

 27/06/2022

 **Mobiess Office**



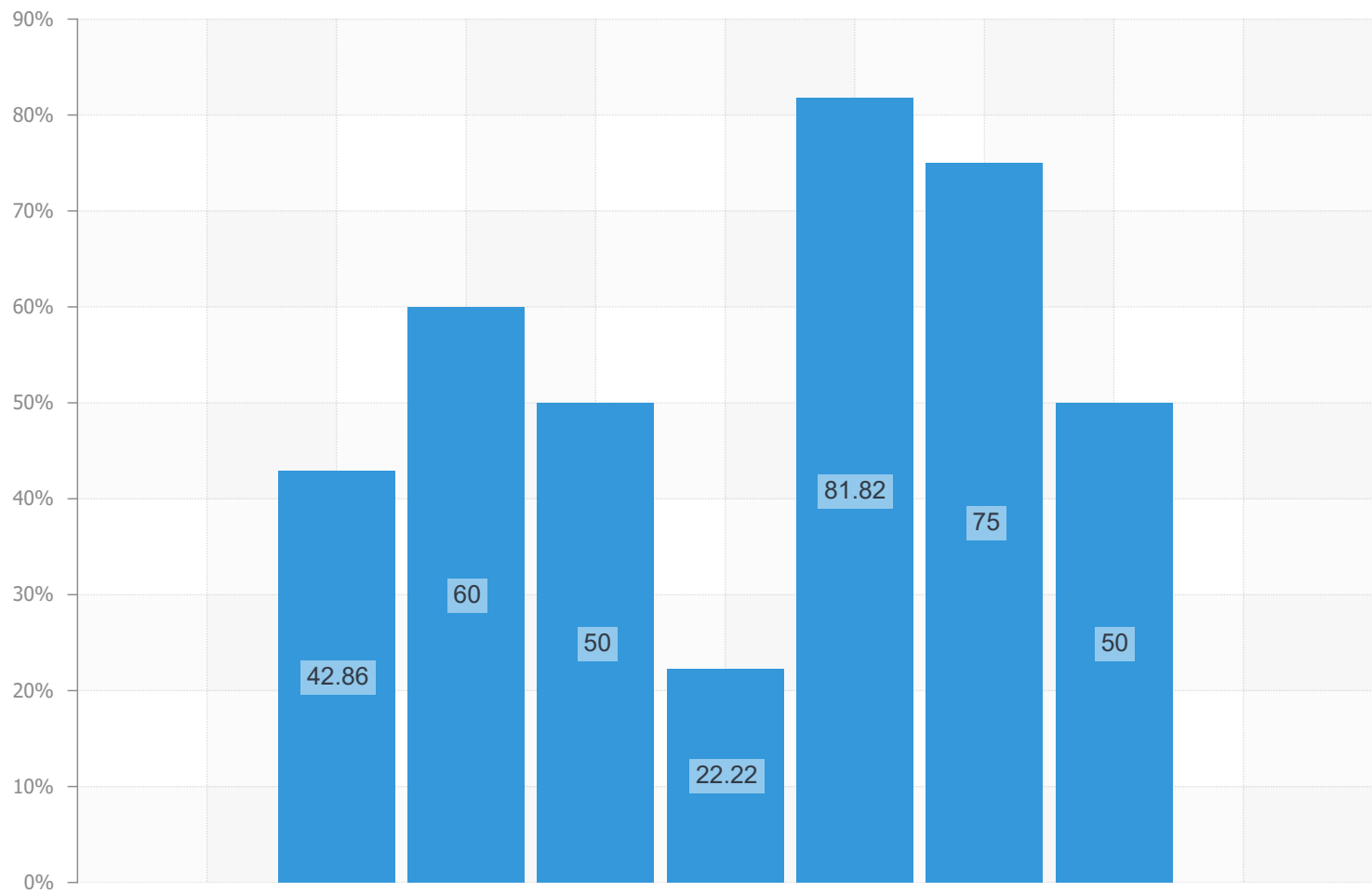
Overall Score  
**54%**



Number of  
Actions  
**1**



Number of  
Pictures  
**4**



**Audit No:**

DHorner: 0312

**Auditor:**

Daniel Horner

**Type of Audit:**






















Health and Safety Audit

**Date of Audit:**










23/06/2022

**Building Name:**

Mobiess Office












1. Building Information		
1.1.	Building	Mobiess Office
1.2.	Site Address:	8 Holgate Court, 4 - 10 Western Road, Romford, Essex
1.3.	Postcode:	RM1 3JS
2. Internal Common Areas		3/7 - 42.86%
2.1.	Are carpets, floors and stairs in safe working condition so as not to pose a risk of slips, trips or falls?	
2.2.	 Are toilets and common areas clean, stocked and in good repair?	
2.3.	Are cleaners cupboards, stores roof access, vacant areas etc. Secured to prevent unauthorized access?	
2.4.	Are the levels of cleaning of an acceptable standard?	
2.5.	 Are all corridors, landing areas and lift lobbies free from obstructions?	
2.6.	Are light fittings clean and working correctly?	
2.7.	Are landlord doors opening and closing correctly and are all components including, but not limited to, door hinges and door frame secure and free from visible damage?	
<b>Notes</b> Test		
3. Fire Safety Areas		6/10 - 60%
3.1.	Are all fire extinguishers either wall mounted or provided with an appropriate fire stand?	
3.2.	 Is the fire alarm panel free from any faults?	
3.3.	Are all the fire exit doors free from obstruction?	
3.4.	 Are all the fire alarm call points clearly visible and unobstructed?	
<b>Notes</b>		
3.5.	Are all fire extinguishers free from visible damage i.e. seals intact and no damage to the body?	
3.6.	Are the indicator gauges (where fitted) in the green segment?	
<b>Notes</b> Test		
3.7.	Are all the LED's in the emergency lighting units visible?	
3.8.	Are fire precautions records up to date i.e fire evacuation drills, fire alarm servicing, emergency lighting services etc?	
3.9.	Are all fire doors regularly tested to ensure that they are closing properly within reasonable time?	
3.10.	Are the weekly fire alarm tests being rotated by using a different call point each week and being recorded in the fire log book?	

3.11.	Is there a Fire Log available that contains records relating to the fire safety provisions. Are the records accurately completed and kept up to date?	<input checked="" type="checkbox"/>
4.	External Structure and Areas	11/22 - 50%
4.1.	Is rubbish/ external storage in safe working condition?	<input checked="" type="checkbox"/>
4.1.	Is rubbish/ external storage in safe working condition?	<input checked="" type="checkbox"/>
4.2.	Is pest activity within the property being suitably controlled e.g rats, pigeons etc?	<input type="checkbox"/>
4.2.	Is pest activity within the property being suitably controlled e.g rats, pigeons etc?	<input type="checkbox"/>
4.3.	Are external escape routes clear and free from obstruction i.e deliveries and parked cars?	<input checked="" type="checkbox"/>
4.3.	Are external escape routes clear and free from obstruction i.e deliveries and parked cars?	<input checked="" type="checkbox"/>
4.4.	Are drainage/ drain covers in a safe condition?	<input type="checkbox"/>
4.4.	Are drainage/ drain covers in a safe condition?	<input type="checkbox"/>
4.5.	Are boundary walls/fences intact/sound/clear of graffiti?	
4.5.	Are boundary walls/fences intact/sound/clear of graffiti?	<input checked="" type="checkbox"/>
4.6.	Is landscaping growth in a safe and tidy condition?	<input checked="" type="checkbox"/>
4.6.	Is landscaping growth in a safe and tidy condition?	
4.7.	Are paths, road surfaces or general areas in a safe condition?	<input checked="" type="checkbox"/>
4.7.	Are paths, road surfaces or general areas in a safe condition?	
4.8.	Is the area free from any evidence of drug abuse on site i.e discarded needles or other drug paraphernalia?	
4.8.	Is the area free from any evidence of drug abuse on site i.e discarded needles or other drug paraphernalia?	<input checked="" type="checkbox"/>
4.9.	Is signage clear, clean and up to date?	<input checked="" type="checkbox"/>
4.9.	Is signage clear, clean and up to date?	
4.10.	Are barriers, shutters and external doors in a sound condition?	
4.10.	Are barriers, shutters and external doors in a sound condition?	<input checked="" type="checkbox"/>
4.11.	Are guttering/ down pipes in a safe condition?	
4.11.	Are guttering/ down pipes in a safe condition?	<input checked="" type="checkbox"/>
5.	Plant Area	2/9 - 22.22%

5.1.	Are safety routes/ means of escape clear, indicated and lit?	
5.2.	Is the plant control panel free from any defects i.e tripped or failed?	
5.3.	Does all plant from a visual and audible observation appear to be operating correctly?	
5.4.	Are all plant room clean, tidy and free from unauthorised storage?	
5.5.	Is rubber matting available under all electrical control panels?	
5.6.	Are all riser cupboards locked and not being used as a storage area?	
5.7.	Are all chemical stored in properly in a chemical cupboard, labelled and not left unopened?	
5.8.	Is the plant room light working?	
5.9.	Are all access doors secure?	

## 6. General Arrangements


9/11 - 81.82%

6.1.	Are accidents within the landlord's demise being recorded?	
6.2.	Have the water hygiene checks been undertaken and recorded?	
6.3.	Are all water outlets that are not being used on a regular basis i.e showers, sinks in disabled toilets etc. being flushed weekly and records kept for the audit trail?	
6.4.	Are the alarms in the disabled toilets being tested and recorded on a weekly basis?	
6.5.	Are the alarms in the place of refuge being tested and recorded on a weekly basis?	
6.6.	Are consumables well stocked i.e light bulbs, washroom facilities?	
6.7.	Are the building maintenance records up to date, boiler serving, lifts, air condition etc?	
6.8.	Is the list of tenants representatives i.e fire wardens, first aiders and out of hours contacts up to date?	
6.9.	Are the security seals for the Response/ Incident Bags intact and all items up to date?	
6.10.	Is all scaffolding which is the responsibility of the landlord being checked every seven (7) days?	
6.11.	Are all first aid kits fully stocked and up to date?	

## 7. Life Safety

3/4 - 75%

7.1.	Are lift door sensors in good working order?	
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7.2.	Does the lift car level on all floors to prevent a trip hazard?	<input type="checkbox"/>
7.3.	Is the safe working load visible within the lift car?	<input checked="" type="checkbox"/>
7.4.	Are car alarms or telephones fitted within the lift car which will summon assistance, in a good working order?	<input checked="" type="checkbox"/>
8.	Roofs	3/6 - 50%
8.1.	Are the water tank covers secure?	<input checked="" type="checkbox"/>
8.2.	Are parapets, rails, ladders and access arrangements in a good state of repair?	<input type="checkbox"/>
8.3.	Are roof areas clear of debris?	<input checked="" type="checkbox"/>
8.4.	Does the building fabric/ structure appear to be in a safe condition so as not to give rise to safety risks?	<input type="checkbox"/>
8.5.	Is accessible drainage free from rubbish?	<input checked="" type="checkbox"/>
8.6.	Is the scaffolding for the signage on the roof in a good and secure condition?	<input type="checkbox"/>
9.	Sign Off	
9.1.	Completed By	Daniel Horner
9.2.	Date Completed	23/06/2022
9.3.	Signature	
9.4.	Email Notification	daniel.j.horner+267@outlook.com

**Picture Reference** 2.2.

**Question**

Are toilets and common areas clean, stocked and in good repair?

Internal Common Areas



**Picture Reference** 2.5.

**Question**

Are all corridors, landing areas and lift lobbies free from obstructions?

Internal Common Areas



**Picture Reference** 3.2.

**Question**

Is the fire alarm panel free from any faults?

Fire Safety Areas



**Picture Reference** 3.4.

**Question**

Are all the fire alarm call points clearly visible and unobstructed?

Fire Safety Areas





## CORRECTIVE ACTIONS

No.	Description/Required Action	Reported	Due Date	Probability	Impact	Risk	Status	Location
4.10.	Unsafe Remove Hazards	23/06/2022	23/06/2022	High	High	9	New	Mobiess Office 8 Holgate Court, 4 - 10 Western Road, Romford, Essex