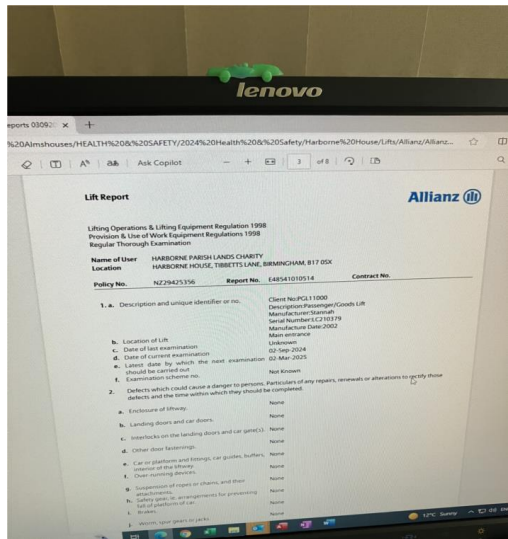
\* Irrigation System fixed 7/6/23, flushed out.

Flushing record

Legionella

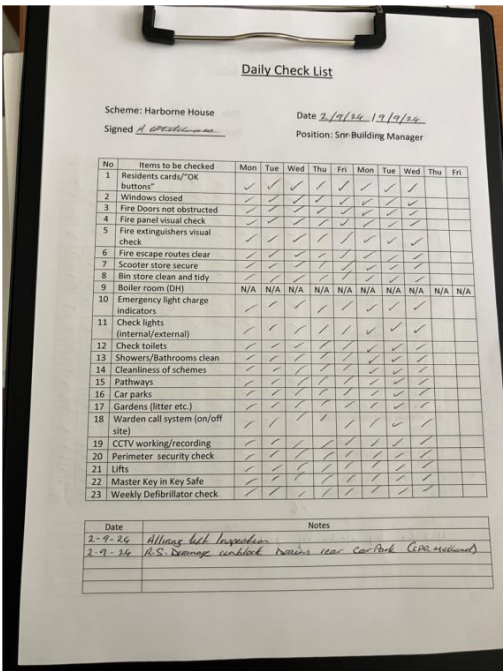
[illegible]

Lifting Equipment



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

Monitoring



[Daily Monitoring - Harborne House](#)

## Working at Height



[Edge protection bin store](#)



## **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.

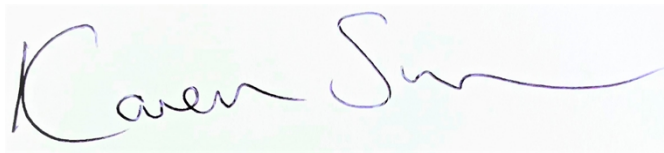
It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members 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](http://www.citation.co.uk)**



# How Citation can help

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

