

Management Report on Hazards etc Noted
During Inspection of Offices.

1. Introduction

This report addresses matters noted at an inspection of offices at 120 street, which I carried out on Monday 4th December xx. It covers hazards and office related welfare matters. A number are considered in detail and the full observation list is included in the appendix.

2. Summary

Detailed consideration is given to faulty balustrading and electric fan, fire precautions, and a dangerous window. Urgent repairs/replacement are recommended to balustrade and fan, improved management systems for fire prevention and remedial measures to window. Approximate costs are given.

3. Main Findings

3.1 Loose balustrading on main stair (item no. 4)

Two sections of balustrading are loose and likely to fall if leaned against. Locations are 1st and 2nd floor and any fall could be serious/fatal. Apart from the cost in human terms and loss of professional time of such an accident, the balustrading breaches legislation: the Health and Safety at Work etc Act (HASAWA) and the Workplace (Health Safety and Welfare) Regs (WHSWR). Since the stair is in constant use, I recommend immediate temporary repair using boarding, quickly followed by permanent repair comprising replacement steel balusters fixed to floor and handrail. I assess cost of repairs at £650 + VAT. Balustrading must be inspected regularly in future.

3.2 Faulty electric fan (item no.5)

A section of the plastic cover is broken and electrically conductive parts are possible to touch. Accidental electrocution could easily occur, so the fan should be taken out of service and the cover replaced. If parts are not available, the whole fan should be replaced. Cost of repair is £10 (carried out by our staff) and replacement is £55 (incl. VAT). Action should be taken immediately to avoid a serious/fatal accident. Lost time and to comply with legislation: HASAWA, Provision and use of work equipment Regs (PUWER), Electricity at work Regs and WHSWR.

3.3 Basement Fire escape Stair (item no.1e)

Documents are stored under the fire escape stair. This is a fire hazard and in the event of fire the only escape route would be cut off. This could lead to fatalities and is a contravention of the Regulatory Reform (Fire Safety) Order. The situation is remedied, at almost no cost, by removing the documents. I recommend, this is done immediately and management procedures adopted to prevent recurrence. This should include immediate information to staff, staff training and supervision.

3.4 Stair windows with low sill (item no.12)

This 2nd floor window has a very low sill and is unprotected. If someone falls against it, they could break the glass and cut themselves badly and possibly fall through to the outside. To prevent this possibility the glazing should be protected by applying plastic safety film and fixing a bar or hand rail across the opening, this will then comply with the WHSM Regs. Costs would be approx £450 (+VAT). Whilst the above are the most critical flaws there are a number of items requiring attention and reference should be made to the observation sheets in the appendix.

