

FIRE RISK ASSESSMENT

Sutton House
Market Hill
Scunthorpe
North Lincolnshire
DN15 6SL



QUALITY ASSURANCE

Site Ref/Log Ref.	9700131	Doc No.	1
Title	Fire Risk Assessment		
Date	12 th September 2022		
Completed by	Neil Fritzsche QFSM. MBA. M.I.Fire.E	Signature (for file)	
Quality Checked by	Liz Anderson	Signature (for file)	
Remarks	Initial Assessment		

Responsibility for complying with the Fire Safety Order lies with the 'Responsible Person'. In a workplace, this is the employer if the workplace is under their control, and any other person who may have a controlling or directing influence of any part of the premises such as the occupier or owner including communal areas in shared residential premises. In all other premises those in control of the premises will be responsible.

The commission received by Fire Industry Specialists Ltd from/with Ongo Homes implicitly restricts the scope of works to the buildings fabric and make up regarding existing fire protection measures in place.

It excludes Fire Industry Specialists Ltd carrying out fire risk assessments whereby operational fire risks would be assessed, i.e. the identification of sources of ignition, fuel and oxygen from any 3rd party activities e.g. contractors "hot work" or any resident activities.

To the extent permitted by the Fire Safety Order, Fire Industry Specialists Ltd shall not be liable for direct, indirect or consequential loss or damage arising from fire for the operational aspect of carrying out fire risk assessments, this duty is imposed on the responsible person who must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under the Fire Safety Order.

Fire Industry Specialists Ltd reports contains only factual representation to perceived and actual deficiencies in existing fire protection measures in occupied buildings, witnessed at the time of the survey, within the scope of the commission for Ongo Homes.

LOCATIONS AND AREAS NOT ACCESSED

Inaccessible areas must be presumed as being capable of contributing to fire spread, unless it can be demonstrated otherwise.

Description of inaccessible area/room.	Location e.g. basement/ground/first etc.	Access gained Yes / No	Comments e.g. area secured/denied access to plant room etc.
None			

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1 DETAILS OF PREMISE

Name of Premises: Sutton House		Name of the Responsible Person: Steve Hepworth	
Address: Sutton House Market Hill Scunthorpe North Lincolnshire DN15 6SL		Telephone: Tanya Brooks 01724 298708 E-Mail: Tanya.Brooks@ongo.co.uk	
Date of Assessment: 12 th September 2022		Date FRA issued: 3 rd October 2022	Date of Last Review 9 th September 2021
Relevant Legislation: Regulatory Reform (Fire Safety) Order 2005 The Electricity at Work Regulations 1989 Health and Safety (Safety Signs and Signals) Regulations 1996 Dangerous Substances and Explosives Atmospheres Regulations 2002 Management of Health and Safety at Work Regulations 1999 Workplace (Health Safety and Welfare) Regulations 1992		Any Other Legislative Controls:	
Date of Last Visit by Enforcing Authority: 2018		Name(s) of Enforcing Authority: Humberside Fire and Rescue Service	
Any Outstanding Issues With Current Legislation e.g. alterations notices, enforcement notices, prohibition notices etc. None.			

Description of building/premises:	Sutton House is a tower block of some 19 floors, each floor has 4 independent flats that open out into a lobby situated off the main lobby containing the lift and leading to the single stairway, two flats to the left and two to the right. On each floor the two flats facing the rear of the property have a single bedroom, kitchen, lounge and bathroom/WC. The two flats off the front of the building have two bedrooms, lounge, kitchen and bathroom/WC. There are two lifts in the tower one serving odd numbered floors and the other serving even numbered floors. There are no flats on the ground floor, this is populated by stores, meeting rooms and small laundry room for residents. The roof space is access by permit only. The two towers Princess and Sutton are connected by covered passageways to the main entrance where there is a concierge office, behind the concierge office are the CCTV centre office and control room for North Lincolnshire County Council.
Approximate size of building:	20m x 15m = 300m ² per floor x 19 floors = 5700m ²
Is the premises a workplace?	Yes
Use of premises/purpose group:	Residential purpose group Flats 1(a)
Number of floors:	19
Number of persons employed:	5
Estimate of maximum number of persons in the building at any one time:	200
Identify location and persons who are at significant risk e.g.: a) People with disabilities. b) People are unable to react quickly to an emergency. c) People are in an isolated location. d) Relevant people (those who are not employees). e) Any other relevant persons – i.e. occasional visitors/contractors.	Yes. Yes. Yes. Yes. Yes.

Identify Any Combustibles: These can be divided into two main groups; combustible materials such as paper, wood, cardboard, etc.; and highly combustible substances such as thinners, solvents, polyurethane foam etc.	Comments/Remarks: None in the communal areas, very strictly patrolled and managed. Within the flats normal domestic loading of furniture and fixtures and fittings.
Identify Any Sources of Heat: All workplaces contain heat/ignition sources; some will be obvious such as open flames (heating or process). Others may be less obvious such as heat from chemical processes or electrical equipment.	Comments/Remarks: None identified at time of audit.
Identify Any Unsafe Acts: People undertaking unsafe acts such as smoking next to combustible material etc.	Comments/Remarks: None identified at time of audit.
Identify Any Unsafe Conditions: These are hazards that may assist a fire to spread in your workplace. Also, the means of escape in case of fire may be unsafe such as open stairs that can cause a fire to spread quickly, inadequate fire stopping, blocked gangways and other routes to exits, blocked exits themselves and fire doors held open inappropriately. Any or all of these types of unsafe conditions can assist the spread of smoke heat and fire.	Comments/Remarks: Adequate means of escape were observed with issues identified to several fire doors requiring attention to ensure that they are fit for purpose in the event of fire. The assessment was non-invasive and therefore it is recommended that where building services, pipes and electrical conduit pass through fire resisting compartments that the resulting disruption to the compartment be fire stopped with a suitable fire rated material to safeguard the compartments fire resistance and prevent the spread of fire and smoke.
Identify Any Dangerous Substances:	Comments/Remarks: None identified at time of audit.

CONFORMANCE TO STANDARDS		YES	NO
a) Fire Extinguishers	To BS EN 3	✓	
b) Fire Alarm System ¹	To BS 5839	✓	
c) Emergency Lighting ²	To BS 5266	✓	
d) Fixed Installations	BS EN 12845 or equivalent	✓	
e) Others e.g. Industry or International Standards.		N/A	

1 Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

2 Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

2 GENERAL FIRE SAFETY MEASURES

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL			
1 ELECTRICAL SOURCES OF IGNITION	N/A	Yes	No
1.1 Reasonable measures taken to prevent fires of electrical origin?		✓	
1.2 More specifically:			
a. Fixed installation periodically inspected and tested?		✓	
b. Portable appliance testing carried out?		✓	
c. Suitable policy regarding the use of personal electrical appliances?		✓	
d. Suitable limitation of trailing leads and adapters?		✓	
1.3 Comments and Hazards Observed:			
- Electrical circuit tested during August 2022, the auditor was informed by the electrical compliance manager that the installation was satisfactory. - It is recommended that 20% of the electrical circuits are tested each year culminating in the whole electrical installation being tested over the 5-year period. - PAT testing is being carried out.			

2 SMOKING	N/A	Yes	No
2.1 Reasonable measures taken to prevent fires as a result of smoking?		✓	
2.2 More specifically:			
a. Smoking prohibited in the building?			✓
b. Smoking prohibited in appropriate areas?		✓	
c. Suitable arrangements for those who wish to smoke?		✓	
d. Absence of any evidence of breaches of policy?		✓	
2.3 Comments and Hazards Observed:			
No smoking policy in force for communal areas and being managed, this does not cover the residents' flats where smoking may take place.			

3 ARSON	N/A	Yes	No
3.1 Does basic security against arson by outsiders appear reasonable?		✓	
3.2 Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?		✓	
3.3 Comments and Hazards Observed:			
Combustible materials were adequately stored away from the main building with all waste storage bins kept in a secure area at the front of the premises.			

4 PORTABLE HEATERS AND HEATING INSTALLATIONS	N/A	Yes	No
4.1 Is the use of portable heaters avoided as far as practicable?		✓	
4.2 If portable heaters are used?			
a. Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?		✓	
b. Are suitable measures taken to minimize the hazard of ignition of combustible materials?		✓	
4.3 Are fixed heating installations subject to regular maintenance?		✓	
4.4 Comments and Hazards Observed:			
No evidence of unsuitable heating appliances observed.			

5 COOKING	N/A	Yes	No
5.1 Are reasonable measures taken to prevent fires as a result of cooking?		✓	
5.2 More specifically:			
a. Filters changed and ductwork cleaned regularly?		✓	
b. Suitable extinguishing appliances available?		✓	
5.3 Comments and Hazards Observed:			
Only the landlord areas were audited, where there are no cooking facilities provided, there was a tea making facility on the ground floor.			

6 LIGHTNING	N/A	Yes	No
6.1 Does the building have a lightning protection system?		✓	
6.2 Comments and Hazards Observed:			
The lightning conductor system had been tested on the 2 nd March 2022 by contractors.			

7 OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION	N/A	Yes	No
7.1 Ignition sources:			
None identified.			
7.2 Comments and hazards observed:			
None.			

8 HOUSEKEEPING	N/A	Yes	No
8.1 Is the standard of housekeeping adequate?		✓	
8.2 More specifically:			
a. Combustible materials appear to be separated from ignition sources?		✓	
b. Avoidance of unnecessary accumulation of combustible materials or waste?		✓	
c. Appropriate storage of hazardous materials?		✓	
d. Avoidance of inappropriate storage of combustible materials?		✓	
8.3 Comments and hazards observed:			
- Housekeeping good at the time of audit. - Walk downs are done Mon-Fri by Facilities Officers, this is recorded. - Weekly walk down and alarm test is carried out between 13:00 – 15:00 every Thursday. This also includes test of the slam panel on the bin chute/store.			
9 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS	N/A	Yes	No
9.1 Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)?		✓	
9.2 Are fire safety conditions imposed on outside contractors?		✓	
9.3 If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits? Including damping down and frequent completion fire checks?		✓	
9.4 Comments and Hazards Observed:			
Contractor policy in use at time of audit.			

10 MEANS OF ESCAPE FROM FIRE	N/A	Yes	No
10.1 It is considered that the building is provided with reasonable means of escape in case of fire.		✓	
10.2 More specifically:			
a. Adequate provision of exits?		✓	
b. Exits easily and immediately openable where necessary?		✓	
c. Fire exits open in direction of escape where necessary?		✓	
d. Avoidance of sliding or revolving doors as fire exits where necessary?		✓	
e. Satisfactory means for securing exits?		✓	
f. Reasonable distances of travel:			
▪ Where there is a single direction of travel?		✓	
▪ Where there are alternative means of escape?		✓	
g. Suitable protection of escape routes?			✓
h. Suitable fire precautions for all inner rooms?		✓	
i. Escape routes unobstructed?		✓	
10.3 Are reasonable arrangements provided for means of escape for disabled occupants?		✓	
10.4 Comments and deficiencies observed:			
• Means of escape and travel distances observed and reasonable for both single direction of travel and more than one direction of travel on escape routes. • Replacement of all flat front doors and all communal screens and doors has taken place. • Good PEEPS records maintained by the Tenancy Services Department for the tower also contained in the Gerda fire box. • The door to flat 161 had been knocked in by a forced entry it should be determined that the period of fire resistance from the flat to the common areas is still being maintained and all ignition sources in the flat should be isolated. • There is a waste bin in the lift lobby at ground floor level, the bins are not stored in fire resisting construction and present a danger to people as they are on an escape route.			
See Action Plan Section 10.4			

11 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT			
11.1 It is considered that there is:	N/A	Yes	No
a. Compartmentation of a reasonable standard?		✓	
b. Reasonable limitation of linings that may promote fire spread?		✓	
c. Is there evidence of suitable materials used for service penetrations?		✓	
11.2 Comments and Hazards Observed:			
• Fire stopping observed appeared fit for purpose. • New regulations on doors have come into force.			

12 ESCAPE LIGHTING	N/A	Yes	No
12.1 Reasonable standard of escape lighting system provided?		✓	
12.2 Comments and hazards observed: - Emergency lighting appeared to be satisfactory throughout with all visible luminaires showing to be working satisfactorily. - Emergency lighting is tested by the Facilities Officers on a monthly basis and Firestop on a quarterly basis.			
13 FIRE SAFETY SIGNS AND NOTICES	N/A	Yes	No
13.1 Reasonable standard of fire safety signs and notices? e.g. Safe Passage, Mandatory & Prohibition Signs		✓	
13.2 Comments and hazards observed: Adequate provision around the premises.			
14 MEANS OF GIVING WARNING IN CASE OF FIRE	N/A	Yes	No
14.1 Reasonable manually operated electrical fire alarm system provided?		✓	
	Yes Throughout	Yes Partial	No
14.2 Automatic fire detection provided?	✓		
	N/A	Yes	No
14.3 Remote transmission of alarm signals?		✓	
14.4 Comments and Hazards Observed: - Good coverage - Daily walk downs are carried out which includes checking alarm and sprinkler panels, fire exits, doors. It is the same checks as the weekly walk down but without the Fire Alarm test. - Weekly walk down and alarm test is carried out between 13:00 – 15:00 every Thursday. This also includes test of the slam panel on the bin chute/store.			
15 MANUAL FIRE EXTINGUISHING APPLIANCES	N/A	Yes	No
15.1 Reasonable provision of portable fire extinguishers?		✓	
15.2 Hose reels provided?		✓	
15.3 Comments and deficiencies observed: - Extinguishers provided in suitable locations and meet the minimum requirements of BS 5306-8. - Hose reels are present on each landing and tested. - The fire extinguisher requires re hanging in the lift motor room.			

See Action Plan Section 15.3

See Action Plan Section 15.3

16 RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS**16.1 Type of system:**

Fixed sprinklers are fitted in every flat and all communal areas on each floor. Sprinklers are not fitted in the stairways.

A bespoke sprinkler system is fitted in the bin chute area.

Dry risers and hose reels are fitted within the lobby area.

16.2 Comments:

The dry risers, hose reels and bin chute sprinkler serviced by competent engineers.

The main sprinkler for the tower has test records provided, dated June and July 2022.

MANAGEMENT OF FIRE SAFETY**17 PROCEDURES AND ARRANGEMENTS**

17.1 Person responsible for fire safety in the area:	Name: Steve Hepworth		
	N/A	Yes	No
17.2 Competent person(s) available to assist in implementation of fire safety legislation?		✓	
17.3 Comments: Concierge in post during some hours of the day.			
	N/A	Yes	No
17.4 Appropriate fire procedures in place? (including summoning the fire and rescue service)		✓	
17.5 People nominated to respond to fire?		✓	
17.6 People nominated to assist with evacuation?		✓	
17.7 Appropriate liaison with fire service?		✓	
17.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		✓	
17.9 Comments:			
• Adequate management policy in place. Evidence of fire policy available and competent persons identified to deal with automatic fire alarm activations and liaison with the Fire and Rescue Service. • Ongo Homes have a Fire Safety Procedure for the High Rise which includes what the procedure is for, who does what, what happens and monitoring. • All people requiring access the roof need to provide a Risk Assessment, Method Statement, Roof Top Training Certificate and RF Awareness Certification that must all be in date. • As part of the letting's procedure residents are given a copy of: a) The Fire Evacuation Procedure this is also discussed with them. B) Ongo Homes Fire Safety Statement is provided in writing and also discussed. C) A map showing the evacuation points is also provided. • The North Lincolnshire County Council CCTV Control Centre forms part of the building and as such ONGO should regularly check that they have conducted a FRA of the premises and also check their records for inspecting testing and servicing of fire related equipment, this was up to date with the last FRA for the CCTV premises being carried out on 4th September 2020.			

18 TRAINING AND DRILLS	N/A	Yes	No
18.1 Are all staff given instruction on induction?		✓	
18.2 Are all staff given periodic “refresher training” at suitable intervals?		✓	
18.3 Are staff with special responsibilities (e.g. fire wardens) given additional training?		✓	
18.4 Are fire drills carried out at appropriate intervals?		✓	
18.5 Comments: • Good training in place. Fire Safety E-learn training given through Learning with Ongo to all Ongo Homes staff on induction. 20 members of Ongo staff have been trained in the use of Evac Chairs. • The Health and Safety Team are responsible for Fire Warden training and ensuring they are given additional training at suitable intervals. There are 25 wardens who have all had adequate training, records held by H&S and P&C (HR) Teams. • Relevant staff were given High Rise Fire Safety Training by HFRS, this included the Caretaking team and one of the Facilities Officers.			

19 TESTING AND MAINTENANCE	N/A	Yes	No
19.1 Adequate maintenance of workplace?		✓	
19.2 Weekly testing and periodic servicing of fire detection and alarm system?		✓	
19.3 Monthly, six-monthly and annual testing routines for emergency lighting?		✓	
19.4 Annual maintenance of fire extinguishing appliances?		✓	
19.5 Six-monthly inspection and annual testing of rising mains?		✓	
19.6 Weekly testing and periodic inspection of sprinkler installations?		✓	
19.7 Routine checks of final exit doors and/or security fastenings?		✓	
19.8 Annual inspection and test of lightning protection system?		✓	
19.9 Other relevant inspections or tests			✓
19.10 Comments: • Records of routine testing of the inherent fire safety systems were available for inspection and deemed to be in good order fire drills are taking place regularly including the residents.			

20 RECORDS	N/A	Yes	No
20.1 Appropriate records of:			
a. Fire drills?		✓	
b. Fire training?		✓	
c. Fire alarm tests?		✓	
d. Escape lighting tests?		✓	
e. Maintenance and testing of other fire protection systems?		✓	
20.2 Comments: Good records kept and maintained on the premises and backed up electronically.			

3.0 RISK ASSESSMENT RECORD

FIRE RISK ASSESSMENT RISK ASSESSMENT RECORD AND ACTION PLAN				
Tick				
INITIAL ASSESSMENT:	✓	PREMISES:	Sutton House Market Hill Scunthorpe North Lincolnshire DN15 6SL	
PERIODIC REVIEW:	No			
CHANGE IN WORK PRACTICE:	No	ACTIVITIES AT PREMISE:	Residential Flats 1(a)	
DATE COMPLETED:	12 th September 2022	STAFF AT RISK	Yes	
PREPARED BY:	Neil Fritzsche QFSM.MBA. M.I.Fire.E	OCCUPANTS AT RISK:	Yes	
Severity Likelihood	Slight Harm	Harmful	Extremely Harmful	RISK ASSESSMENT
Unlikely	Low	Low	Medium	Likelihood Unlikely = Hazard does not usually occur Likely = Harm will occur frequently V. Likely = Near certain that harm will occur Severity S. Harm = Superficial injuries (minor cuts and bruises) Harmful = Minor fractures, ill health leading to minor disability Ext Harmful = Multiple injuries, major fractures, fatalities
Likely	Low	Medium	High	
Highly Likely	Medium	High	High	

Rec No.	Hazard Identified	Risk Rating L / M / H	Fire Safety Measure Required	Rec Timescale	Responsible Person	Legislation	Completion Date
10.4	MEANS OF ESCAPE The door to flat 161 had been knocked in by a forced entry. 	H	It should be determined that the period of fire resistance from the flat to the common areas is still being maintained and all ignition sources in the flat should be isolated.	Immediately	Steve Hepworth	RRO 2005 BS9999	
10.4	MEANS OF ESCAPE FROM FIRE There is a waste bin in the lift lobby at ground floor level, the bins are not stored in fire resisting construction and present a danger to people as they are on an escape route 	M	The cupboard should be made 30-minute fire resisting or the bins moved and the cupboards lock with no storage contained within them.	Within One to three Months	Steve Hepworth	RRO 2005 BS9999	

Rec No.	Hazard Identified	Risk Rating L / M / H	Fire Safety Measure Required	Rec Timescale	Responsible Person	Legislation	Completion Date
15.3	MANUAL FIRE EXTINGUISHING APPLIANCES First aid firefighting equipment provided in the lift room	M	Fire extinguishers should be hung on brackets or placed in a purpose made stand they should not be at a height that could endanger persons who try to use them. Fire extinguishers should be mounted to avoid manual handling injuries. As a guide, if the fire extinguisher is bracket-mounted, small extinguishers with a mass up to and including 4 kg should be mounted to a position with the handle approximately 1.5 m from the floor. The carrying handle of larger, heavier extinguishers should be approximately 1m from the floor. Mounting brackets used to position extinguishers should: a) Be suitable for the extinguisher; b) Be fixed in accordance with the manufacturer's instructions; c) Enable easy removal of the extinguisher; and d) Make its method of removal obvious. NOTE: Extinguishers may also be positioned on fire-stands, fire-points or in cabinets, in which case these height recommendations need not be followed.	Within One Month	Steve Hepworth	RRO 2005 BS9999	

4 REFERENCES / GLOSSARY

RRO	Regulatory Reform (Fire Safety) Order 2005
MHSWR	Management of Health and Safety at Work Regulations 1999
HASSSR	Health and Safety (Safety Signs and Signals) Regulations 1996
BS 9999	Code of practice for design, management and use of buildings
BS 5266	Design and maintenance of Emergency Lighting
BS 5266-1:2011	Code of practice for the emergency lighting of premises
BS 5266-2:1998	Code of practice for electrical low mounted way guidance systems for emergency use
BS 5266-4:1999	Code of practice for design, installation, maintenance and use of optical fibre systems
BS 5266-5:1999	Specification for component parts of optical fibre systems
BS 5266-6:1999	Code of practice for non-electrical low mounted way guidance systems for emergency use. Photoluminescent systems
BS 5306-0:2011	Guide for the selection of installed systems and other fire equipment
BS 5306-1:2006	Hose reels and foam inlets
BS 5306-2:1990	Specification for sprinkler systems
BS 5306-3:2009	Commissioning & maintenance of portable fire extinguishers
BS 5306-4:2001+A1: 2012	Specification for carbon dioxide systems
BS 5306-8:2012	Fire extinguishing installations and equipment on premises.
BS 5839-1:2013	Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises
BS 5839-3:1988	Specification for automatic release mechanisms for certain fire protection equipment
BS 5839-5:1988	Specification for optical beam smoke detectors
BS 5839-6:2013	Fire detection and fire alarm systems for buildings. Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises
BS 5839-8:2013	Fire detection and fire alarm systems for buildings. Code of practice for the design, installation, commissioning and maintenance of voice alarm systems
BS 5839-9:2011	Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems
BS EN 12845	Fixed firefighting systems. Automatic sprinkler systems. Design, installation and maintenance
ADB	Approved Document B Building Regulations
EAWR	Electricity at Work Regulations 1989
GF	Ground Floor
FF	First Floor
SF	Second Floor
TF	Third Floor

5 REVIEW PAGE

ASSESSMENT COMPLETION			
WHAT IS THE OVERALL CATEGORY OF FIRE RISK:		LOW	MEDIUM
			✓
A REVIEW SHOULD BE CARRIED OUT			
LOW RISK		MEDIUM RISK	HIGH RISK
EVERY 2 YEARS		EVERY YEAR	EVERY 6 MONTHS
ASSESSMENT COMPLETION			
ASSESSORS NAME:	Neil Fritzsche QFSM. MBA. M.I.Fire.E	Signature (for file)	
ASSESSMENT DATE:	12 th September 2022	NEXT REVIEW	September 2023
MANAGER RESPONSIBLE:		SIGNATURE:	
The "Responsible" person or designated person with overall responsibility for the workplace or area must consider any recommendations made, decide what action will be taken and take steps to implement the changes by the target date above.			
REVIEWS			
FIRST REVIEW			
ASSESSORS NAME:		SIGNATURE:	
DATE OF REVIEW:		NEXT REVIEW:	
MANAGER RESPONSIBLE:		SIGNATURE:	
SECOND REVIEW			
ASSESSORS NAME:		SIGNATURE:	
DATE OF REVIEW:		NEXT REVIEW:	
MANAGER RESPONSIBLE:		SIGNATURE:	
No further reviews can be carried out using this risk assessment form. A new fire risk assessment form is to be completed.			