

Appendix C - Human Resources and Customer Services Risk Register Extract

											DATE LAST REVIEWED:	18/01/24	
REF	DIVISION	RISK TITLE & DESCRIPTION	RISK CAUSE & EFFECT	RISK CATEGORY	GROSS RISK RATING			EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK	CURRENT RISK RATING			FURTHER ACTION REQUIRED	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING		
12	Health and Safety/Property	Insufficient fire safety arrangements Non compliance with Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021	<p>Cause(s)</p> <ul style="list-style-type: none"> No trained fire responsible person (legal) for some sites Insufficient numbers of trained fire wardens and fire marshals onsite to safely manage an evacuation (in accordance with the Fire Risk Assessments). Cover has become even more stretched now that additional sites are operating simultaneously Insufficient fire safety and fire fighting equipment Property related issues, including property not being suitable for fire safety requirements Insufficient arrangements for outside of normal working hours Insufficient arrangements to support those who may need additional assistance evacuating in a fire - including the lack of undertaking of personal emergency evacuation plans Fire risk assessments not undertaken Insufficient arrangements for monitoring who is on site at any given time e.g. check in and check out arrangements Lack of clarity on who is responsible for what should there be an emergency <p>Effect(s)</p> <ul style="list-style-type: none"> Non compliance with the Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021 Inadequate plans for fire safety and evacuation for current occupation plans putting staff and visitors at risk 	Health & Safety/Property	4	5	20	<ol style="list-style-type: none"> Reduced number of staff on site Check in and check out arrangements adopted at the Civic Centre site Fire evacuation instructions for the Civic Centre site published All staff required to complete fire prevention and evacuation e-learning course Currently trying to recruit more volunteers to be fire wardens New monthly allowance provided to fire wardens to encourage more people to volunteer Fire Safety is standing item at Corporate Health and Safety Committee Fire Safety policy published Arrangements for new accommodation implemented and are under constant review Fire drills undertaken Fire warden arrangements recently discussed at COE. There was a particular focus on the arrangements to be adopted for the new site Recent review done of how regularly fire drills are done at all of our sites. Any issues identified are being picked up Creation of a fire safety committee A report regarding fire risks of electric powered personal vehicles (EPPVs) created 	3	5	15	<ul style="list-style-type: none"> Learning and Development to arrange training Facilities Management to ensure Fire Risk Assessments are completed Facilities Management to engage fire safety supplier to produce Emergency Plans for sites Civic Centre Emergency Plan is to include the revised fire evacuation procedure which meets the best practice advice from the London Fire Brigade and HSE Facilities Management team to implement new signage etc. Facilities Management team to distribute emergency plan to site occupiers and to arrange training on plan for fire marshals Fire safety documents to be stored corporately to retain corporate knowledge and ensure regularly reviewed Fire Safety to be added to COE agenda as a standing item. Fire drills to be undertaken Alternatives to current Civic Centre check in and check out arrangements to be reviewed due to issues with current arrangements 	Director of HR, Customer Services and Public Affairs & Director of Housing, Planning and Regeneration