

ACTION PLAN

FIRE RISK ASSESSMENT:

| Page(s) | Area of Concern | Priority | Action | Completed | |
|-----------|-----------------|----------|--|--|------------------|
| 8,10 | 1 | 2 | Fire Safety Policy | Updated / amended and e-mailed for approval 1 June 2017 | Actioned |
| 8,10 | 2 | 2 | Emergency Plan | Updated / amended and e-mailed for approval 1 June 2017 | Actioned |
| 8, 11 | 3 | 1 | Fire Evacuation & safety drill | Evacuation undertaken 12:00 Thursday 1 June 2017 Fire Evacuation Procedures updated following drill Policy issued for approval 1 June 2017 | 01-Jun |
| 8, 11 | 4 | 2 | Fire Wardens | Nominated & awaiting completion of relevant training by 6 June 2017 | Actioned |
| 8, 10, 11 | 5 | 1 | Evacuation procedures for persons with physical disabilities | Policy Document prepared and e-mailed 1 June 2017 | Actioned |
| 8, 12 | 6 | 2 | Regular Fire Safety checks | Monthly Fire Safety checks to be put in place with immediate effect | Monthly |
| 8, 13 | 7 | 1 | Fire Safety instruction / training | All staff to take free Online Staff Fire Safety Awareness Training, read the Fire Policy & Fire Evacuation Plan to be completed by 6 June 2017 | Actioned |
| 8, 13 | 8 | 1 | Training for Fire Evacuation | See above | Actioned |
| 8 | 9 | 1 | New employees training | All new staff / volunteers to: 1. Sit the Online Staff Fire Safety Awareness Training 2. Read the Fire Policy & Fire Evacuation Plan 3. Tour of the premises to ID extinguishers & fire exits etc | As appropriate |
| 8, 14 | 10 | 1 | Contractors / visitors fire safety information | Contractor / visitor fire safety sheet to be produced | |
| 8, 15 | 11 | 1 | Fire equipment maintenance & testing not recorded | All fire extinguishers checked, stands in place and labelled - Chubb inspection completed 9 May 2017. Fire evacuation chairs will form part of the monthly fire safety check | 12-May |
| 8, 15 | 12 | 2 | Training records not maintained | Fire Log to be updated when training undertaken | Log updated |
| 8, 15 | 13 | 2 | Drills not recorded | Actioned | Refer to point 3 |
| 8, 17 | 14 | 2 | Electrical system inspection | Final part of the inspection booked Saturday 20 May & Sunday 21 May 2017- (no major problems highlighted to date) | Awaiting Report |

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| 8, 17 | 15 | PA Testing | 2 | Awaiting confirmation of inspection dates by RJS Audio Services | Booked 23 June |
| 9, 19 | 16 | General housekeeping | 1 | Communal areas and boiler rooms checked and bags etc. removed - this to be part of the daily / monthly housekeeping routine | Ongoing |
| 9, 19 | 17 | Waste management to be improved | 1 | To discuss with both Caretakers and establish what improvements can be made. | Ongoing |
| 9, 20 | 18 | Gas / heating installations not maintained | 2 | ALL boilers tested and safety record issued 7 March 2017 ALL additional works on boilers completed 5 April 2017 | 07-Mar-17 |
| 9,22 | 19 | All extinguishers not where they should be situated | 2 | Premises checked and extinguishers returned to correct position Refer to Point 11 | 12-May |
| 9, 23 | 20 | Fire extinguishers need correct signage | 2 | Refer to Point 11 | 12-May |
| 9, 24 | 21 | The level and type of detection was found NOT to be satisfactory | 1 | Additional smoke detectors required (a list of areas is given) Discussed with Taybell Alarms Ltd & arranging visit | Actioned |
| 9, 24 | 22 | Fire alarm audible alarm testing | 1 | Tested 5 May 2017 and then revert to weekly testing from 8 May 2017 - audibility test to done weekly | 05-May |
| 9,25 | 23 | Electromagnetic door locks were NOT fitted to the alarm system | 1 | Specialist advise - DQ to take further advise and clarify action required | Awaiting further discussion |
| 9, 25 | 24 | Travel distance were NOT considered to be satisfactory | 1 | Specialist advise - DQ to take further advise and clarify action required | to arrange a meeting |
| 9, 26 | 25 | The building is NOT free of inner room situations | 1 | Specialist advise - DQ to take further advise and clarify action required | with DG and Ian Cass |
| 9, 26 | 26 | It was noted during the assessment that there is a 'Dead End' situation's | 1 | Specialist advise - DQ to take further advise and clarify action required | |
| 9, 28 | 27 | Emergency escape lighting is NOT sufficient for persons to see their way out of the building in an emergency | 1 | Specialist advise - DQ to take further advise and clarify action required | |
| 9, 29 | 28 | Fire resisting doors not to required standard | 2 | To discuss with contractors | |
| 9, 29 | 29 | Intumescent strips & smoke seals not provided on all doors | 2 | To discuss with contractors | |


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|-------|----|---|---|---|--|
| 9, 30 | 30 | Additional self closers are required | 2 | To discuss with contractors | |
| 9, 30 | 31 | All self closers were not in good repair | 2 | To discuss with contractors | |
| 9, 31 | 32 | During the assessment a number of fire resistant doors were wedged opened | 1 | Building checked and all 'stoppers' removed (2 May 2017) - Tenants to be advised of the situation | |
| 9, 32 | 33 | Partition walls etc. don't provide the required standard of resistance | 2 | Specialist advise - DQ to take further advise and clarify action required | |
| 9, 33 | 34 | During the survey breaches of fire containment and separation were found | 2 | Specialist advise - DQ to take further advise and clarify action required | |


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| NOTE: | Tenants | Verbal | Discussed situation with Tenants in Chambers about fire doors | |
| | Tenants | E-mail | All tenants e-mailed with key points from the Risk Assessment and ongoing review of the key points. | |
| | Meeting with David Quick & Ian Cass | A | To understand the key areas of the Action Plan that need to resolved in light of the proposed use of the premises | |
| | | B | To discuss and document the reasons why some of the works might not be undertaken in the timescales BUT what actions and plans are being implemented to ensure the safety & wellbeing of staff, tenants, users and visitors to the premises | |
| | | C | To gain an understanding of 'what is a fire door' throughout the building | |


PRIORITY CODES

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| 1 | Requires immediate attention over the course of the next month |
| 2 | Requires attention over the course of the next 3 - 6 months |

 Identified by the Inspector that these are MAJOR CONCERNS

ACTION PLAN

 Obtaining estimates from appropriate contractors

 Further information required to consider options available and then what course of action to take

MANAGEMENT ASBESTOS SURVEY:

| Page(s) | Area of Concern | Priority | Action | Completed |
|---------|-----------------|----------|---|-----------|
| 15 | B11 | | | |
| 15 | B13 | | | |
| 16 | B2 | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 16 | B6 | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 16 | B7 | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 17 | B10 | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 17 | B12 | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 17 | B12 | Rec | Encapsulating work undertaken as outlined in survey | 16-May |
| 17 | B12 | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 18 | B12 | Rec | Advise given to inspect regularly to note any changes | Monthly |

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|--------------|-------|--|-----|---|---------|
| 18 | B12 | Manage paper product to front of boilers | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 18 | B12 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 18 | B21 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 19 | G110 | Manage - bitumen adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 19 | G111 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 19 | G124 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 19 | G125 | Manage sealant to venting | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 20 | G128 | Manage sealant to venting | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 20 | S225 | Manage sealant to venting | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 20 | CB301 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 20 | CB302 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 21 | CB305 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 21 | CB309 | Manage gasket to pipe | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 21 | CB309 | Manage boiler internal materials | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 21 | CB310 | Encapsulate / Manage / Label (ceiling boards) | Rec | Encapsulating work undertaken as outlined in survey | 16-May |
| 22 | CG404 | Manage board above door | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 22 | F504 | Manage sink pad | Rec | Advise given to inspect regularly to note any changes | Monthly |
| 22 | T710 | Manage floor tiles & adhesive | Rec | Advise given to inspect regularly to note any changes | Monthly |
| NOTE: | | An air test was conducted by UKAS accredited analyst upon completion | | | 16-May |

HEALTH & SAFETY REPORT:

| Page(s) | Area of Concern | Priority | Action | Completed |
|---------|-----------------|----------|---|-----------|
| | Alpha Swanson | | Advised report being checked prior to issue | |

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FINANCIAL COSTS / IMPLICATIONS:

Page(s) Area of Concern

Priority Action

Costs

ACTION PLAN

| REPORTS / SURVEYS: | | | | | | |
|------------------------|-------|---|-------------|---|-------------------|----------|
| | | Management Asbestos Survey | | ACS Health, Safety and Environment Limited | £ 1,254.00 | 03-May |
| | | Health & Safety Survey | | Alpha Swanson Ltd | £ 864.00 | 03-May |
| | | Fire Risk Assessment Report | | Fireriskassessments.com | £ 720.00 | 05-Apr |
| COST OF REMEDIAL WORKS | | | | | | |
| 17 | B12 | Encapsulate / Manage / Label (board lining) | MAR | ACS Asbestos Removal Services Limited] | £ 714.00 | 27-May |
| 21 | CB310 | Encapsulate / Manage / Label (ceiling boards) | MAR | ACS Asbestos Removal Services Limited] | | |
| | | Air test | MAR | Organised by ACSRS Ltd | £ 420.00 | 27-May |
| | | | | | | |
| 8, 17 | 15 | PA Testing | FRAR | Estimate for work 25 May 2017 | £ 200.00 | Estimate |
| 8, 15 | 11 | Fire equipment maintenance & testing not recorded | | Chubb Fire & Security Ltd] Regular annual inspection £628.56 |] | |
| 9,22 | 19 | All extinguishers not where they should be situated | | Chubb Fire & Security Ltd] |] | |
| 9, 23 | 20 | Fire extinguishers need correct signage | | Chubb Fire & Security Ltd] Additional signage & stands | £ 244.80 | |
| | | | | | | |
| ADDITIONAL COSTS: | | | | | | |
| | | Fire signage | | Viking Direct | £ 268.54 | |
| | | Final electrical inspection | | Row Allan Ltd - Electrical report being completed | £ 1,560.00 | |
| | | | | | £ 6,245.34 | |