

FIRE RISK ASSESSMENT AND ACTION PLAN SUMMARY SHEET

Include all high & med hazards from the orange column and their associated controls in the blue column plus anything that need doing in the green column.

Building name: Midland Road Depot

Key Risk Area	Hazard High/Med H/M	Risk Controlled? Y/N	Existing Controls/Action Taken? (for risk controlled Y) (Equipment servicing, equipment testing, walk round inspections, training etc.)	Further Action Needed? (for risk controlled N) (Report written, advice sought, action planned or initiated etc.)	When & by whom (for risk controlled N)
<ul style="list-style-type: none"> Good housekeeping where smoking permitted (ashtrays, cleaning arrangements) 	Med		No receptacles for butts	Fit butt bin	Martin Hellyer April 2010
<ul style="list-style-type: none"> Fire wardens appointed 	High		Current Fire Warden retired	Train Fire Wardens MH & PW	Booked for Feb 10
<ul style="list-style-type: none"> Fire Drills and staff instruction up to date 	High		No evidence of fire drill since 2002	Resume fire drills	Pete Wakenshaw January 2010
<ul style="list-style-type: none"> Alarm audible/detectable in all locations. Consider people with sensory impairment (could be a whistle, automated alarm or vibrating pager) 	High		Bell inaudible down stairs	Fit additional bell ?	Property Services April 2010