



J&F

JANDERS & FLYNN

GUIDANCE ON RISK
ASSESSMENT FREQUENCIES



Introduction

It is commonly known and laid down in regulations that any risk assessment should be reviewed following any relevant change in circumstances that may affect the validity of that assessment. For residential properties, this might include material changes to premises, and these are defined as changes in its use or occupation, environment or due to changes in relevant guidance or Law.

Additionally, periodic reviews are essential to identify any other changes and in particular any unsafe conditions that may have emerged between formal assessments. The frequency of these reviews is not set in stone but industry guidance on best practice (ARMA) says:

- A new Fire Risk Assessment (FRA) every four years with a review every two years for low-risk, modern, low-rise blocks.
- A new FRA every three years with an annual review for higher risk and taller blocks

However, any FRA or General Risk Assessment (GRA) report itself should specify the date of the next recommended review and should be based on the perceived risk at that time. The perceived risk should be based on a recognised methodology and where necessary aligned with the details of this policy below.

Typically, a low-risk building is likely to be three to four years and a high risk, one year. If any significant findings are considered 'Intolerable', the review period is likely to be less.

Our policy aims to strike a balance between generic industry guidance and the specific recommendations made by competent risk assessors. It also sets out to describe the different levels of review and competencies of those carrying them out.

Policy

This policy makes no distinction between FRA or GRA or COMBINED assessments and an interim review is recommended irrespective of the property type or perceived risk at the time of previous

assessment. This is based on the principle that even if significant improvements appear to have been made since the last assessment, a property should not go longer than this period, without some form of recorded survey or audit. This may be in conjunction with or additional to any agreed visit frequency as part of the property management agreement.

Unlike Fire safety, there is no specific health and safety legislation that requires a GRA to be carried out. However, the same duty of care exists which includes assessing and managing all risks. Therefore, it is our policy that all buildings are assessed for all risks and that where possible, Combination (Fire and Health and Safety) assessments are carried out. Sometimes, it may be necessary to carry these out separately.

Interim Review

The annual, interim review is intended to identify any new risks that may have emerged and to note any progress with previously recommended improvements. During the course of any given year, you are likely to have maintenance work carried out to the property and this may change the risk status.

The Professional Services department will determine the format which may be carried out by the Property Manager or by the Health and Safety manager in accordance with the perceived nature, level of risk and required competency.

The competency required will be based on several factors but principally will include suitable, sufficient and relevant experience, training, knowledge, and skill.

Our in-house assessors will have qualifications such as NEBOSH or higher. They will be able to assess the risks noted on the external risk assessments and note any further risks that have manifested themselves. These may not have been identified by the property manager during their routine site visits as this does not form part of their scope of works.

Depending on the perceived risk, the assessment itself may be in the form of:

- a conventional tour of the premises to inspect various elements, or
- a ‘desktop review’ to discuss, examine relevant issues and to inspect information, records. This may also include an interactive video survey between site contact and assessor and or photographs as required.

A report will be produced with an overall risk rating which will require validation by the next full re-assessment by an independent assessor.

A Formal review or re-assessment will be carried out in lieu of an annual assessment if this becomes due. See frequency table below.

Formal Review (Re-assessment)

On or by the date of review specified in the previous formal assessment, a formal re-assessment will be carried out by an independent assessor.

This will produce an up-to-date report highlighting all significant findings and may include reference to any improvements made since the previous assessment.

It is accordingly noted that risk assessment reports must contain suitable methodology for determining risk and must declare the recommended review date.

Our Professional Services department will determine the level of assessment review required based on the perceived risk taking into consideration all factors such as existing and potentially new hazards/risk plus any risk reduction measures carried out. It is likely that all newly instructed premises will undergo an independent assessment as soon as possible or as indicated in a valid and current assessment report.

Guide to Assessment frequency

	Risk Level =	Tolerable	Moderate	Substantial	Intolerable
Low rise purpose built	Review	12 and 24 months	12 months	none	none
	Assessment	36 months	24 months	12 months	12 months
High rise * purpose built	Review	12 months	none	none	none
	Assessment	24 months	12 months	12 months	12 months
Low rise converted	Review	12 and 24 months	12 months	none	none
	Assessment	36 months	24 months	12 months	12 months
High rise * converted/ multi-occupied	Review	12 months	none	none	none
	Assessment	24 months	12 months	12 months	12 months
Estate (external areas, etc)	Review	18 months	12 months	none	none
	Assessment	36 months	24 months	12 months	12 months

* High rise is 7 storey or more or 18M or more in height.

Tracking of Assessment Completion

Once the Property Manager has arranged the risk assessment, please notify the Professional Services Team email box of the date and supplier (external or in-house). This data will be used to track and monitor the risks identified. The Property Manager will receive a periodic risk register with any outstanding tasks to complete. It will also identify where the assessment has not been carried out. The Risk register will be periodically reviewed by our Senior Team to encourage completion of the tasks in a timely manner and achieve compliance.

Summary

All premises will require 1, 2, or 3 yearly re-assessment depending on the risk level specified in the respective assessment report plus interim (normally annual) reviews.

The format will be determined by the Professional Services department in conjunction with the PM and will be carried out either internally or by an independent assessor.

Cost of the reviews can be located in the budget pack provided. For some buildings a special rate will need to be agreed and a discount may be offered for a cluster of buildings that can be assessed in the same location on the same day. Please discuss with the Professional Services Team.