**It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:**

TOLERABLE

\* A target risk rating of ‘MODERATE’ indicates that it is not foreseeably possible to eliminate risk of injury to one or more persons due to the nature of operations, processes or inherent inadequacies within the premises.

The Actionee, RP or PHC is to notify the Fire Safety Office when the relevant requirement has been implemented / completed in order for the risk assessment to be updated accordingly.

| Serial | Requirement | Priority | Timescale | Normal BAU Operational responsibility | The Agreed responsibility for this exercise | Date Actioned |
| --- | --- | --- | --- | --- | --- | --- |
| 18.3.2 | Intumescent strip needed to be fitted to fire door to riser cupboard in room NG12A on ground floor. | 2 | B | Student Union | Estates |  |
| 17.4.1 | Floor needs to be repaired in order to prevent fire door being wedged open in kitchen leading into store floor NG05 on ground floor. | 2 | B | Student Union | Estates |  |
| 23.4.2 | Asset tags need to be changed to fire extinguishers in kitchen NG08 on the ground floor. | 2 | B | Student Union | Estates |  |
| 18.3.3 | Large gap between fire door and frame needing the fire door to be refitted to NG11. | 2 | B | Student Union | Estates |  |
| 18.3.4 | Check the ventilation duct cleaning in kitchen NG08 on the ground floor. | 2 | B | Student Union | Estates |  |
| 11.3.2 | Backing to kitchen cooking equipment needs to be changed to flame-retardant materials in NG08 on the ground floor. | 2 | B | Student Union | Estates |  |
| 13.3.1 | Large amount of chemicals and consumables present in storage room NG05 rationalization of amount acquired to reduce fire loading in storeroom NG05 on ground floor. | 2 | B | Student Union | Student Union |  |
| 19.5.4 | Covers need to be fitted over MCP’s throughout the building. | 3 | C | Estates | Estates |  |
| 22.2.1 | All fire action notices, throughout the building, need to have the assembly point marked on them. | 3 | B | Student Union | Student Union |  |
| 22.2.2 | Missing fire action sign in NGC4 on the ground floor. | 2 | B | Student Union | Student Union |  |
| 8.3.2 | No smoking policy sign in outside areas. | 3 | C | Student Union | Student Union |  |
| 17.4.2 | Prayer mats stored on staircase must be removed and stored in a suitable and sufficient place in N1S2 on the 1st floor. | 2 | B | Student Union | Student Union |  |
| 18.3.5 | Intumescent strip needs to fitted to fire door to kitchen N107 leading directly to staircase on 1st floor. | 2 | B | Student Union | Estates |  |
| 22.2.3 | Fire exit sign needs to fitted to fire door to kitchen N107 leading directly to staircase on 1st floor. | 2 | B | Student Union | Estates |  |
| 18.3.6 | Fire door needs to be upgraded to a 30FD/s to kitchen N107 leading into room N109 on the 1st floor. | 2 | C | Estates | Estates |  |
| 19.5.5 | Missing door handle to front door leading to Bremner Road on the 1st floor. | 3 | E | Estates | Estates |  |
| 18.3.9 | Nosing needs to be replaced on the east stairs N1S1 on the 1st floor. | 2 | B | Estates | Estates |  |
| 23.4.3 | Co2 fire extinguisher needs to be added on east staircase N1S1 on the 1st floor. | 2 | B | Student Union | Estates |  |
| 18.3.7 | Storage combustible materials found and must be removed from stairs N1S1 on the 1st floor. | 2 | A | Student Union | Student Union |  |
| 22.2.4 | Keep clear sign needed to be fitted on fire exit from halls into the union in room E105 on the 1st floor. | 2 | B | Student Union | Student Union |  |
| 18.3.8 | The storage of combustible materials found must be removed from stairs N1M01 on the 1st mezzanine floor. | 2 | A | Student Union | Student Union |  |
| 19.5.6 | Add smoke detection on staircase N1M01 outside the bridge and chess room on the 1st mezzanine floor. | 2 | C | Estates | Estates |  |
| 23.4.4 | Co2 fire extinguisher needs to be added on east staircase N2S2 on the 2nd floor. | 2 | B | Student Union | Student Union |  |
| 18.3.10 | Combustible materials stored in fire exit route obstructing the width in which to escape. Combustibles must be removed from room E206 on the 2nd floor. | 2 | A | Student Union | Student Union |  |
| 15.5.1 | Large amounts of solvent and paint stored in room N203 needs to be stored within a flammable cabinet. | 2 | B | Student Union | Student Union |  |
| 18.3.11 | The use of the Chop-saw and grinder within room N203 is to cease. There is no separation of fire loading and the ignition source and therefore not a suitable area for this use in room N203 on the 2nd floor. | 2 | B | Student Union | Student Union |  |
| 22.2.5 | Keep clear sign needed to be fitted on fire exit from halls into the union in room N310A on the 3rd floor. | 2 | B | Student Union | Student Union |  |
| 19.5.7 | Additional smoke detection required in snooker room on the 3rd floor. | 2 | B | Estates | Estates |  |
| 21.2.1 | Insufficient lighting for emergency evacuation in snooker room on the 3rd floor. | 2 | B | Student Union | Estates |  |

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| --- | --- |
| Priority | Context |
| 1 | Breach of legislation, having the potential for death or serious injury of one or more relevant persons. |
| 2 | Breach of legislation, but not considered to constitute a serious threat to relevant persons. |
| 3 | Breach of College policy and/or bad practice, but unlikely to constitute a serious threat to relevant persons, but could result in injury, unacceptable and/or avoidable loss or reputational harm. |
|  |  |
| Timescale | **Either a specific period or categorised as follows** |
| A | Immediately (within 24 to 48 hours) or as soon as is reasonably practicable. For issues requiring capital expenditure[[1]](#footnote-1), securing funding and planning for works to commence must be soonest. |
| B | Short term (1 week to 1 month). For issues requiring capital expenditure2, steps should be taken to identify funding and progress the work. |
| C | Medium term (1 month to 6 months). For issues requiring capital expenditure2, steps should be taken to plan funding and the associated work. Some risk acceptance may need to be borne in the meantime. |
| D | Long Term (6 months to 1 year) For issues capital expenditure, steps should be taken to plan funding and the associated work. Minimum risk acceptance may need to be borne in the meantime. |
| E | Recommendation for future improvement works that demonstrates best practice but is outside the requirement of the Regulatory Reform (Fire Safety) Order 2005. |

1. To be discussed with the Director of Estates Facilities in the first instance. [↑](#footnote-ref-1)