

| Risk Assessment Premises | Action Required: | Person (s) Responsible | Priority Rating | Date Completed |
|------------------------------|--|--------------------------------|-----------------|----------------|
| General Actions | <ol style="list-style-type: none"> Lanyards are advised to highlight visitors to the site. Green for pre-DBS checked and red for non-DBS checked with a focus on nursery visitors. Emergency evacuation procedures are required at each call point location to highlight the location of the muster points. Advise the site team to locate all call points and place signage as requested. Doors identified as fire doors require highlighting with both plates or stickers with (Fire Door Keep Shut). | Senior Management Site Team | Low Med | |
| Outbuildings - Annex | <ol style="list-style-type: none"> Corridor access to the kitchenette has a trip hazard as the floor is peeling upward. Advise a larger floor plate is used to remove the hazard. Fire stop required around the flexible extractor pipe leading into the ceiling void. Advise this is filled with flame retardant expanding foam or cut to size fireboard. Disabled toilet is used for the storage of materials. Toilets should not be used for storage to ensure items cannot fall and cause an injury. Radiator cover is not secured to the wall. Advise strong fixing are pit into place to stop the radiator cover falling forward and causing an injury. Disabled toilet is used for the storage of materials. Toilets should not be used for storage to ensure good hygiene practices. Storeroom is currently used for hazardous COSHH materials which is unsecure. Advise access is restricted by either locking or placing a lock on the door. | Site Team | Med | |
| Passenger Lifts | <ol style="list-style-type: none"> Advise that signage is put into place on all lifts across the site to highlight not to use lifts in the event of a fire. | Site Team | Low | |
| Access and Egress | <ol style="list-style-type: none"> Rear fire exit nursery in the main building has a hose pipe located across the fire route. Advise this is relocated as fire routes are required to be kept clear at all times. | Site Team | Med | |
| Entrance and Reception Areas | <ol style="list-style-type: none"> CO2 extinguisher in the nursery fire exit requires wall mounting and signage putting in place. Currently there are 2 water extinguisher signage present but only one extinguisher. Nursery fire exit inner door, doorplate is hanging off preventing the door from closing correctly. This requires repair to ensure the fire door is in good working order and forming a fire stop. | Site Team | Med | |

High=within 1-4 weeks

Medium= within 8-12 weeks

Low=within 24 weeks

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| Boiler Room – Plant and Server Rooms | <ol style="list-style-type: none"> Upper floor server room in the main building. Recommend a demarcation area is put into place of at least 2 meters to restrict the storage of combustible materials close to server cabinets. Gas and electric cupboard located under the stairs in the entrance of the bistro contains combustible materials. Such locations cannot be used for the storage of combustibles and should be removed and remain clear. | Site Team | Med | |
| Corridors and Stairwells | <ol style="list-style-type: none"> Stair spindles in building 109 require immediate repair to secure in place. Currently there are several locations that are loose and creating a significant risk of imminent collapse should excessive pressure be place on the stairwell structure. Building 115, basement and upper floor access is required to be restricted. This is currently not the case and access is easily gained. Advise a secure fixing is fitted as soon as possible before continues public use. | Site Team / Finance Manager Site Team | Med/High | |
| External Areas and Public Access Garden | <ol style="list-style-type: none"> Tree survey required for all trees on the site. No evidence of previous checks being undertaken. | Site Team / Finance Manager | Med | |
| Offices and Conference Rooms | <ol style="list-style-type: none"> Building 109 main office requires fire stop in the ceiling as a small hole is present due to the fitting of wiring. Advise flame retardant expanding foam is used. Nursery office requires 2 x fire stop in the ceiling as small holes are present due to the fitting of wiring. Advise flame retardant expanding foam is used. CRC office has an out-of-date extinguisher present. Advise general maintenance is undertaken as per RRFSO 2005 guidance to have all extinguisher serviced annually. Office 1 on the 1st floor of the main building (L4L) has an unauthorised toaster present that is situated directly underneath highly flammable combustible materials. Advise the toaster is removed and a communication sent to the office staff to prevent a re-occurrence of unauthorised electrical products on site. Black mould is present in the basement office in building 109 that requires immediate treatment before the room has continued usage as black mould can cause serious respiratory ailments. Office 1 on the 1st floor of the main building (L4L) has dirty mould covered cups. These require removal to ensure good hygiene standards are present within the building. Unmarked COSHH materials are present in the 1st floor office 1 of the main building. | Site Team Site Team Site Team Site Team Senior Management / Site Team All Staff All Staff | Med | |

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Premises Risk Assessment Action Plan

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| | All COSHH materials are required to have stickers highlighting the contents of all bottles. This bottle Should be removed. | | | |
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| | 5. | | | |
| | 6. | | | |
| | 7. | | | |

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