

APPENDIX C - HUMAN RESOURCES AND CUSTOMER SERVICES NET 'HIGH' RISK

Ref:	Risk Title and Description:	
12	Insufficient fire safety arrangements <i>Non compliance with Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021</i>	
Division:	Risk Category:	Risk Owner:
Health and Safety / Property	Health and Safety / Property	Director of HR, Customer Services and Public Affairs & Director of Housing, Planning and Regeneration
Risk Cause and Effect:		
<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 <ul style="list-style-type: none"> - 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 		
Gross Risk Rating:		
Likelihood	Impact	Risk Rating
4	5	20
Existing Controls in Place to Mitigate the Risk		
<ol style="list-style-type: none"> 1. Reduced number of staff on site 2. Check in and check out arrangements adopted at the Civic Centre site 3. Fire evacuation instructions for the Civic Centre site published 4. All staff required to complete fire prevention and evacuation e-learning course 5. Currently trying to recruit more volunteers to be fire wardens 6. New monthly allowance provided to fire wardens to encourage more people to volunteer 7. Fire Safety is standing item at Corporate Health and Safety Committee 8. Fire Safety policy published 9. Arrangements for new accommodation implemented and are under constant review 10. Fire drills undertaken 		

- 11. Fire warden arrangements recently discussed at COE. There was a particular focus on the arrangements to be adopted for the new site
- 12. Recent review done of how regularly fire drills are done at all of our sites. Any issues identified are being picked up
- 13. Creation of a fire safety committee
- 14. A report regarding fire risks of electric powered personal vehicles (EPPVs) created

Current Risk Rating:

Likelihood	Impact	Risk Rating
3	5	15

Further Action Required:

- 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
- Facilities Management team to distribute emergency plan to site occupiers and to arrange training on plan for fire marshals
- 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

Commentary from Risk Owner:

Due to the vast number of LBB sites, and due to the higher risk nature of work undertaken at our sites, including waste collections and supporting vulnerable persons, the risk rating will always be somewhat high.

Given the known ongoing issues with LBB's fire safety arrangements, as noted in the causes box for this risk on the risk register, and the severe findings noted in some of the recently completed fire risk assessments, the risk remains high. Some actions have now been progressed, such as some of the courses needing to be delivered have now been delivered, the creation of a fire safety committee and the creation of a report about the fire risks of electric powered personal vehicles.

Actions to be taken include:

- Learning and Development to arrange training – Ongoing – Accountable officer: Assistant Director of Human Resources
- Facilities Management to ensure Fire Risk Assessments are completed – Ongoing – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Facilities Management to engage fire safety supplier to produce Emergency Plans – As soon as possible – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Facilities Management team to implement new signage – Ongoing – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Facilities Management team to distribute emergency plan to site occupiers and to arrange training on plan for fire marshals – As soon as possible – Accountable officer: Director of Housing, Planning, Property and Regeneration

- Fire Safety to be added to COE agenda as a standing item – As soon as possible – Accountable officer: Director of Housing, Planning, Property and Regeneration & Director of Human Resources, Customer Services and Public Affairs
- Fire drills to be undertaken – Ongoing – Accountable officer: Director of Housing, Planning, Property and Regeneration
- Alternatives to current Civic Centre check in and check out arrangements to be reviewed due to issues with current arrangements – As soon as possible – Accountable officer: Director of Human Resources, Customer Services and Public Affairs & Director of Housing, Planning, Property and Regeneration