

<u>HEALTH AND SAFETY POLICY AND PRACTICE FOR THE SHIPGATE MANAGEMENT COM</u>	
This is the statement of Health & Safety (H&S) arrangements for:-	
Overall and final responsibility for health and safety is that of:-	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:-	
Please read both sheets for the "H&S Policy" and "Risk Assessments" as shown on the tabs for the sheet the points made, and that you agree to comply with all the requirements. If you have any questions of	
Managing Agent Matthews of Chester.	
<u>INTRODUCTION</u>	
This Health and Safety document consists of two sheets. The first sheet spells out the general policy for several items including naming the bodies having the responsibility, together with any required action and any people like guests and contractors visiting the site. The second sheet shows the risks involved	
The risks are expressed as percentages, which themselves are a product of the probability and consequence over time is to reduce the probabilities and consequences of these events and thus reduce the risk.	
Any additions or changes to items since previous AGM are coloured red.	
<u>Statement of general policy</u>	<u>Responsibility and Action</u>
To minimise the risk of fire throughout the block and to ensure that everyone complies with the SMC Fire Risk Assessment and insurance policy for Shipgate.	MA, Directors, tenants and garage users.
To implement emergency and evacuation procedures in case of fire or other significant incident.	EO's & MA to revise the SMC Fire Risk Assessment Document to see if there is any "material change" within the SMC site
Two fire extinguishers are positioned in garage.	MA
On a monthly basis check emergency lighting, the garage gate emergency opening and fire door operation.	MA

To prevent accidents and cases of work-related ill health, and to provide adequate control to minimise safety risks arising from any activities.	Executive Officers and any other Directors who notice any potential risk/ hazard
To engage and consult with all external contractors on day-to-day health and safety conditions and to obtain from them a suitable Method Statement and an assessment of the risks involved on paper.	MA
Cupboards 2 and 5 to be kept securely locked at all times since they contain major electrical equipment	EO's and MA
First-aid box and accident book to be located in garage.	EO's
To maintain safe and healthy working conditions, by ensuring cleaning and gardening equipment and materials are maintained and kept under lock and key when not in use.	Cleaner to ensure cleaning equipment is kept locked up when not in use. David Claymore to ensure all gardening equipment is maintained in good order.
Both garage gates to be securely locked on leaving	All garage users and tradesmen
Children should be kept under close supervision.	
Lights will be turned off on exiting automatically.	
Health and safety law poster is displayed in garage.	EO's
To provide adequate instruction and training to ensure that the cleaner can do the work safely.	David Claymore and EO and/or MA.
Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).	David Claymore
Health & Safety file including Fire Risk Assessment	David Claymore

documentation kept available for examination.	
This H&S document to be distributed to all SMC Directors	EO's
and tenants and Shipgate Street garage users.	
This H&S document is subject to review, revision and	EO's and MA
monitoring.	
Approval	Executive Officers
	Managing Agent

<u>COMPANY LIMITED - UPDATED NOVEMBER 2021</u>
The Shipgate Management Co Ltd (SMC)
The Executive Officers (EO) of SMC
The EO's, SMC Directors & the Managing Agent (MA)
sets below. Make sure that you understand all
r issues, please inform one of the EO's or our
The Shipgate Management Company covering
n for improving the well-being of the residents
for specific operations and conditions on the site.
ences of an incident happening. The aim
<u>Action / Arrangements</u>
To continually be vigilant of any risks to fire and to report any
suspected risks to the EO's or MA. To ensure compliance with the
Fire Policy and insurance requirements by directors and tenants.
Issue emergency Fire Procedures annually to all owners at the AGM
Fire Risk checks on emergency lighting etc. to be carried out monthly
by MA. A material change could require a fire audit to be done.
Ensure fire extinguishers are always in place and tested annually.
Record results in the Fire Risk Assessment log kept by the MA.

All potential hazards and risks to be reported to an EO so that the
item can be reviewed at an EO and/or EO/MA meeting.
Action required to be recorded in minutes and action progressed.
Provide an approved Method Statement before work commences.
Contractors to provide proof of competency and relevant certificates
for any machinery used and certificate of public liability.
Restricted Access limited to EO's, MA and Scottish Power for
Cupboards 2 & 5 as seen by the "danger" notices on the doors.
Ensure first aid box and accident book are in their proper place.
When not in use all cleaning equipment, work tools and materials
to be locked in appropriate store rooms within The Shipgate garage.
Reminders to be sent by MA and/or EO's when appropriate.
Ensure sign is in proper position and in good order.
Ensure that the cleaner or temporary cleaner is familiar with the
proper use of tools and materials in line of duty.
See the web site: www.hse.gov.uk/riddor/reportable-incidents.htm
for details of what serious incidents are reportable and how
to report to the Health & Safety Executive.
By David Claymore at No 6 The Shipgate

Distriute the file by email or posted through the letter boxes of
apartments as appropriate.
To be done at least annually and recorded in the Health & Safety
file.
1 David Wilkes (Chairman)
2 Sarah Copley-Hirst (Secretary)
3 Alun James (Treasurer)
4 Kevin O'Reilly (Matthews of Chester)

RISK ASSESSMENT FOR THE SHIPGATE MANAGEMENT COMPANY LIMITED (SMC) - UPDATED NOVEMBER 2019

Site address : The Shipgate, Shipgate Street, Chester CH1 1RA

The Shipgate is a development comprising of 17 apartments accessible from two floors together with an underground car parking facility for 18 car owners' bicycles or motor cycles. This Risk assessment has been written taking into account the relevant risks that the Executive Officers (EO's) find appropriate to assess on a day to day basis. The risks before and after implementing the control measures are shown and determined and assessed shown in the following lines. The aim of this document is to continually lower the risks for all people on site and the SMC. The responsibility for taking in order to make SMC a safer place lies with The Executive Officers (EO's), all Directors and Residents, the Management Agents (MA) as well as contractors working on site.

Risk (R%) = Probability (P%) X Consequences (C%) - Arbitrarily the risk is defined as Low (0-5%), Medium 6-10%) or High (above 10%)

Probability reflects estimated opportunity of occurrence in that a figure of 1% might happen once in 100 years and 5% once in 20 years.

Consequence is an arbitrary estimate of the measure of the severity of the occurrence using common sense.

Any risks that are designated as High or Medium must be immediately addressed by the Executive Officers to improve the situation.

The items are listed in descending initial risk order to highlight the priorities for action by SMC .

Any additions or changes to items since previous AGM are coloured red.

<u>Hazard</u>	<u>Effect</u>	<u>People at Risk</u>	<u>Initial Risk</u>			<u>Control Measures</u>	<u>Current Risk</u>		
			<u>P</u>	<u>C</u>	<u>R</u>		<u>P</u>	<u>C</u>	<u>R</u>
Fire or smoke.	Burns or death	Residents and	5	90	5	(a) Monthly general checks by MA	1	90	1
	and smoke	visitors				(b) Annual checks on fire fighting equipment			
	inhalation issues					(c) A fire audit and Chester Fire Service advised that linked smoke alarms between 9B and 9C should be bought due to the wooden floor and tested monthly.	1	90	1
						This has now been done with linked alarms which are tested monthly.			
						(d) Ensure that flammable liquids or gases are not	1	90	1

						stored in the garage (obviously except in the vehicles' tanks). Very small quantities of materials such as white spirit or camping gas, if essential, may be kept in closed metal cupboards.			
						(e) Ensure that combustible materials (such as textiles, wood, plastics etc) are not stored in the open in the garage and must be in closed metal cupboards.	6	90	5
						(f) No potentially hazardous vehicle repairs are allowed in the garage, such as welding brazing or paint spraying.	0	90	0
						(g) Issue Fire Routine procedure to all owners on an annual basis just before or at the AGM	0	0	0
						(h) In the event of a material change, arrange for independent fire audit to be undertaken.	0	0	0
						(i) Record all above results in the Health & Safety file.	0	0	0
						All Directors and users to comply with the above			
NOTE : For your information no cladding is in existence at Shipgate as related to the serious fire that occurred in the Grenfell Tower in London in June 2017. However we must be always alert to such dangers, as nobody really thought that such a disaster could have happened in that building.									
Falling on stairs	Serious personal injury	Residents, staff and visitors	5	90	5	It is important to avoid accidents to hold on to the hand rails on every step when going up or down. Report loose or broken step tiles.	5	90	5
Gutter cleaning	Serious injury or death by falling	Contractors and persons in vicinity during cleaning operation	5	90	5	Need to obtain risk assessments, method statements, certificate of competency and latest copy of certificate of public liability from gutter cleaning company.	2	90	2
Roof repairs and any	Serious injury or	Contractors and	5	90	5	Need to obtain risk assessments, method	2	90	2

high level work like painting	death by falling contractors or objects. General public too at risk.	persons in vicinity during cleaning operation				statements, certificate of competency and latest copy of certificate of public liability from contractor.			
Window cleaning.	Serious injury or death by falling contractors or objects. General public too at risk.	Contractors and persons in vicinity during cleaning operation	3	90	3	Need to obtain risk assessments, method statements, certificate of competency and latest copy of certificate of public liability from window cleaning company. Where possible clean from ground level with long pole equipment.	2	70	1
Accidents in garage by cars to pedestrians.	Serious personal injury	All people	3	90	3	All drivers to take extra care when driving within the garage. To always to use headlights and take special care when reversing. Parents to keep control of children.	1	90	1
Driving up or down steep ramp to garage	Serious personal injury	All people especially children	3	90	3	All drivers to take extra care when driving on ramp. Always use headlights. Parents to keep control of children. Metal chains from the garage pillar to the bollards to safeguard general public have been installed.	1	60	1
Ice on all stairs or courtyards.	Personal injury	Residents, staff and visitors	10	30	3	Be aware of ice and if present use salt provided at top of stairs or in garage cupboard. If snow is present a shovel is kept in cupboard No 1 in garage.	2	30	1
Falling down steep ramp to garage	Personal injury	Mainly residents	5	60	3	Vulnerable people could use stairs avoiding ramp. A rope rail has been installed.	2	30	1
Garage upper or lower gates left open or unlocked.	Intruders gaining access to cause damage or fire.	Residents	5	30	2	Remind residents to always ensure that both the gates click locked on exiting garage. Provide sign by upper gate for checking that the lock clicks shut. The lower garage gate was automated during Summer 2019 and the lights linked in to the same	1	10	0

						system. This will vastly improve the security and			
						avoid open gates and lights left on.			
Electrocution from power circuits in garage or using common electrical equipment.	Serious burns or death	Residents or intruders	2	90	2	Keep all electrical supply cupboards in garage locked and clear of all other materials. Only qualified electricians or Scottish Power to undertake electrical work on distribution boxes. Five yearly safety checks on all circuits in common parts. PAT test on vacuum cleaner. Keep copy of test certificates in H&S log.	1	90	1
Lightning strike	Death or damage to property	Residents and visitors	2	90	2	Advice from expert (Andrew Hagan) of the Fire Service states that retrospective installation of lightning protection is rarely likely to be considered essential for compliance with legislation in an existing blocks of flats.	1	30	0
Decoration to common parts.	Tripping over equipment and danger from chemicals used.	Contractor and people in the vicinity	5	10	1	Any chemicals and paints to be secure at all times and locked away at night. Proper safety clothing to be worn by decorators. Signage to be erected highlighting danger to people. Paperwork is to include risk assessment, method statement, proof that the contractor is competent and has proper public liability.	3	10	0
Repairs and maintenance to common parts.	Injuries caused by trips or loose materials	Residents, visitors and contractors	5	20	1	Any contractor materials to be stored securely at all times. Proper safety clothing to be worn by contractors. Signage to be erected highlighting the danger to people. Paperwork is to include risk assessment, method statement and proof that the contractor is competent and has proper public liability.	2	20	0
Slips, trips or spillages	Personal injury	Residents, staff	2	50	1	Good housekeeping, all areas well lit, no trailing	1	30	0

		and visitors				cables, no objects left in walkways or stairs,			
						cleaner keeps areas clean and clear. Hazard signs			
						used as needed. Ongoing checks by all Directors.			
Low pipes in garage	Bumped heads	All people	5	20	1	Use bump-proof foam and warning tape as needed.	1	3	0
Dark areas in garage	Injuries	All people	3	20	1	Ensure garage is well lit and spare bulbs available.	1	5	0
Wasps' nest	Stings especially	Residents and	5	20	1	Report presence of wasps's nest to MA and EO's	1	20	0
	to people having	visitors							
	adverse reaction.								
Gardening dangers	Chemical burns	Gardeners and	5	15	1	All equipment used is kept locked away in the	2	10	0
from chemicals and	or rashes or cuts	residents in				garage when not in use. Comply with all the			
sharp tools.	from tools.	contact with				instructions on chemical and tool packaging.			
		hazards.							
Trips on carpet in 9A,	Personal injury	Residents and	2	20	0	Report loose carpets or failed light bulbs. Prevent	1	20	0
9B and 9C		visitors				items being stored on stairs, landings and passage.			

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eel
sed as
taking action
contractors
<u>Responsibility</u>
MA
MA
Owners of 9B & 9C
All Garage Users

All Garage Users
All Garage Users
MA
MA & EO's
MA
All people
MA
MA

MA
All garage users
All garage users
All people
All people
All garage users

[illegible]

all residents
and workers
MA & EO's
MA
Gardeners
9A,9B and 9C
residents & EO's