

Risk Assessment Form

Directorate:		Service: Fire & Rescue		Reference:	
Activity: Management of Loose FF&E			Site: Northumberland Fire & Rescue Fire Stations		
People at Risk: Employees , Visitors			Additional Information:		
Contact Person: Phil Barry Job Title: Estates Manager Date: 24/06/2021					Review Date: 24/06/2023

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
<i>Broken furniture</i>	Personal injury ranging from minor bruising to sprains or broken bones	<i>H</i>	<ul style="list-style-type: none"> • Visual inspection of equipment carried out by site supervisor on Weekly/Monthly basis TBA. • Staff informed of defect reporting process change from RFM to NFRS and importance of timely reporting. • Staff already used to defect reporting via RFM, only contact details will change, similar to change from Carillion to RFM. • Email inbox setup within FSS for reporting defects to. • SLA setup with RFM outside of PFI to repair/replace items. 	<i>L</i>	<p>Setup FSS inbox for defect reporting – Estates Manager</p> <p>Communication to all staff on new defect reporting contact details/process/expectations - Estates Manager</p> <p>SLA setup with RFM to maintain FF&E - Estates Manager</p>

			Clear signage in meeting rooms for visitors to report any defective equipment to reception to log.		
Unable to carry out timely repairs and key items unavailable.	<p>Disruption to service, loss of working hours</p> <p>Personal injury ranging from minor bruising to sprains or broken bones</p>	M	<ul style="list-style-type: none"> • Items removed from use immediately on discovering defect. • Identify regularly replaced items and keep stock of items on each site. • Survey carried out by FF&E supplier to identify any long lead times for certain items and agreement to keep limited stock. • Items that would result in workstations being unavailable keep in stock i.e. spare chairs. • Hot desking facilities should workstations become unavailable temporarily. • Working from home should workstations become unavailable temporarily. 	L	Order in stock once identified – Estates Manager
Accumulation of broken items.	<p>Trips, falls.</p> <p>Personal injury ranging from minor bruising to sprains or broken bones</p>	M	<ul style="list-style-type: none"> • Identify area to store items awaiting repair. • Timely communication between FSS inbox and RFM 	L	Clear space on mezzanine level to accommodate items awaiting repair - RFM

Financial risk	<p>Unable to achieve efficiencies and deliver balanced budget</p> <p>NFRS responsible for maintenance and replacement of FF&E</p>	H	<p>Implement proposal to take back loose FF&E and manage in-house</p> <p>Internal management of FF&E, accumulation of slush fund to manage future larger cost items.</p>	L	<p>Formally accept PFI contractor response and instruct NCC Solicitor to review Deed of Variation</p> <p>Setup process for management of FF&E, defect reporting, stock, SLA with RFM and supplier.</p>