



COVID-19: Health, Safety & Fire

General Service, Testing & Maintenance Requirements



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Overview

This guide will provide you with some general advice and guidance with regards to the Servicing, Testing and Maintenance of the various plant and equipment, including, lifts, BMS systems, lifting equipment, boilers, gas supplies, electrical installations, to name but a few, and the fire safety systems and provisions etc. within your buildings/properties during the difficult times that we all find ourselves in.

Occupied Properties

Of course, residential properties, occupied office buildings, shopping centres and other buildings/properties that remain open during these difficult times would be expected to be managed and maintained as they always have been.

This means to say that all plant and equipment and fire safety systems and provisions will need to be serviced, tested and maintained as per the requirements and guidance of the numerous and varied Acts, Regulations and British Standards, to ensure they are safe, suitable for purpose and operate as intended.

Understandably, your specialised contractors may have staff shortages due to illness and or self-isolation, so we strongly recommend that you liaise with them all to ensure the requirements can be met, and where necessary, to establish suitable and effective testing and maintenance schedules/regimes to overcome any staffing levels they may have.

As your competent and specialised contractors, they should be fully aware of the requirements and guidance of the relevant Acts, Regulations and British Standards, and if they aren't, they should be.

Empty & Partially Empty Properties

Over the course of the next pages, this guide will outline what you should consider when managing empty and partially empty properties.

This type of situation can leave you with a number of issues and some difficult questions in relation to your requirements and what you actually need to do to ensure the relevant plant and equipment, fire safety systems and provisions are safe, suitable for purpose and operate as intended.

Although we are unable to cover every scenario, the following pages contain a questions you might, or should be asking yourselves, and in liaison with your competent and specialised contractors, formulate a management and

maintenance plan to ensure the relevant Servicing, Testing and Maintenance requirements can be met, where required.

The last part of the above, “where required” is not something that you would see when discussing these matters, but in the light of the present situation it may play a vital part of what and how you can effectively manage these various requirements in these times.

Questions to Consider

(Non-exhaustive and in no particular order)

If I have a completely empty building, can I lock it down, isolate, shut off and or decommission the various plant, equipment, and various systems and provisions?

If I have a completely empty building, can I lock it down without having to isolate, shut off and or decommission the plant, equipment, and various systems and provisions?

I have a completely empty building, but is there a need to service and maintain at least some and or parts of the plant, equipment, and various systems and provisions?

In a partly occupied property, can I isolate, shut off and or decommission parts of the various plant, equipment, and various systems and provisions, where certain areas and or levels of the building are not being used?

Have my contractors got suitable staffing levels to undertake the required maintenance schedules?

Do I know the level of occupancy in my properties?

Have I made arrangement with the tenants for them to inform me of when they have, or intend to vacate the premises?

Have I made arrangements with the tenants for them to inform me of when they intend to return to the property?

Have I informed the tenants that a building/property is effectively, locked down and that they should not return to the property until they are told they can?

Are suitable levels of security available at the empty, or partially occupied properties?

Do all the tenants and contractors have my/our contact details, including the office and my own number as I'm now working from home?

Due to contractor staff shortages the relevant Servicing, Testing and maintenance schedules cannot be met, so do I instruct the tenants to vacate the property for their own safety?

What are the consequences and risks of isolating, shutting off and or decommission all or parts of the various plant, equipment, and or fire safety systems and provisions?

Should I undertake specific risk assessments to enable me to identify and address the present/changing situation in relation to my requirements in relation to the various testing and maintenance schedules?

We are sure that you have lots more questions too, but we cannot emphasise enough, the importance of liaison with your specialised contractors to formulate a suitable and sufficient management plan, if your situation differs from the norm.

Tetra will of course continue to offer you as much advice, guidance and support as we always do and even though our office staff are now working from home, they can be contacted in the normal way.

Our consultants are also contactable in the normal ways, and, dependent on the present-day situation, including separation and traveling restrictions, they

may be able to undertake a site visit to help you with your situation.

However, it must be kept in mind that Tetra can only make recommendations, and whilst we keep ourselves abreast of the various and relevant Acts, Legislation, Regulations and British Standards we do not portray ourselves to be experts in every field, and this is where your competent and specialised contractors step in.

As already identified, your contractors should be fully aware of the various requirements and should be in a position to offer you suitable and sufficient solutions to address your concerns.

You're in safe hands

Tetra Consulting provide independent safety risk consultancy and smart solutions to help you protect your most important assets: people, property and brand. Our mission is to support and educate you and your company in safety risk management and compliance by providing solutions informed by our knowledge and client insights.

If you want to learn more about anything in this guide, please drop us a quick email at info@tetraconsulting.co.uk





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