

North West Fire Solutions Limited undertook a Fire Risk Assessment on 27<sup>th</sup> March 2020. The following is an Action Plan of the recommendations/actions required within their report/risk assessment.

North West Fire Solution – Risk Level / Action

<b>Risk Level</b>	<b>Action</b>
<b>Trivial</b>	No action is required and no detailed records need to be kept.
<b>Tolerable</b>	No major additional controls required. However there might be a need for improvements that involve minor or limited costs.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determine the priority for improved control measures
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

<b>Section in Risk Assessment</b>	<b>Action Required from Risk Assessment</b>	<b>Risk Level</b>	<b>Priority</b>	<b>Date Action Required Completed</b>	<b>Notes / Further Action Required</b>
Portable Heaters & Heating Installations 10.3 10.4	It was unknown whether there fixed heating installations were subject to regular maintenance.  No Gas Certificate was witnessed at the time of the inspection.  Ensure a competent person services all gas installation annually and certification is kept for inspection and auditing purposes.	Tolerable	ASAP	March 2020	There is annual maintenance contract in place with regular inspections and maintenance carried out by an external heating company.  The certificate was filed in the Fire Safety Log Book at the time of the inspection. Possibly overlooked by inspector. See Section 10.
Cooking 11.3	No documentation was seen to ensure the kitchen filters had been cleaned.  Ensure a competent person cleans the filters and other areas in the kitchen within the recommended time period.	Tolerable	ASAP	March 2020	The certificate was on display in the kitchen at the time of the inspection. A copy has now been filed in the Fire Safety Log Book. See Section 14. The annual cleaning will take place in Summer 2020.

Section in Risk Assessment	Action Required from Risk Assessment	Risk Level	Priority	Date Action Required Completed	Notes / Further Action Required
Housekeeping 13.3	The housekeeping was good apart from the caretaker's room. This needs to be decluttered and any COSHH materials present are required to be stowed in a lockable, anti-flammable container.	Tolerable	ASAP	March 2020	Area decluttered and all COSHH material now stored in a lockable cupboard.
Means of Escape 17.3	It was considered that the premise does not provided reasonable arrangements for means of escape for disabled people.	Tolerable	N/A	N/A	Pupils, staff and visitors with a disability would be risk assessed; suitable safeguards and provisions would be put in place to ensure safe means of escape can be maintained at all times.
Fore Safety Signs and Notices 20.2	All signs have picograms included and comply with the Health & Safety (Signs and Signals) Regulation 1996.	Tolerable	ASAP	March 2020	All signs around the school do include pictograms.
Manual Fire Extinguishing Appliances 22.2	It was considered that position of extinguishers was not adequate to ensure travel distances within recommend guidelines.	Tolerable	N/A	N/A	There was no recommendation with the NW Fire Solutions risk assessment to make any changes to the current provision. 22.5 Comment: Fire extinguishers were positioned suitably throughout and had a mixture of water, CO2 and a wet chemical in the kitchen.
Procedures & Arrangements 25.8	No formal third party training certificate present.  Ensure employees are trained in the use of extinguishers.	Tolerable	ASAP	September 2020	Although there are training certificates in the Fire Safety Log Book further training is required.

Section in Risk Assessment	Action Required from Risk Assessment	Risk Level	Priority	Date Action Required Completed	Notes / Further Action Required
Testing & Maintenance  27.3 27.4 27.5 27.6	No evidence of weekly testing and contractor documentation could be found for the annual testing of both the fire alarm and emergency lighting.	Tolerable	ASAP	March 2020	Site Manager conducts weekly testing of the fire alarm system. Fire alarm tested by Atlas Fire & Security. Section 5 of the Fire Safety Log Book.  Site Manager conducts weekly testing of the emergency lighting. Emergency lighting tested by Atlas Fire & Security. Section 7 of the Fire Safety Log Book.