



Action Plan

STEP 4 — Action Plan

Action To Be Taken	Risk Rating	Person Responsible	Completion Target	Review Date	Signature & Date To Confirm Completion
General Comments					
To reduce the risk of arson all waste materials to be regularly cleared from common areas of the property (internal and external).	HIGH	Town Clerk & Staff	Immediate	Ongoing	
Recommend implementing HOT WORKS permits for any hot works on site i.e. plumbing, roofing, decorating, welding (blow torches) etc.	HIGH		All certificates are checked as work progresses	Immediate	
To all areas implement a programme of portable appliance testing for all electrical items in use i.e. IT equipment, radios, fans, kettles, toasters, heaters, TV's, immediately remove or repair any defective items. Maintain a register of appliances and make provision for re-inspection in accordance with current legislation.	LOW	Town Clerk	Ongoing	Scheduled Sept 2015	
To all areas implement a programme of periodic inspection of the fixed electrical installations in accordance with the recommendations of BS7671 wiring regulations. Immediately repair any defective wiring or fixed appliances/ accessories and implement recommended improvements as practicable. Maintain records of the inspections and make provision for re-inspection in accordance with the recommendations of BS7671 and inspection body.	HIGH		ongoing		

Action To Be Taken	Risk Rating	Person Responsible	Completion Target	Review Date	Signature & Date To Confirm Completion
Ensure there are sufficient electrical socket outlets for the number of appliances in used. Where multi-way adaptors such as 'wander-leads' are required these should be fixed in position and cable management implemented to prevent coils or accumulation of cables where they may be subject to physical damage or covered in combustible storage. In all cases the total load of items attached to these adaptors should not exceed the load capacity of the lead or plug. No further adaptors should be added to them and use of 'double-plug' or block type adaptors should be avoided all together.	HIGH		completed, on going checks to ensure sockets not overloaded	Ongoing checks	
All fixed heating installations to be serviced regularly by a competent person in accordance with manufacturers recommendations.	HIGH	ongoing			
Provision should be made to ensure the upstairs seating is not pressed against the electrical storage heaters when they are switched on.			Immediate	Ongoing	

Action To Be Taken	Risk Rating	Person Responsible	Completion Target	Review Date	Signature & Date To Confirm Completion
<p>Staff to be fully trained in the procedure to be adopted in the event of fire. The training to cover:-</p> <ul style="list-style-type: none"> A. The action to be taken on discovery of a fire. B. The action to be taken on hearing the fire alarm. C. Operation of the fire alarm, positions of fire alarm call points, internal fire alarm telephones and/or indicator panels. D. The procedure for calling the fire brigade. E. Fire marshal responsibilities in an evacuation. F. Fire development and spread. G. Classes of fire and methods of extinguishing fires. H. Practical use of fire fighting appliances. I. Assessment on what size fire to fight. J. Overview of fire legislation. K. Containing fires by closing doors. L. Evacuation of the building and location of assembly points. <p>As a guide one fire marshal and deputy to be appointed per number of fire exits on the premises.</p>	MEDIUM		May 2014 completed training	ongoing	

Action To Be Taken	Risk Rating	Person Responsible	Completion Target	Review Date	Signature & Date To Confirm Completion
<p>Fire evacuation drills (including operation of the fire alarm) to be carried out not less once every six months. To obtain maximum benefit from the drill it is to be assumed that one escape route is not available.</p>	<p>HIGH</p>	<p>Investigating the possibility of an alternative chambers</p>			