**ACTION PLAN**

It is considered necessary that all recommendations in the Action Plan be implemented in order to reduce fire risk to, or maintain it at, the following level:

|  |  |
| --- | --- |
| Trivial |  |
| Tolerable | √ |

**INTOLERABLE** risks will be notified at the time of inspection and should be cleared immediately. If this is not possible the premises Fire Safety Manager will be contacted and advised of the serious risk and the need for immediate action.

**SUBSTANTIAL** risks are set as a **HIGH** priority within the action plan and action should be taken to rectify them within ***1 month***

**MODERATE** risks are set as **MEDIUM** priority within the action plan and action should be taken to rectify them within ***three months***, or to be reduced in severity to a **Tolerable** risk until the defect can be rectified.

**TOLERABLE** risks have a **LOW** priority within the action plan and action should be taken to rectify them within ***six months.***

**TRIVIAL** risks will be included as advisory action with no time period for completion.

The time for rectification is judged reasonable for the risk category but the rectification should be as soon as possible and within the time set by the company’s policy on such matters.

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| --- | --- | --- | --- | --- |
| **Section** | **Action** | **Priority** | **Action by whom** | **Date action taken** |
| 7.7 | The disconnected earth wire outside the new kitchen should be investigated, see photograph 1. | Substantial |  |  |
| 8.4 | Wherever smoking is permitted, suitable non-combustible containers should be provided for the disposal of spent smoking materials. It is recommended that a dedicated smoking area, preferably covered, is provided at least 3 metres away from the building. Spent smoking materials must be not added to the general rubbish until the following day. | Substantial |  |  |
| 9.2 | Wheeled bins not kept in compounds, should be protected by a restraint system i.e. the bin being secured by padlock and chain or similar means, so that they cannot be moved. If practicable, the lids of such bins should be kept locked. Storage locations should be well away from buildings, see main picture. The bins may be unsecured during the day when the premises is occupied to allow emptying.  The area underneath the suspended floor should be protected against the accumulation of rubbish and arson. | Substantial  Substantial |  |  |
| 9.3 | As the building is considered vulnerable to arson the intruder alarm and CCTV should be reinstated to reduce the risk. | Advice only |  |  |
| 10.3 | Combustible items should not be placed on top of the heater guards in the nursery. Suitable signage should be provided to remind nursery management. | Substantial |  |  |
| 17.12 | The rear Fire Exit from the social area should be maintained clear of obstructions at all times, see photograph 3. | Substantial |  |  |
| 17.15 | The detached intumescent strip and cold smoke seal on the compartment fire door should be reinstated or replaced, see photograph 4.  The new compartment fire doors to the new kitchen, utility room and changing rooms should be maintained self closing and fitted with intumescent strips and cold smoke seals for effective compartmentation, property protection and business continuity. | Substantial  Moderate |  |  |
| 17.18 | The excessive movement to the floor immediately before the main entrance required for means of escape, see photograph 5, should be investigated, and repaired. | Substantial |  |  |
| 19.1 | It is strongly recommended that a check is made after dark on all parts of the premises in order to ascertain how much light would be available in the event of a failure of the power supplies. Where it is apparent that there is a lack of illumination would endanger persons attempting to leave the premises in the event of a fire then an emergency lighting system should be installed which will as a minimum illuminate the fire exits and exit routes and external areas which, would conform to the requirements of the current British Standard 5266: Part 1.  Particular attention should be given to the changing room corridor, external areas, social area and lobby. | Substantial |  |  |
| 19.2 | It is recommended that a servicing contract should be established with a competent contractor if not already in place, who will maintain and test the existing emergency lighting system in accordance with the recommendations of the current British Standard 5266: Part 8 and be available to carry out repairs as necessary.  An emergency lighting system that is not serviced, tested nor maintained in accordance with the recommendations of the current British Standard may be deemed to be ‘non-compliant’ and may constitute an offence under the Regulatory Reform (Fire Safety) Order (Article 17 Maintenance). | Substantial |  |  |
| 20.1 | Additional Directional ‘Fire Exit’ signage complying with with the current British Standard BS 5499 and British Standard BS EN ISO 7010 should be provided above the door to the corridor changing room, see photograph 6.  The existing redundant directional Fire Exit signage in the changing room corridor should be removed, see photograph 7. | Substantial  Substantial |  |  |
| 20.3 | Conspicuous printed FIRE ACTION notices complying with the current British Standard BS 5499 and British Standard BS ISO 7010 should be displayed at conspicuous positions in the premises. They must state in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. The notices must be permanently fixed in position and be suitably protected to prevent loss or defacement. They should be located in prominent positions such as notice boards, the kitchen, changing rooms, behind the bar, classroom.The notices should be resited in rooms immediately adjacent to all fire alarm call points when fitted. | Substantial |  |  |
| 21.1 | It is strongly recommend that the existing domestic fire alarm coverage is replaced with a minimum Category L3 system in accordance with the requirements of the current British Standard BS 5839-1. On completion, a ‘Certificate of Installation and Commissioning’ of the fire alarm system will be required from the contractor responsible for the work. This level of fire alarm coverage would provide adequate life safety coverage and additionally early warning for users of the inner rooms.  It should be noted that the nursery fire procedures rely on fire alarm activation to commence evacuation as to which the current domestic arrangements are considered highly inadequate. | Substantial |  |  |
| 22.3 | It is recommended that arrangements are made to have the fire extinguishers in the changing room corridor hung on brackets or placed within floor stands which are preferably secured in position to prevent movement of the units, see photograph 8.  Each extinguisher should be accompanied by the appropriate identification and usage signage. | Substantial  Moderate |  |  |
| 22.3 | It is recommended that any obsolete or non contract extinguishers are disposed of responsibly to prevent inadvertant use, see photograph 9. | Substantial |  |  |
| 25.5 | It is recommended that the Site Specific fire emergency plan is reviewed that will augment the fire action notices which are recommended. This plan should then be available to hirers and replace the existing fire note located in the premises.  It is recommended that the following detailed issues are included in the emergency plan review:  What hirers should do if they discover a fire including:-  How will people be warned there is a fire.  The correct method of operating the fire alarm or raising the alarm, including the location of the fire alarm call points and alarm indicator panels when fitted  The location and use of the fire extinguishers and other fire fighting equipment provided and the arrangements for fighting the fire.  The action to be taken upon hearing the fire alarm including:-  The duties and identities of staff that have specific responsibilities in case of fire.  Isolating power supplies where appropriate.  How the premises should be evacuated including:-  The identification of all the alternative escape routes available.  How people may gain immediate access to alternative escape routes and exit the building. (changing room corridor)  The arrangements for the safe evacuation of visitors to the premises.  The arrangements for the safe evacuation of people who are identified as being especially at risk such as those with disabilities and young persons (Honeybees).  The correct method of calling the Fire and Rescue Service and who are responsible for this.  Where people should assemble after they have left the premises.  ‘Roll call’ procedures for checking that the premises have been completely evacuated.  Procedures for meeting the Fire and Rescue Service on their arrival and notifying them of any special risks which exist, e.g. the possible location of anyone known to be missing.  Maintaining the fire precautions including:  An appreciation of the importance of fire doors and the need to keep them closed at all times.  The importance of keeping fire exit routes clear of obstructions, combustible storage and sources of ignition.  The importance of keeping the fire fighting equipment unobstructed and available. | Substantial |  |  |
| 27.2 | It is recommended that all types of fire alarm systems, those which have been installed in compliance with the current British Standard 5839-6 (domestic dwellings) should be tested by management as recommended by the current British Standard 5839-1, on a weekly basis, preferably at the same time and on the same day each week. | Substantial |  |  |
| 27.3 | It is recommended that the emergency lighting in the nursery is included in the monthly flick testing regime and records maintained. | Substantial |  |  |