

**LAWRENCE WEBSTER FORREST**  
**TOWN MEAD DEPOT – FIRE RISK ASSESSMENT REPORT - CARRIED OUT 01.02.2017**  
**ACTION PLAN – updated 23.01.2018**

Green – completed

REF	ISSUE	ACTION	UPDATE	RESPONSIBLE PERSON	FURTHER ACTION
A1.1	Fire Safety Policy and Procedures	a) Fire emergency plan produced What should staff do if they discover a fire?	a) Signage – completed bar fire instruction notices – awaiting installation of alarm	SM	Alarms ordered
		b) How will people be warned there is a fire?	b) battery operated fire alarm call points on order	SM	Alarms ordered
		c) Operating the rotary bell or raising the alarm	c) Once agreed, training to be arranged	QD	Training to be arranged
		d) Location of Fire extinguishers/fire fighting equipment	d) map at print – hydrant location completed	AK	Awaiting map
		e) Action to be taken upon hearing fire alarm?	e) main board ready to be fixed once fire alarms installed	SM	Awaiting alarms to be installed
		f) How to evacuate premises?	f) information included in main board – awaiting to be fixed - Training required	SM QD	Awaiting alarms to be installed  Training to be arranged
		g) Calling the Fire Brigade and who is responsible?	g) Alarm to be raised by person(s) as identified on signage - Training Required	AK QD	Identify person on signage  Training to be

					arranged
		h) Assembly point away from the building?	h) at entrance – to be included in log book	AK	Log book awaited
		i) “Roll call” procedures and checking premises completely evacuated?	i) whoever is on site - Training required	QD	Training to be arranged
		j) Location of highly flammable materials and possible location of anyone known to be missing – emergency folder may be appropriate	j) Map at print/info to be included in log book – possible wipe board – inform WATC of EFDC procedure  - Training required  - Database to be prepared of staff including fire marshalls, etc	AK  QD  QD	Map completed  Training to be arranged  To be prepared
		k) Keeping fire fighting equipment unobstructed and available	k) Management weekly check  - Training required	AK  QD	Arrange weekly check  Training to be arranged
		l) <del>Knowledge of method of operation of fire escape door fastenings</del>	<del>N/A</del>		<del>N/A</del>
		m) Emergency folder – recommended that an emergency folder should be prepared and given to the Officer in Charge for the first Fire and Rescue appliance to attend	m) Fire Safety Log Book, inside and outside, being prepared	AK	Awaiting information from SM
		n) <del>Location of any flammable materials, cylinders or stores, the location of hazardous substances in storage or in</del>	<del>n) Map prepared  Waste management storage area could be</del>	AK	<del>COMPLETED</del>

		<del>use, the location of nearest fire hydrants and any other information which will help to protect Firefighters in controlling an incident</del>	<del>for nursery — map will identify numbers as opposed to names</del>		
		o) Contact telephone numbers for senior management who should be informed of a serious incident. Only essential information should be included and it should be as concise as possible	<del>o) Speak to Darren Barlow for information and provide same to AQ</del>  <del>Spare Key for Town Mead to be placed in EFDC box and Mears tel no's</del>	AK  AK	COMPLETED  COMPLETED
		p) External box containing emergency folder, which only the Fire and Rescue Service can access (budget key lock) and be indicated "Fire Service Emergency Folder"	Fitted	SM	COMPLETED
		q) Health & Safety noticeboard	<del>External — flip — up noticeboard installed</del>  But information to be included	SM  AK	COMPLETED  AK to include
A2.1	Staff Fire Training and Fire Drills	<ul style="list-style-type: none"> <li>• Provide staff with basic fire safety awareness training</li> <li>• Fire Safety Log Book:- <ul style="list-style-type: none"> <li>• Date of training</li> <li>• Who received the training</li> <li>• Details of the contents of the training package</li> <li>• Results of any checks on understanding</li> </ul> </li> </ul>	Training required	QD	Training to be arranged

A2.2	Staff Fire Training and Fire Drills	All users are made familiar with the sound and use of the rotary hand bells with results of who is trained being recorded in the Fire Safety Log Book	Training required	AO	Training to be arranged
A5.1	Fire Risk Assessment	Review fire risk assessment on a regular basis (6 monthly at first and then annually once management procedures have been addressed)	To be revived by AO	Responsible person	AO to deal
A6.1	Fire Safety Log Book	Fire Safety Log Book to record:- <ul style="list-style-type: none"> <li>• Main electrical testing</li> <li>• Most recent Fire Risk Assessment</li> <li>• Emergency plan</li> <li>• Portable Appliance Testing (PAT)</li> <li>• Any other relevant fire safety measures</li> <li>•</li> </ul>	<del>All gathered and provided to AK</del>  - To be included in the folder	COMPLETED  AK	COMPLETED  AK to include information
A8.1	Testing of Fire Alarm	Bells subject to testing and maintenance by a competent contractor in a period not exceeding 6 months, ensuring they are in working order at all times	N/A – different system on order – now going with battery operation system	N/A	N/A
A10.1	Testing of Fire Fighting Equipment	System introduced that the portable fire fighting equipment is inspected monthly by the responsible person for the site and up-to-date records maintained in the Fire Safety Log Book within the main office	AK advised that possibly new H&S Officer will undertake this within their duties	AK	TBA
A14.1	Waste Disposal Arrangements	<del>Storage locations for waste should be well away from buildings, wheeled bins and not kept in secured compounds, should be protected by a restraint system, ie the bin being secured by</del>	<del>Bins have been provided.</del>  <del>Bins cycle hoop provided and concreted into the</del>	AK	COMPLETED

		padlock/chain	ground		
A14.2	Waste Disposal Arrangements	It should be confirmed that risk assessments and COSHH data sheets for the storage of hazardous materials on the premises are in place and available to fire fighters	AO, WATC and PH to provide COSHH, if applicable. For materials stored by waste and recycling assume hazardous category	AO, WATC, PH	To be provided
A14.3	Waste Disposal Arrangements	<del>Arrange for the waste to the rear of units 18-23 to be removed from site</del>	<del>Bins have been provided and emptied daily checking with Museum &amp; Culteral</del>	AK	COMPLETED
A15.1	Site Security Procedures	Provision of an external box containing the emergency folder, which only the Fire and Rescue Service can access (budget key lock) and be indicated as a Fire Service Emergency Folder	Installed but no contents, at present	SM	AK to provide contents
B9.1	Firefighters	Management to ensure that a Firefighter information box is erected on the external wall of the office, adjacent to the entrance with the relevant information for Firefighters attending the site	Installed but no contents, at present	SM	AK to provide contents
C1.1	Arson/Firesetting	<del>Keeping the level of combustible materials to a minimum and securing all other areas at all times</del>	<del>All general rubbish and waste removed from site</del>	COMPLETED	COMPLETED
D1.1	Fire Alarm & Detection	Provide a rotary hand bell to each of the entrance gates to the site	N/A – battery operated alarm system to be installed	N/A	N/A
D7.1	Fire Safety Signs & Notices	<del>Provide additional fire safety signage to areas within the site that contain hazardous materials to comply with the Health &amp; Safety (Safety Signs &amp; Signals) Regulations 1996 and BS 5499</del>	<del>Signage ordered</del>	COMPLETED	COMPLETED

D13.1	Housekeeping/Management/ Storage	<del>It is recommended that the build up of oil being stored to the rear of unit 23 be stored in the appropriate container or be removed from site</del>	<del>Was to be removed on 07.12.17 — this will be confirmed</del>	COMPLETED	COMPLETED

- Responsible person: QD (Qasim Durrani), SM (Stuart Mitchell), AK (Arvin Kane), AO (Abigail Oldham)