



H&S POLICY: Common Areas

Background:

The statutory Fire Risk Assessment (FRA) is routinely carried out in accordance with government guidance. Recent FRA reports both note items kept in the common areas which compromise the safety level required for residents and impacts our building insurance.

Woodlanders Management Limited have a duty of care to ensure these areas are clear to reduce the risk of fire as much as possible and so to do this the company have adopted a **zero-tolerance** policy. This means that personal items are not permitted to be kept or stored in the hallways or meter cupboards, including door mats, umbrellas, coats, and shoes among other items.

It is the responsibility of all leaseholders to ensure the common areas are cleared of all personal items. Landlords are reminded that they are accountable and responsible for their tenants' contraventions.

To ensure we maintain sufficient safety standards the management company will be increasing their assessments of the common areas and items will be removed without notice. A charge will be applied to the relevant leaseholder's account. The charge will be £90inc VAT, sufficient to cover the administration expense and inconvenience incurred with removing the item(s). It would be unfair to distribute this cost to all leaseholders.

Policy:

Personal Items in Communal Areas.

Fire Assessment Officer's Recommendation	Reason and Risk	Resident's Action
All items in the communal areas must be removed.	They cause a potential fire hazard. They cause a potential trip hazard to residents evacuating the building in an emergency. They are a risk to firefighters needing to enter the building in a dark or smoke-filled	No personal items may be placed in communal areas including in the hallways outside your front door nor in the main hall and stairwells. This includes, and is not limited to, all furniture, pictures on the walls, doormats, coat racks, shoe



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	environment in an emergency. * Please see below – contravention of the terms of the lease	racks, ornaments in window recesses, air fresheners (both stand alone and plug in), fresh and ornamental flowers.
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* Note that the requirements of the lease (schedule 4 item 12) also stipulate that items (including vehicles and any thing) must not be left in communal areas:

“12. Not to leave or park or permit to be left so as to cause any obstruction in the Common Parts or in any passageways adjacent or leading to the Building any motorcycle, bicycle, perambulator or other vehicle or any thing belonging to or used by the Lessee or occupier of the premises or by his or their friends servants or visitors...”

Door Wedges:

During the annual Fire Risk Assessment, the assessor commented on the presence of door wedges in stairwells and lobbies indicating that sometimes fired doors are held open. While this is understandable for example, for short term use in the case of supervised use deliveries. Otherwise, doors must not be wedged open.

Personal Items in Meter Cupboards:

Fire Assessment Officer's Recommendation	Reason and Risk	Resident's Action
All items must be removed from the meter cupboards.	They cause a potential trip risk to firefighters needing to enter the building in a dark or smoke-filled environment in an emergency. The presence of flammable materials causes a risk near gas pipes.	No personal items whatsoever are permitted to be stored in the meter cupboards.



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	The presence of flammable materials causes a risk which could block the communal emergency exit.	
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Communal Storage Cupboards (where applicable)

Fire Assessment Officer's Recommendation	Reason and Risk	Resident's Action
All flammable items must be removed from the communal storage cupboards.	They cause a fire risk. They are liable to give off toxic and/or flammable fumes.	No flammable personal items may be stored in communal cupboards. This includes, and is not limited to fuels, solvents, charcoal, firelighters, paint (of any kind), cleaning materials. Other personal items may be stored in communal cupboards where they are available. These are stored at the residents own risk. The Management Company reserves the right to request the removal of items deemed offensive or hazardous.

The directors are fully aware that this will not be popular among lessees and tenants however exceptions cannot be made.

February 2022

Woodlanders Management Ltd