

Property Hazard Information Pack

for



Suffolk House
154 High Street
Sevenoaks
Kent
TN13 1XE

Prepared by



on behalf of

Helix
Property Advisors

VERSION CONTROL

Revision number	Date	Comments	Amended by
1	08/01/2014	New document created following site general health and safety audit.	James Wright Tetra Consulting Ltd.
2	12/01/2015	Minor amendments following general health and safety assessment review	Jim Hartley Tetra Consulting Ltd.
3	13/01/2016	Minor amendments following health and safety risk assessment review.	Jim Hartley Tetra Consulting Ltd.



Property Hazard Information




The information contained within this document provides details of hazards that have been brought to the attention of the site. Other hazards may exist that were not apparent at the time of the review. Steps should therefore be taken by contractors to ensure that they carefully risk assess the work they intend to undertake to safeguard themselves and others before work begins.



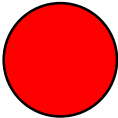

Site: Suffolk House, Sevenoaks.



Date: 13th January 2016


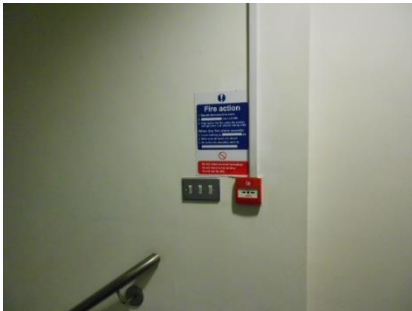
Completed By Jim Hartley CMIOSH



Hazard	Location	Precautions (where possible)
Access: Site issues	<p>The building is in the town but has an on-site surface level car park.</p> <p>Significant works or significant deliveries will have to be arranged out of hours. Please ensure that you do not obstruct local streets. Parking is available to the side of the property and if permitted, please ensure you park in the allocated bay/area. Parking is controlled by the property manager.</p>  <p>Contractors will be expected notify the property manager before starting work.</p> <p>Please note that there is restricted head room in the car park. Maximum height signage has been displayed.</p>  <p>The car park has a significant slope. Please take this into consideration if moving items such as euro bins.</p>	<p>Contractors working in public areas must use barriers around their work areas.</p>



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AC installations.	<p>The AC units to the rear of the building are demised to and controlled by the tenants. Access to and works on this plant must be arranged via the relevant tenant.</p>  	<p>AC units should be isolated before works commence.</p>
Asbestos Containing Materials (ACM's)	<p>An asbestos re-inspection survey was undertaken by SM&MS in December 2014.</p> <p>Asbestos containing materials are located in gaskets in pipe work of the boiler room. Warning signage is placed on the door.</p>	<p>A copy of the asbestos survey is available from the property manager and can also be found in the site log books in the ground floor cupboard by rear exit from main stairwell. Access code for the log book cupboard is available from the Property Manager.</p> <p>Contractors are advised not to break into any areas of the structure, puncture surfaces or run cabling through the building unless asbestos information has been reviewed in sufficient detail to enable them to undertake work safely.</p>

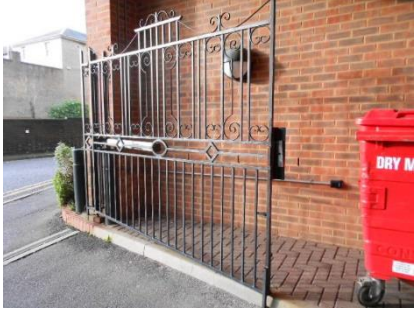
Hazard	Location	Precautions (where possible)
	 	<p>If work is undertaken to dismantle any part of the structure an appropriate level survey should be considered before work begins. Assumptions should not be made based on a management or type 2 survey that the building is ACM free.</p> <p>Contractors who send their operatives onto this site must have provided Helix with evidence that they have received asbestos awareness training in the last year.</p> <p>Two labelling systems are implemented across the Helix portfolio to include a client facing strategy and a non-client facing strategy.</p> <p style="text-align: center;"><u>Client Facing</u></p> <p style="text-align: center;"></p> <p>For client facing areas, a system of red warning dots approximately 1cm in diameter, as shown, will be placed directly onto the ACMs.</p> <p>Labels will be placed every 3-6 m across the ACM and adjacent to fixed items such as light fittings or smoke detectors.</p> <p style="text-align: center;"><u>Non-Client Facing</u></p> <p style="text-align: center;"></p> <p>For the non-client facing areas, i.e. boiler rooms and risers, a system of standard asbestos labels as detailed in the appendix 2 of the CAR Regulations will be placed directly onto the ACMs.</p> <p>Labels will be placed every 3-6 m across the ACM and or at a height of approx. 2.5m along the wall to prevent access to ceiling areas.</p>

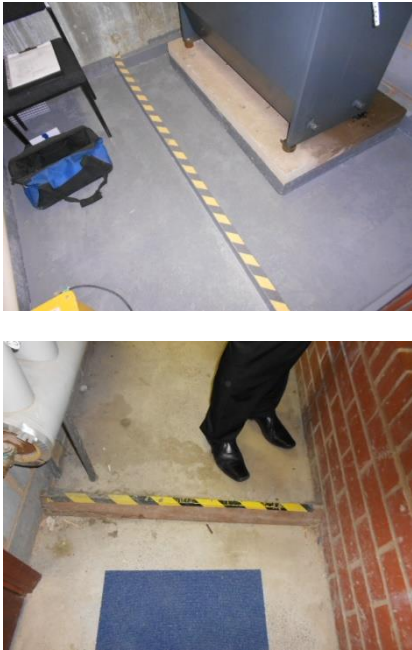
Hazard	Location	Precautions (where possible)
Environment: Managing Spillages	<p>Contractors should assume that all drains lead to the surface water drainage system and directly to the water course which means that any spills could contaminate this. A petrol interceptor is located at the far end of the car park.</p>   <p>Drainage drawings may be available from the property managers.</p> <p>Ensure that if chemicals are used or refuelling is undertaken this is away from drains. If this cannot be avoided drains must be covered prior to the activity being undertaken.</p> <p>Any drums of chemicals used should be placed on drip trays or bunding.</p> <p>Further information is also contained within the Helix site rules.</p>	<p>Contractors using chemicals or substances that could cause environmental harm will be expected to have assessed these risks and taken all expected measures to manage it. All substances used on site should be Environmentally friendly.</p> <p>If a spill does occur ensure that this is reported to HELIX.</p> <p>Contractors will be responsible for any costs associated with remedying pollution that has occurred as a result of their work.</p> <p>Relevant contractors must provide their own spill kits that should be available for use in an emergency.</p>
Environment: Waste	<p>Waste disposal facilities are available for small amounts of non-hazardous and non-electrical waste. Contractors will be expected to take responsibility for their own waste and must therefore remove significant quantities of waste as part of their work.</p> <p>Please refrain from allowing waste to accumulate in plant areas such as the ground floor electrical intake or ground floor cupboard at base of secondary stairwell.</p>	<p>Contractors who remove waste from site including waste generated from their work must provide a copy of their waste carriers license to Helix. Controlled waste duty of care notes must also be provided in accordance with waste management requirements & Helix site rules.</p> <p>Report any suspected fly tipping</p>


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	Contractors who have to dispose of hazardous waste including light tubes or electrical equipment will remain responsible for this.	
Fire & Emergencies	<p>Emergency information will be provided to contractors by the building manager.</p> <p>No works are to be undertaken on the fire alarm system unless under a permit to work system and agreed in advance with the Building Manager.</p> <p>The fire alarm panel is located in the entrance area.</p>  <p>If the fire alarm sounds all contractors should follow the green running directional sign and leave the building by the main stair and main or rear entrances. Please familiarise yourself with the action to be taken in the event of a fire.</p>  <p>If necessary ensure that fire extinguishers are provided as part of your work.</p> <p>Extinguishers are currently provided in the common parts and boiler room.</p>	<p>Contractors are not permitted to smoke on HELIX sites.</p> <p>Do not obstruct the rear of final exit doors internally or externally</p> <p>If contractors intend to undertake hot work they must apply for a hot works permit and a site specific risk and method statement will be required. Controls should include arrangements for fire watches at least 1 hour after work has been completed.</p> <p>Non-combustible curtains and sheets are to be used around work areas to protect combustible materials that cannot be moved and operatives are to be trained in the use of extinguishers that the contractor will be expected to provide and have available.</p> <p>There are a number of fire doors that must be kept closed at all times.</p>

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	 <p>Please note that automatic fire detection and warning is installed in some locations</p> <p>Do not use the lifts in the event of a fire.</p>	
First Aid	There are no first aid provisions on site. Contractors are expected to undertake their own assessment of needs based on the site specific tasks they are undertaking.	Contractors should have risk assessed their first aid needs and first aid supplies relevant to the work being undertaken should be available.
Unsafe Structures or Trees	<p>No unsafe structures or trees have been identified on site. If you feel a tree is unsafe, please inform the property manager.</p> <p>If you consider conditions within a demise to be unsafe, please bring it to the attention of your host.</p>	
Services: Electricity – General	<p>Fixed wiring safety checks are undertaken every year, with 20% of installations covered.</p> <p>Contractors should assume that there are likely to be services below ground level.</p> <p>The emergency electrical isolation is located in the electrical intake room located on the ground floor (by toilets). Access to this area requires a key available from the property manager or access may be arranged via the 1st floor tenant.</p> 	<p>Only trained electricians are permitted to work on installations and relevant tests should be undertaken before they proceed with their work using cable detection devices and if necessary surveying the supply on site before they proceed.</p> <p>Contractors should undertake their own survey and check available information before undertaking <u>any</u> excavations, however minor and use cable detection devices to ensure that they do not accidentally dig into a mains power supply.</p> <p>Contractors will be held responsible for damage to underground supplies or other utilities.</p>

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	 <p>Contractors undertaking isolation works must obtain a high risk permit from Helix – site specific RAMS will be expected.</p> <p>Isolation for individual tenants units is via the specific electrical intake area for that floor.</p>	
Services: Gas	<p>There is gas on site. Generally gas pipes have been marked but do not assume that you know which pipes carry gas or other services and ensure that all relevant checks are undertaken before starting work.</p> <p>The gas meter and isolation point is located in the car park cupboard (on right as you enter through gates)</p>	<p>Only gas registered engineers are permitted to service or work on gas appliances.</p> <p>If you smell gas leave the work area, do not operate lights and report to reception.</p>
Services: Water	<p>The emergency water shut of valve is located within the boiler room, identifying its location is difficult and the property manager will need to assist you.</p>  <p>Alternatively, isolation points are available in the risers in each toilet or by the meter in the street at the front of the building.</p> <p>There are some services drawings and schematics within the buildings L8 water risk assessment in the log book cupboard. Contractors should use this</p>	

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	<p>information as a guide but undertake their own investigations before starting work.</p> <p>The water tank is located in the 3rd floor boiler room.</p>	
<p>Workplace: General issues</p>	<p>Please do not stand behind the car park gate when it is opening.</p> 	<p>Agree noisy work with Helix</p> <p>Ensure that all available information is used so that risks can be assessed fully prior to work being undertaken</p> <p>Contractors should ensure that they provide their employees with first aid supplies and report any incidents, accidents or hazards to Helix.</p> <p>Contractors are advised to visit the site before they begin work to assess risks to their operatives and in order to make best use of available hazard information.</p>

Hazard	Location	Precautions (where possible)
Workplace: Lone working	<p>The lift motor room and boiler room areas are seldom accessed.</p> <p>Contractors working in this area outside of normal business hours should include in any site specific risk assessments how they will address lone working in this area.</p>	
<p>Workplace: Slips/trips /falls</p> <p>i.e. areas where there are permanent obstructions or uneven areas awaiting repair</p>	<p>Some areas have been highlighted as they pose tripping hazards.</p> 	<p>Always wear flat non-slip shoes and report any areas that you consider to be a significant hazard.</p>
Workplace: Restricted Areas	<p>Areas that must be kept locked and are therefore restricted include:-</p> <ul style="list-style-type: none"> • Electrical meter room on ground floor • Boiler room / water tank area • Lift motor room (via boiler room) <p>If contractors have to work within vacant units these must also be secured after work or access has been provided.</p>	<p>Arrange for access via Helix.</p> <p>Ensure that appropriate security arrangements are in place whilst working in areas that are clearly restricted to prevent unauthorised access</p>
Workplace: Risk Of Physical &/or Verbal Assault	<p>There have not been any previous incidents reported to Helix of physical or verbal assault to contractors working on site</p>	<p>Contractors will be required to provide lone working risk assessments for their employees if they work alone</p> <p>Contractors must respond to lone working check calls if they are contacted via the property manager.</p>
Work at height: Lack of edge protection, and	<p>There are potential risks of falls from height in respect of the following works:</p>	<p>Work activities listed may not be undertaken unless a high risk permit has been issued by Helix. A site specific risk & method statement will</p>

Hazard	Location	Precautions (where possible)
<p>risk of falls from height.</p>	<ul style="list-style-type: none"> Maintenance & repair of the external façade of the property and roof access <p>There is no common access point for the roof and access will need to be made from either an access tower or mobile elevated work platform.</p>  <p>Site specific risk assessments and method statements must be provided for the following activities:</p> <ul style="list-style-type: none"> Work on sloped roof 	<p>be required as part of this process. Contractors must provide details of how safe access will be achieved and how operatives will be protected from falling.</p> <p>Use of ladders should be avoided where possible using MEWP's. If there is an intention to use MEWPs to reach high level areas the contractor should visit first to ascertain the best way to access safely and to avoid damage to hard standing. External access is extremely restricted and arrangements for this work must be carefully planned in advance.</p> <p>High level window cleaning is undertaken by reach pole or MEWP.</p>

Change Register

Revision number	Date	Key Changes	Amended by
1	08/01/2014	New document created following site general health and safety audit.	James Wright Tetra Consulting Ltd.
2	12/01/2015	Minor amendments following general health and safety assessment review	Jim Hartley Tetra Consulting Ltd.
3	13/01/2015	Minor amendments including new asbestos labelling and new photos of electrical intake	Jim Hartley Tetra Consulting Ltd.