

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL  
MUNICIPAL YEAR 2017-18**

**SCRUTINY COMMITTEE**

**18th April 2018**

**REPORT OF THE GROUP DIRECTOR  
CORPORATE SERVICES & FRONTLINE  
SERVICES**

<b>Agenda Item No.5</b>
<b>'FIRE RISK ASSESSMENTS' A REVIEW OF PROCEDURES FOR COUNCIL OWNED/OCCUPIED BUILDINGS.</b>

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**1. PURPOSE OF THE REPORT**

This report and attached appendices are intended to update the Overview and Scrutiny Committee on the Fire Risk Assessment process currently in place for Council owned/occupied buildings.

**2. RECOMMENDATIONS**

It is recommended that Scrutiny Members:

2.1 Note the contents of this Report.

2.2 Scrutinise and comment on the information provided within the report.

2.3 Agree to implement the following:

- Re-establish the 'Fire Safety Working Group' to review sites where all Service Groups are represented.
- Review the schedule of buildings against the Council's property asset list.
- Review/update the list of 'Responsible Persons' for each property.
- Continue with the Quarterly review of fire risk assessments and present to the 'Fire Safety Working Group' for monitoring of task implementation.
- Provide a targeted approach to 'Responsible Persons' and provide specific instructions to reinforce their 'site level' duties.
- Health and Safety team to continue to undertake a rolling programme of 'Fire Safety' audits, prioritised on a risk basis.

**3. BACKGROUND INFORMATION**

3.1 The Overview and Scrutiny Committee, at the meeting of the 22<sup>nd</sup> January 2018 requested a written report setting out and reviewing the Council's approach to 'Fire Risk Assessment' process. The above was requested as a follow up from the review of 'Fire Safety' presented at that meeting.

3.2 The Regulatory Reform (Fire Safety) Order 2005 (the Order) came into effect in October 2006 and replaced previous fire safety legislation such as the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997. The Order covers both general and specific fire precautions and other fire related safety duties, which are needed to protect persons in case of fire in or around most premises.

3.3 To provide compliance with these requirements the Council established a Health and Safety Steering Group, comprising Senior Representatives from all Service Groups, with the aim of identifying key Corporate health and safety priorities, then planning for and monitoring improvements in standards. The Steering Group identified fire risk assessment, together with the wider fire safety management issues as one of their priorities and presented recommendations to the Corporate Management Team for endorsement, as follows:

- Better use of limited resources, by ensuring higher risk premises are targeted.
- Consistency in approach, ensuring all assessments are completed to a minimum standard.
- Allowing the strategic planning of improvement actions.
- Development of a Corporate strategy for fire risk assessment to ensure that a planned and standardised approach was employed. This may be achieved through the Steering Group establishing a Fire Risk Assessment Working Group to develop a risk based programme of fire risk assessments.
- Procurement, through Corporate Estates, of an external specialist to support the Council's fire risk assessment process in line with a risk based programme, but allowing Groups to decide, within guidelines to be set by the Working Group, the exact method of assessment used for each of their premises.
- Receipt of periodical feedback reports to CMT, following monitoring of the risk based programme by the Health and Safety Steering Group.

The recommendations were implemented and measures put in place to provide compliance were established.

#### **4. Responsible Person**

4.1 The Order requires each site to identify a 'Responsible Person', who has responsibility for complying with the Order. In a workplace this is the employer and any other person who may have control of any part of the premises, for example, the owner. One of the key requirements of the Order, is for the 'Responsible Person' to carry out an assessment of the fire risks within their workplaces. The 'Responsible Person' also has a duty to ensure that people undertaking assessments are competent to do so.

4.2 A list of responsible persons was previously agreed within the Corporate Asset Management Working Group and their contact details recorded against each site. Initially, Officers considered undertaking 'in house' fire risk assessments for the majority of its buildings.

- 4.3 The frailty with undertaking an 'in house' assessment is that there was no guarantee that it will be suitable and sufficient, as there was no Corporate standard to follow. Furthermore, with assessments having been completed by different methods, a strategic approach to managing the overall identified risk from fire was not possible. Rather than having a Corporate register of fire risks, individual premises would prioritise their own actions on a site by site basis.
- 4.4 The Council's 'Health and Safety Steering Group' recognised these issues and recommended that a Corporate approach to fire risk assessment be developed. The approach should initially state the Council's policy with regard fire, and then introduce a Council wide programme of fire risk assessment and subsequent action plan, to ensure its limited resources are appropriately targeted to higher risk/greater priority areas. A Fire Safety Working Group was established with designated representatives from each Service Group to produce a policy and supportive implementation procedure for guidance to end users.
- 4.5 A procurement process was undertaken and Risk Monitor were the successful appointed contractor to undertake fire risk assessments on behalf of the Council and host the completed Fire Risk Assessments on their electronic system – RAMIS, which enables remote access, management and monitoring of reports and their recommendations on a site by site basis, Service Group basis or for the Council as a whole.
- 4.6 Using data from the RAMIS system, the Health and Safety team issue a quarterly review of 'Risk Assessment' tasks/recommendations to the Service Group representatives - Appendix 4, to identify overall fire compliance. The report is produced in an electronic format as shown in Appendix 1 and circulated via email. This process has proved to be partially successful – some sites responding and some not. To progress achieving full compliance in respect of 'Risk Assessment' tasks/recommendations it is proposed that the 'Fire Safety Working Group' is re-established with senior officers of the Council to implement works as and when required.

## **5 Fire Safety Policy (HS20)**

As a result of the Corporate approach to risk assessment the Council has developed a 'Fire Safety Policy' (HS20) - which was published and adopted in October 2017. The policy clearly identifies measures and responsibilities across all Service Groups to ensure the safety of its employees/users/visitors to its buildings. It confirms the processes that have been adopted and in place since 2012. An agreed schedule of periodic review for frequency of risk assessments was put in place, (although an annual site review must be conducted by the responsible person) i.e:

- 1 year for residential homes
- 2 years for comprehensive schools, leisure centres
- 3 years for primary schools, community/day centres, offices, depots

- 4 years parks, changing rooms

There is a checklist contained within the fire policy to aid the Responsible Person whilst undertaking their annual site review. The Fire Safety Policy (HS20) is available for viewing on the Council's website 'Inform' and is attached as Appendix 2.

## **6 Ensuring Compliance**

- 6.1 The main criteria for the Council is to ensure that the requirements of the Regulatory Reform (Fire Safety) Order 2005 is being effectively implemented and that sites/buildings are safe for employees and building users.
- 6.2 The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 sets out the general duties which employers have towards employees and members of the public and employees have to themselves and each other. Policies and procedures that the Council have in place are based on these requirements and where applicable more specific discipline or task related regulations aimed at safely maintaining and operating sites/buildings and equipment contained within. The empowering of Building Managers/Headteachers to take responsibility for their site/buildings is based on the requirements of these regulations. It is impractical to ensure that compliance with these regulations are being adhered to at site level if you do not have a daily presence on site – there is a need to be on site to ensure safety measures are employed and immediate action is taken where necessary. Assistance is provided to all Building Managers/Headteachers from numerous departments/qualified professionals within the Council to best ensure safe environments exist. There are various means of support available to Building Managers/Headteachers to assist them meet their responsibilities. For example, a number site manager guides have been produced, such as, 'Headteacher' Site Managers Guide to Health and Safety in Primary Schools and is attached as Appendix 5. In addition, training has been provided for many site managers to help clarify not only their responsibilities, but also the practical implications. A 'Fire Safety Audit Inspections' aide memoire document has also been provided by the Health and Safety Team see Appendix 6.

Examples of the type of issues that require specific localised building knowledge and operational control to ensure safe conditions for occupation are:

- Safe access and egress routes to and from buildings,
- Corridors/stairs are free of obstructions,
- Combustibles are identified and safely stored,
- Flooring/carpets presenting tripping hazard due to adverse wear,
- Fire doors are fully operational so as not to restrict exiting in case of fire,
- Fire tests and evacuation procedures are undertaken and log book maintained,
- Asbestos - the presence of Asbestos Containing Materials (ACM's) are identified and register available for viewing,

- Legionella - regular water flushing and temperature monitoring is conducted and logged.

6.3 The Council has provided access to numerous Corporate Service and Maintenance contracts to ensure that legal compliance with Health and Safety requirements are met, such as:

- Fire Alarm and Emergency Lighting
- Periodic Electrical Testing
- Portable Electrical Appliance Testing
- Lifts
- Heating and hot water boilers
- Catering equipment
- Portable fire extinguishers
- Emergency generators
- Asbestos management
- Legionella management

The Council coordinates 'buy in' to the above contracts via Corporate Estates. Property/asset schedules are maintained and monitored to ensure compliance.

6.4 Corporate Estates are responsible for procuring fire risk assessments using Risk Monitor, ensuring they are uploaded into the RAMIS system and paying invoices. Corporate Estates also reviews the dates of the risk assessments and notifies Building Managers/Headteachers when the re-assessment date is due. The Council have implemented 676 Nr since 1<sup>st</sup> April 2014.

6.5 Education and Lifelong Learning has acknowledged the importance of the 'Fire Safety' process and has a 'Compliance Officer' in place to issue guidance, based on the corporate policy and procedures. Access to the RAMIS system is provided to all schools and training has been provided. There is ongoing dialogue with Corporate Estates to receive updates on which schools are due to receive a 'Fire Risk' review. An annual circular is distributed to all schools indicating responsibilities in respect of 'Fire Safety' and 'Fire Risk' review. The compliance officer within Education and Lifelong Learning has confirmed access and ongoing review/monitoring of the schools portfolio within RAMIS and target advice where deemed necessary to specifically target any school that displays a low percentage fire compliance score. Maintaining the identified list of responsible persons for schools forms part of their duties. The Health and Safety team provide advice/instruction as part of their audit process. At the commencement of every school year a targeted communication is issued to all schools with specific reference to the FRA process.

6.6 From a review of the latest quarterly RAMIS report included as Appendix 1, some of the data is out of date and requires a thorough review and updating within the RAMIS system. It is therefore proposed to undertake a review of the schedule of buildings in

RAMIS against the Council's property asset list and update as necessary. There is also a need for Service Groups to review and update the names of the Responsible Persons and any new data updated into the RAMIS system. Responsible Persons should be individuals with a level of responsibility that is sufficient to comply with the Regulatory Reform (Fire Safety) Order 2005, action recommendations within FRA's and regularly monitor compliance at site level.

- 6.7 As mentioned above, the Council's Health and Safety Team conducts a quarterly review of FRA's which highlights any outstanding tasks on a spreadsheet indicating site and contact details arranged by Service Groups. It is proposed to continue producing the quarterly report and issue to designated officers from each service group for monitoring progress. However, due to some of the overall fire compliance results, it could be argued that this process has not proved effective. It is therefore proposed to adopt a targeted approach to provide specific instructions for Responsible Persons to reinforce/remind them of their 'site level' duties. Access to budget is essential as implementation of some recommendations may be 'construction' related and an order will need to be raised through Corporate Estates.
- 6.8 The Health and Safety team have to date undertaken a series of annual 'Fire Safety' audits at designated sites. Schools, Leisure Centres and Residential Care facilities have benefitted. A list of sites that were audited in 2017 is attached as Appendix 3. This process utilises the 'Site/Building Managers Checklist' (as per HS20) as the basis for the audit. It is proposed to continue the audit regime as part of the Council's monitoring process and provide results to Service Groups via the Fire Safety Working Group.

## **7.0 CONCLUSION**

- 7.1 The review of the Council's 'Fire Safety Arrangements' has identified a number of potential improvement measures that would provide the Council with confidence moving forward:
- Re-establish the 'Fire Safety Working Group' with the expressed task of monitoring the sites that fall within their Service Group and ensuring the recommendations from the Fire Risk Assessment are fully implemented.
  - The schedule of buildings shall be reviewed against the Council's property asset list, by Corporate Estates, to ensure that it is current. This shall identify where buildings 'sit' under their Service Groups to enable targeted dialogue if necessary.
  - Service Group Directors to provide an update to the current 'Responsible Persons' list for properties that fall within their area of responsibility. This is to ensure the right people are able to be contacted directly if required.
  - The quarterly review of 'Fire Compliance' shall continue but will provide a higher level emphasis to inform Service Groups.

- A targeted approach be adopted to provide specific instruction to the identified 'responsible persons' to reinforce their 'site level' duties. This will be conducted jointly by the Health and Safety Team and Corporate Estates.
- Health and Safety Team to continue the process of annual site Fire Safety' audits.





RAMIS Pin	UPRN	Directorate	Sub Directorate	Site	Postcode	Assessment Date	Re-Assessment Date	Total Cyc/React Tasks	Cyc/React Outstanding	Cyc/React Completed	Overall Fire Compliance
9135859	T0105	RCTCBC Community Services	Community Services	Upper Rhondda Fawr Cluster, Communities First	CF42 5PE	22/06/2016	22/06/2019	27	4	23	<b>85%</b>
9106842	T0048	RCTCBC Community Services	Community Services	Aberaman Adult Learning Disability Unit	CF44 6DA	18/02/2016	18/02/2019	25	3	22	<b>88%</b>
9118941	T0064	RCTCBC Community Services	Community Services	Abercwmboi Community First Office	CF44 6BN	14/07/2016	14/07/2019	29	3	26	<b>90%</b>
13109	13109	RCTCBC Community Services	Community Services	Abercynon Day Centre	CF45 4SU	15/03/2016	15/03/2019	16	0	16	<b>100%</b>
13091	13091	RCTCBC Community Services	Community Services	Alec Jones Day Centre	CF39 9NR	23/02/2016	23/02/2019	23	2	21	<b>91%</b>
9118702	5016	RCTCBC Community Services	Community Services	Aman Early years centre	CF44 6DF	10/05/2017	10/05/2020	19	5	14	<b>74%</b>
9118874	90209	RCTCBC Community Services	Community Services	Beddau Caravan Park	CF38 2RB	01/01/1900	01/01/1904	1	0	1	<b>100%</b>
13073	13073	RCTCBC Community Services	Community Services	Beddau Community Home	CF38 2DS	25/01/2018	25/01/2019	48	7	41	<b>85%</b>
13123	13123	RCTCBC Community Services	Community Services	Beech Cottage Respite Service	CF44 6AW	11/07/2017	11/07/2018	31	6	25	<b>81%</b>
13013	13013	RCTCBC Community Services	Community Services	Bronllwyn HFE and Day Centre	CF41 7NW	22/06/2017	22/06/2018	36	3	33	<b>92%</b>
13017	13017	RCTCBC Community Services	Community Services	Bryndar Community Home	CF44 8RJ	10/05/2017	10/05/2018	33	5	28	<b>85%</b>
13102	13102	RCTCBC Community Services	Community Services	Brynnar J Jones Day Centre	CF41 7NF	01/03/2016	01/03/2019	19	4	15	<b>79%</b>
13001	13001	RCTCBC Community Services	Community Services	Caeglas HFE	CF37 5AH	26/05/2017	26/05/2018	60	14	46	<b>77%</b>
9118942	T0065	RCTCBC Community Services	Community Services	Centre Court Unit 8	CF37 5YR	10/06/2016	10/06/2019	10	2	8	<b>80%</b>
9118693	4138	RCTCBC Community Services	Community Services	Children Services, Ty Catrin	CF37 1NY	09/09/2015	09/09/2018	31	2	29	<b>94%</b>
13105	13105	RCTCBC Community Services	Community Services	Clwydwen Bungalow	CF72 8JQ	06/07/2017	06/07/2018	12	1	11	<b>92%</b>
13002	13002	RCTCBC Community Services	Community Services	Clydach Court	CF40 2UD	08/02/2018	08/02/2019	75	17	58	<b>77%</b>
9118586	11028	RCTCBC Community Services	Community Services	Communities First Taf Cluster	CF39 8LW	07/07/2016	07/07/2019	23	4	19	<b>83%</b>
9118689	4056	RCTCBC Community Services	Community Services	Community Services Office (Annexe)	CF37 1JS	06/11/2013	06/11/2016	2	2	0	<b>0%</b>
9118944	T0093	RCTCBC Community Services	Community Services	Cwmbach Communities First	CF44 0AS	19/07/2016	19/07/2019	19	1	18	<b>95%</b>
13022	13022	RCTCBC Community Services	Community Services	Cynon Valley Learning Curve Day Centre	CF44 8AS	04/04/2017	04/04/2019	31	3	28	<b>90%</b>
9118607	13025	RCTCBC Community Services	Community Services	Cynon Valley PSSO (& Tegfan Day Centre)	CF44 8HU	14/07/2016	14/07/2019	30	21	9	<b>30%</b>
13003	13003	RCTCBC Community Services	Community Services	Dan y Mynydd EMI Unit	CF39 9AQ	11/07/2017	11/07/2018	67	23	44	<b>66%</b>
9103604	5022	RCTCBC Community Services	Community Services	Darran Las Community Building (former Cynon infants school)	CF45 3PT	24/01/2008	24/01/2011	24	21	3	<b>12%</b>
13004	13004	RCTCBC Community Services	Community Services	Ferndale House HFE	CF43 4ND	27/06/2017	27/06/2018	35	4	31	<b>89%</b>
11043	11043	RCTCBC Community Services	Community Services	Fernhill & Glenboi Communities First Office & Associated	CF45 3EW	24/07/2016	24/07/2019	48	18	30	<b>62%</b>

9163846		RCTCBC Community Services	Community Services	Former Barnados Building	CF37 2DS	07/06/2017	07/06/2020	22	14	8	<b>36%</b>
13080	13080	RCTCBC Community Services	Community Services	Four Seasons Activity Centre	CF39 8LL	11/07/2016	11/07/2019	27	3	24	<b>89%</b>
9103860	13124	RCTCBC Community Services	Community Services	Frondeg	CF37 2DS	22/05/2017	22/05/2018	18	15	3	<b>17%</b>
13005	13022	RCTCBC Community Services	Community Services	Gadlys Bungalow - Intermediate Care and Rehabilitation Service	CF44 8AU	29/09/2017	29/09/2020	16	7	9	<b>56%</b>
13006	13006	RCTCBC Community Services	Community Services	Garth Olwg HFE	CF38 1BT	12/09/2017	12/09/2018	50	19	31	<b>62%</b>
11039	11039	RCTCBC Community Services	Community Services	Gilfach Goch Day Centre	CF39 8SS	29/02/2016	28/02/2019	20	4	16	<b>80%</b>
8013	8013	RCTCBC Community Services	Community Services	Glyncornel Young Peoples Centre Hostel	CF40 2JF	12/10/2017	12/10/2018	65	4	61	<b>94%</b>
96051	96051	RCTCBC Community Services	Community Services	Glyntaff Bungalow	CF37 4BD	11/03/2016	11/03/2019	15	12	3	<b>20%</b>
9148846	T0111/01	RCTCBC Community Services	Community Services	Graig Flying Start	CF37 1DZ	07/02/2018	07/02/2021	15	3	12	<b>80%</b>
13008	13008	RCTCBC Community Services	Community Services	Heddfan Training Centre	CF37 5PN	26/06/2016	26/06/2019	19	13	6	<b>32%</b>
4007	4007	RCTCBC Community Services	Community Services	Housing Strategy Section and Housing Advice Centre	CF37 2BW	19/02/2016	19/02/2019	35	17	18	<b>51%</b>
9156005	90034	RCTCBC Community Services	Community Services	Lido	CF39 4PE	03/11/2016	03/11/2019	35	0	35	<b>100%</b>
13018	13018	RCTCBC Community Services	Community Services	Llwynypia Day Centre	CF40 2JQ	15/02/2017	15/02/2019	32	2	30	<b>94%</b>
9103492	4136	RCTCBC Community Services	Community Services	Maesnewydd Ceramics (Myriad Pottery)	CF44 8HU	07/06/2017	07/06/2019	20	5	15	<b>75%</b>
4055	4055	RCTCBC Community Services	Community Services	Maesnewydd Garden Centre Main Building/ Coffee Shop	CF44 8HU	02/02/2018	02/02/2021	25	7	18	<b>72%</b>
9103484	T0053	RCTCBC Community Services	Community Services	Maestrisant Flat 7	CF72 8RB	19/05/2017	19/05/2020	10	1	9	<b>90%</b>
13009	13009	RCTCBC Community Services	Community Services	Maesyffynon HFE	CF44 6TW	08/06/2015	08/06/2016	34	15	19	<b>56%</b>
9118948	T0100	RCTCBC Community Services	Community Services	Mountain Ash Communities First	CF45 3HD	14/07/2016	14/07/2019	12	3	9	<b>75%</b>
13062	13062	RCTCBC Community Services	Community Services	Mountain Ash Day Centre	CF45 3HD	07/03/2016	07/03/2019	29	6	23	<b>79%</b>
9118685	4035	RCTCBC Community Services	Community Services	Mountain Ash Town Hall	CF45 4EU	01/11/2014	01/11/2017	30	23	7	<b>23%</b>
13074	13074	RCTCBC Community Services	Community Services	Nantgwyn Respite Care Home	CF44 8TB	27/06/2017	27/06/2018	31	3	28	<b>90%</b>
13092	13092	RCTCBC Community Services	Community Services	Nazareth Day Centre	CF40 1RE	02/03/2016	02/03/2019	26	3	23	<b>88%</b>
9104485	13120	RCTCBC Community Services	Community Services	Oak Street Respite Centre	CF40 2DT	11/07/2017	11/07/2018	24	7	17	<b>71%</b>
11029	11029	RCTCBC Community Services	Community Services	Oxford Hall Treforest	CF15 7ST	25/02/2016	25/02/2019	22	14	8	<b>36%</b>
13010	13010	RCTCBC Community Services	Community Services	Parc Newydd HFE	CF72 8RB	04/05/2017	04/05/2018	40	15	25	<b>62%</b>
9118598	11064	RCTCBC Community Services	Community Services	Penrhys Flying Start Day Nursery	CF43 3PL	20/06/2017	20/06/2020	14	2	12	<b>86%</b>
13014	13014	RCTCBC Community Services	Community Services	Pentre House HFE	CF41 7DJ	12/09/2017	12/09/2018	28	12	16	<b>57%</b>

9118687	5070	RCTCBC Community Services	Community Services	Penywaun Flying Start	CF44 9DR	19/05/2015	19/05/2018	17	2	15	<b>88%</b>
9105213	5272	RCTCBC Community Services	Community Services	Perthcelyn Flying Start & Perthcelyn Training Resource Centre	CF45 3RJ	27/09/2016	27/09/2019	16	2	14	<b>88%</b>
4126	4126	RCTCBC Community Services	Community Services	Pontypridd Direct Access Hostel	CF37 2SN	15/05/2017	15/05/2018	23	1	22	<b>96%</b>
4057	4057	RCTCBC Community Services	Community Services	Rhondda PSSO	CF40 2HH	07/07/2016	07/07/2019	44	12	32	<b>73%</b>
5507	5507	RCTCBC Community Services	Community Services	Rhydyfelin Children's Centre	CF37 5DB	05/08/2015	05/08/2018	24	3	21	<b>88%</b>
9118859	9005	RCTCBC Community Services	Community Services	Rhydyfelin Library	CF37 5LR	13/12/2017	13/12/2020	9	7	2	<b>22%</b>
13023	13023	RCTCBC Community Services	Community Services	Riverside Day Centre	CF37 1BW	23/02/2016	23/02/2019	25	3	22	<b>88%</b>
9121290		RCTCBC Community Services	Community Services	Soar Centre	CF40 1JR	29/11/2012	29/11/2015	21	19	2	<b>10%</b>
13061	13061	RCTCBC Community Services	Community Services	St Mairs Day Centre	CF44 7BD	03/03/2016	03/03/2019	61	11	50	<b>82%</b>
13113	13113	RCTCBC Community Services	Community Services	St. George's Day Centre	CF39 8AF	23/02/2016	23/02/2019	41	6	35	<b>85%</b>
13027	13027	RCTCBC Community Services	Community Services	Tegfan Resource Centre HFE (& Cwmni Da Day Centre)	CF44 8HU	29/06/2017	29/06/2018	82	21	61	<b>74%</b>
13098	13098	RCTCBC Community Services	Community Services	Teify House Day Centre	CF43 4BE	01/03/2016	01/03/2019	60	18	42	<b>70%</b>
13057	13057	RCTCBC Community Services	Community Services	The Feelgood Factory	CF72 8DJ	27/09/2017	27/09/2020	25	11	14	<b>56%</b>
4127	4127	RCTCBC Community Services	Community Services	Tonypandy RDA	CF40 2ET	06/07/2017	06/07/2020	28	14	14	<b>50%</b>
13053	13053	RCTCBC Community Services	Community Services	Tonyrefail Day Centre	CF39 8LE	19/02/2016	19/02/2019	24	0	24	<b>100%</b>
11034	11034	RCTCBC Community Services	Community Services	Treforest Day Centre, G7 Treforest Industrial Estate	CF37 5YL	01/03/2017	01/03/2019	55	7	48	<b>87%</b>
13079	13079	RCTCBC Community Services	Community Services	Treherbert Community Home	CF42 5HB	25/08/2016	25/08/2017	17	8	9	<b>53%</b>
13011	13011	RCTCBC Community Services	Community Services	Troedyrhiw HFE	CF45 4LD	09/06/2017	09/06/2018	37	4	33	<b>89%</b>
13029	13029	RCTCBC Community Services	Community Services	Ty Draw Offices	CF37 4DF	17/06/2016	17/06/2019	34	19	15	<b>44%</b>
7012	7012	RCTCBC Community Services	Community Services	Tylorstown Flying Start Nursery and Rhondda Contact Centre	CF43 3HH	12/05/2017	12/05/2020	25	2	23	<b>92%</b>
13094	13094	RCTCBC Community Services	Community Services	Tylorstown On Track (Ashfield House)	CF43 3DA	25/02/2016	25/02/2019	24	6	18	<b>75%</b>
9120661	4146	RCTCBC Community Services	Community Services	Vision Products (Newport)	NP19 4PQ	07/03/2017	07/03/2019	28	4	24	<b>86%</b>
15012	15012	RCTCBC Community Services	Community Services	Vision Products Pontyclun	CF72 9HG	14/06/2017	14/06/2019	23	12	11	<b>48%</b>
9119032	T0101	RCTCBC Community Services	Community Services	Vision Products Shop Aberdare (previously Learning Curve)	CF44 7RW	20/07/2016	20/07/2019	14	9	5	<b>36%</b>
15013	15013	RCTCBC Community Services	Community Services	Vision Products Stores	CF72 9GP	20/06/2017	20/06/2019	57	9	48	<b>84%</b>
13099	13099	RCTCBC Community Services	Community Services	Wattstown Independent Living & Community Centre	CF39 0PE	19/04/2016	19/04/2019	47	3	44	<b>94%</b>
13026	13026	RCTCBC Community Services	Community Services	Ystradfechan Bungalow	CF42 6HN	21/06/2017	21/06/2018	15	6	9	<b>60%</b>

13026	13026	RCTCBC Community Services	Community Services	Ystradfechan Bungalow	CF42 6HN	21/06/2017	21/06/2018	15	6	9	<b>60%</b>
9103354	13026	RCTCBC Community Services	Community Services	Ystradfechan Home for the Elderly	CF42 6HN	01/02/2018	01/02/2019	53	13	40	<b>75%</b>
9102858	14002/04	RCTCBC Corporate	Corporate	Rhondda Heritage Park, Energy Zone	CF37 2NP	22/10/2014	22/10/2017	14	0	14	<b>100%</b>
9120029	4018	RCTCBC Corporate	Corporate	Ashgrove Office	CF37 2UF	30/04/2015	30/04/2018	17	8	9	<b>53%</b>
9103459	4113	RCTCBC Corporate	Corporate	Bronwydd House	CF39 9DL	01/09/2017	01/09/2020	94	38	56	<b>60%</b>
9118605	13015	RCTCBC Corporate	Corporate	Brynffynon House	CF37 4DB	06/07/2017	06/07/2020	18	14	4	<b>22%</b>
9118694	4139	RCTCBC Corporate	Corporate	Electoral Services Office (Maritime)	CF37 1NY	20/07/2017	20/07/2020	17	5	12	<b>71%</b>
9106677	12001	RCTCBC Corporate	Corporate	Llantrisant Model House	CF72 8EB	15/09/2016	15/09/2019	78	29	49	<b>63%</b>
9118865	9011	RCTCBC Corporate	Corporate	MOUNTAIN ASH LIBRARY FORMER MAIN BUILDING	CF45 4DA	31/01/2014	31/01/2017	31	30	1	<b>3%</b>
4010	4010	RCTCBC Corporate	Corporate	Municipal Buildings, Pontypridd.	CF37 2DP	05/07/2016	05/07/2019	41	18	23	<b>56%</b>
9164377		RCTCBC Corporate	Corporate	Old Station Building Aberdare	CF44 0PU	05/01/2018	05/01/2020	16	12	4	<b>25%</b>
4111	4111	RCTCBC Corporate	Corporate	Pentre Municipal Office (Blue Building)	CF41 7XW	05/01/2016	05/01/2019	22	17	5	<b>23%</b>
4112	4112	RCTCBC Corporate	Corporate	Pentre Town Hall	CF41 7XW	14/07/2013	14/07/2016	53	28	25	<b>47%</b>
9103351	4134	RCTCBC Corporate	Corporate	Porth Plaza	CF39 9PG	04/05/2017	04/05/2020	74	63	11	<b>15%</b>
9102856	14002/03	RCTCBC Corporate	Corporate	Rhondda Heritage Park, Bertie Winding House	CF37 2NP	22/10/2014	22/10/2017	12	2	10	<b>83%</b>
9102857	14002/06	RCTCBC Corporate	Corporate	Rhondda Heritage Park, Fan House (Block 5)	CF37 2NP	26/10/2014	26/10/2017	25	3	22	<b>88%</b>
9102859	14002/05	RCTCBC Corporate	Corporate	Rhondda Heritage Park, The Underground Experience	CF37 2NP	22/10/2014	22/10/2017	36	2	34	<b>94%</b>
9102855	14002/02	RCTCBC Corporate	Corporate	Rhondda Heritage Park, Trefor Winding House	CF37 2NP	22/10/2014	22/10/2017	17	3	14	<b>82%</b>
9102853	14002/01	RCTCBC Corporate	Corporate	Rhondda Heritage Park, Visitor Centre (Block 6)	CF37 2NP	22/10/2014	22/10/2017	33	0	33	<b>100%</b>
4030	4030	RCTCBC Corporate	Corporate	Rock Grounds, Coroners Office, Library Service and the Annexe.	CF44 7AE	02/08/2017	02/08/2020	75	17	58	<b>77%</b>
4058	4058	RCTCBC Corporate	Corporate	Taff Ely Pontypridd Principal Social Services Office	CF37 1LJ	05/05/2015	05/05/2018	77	49	28	<b>36%</b>
9106678	4001	RCTCBC Corporate	Corporate	The Pavillions	CF40 2XX	14/03/2016	14/03/2019	46	26	20	<b>43%</b>
9135181	T0106	RCTCBC Corporate	Corporate	Ty Dysgu (ESIS)	CF15 7QQ	08/03/2016	08/03/2019	12	4	8	<b>67%</b>
9103602	T0009	RCTCBC Corporate	Corporate	Ty Elai	CF40 1NY	14/09/2017	14/09/2020	67	61	6	<b>9%</b>
9107008	T0012	RCTCBC Corporate	Corporate	TY TREVITHICK	CF45 4UQ	07/04/2017	07/04/2020	46	7	39	<b>85%</b>
5	T0069	RCTCBC Corporate	Corporate	Unit 2, Fairway Court	CF37 5UA	18/07/2016	18/07/2019	19	5	14	<b>74%</b>
4125	4125	RCTCBC Corporate	Corporate	Valleys Innovation Centre	CF45 4SN	04/10/2017	04/10/2020	25	9	16	<b>64%</b>
9102854	14002/05	RCTCBC Corporate	Corporate	Welsh Mining Experience	CF37 2NP	06/11/2017	06/11/2020	26	2	24	<b>92%</b>
9118701	5015	RCTCBC Education	Education	Abercynon Community Primary School	CF45 4SU	27/10/2016	27/10/2019	23	3	20	<b>87%</b>
5511	5511	RCTCBC Education	Education	Aberdare Community School	CF44 7RP	03/07/2017	03/07/2019	37	8	29	<b>78%</b>
9118864	9010	RCTCBC Education	Education	Aberdare Library	CF44 7AG	28/07/2017	28/07/2020	43	1	42	<b>98%</b>
9118703	5017	RCTCBC Education	Education	Aberdare Park Primary School	CF44 8LU	17/10/2016	17/10/2019	46	23	23	<b>50%</b>
9118822	5502	RCTCBC Education	Education	Aberdare Town Church in Wales Primary School	CF44 7HF	16/05/2016	16/05/2019	31	31	0	<b>0%</b>
9118738	5100	RCTCBC Education	Education	Abernant Primary School	CF44 0SF	02/11/2016	02/11/2019	31	14	17	<b>55%</b>
9118740	5105	RCTCBC Education	Education	Alaw Primary School	CF40 2UU	04/11/2015	04/11/2018	22	2	20	<b>91%</b>
9118741	5107	RCTCBC Education	Education	Blaengwawr Primary School	CF44 6YP	21/04/2016	21/04/2019	19	11	8	<b>42%</b>
9118728	5074	RCTCBC Education	Education	Bodringallt Primary School & Youth Centre	CF41 7QE	07/07/2017	07/07/2020	44	28	16	<b>36%</b>
9118834	7003	RCTCBC Education	Education	Bronllwyn Youth Centre	CF41 7NW	05/11/2013	05/11/2016	2	2	0	<b>0%</b>
5300	5300	RCTCBC Education	Education	Bryn Celynnog Comprehensive School	CF38 2AE	29/07/2016	29/07/2018	69	24	45	<b>65%</b>
9118752	5129	RCTCBC Education	Education	Brynnau Primary School	CF72 9QJ	05/10/2015	05/10/2018	17	11	6	<b>35%</b>
9118706	5023	RCTCBC Education	Education	Buarth Y Capel	CF37 3PA	05/10/2017	05/10/2020	27	4	23	<b>85%</b>
9118742	5108	RCTCBC Education	Education	Caegarw Primary School	CF45 4BH	13/05/2016	13/05/2019	22	3	19	<b>86%</b>

9148399		RCTCBC Education	Education	Camau Cyntaf Iddysgu Former Caretakers House	CF72 9XE	16/09/2015	16/09/2018	16	10	6	<b>38%</b>
9118743	5110	RCTCBC Education	Education	Cap Coch Primary School	CF44 6AD	29/03/2016	29/03/2019	18	6	12	<b>67%</b>
9118744	5111	RCTCBC Education	Education	Caradog Primary School	CF44 7PB	16/05/2016	16/05/2019	24	14	10	<b>42%</b>
9118819	5497	RCTCBC Education	Education	Cardinal Newman Roman Catholic Comprehensive School	CF37 5DP	29/09/2016	29/09/2018	57	21	36	<b>63%</b>
9118746	5113	RCTCBC Education	Education	Cefn Primary School	CF37 3BD	30/01/2018	30/01/2021	31	5	26	<b>84%</b>
9118747	5115	RCTCBC Education	Education	Cilfynydd Primary School	CF37 4EN	14/04/2016	14/04/2019	35	16	19	<b>54%</b>
9118750	5121	RCTCBC Education	Education	Coedpenmaen Primary School	CF37 4LE	08/10/2015	08/10/2018	38	3	35	<b>92%</b>
9118749	5119	RCTCBC Education	Education	Coed-Y-Lan Primary School	CF37 2DB	13/05/2015	13/05/2018	20	7	13	<b>65%</b>
9118757	5140	RCTCBC Education	Education	Craig-Yr-Hesg Primary School	CF37 3BP	18/01/2016	18/01/2019	32	16	16	<b>50%</b>
9118937	T0047	RCTCBC Education	Education	Cwm Clydach Community Centre	CF40 2BD	02/07/2013	02/07/2016	21	21	0	<b>0%</b>
9118704	5020	RCTCBC Education	Education	Cwmaman Infants School	CF44 6NS	05/05/2017	05/05/2020	22	6	16	<b>73%</b>
9118821	5501	RCTCBC Education	Education	Cwmbach Church in Wales Primary School	CF44 0AT	15/10/2015	15/10/2018	14	6	8	<b>57%</b>
9118723	5067	RCTCBC Education	Education	Cwmbach Community Primary School	CF44 0HS	28/09/2016	28/09/2019	29	18	11	<b>38%</b>
5034	5034	RCTCBC Education	Education	Cwmclydach Primary	CF40 2BQ	15/06/2017	15/06/2020	95	11	84	<b>88%</b>
9118753	5132	RCTCBC Education	Education	Cwmdare Primary School	CF44 8UA	04/10/2017	04/10/2020	29	2	27	<b>93%</b>
9118765	5156	RCTCBC Education	Education	Cwmlai Primary School	CF39 8AS	14/09/2015	14/09/2018	22	8	14	<b>64%</b>
5018	5018	RCTCBC Education	Education	Cymmer Infants School	CF39 9HA	23/05/2017	23/05/2020	29	15	14	<b>48%</b>
9118722	5066	RCTCBC Education	Education	Cymmer Junior School	CF39 9EY	26/02/2015	26/02/2018	32	8	24	<b>75%</b>
9105004	14001	RCTCBC Education	Education	Cynon Valley Museum and Gallery	CF44 8DL	16/12/2016	16/12/2019	48	18	30	<b>62%</b>
9163119	10025	RCTCBC Education	Education	Dare Community Sports Hall	CF44 8SS	19/10/2016	19/10/2019	21	19	2	<b>10%</b>
9118812	5317	RCTCBC Education	Education	Darran Park Primary School	CF43 4LE	06/07/2015	06/07/2018	32	13	19	<b>59%</b>
9118754	5133	RCTCBC Education	Education	Darrenlas Primary School	CF45 3LT	16/07/2015	16/07/2018	15	1	14	<b>93%</b>
9118755	5135	RCTCBC Education	Education	Dolau Primary School	CF72 9RP	15/05/2015	15/05/2018	30	4	26	<b>87%</b>
9104010	5311	RCTCBC Education	Education	Ferndale Community School	CF43 4AR	22/11/2016	22/11/2018	103	14	89	<b>86%</b>
9118708	5036	RCTCBC Education	Education	Ferndale Infants School	CF43 4PS	20/08/2015	20/08/2018	25	10	15	<b>60%</b>
9118883	9029	RCTCBC Education	Education	Ferndale Library	CF43 4RR	04/06/2015	04/06/2018	21	2	19	<b>90%</b>
9118756	5137	RCTCBC Education	Education	Ffynnon Taf Primary School	CF15 7PR	15/01/2018	15/01/2021	37	13	24	<b>65%</b>
9118791	5223	RCTCBC Education	Education	Former Ty Gwyn SEN Centre.	CF37 3BP	16/06/2014	16/06/2016	36	15	21	<b>58%</b>
9118827	5509	RCTCBC Education	Education	Garth Olwg Day Nursery	CF38 1RQ	05/01/2017	05/01/2020	10	1	9	<b>90%</b>
9118825	5506	RCTCBC Education	Education	Garth Olwg Lifelong Learning Centre and Library	CF38 1RQ	08/01/2017	08/01/2019	48	11	37	<b>77%</b>
9118849	9002	RCTCBC Education	Education	Garth Olwg Primary School.	CF38 1RQ	05/01/2017	05/01/2020	27	2	25	<b>93%</b>
9118828	5510	RCTCBC Education	Education	Garth Olwg Youth Club	CF38 1RQ	04/01/2017	04/01/2020	14	2	12	<b>86%</b>
9118766	5158	RCTCBC Education	Education	Gelli Primary School	CF41 7PX	14/04/2016	14/04/2019	24	12	12	<b>50%</b>
9118767	5159	RCTCBC Education	Education	Glenboi Community Primary School	CF45 3DW	06/10/2015	06/10/2018	19	4	15	<b>79%</b>
9118724	5068	RCTCBC Education	Education	Glynhafod Junior School	CF44 6LD	05/05/2017	05/05/2020	20	9	11	<b>55%</b>
9118736	5091	RCTCBC Education	Education	GWAUNCELYN PRIMARY SCHOOL	CF38 1EU	30/11/2017	30/11/2020	46	23	23	<b>50%</b>
9118737	5092	RCTCBC Education	Education	Gwaunmeisgyn Primary School	CF38 2SE	02/10/2017	02/10/2020	54	15	39	<b>72%</b>
5219	5219	RCTCBC Education	Education	Hafod Primary School	CF37 2NL	05/04/2017	05/04/2020	41	4	37	<b>90%</b>
9118813	5320	RCTCBC Education	Education	Hawthorn High School	CF37 5AL	01/06/2017	01/06/2019	120	23	97	<b>81%</b>
9118759	5142	RCTCBC Education	Education	Hawthorn Primary School	CF37 5AL	09/11/2015	09/11/2018	16	12	4	<b>25%</b>
5320	5320	RCTCBC Education	Education	Hawthorn Swimming Pool	CF37 5AL	13/05/2016	13/05/2018	15	5	10	<b>67%</b>
9118790	5220	RCTCBC Education	Education	Hendreforgan Primary School	CF39 8UH	12/05/2016	12/05/2019	24	17	7	<b>29%</b>
9118760	5144	RCTCBC Education	Education	Heol-y-Celyn Primary School	CF37 5DB	06/02/2018	06/02/2021	27	7	20	<b>74%</b>
9118866	9012	RCTCBC Education	Education	Hirwaun Library	CF44 9SW	10/07/2015	10/07/2018	11	1	10	<b>91%</b>
9118761	5146	RCTCBC Education	Education	Hirwaun Primary School	CF44 9NF	16/05/2016	16/05/2019	21	18	3	<b>14%</b>
9118762	5148	RCTCBC Education	Education	Llanharan Primary School	CF72 9PW	14/09/2015	14/09/2018	20	4	16	<b>80%</b>
9118763	5149	RCTCBC Education	Education	Llanhari Primary School	CF72 9LQ	30/06/2016	30/06/2019	23	7	16	<b>70%</b>
9118764	5153	RCTCBC Education	Education	Llanilltud Faerdref Primary School	CF38 1DB	22/10/2015	22/10/2018	21	18	3	<b>14%</b>

9118748	5118	RCTCBC Education	Education	Llantrisant Primary School	CF72 8EL	05/06/2015	05/06/2018	17	9	8	47%
9118768	5166	RCTCBC Education	Education	Llwydcoed Primary School	CF44 0UT	05/10/2017	05/10/2020	24	2	22	92%
9118710	5041	RCTCBC Education	Education	Llwyncelyn Infants School	CF39 9TL			21	9	12	57%
9118769	5167	RCTCBC Education	Education	Llwyncrwn Primary School	CF38 2BE	18/04/2016	18/04/2019	47	17	30	64%
9118770	5170	RCTCBC Education	Education	Llwynypia Primary School	CF40 2HL			21	6	15	71%
9118730	5079	RCTCBC Education	Education	Maerdy Community Primary School	CF43 4TW	22/03/2016	22/03/2019	35	18	17	49%
9118771	5171	RCTCBC Education	Education	Maes Y Bryn Primary School	CF38 2NS	11/10/2017	11/10/2020	37	14	23	62%
9118817	5490	RCTCBC Education	Education	Maesgwyn Special School	CF44 8RE	27/06/2016	27/06/2018	32	7	25	78%
9118772	5173	RCTCBC Education	Education	Maes-Y-Coed Primary School	CF37 1EQ	08/02/2018	08/02/2021	26	8	18	69%
9118773	5174	RCTCBC Education	Education	Miskin Primary School	CF45 3BG	24/11/2017	24/11/2020	39	35	4	10%
9118814	5330	RCTCBC Education	Education	Mountain Ash Comprehensive School	CF45 4DG	10/04/2017	10/04/2019	59	17	42	71%
9118676	200003	RCTCBC Education	Education	Mountain Ash Library	CF45 3EY	05/07/2017	05/07/2020	39	6	33	85%
5177	5177	RCTCBC Education	Education	Oaklands Primary	CF44 6TF	23/05/2017	23/05/2020	69	5	64	93%
9118823	5503	RCTCBC Education	Education	Our Lady's Roman Catholic Primary School	CF45 3UA	14/07/2015	14/07/2018	13	8	5	38%
9118774	5182	RCTCBC Education	Education	Parc Lewis Primary School	CF37 1BE	24/06/2015	24/06/2018	22	7	15	68%
5181	5181	RCTCBC Education	Education	Parc Primary School	CF42 6LY	10/11/2015	10/11/2018	11	7	4	36%
9107014	5495	RCTCBC Education	Education	Park Lane Special School	CF44 8HN	21/09/2016	21/09/2018	27	9	18	67%
5184	5184	RCTCBC Education	Education	PENDERYN COMMUNITY PRIMARY SCHOOL MAIN BUILDING	CF44 9JW	22/05/2017	22/05/2020	27	3	24	89%
9118775	5189	RCTCBC Education	Education	Pengeulan Primary School	CF45 3UW	07/02/2018	07/02/2021	23	2	21	91%
9118758	5141	RCTCBC Education	Education	Penpych Community Primary School	CF42 5SD	08/07/2015	08/07/2018	12	8	4	33%
5069	5069	RCTCBC Education	Education	Penrhiwceiber Primary	CF45 3YD	07/10/2015	07/10/2018	18	5	13	72%
9118731	5080	RCTCBC Education	Education	Penrhys Primary School	CF43 3PL	21/09/2017	21/09/2020	28	7	21	75%
9118776	5192	RCTCBC Education	Education	Penygawsi Primary School	CF72 8DU	02/06/2015	02/06/2018	20	5	15	75%
9118721	5062	RCTCBC Education	Education	Penygraig Infants School	CF40 1LJ	03/06/2015	03/06/2018	19	4	15	79%
9118732	5082	RCTCBC Education	Education	Penygraig Junior School	CF40 1LW			21	1	20	95%
9118715	5052	RCTCBC Education	Education	Penynglyn Community Primary School	CF42 5AW	30/11/2017	30/11/2020	41	30	11	27%
9118725	5070	RCTCBC Education	Education	Penywaun Primary School	CF44 9DR	23/03/2016	23/03/2019	25	13	12	48%
9118727	5073	RCTCBC Education	Education	Perthcelyn Community Primary School	CF45 3RJ	16/07/2015	16/07/2018	18	10	8	44%
9118777	5193	RCTCBC Education	Education	Pontrhondda Primary School	CF40 2SZ			17	14	3	18%
9118853	9003	RCTCBC Education	Education	Pontyclun Library	CF72 9BE	11/06/2015	11/06/2018	19	4	15	79%
9118778	5194	RCTCBC Education	Education	Pontyclun Primary School	CF72 9EG	12/02/2018	12/02/2021	42	12	30	71%
9118779	5198	RCTCBC Education	Education	Pontygwaith Primary School	CF43 3LY	04/11/2015	04/11/2018	25	23	2	8%
9118811	5308	RCTCBC Education	Education	Pontypridd High School	CF37 4SF	15/08/2016	15/08/2018	111	53	58	52%
9107007	9004	RCTCBC Education	Education	Pontypridd Library	CF37 2DY	17/06/2015	17/06/2018	38	1	37	97%
5334	5334	RCTCBC Education	Education	Porth County Community School	CF39 0BS	30/11/2016	30/11/2018	203	52	151	74%
9118712	5045	RCTCBC Education	Education	Porth Infants School	CF39 9UH	06/05/2015	06/05/2018	26	8	18	69%
9118733	5087	RCTCBC Education	Education	Porth Junior School	CF39 9TU	22/01/2016	22/01/2019	29	19	10	34%
9118890	9032	RCTCBC Education	Education	Porth Library	CF39 9PG	11/06/2015	11/06/2018	27	11	16	59%
9118780	5199	RCTCBC Education	Education	Rhigos Primary School	CF44 9YY	08/02/2018	08/02/2021	22	1	21	95%
9118713	5048	RCTCBC Education	Education	Rhiwgarn Flying Start	CF39 9LX	12/06/2015	12/06/2018	28	9	19	68%
9118824	5504	RCTCBC Education	Education	SS Gabriel & Raphael Roman Catholic Primary School	CF40 1BJ	28/11/2017	28/11/2020	42	10	32	76%
9118832	600128	RCTCBC Education	Education	St Margaret's Roman Catholic Primary School	CF44 7PP	18/05/2015	18/05/2018	21	16	5	24%
9118820	5500	RCTCBC Education	Education	St Michael's Roman Catholic Primary School	CF37 1SP	16/06/2015	16/06/2018	27	16	11	41%
9105210	5505	RCTCBC Education	Education	St. John Baptist (Church In Wales) High School	CF44 8BW	01/08/2016	01/08/2018	48	21	27	56%
9118729	5077	RCTCBC Education	Education	Tai Education Centre	CF40 1HL	20/09/2016	20/09/2018	18	8	10	56%
9118714	5049	RCTCBC Education	Education	Ton Pentre Infants School	CF41 7LS	12/04/2016	12/04/2019	30	20	10	33%
9118734	5089	RCTCBC Education	Education	Ton Pentre Junior School	CF41 7EL	20/04/2016	20/04/2019	22	4	18	82%
9104996	5345	RCTCBC Education	Education	Tonypandy Community College	CF40 1HQ	02/03/2017	02/03/2019	27	8	19	70%
9118892	9034	RCTCBC Education	Education	Tonypandy Library	CF40 2QZ	12/06/2015	12/06/2018	19	3	16	84%



9118782	5203	RCTCBC Education	Education	Tonypandy Primary School	CF40 1BQ	14/09/2015	14/09/2018	40	7	33	82%
5335	5335	RCTCBC Education	Education	Tonyrefail Comprehensive School	CF39 8HG	08/06/2017	08/06/2019	82	77	5	6%
5222	5222	RCTCBC Education	Education	Tonyrefail Primary School	CF39 8NT	06/10/2015	06/10/2018	20	18	2	10%
9118783	5205	RCTCBC Education	Education	Tonysguboriau Primary School	CF72 8AA	24/09/2015	24/09/2018	18	3	15	83%
9118719	5060	RCTCBC Education	Education	Trallwng Infants School	CF37 4RD	26/01/2018	26/01/2021	33	7	26	79%
9118784	5207	RCTCBC Education	Education	Trealaw Primary School	CF40 2QW	05/10/2015	05/10/2018	16	1	15	94%
9118785	5208	RCTCBC Education	Education	Tref-Y-Rhyg Primary School	CF39 8PR	14/05/2015	14/05/2018	37	17	20	54%
9118835	7013	RCTCBC Education	Education	Treherbert Adult Education Centre / Youth Centre	CF42 5PN	04/02/2015	04/02/2018	21	16	5	24%
9118786	5212	RCTCBC Education	Education	Trehopcyn Primary School	CF37 2RH	01/07/2016	01/07/2019	38	17	21	55%
9106939	5340	RCTCBC Education	Education	Treorchy Comprehensive School	CF42 6UL	15/09/2016	15/09/2018	132	19	113	86%
9036	9036	RCTCBC Education	Education	Treorchy Library	CF42 6NN	10/06/2015	10/06/2018	24	2	22	92%
9118787	5213	RCTCBC Education	Education	Treorchy Primary School	CF42 6SA	16/02/2016	16/02/2019	37	14	23	62%
9107298	5214	RCTCBC Education	Education	Trerobart Primary School	CF37 3EF	12/02/2018	12/02/2021	72	15	57	79%
9163121	5280	RCTCBC Education	Education	Ty Gwyn SEN Centre	CF44 8SS	05/10/2016	05/10/2019	24	9	15	62%
9118788	5217	RCTCBC Education	Education	Tylorstown Primary School	CF43 3HH	30/04/2015	30/04/2018	14	8	6	43%
9119974	90020	RCTCBC Education	Education	Williamstown Primary (New)	CF40 1AG	04/02/2016	04/02/2019	23	17	6	26%
9118815	5350	RCTCBC Education	Education	Y Pant Comprehensive School	CF72 8YQ	22/06/2017	22/06/2019	142	40	102	72%
9148057	Feb/72	RCTCBC Education	Education	Ynysboeth Primary New Building	CF45 4LJ	07/02/2018	07/02/2021	18	1	17	94%
9118700	5008	RCTCBC Education	Education	Ynyscynon Early Years Centre	CF40 2ND	11/02/2016	11/02/2019	25	5	20	80%
9118735	5090	RCTCBC Education	Education	Ynyshir Community Primary School	CF39 0HU	08/11/2017	08/11/2020	35	29	6	17%
9118677	20003	RCTCBC Education	Education	Ynyshir Welfare Kitchen	CF39 0ET	16/06/2015	16/06/2018	17	15	2	12%
9104576	5254	RCTCBC Education	Education	Ysgol Gyfun Cwm Rhondda	CF39 9HA	22/02/2017	22/02/2019	207	59	148	71%
9118826	5508	RCTCBC Education	Education	Ysgol Gyfun Garth Olwg	CF38 1RQ	03/01/2017	03/01/2019	68	12	56	82%
9118781	5202	RCTCBC Education	Education	Ysgol Gyfun Rhydywaun	CF44 9ES	11/05/2017	11/05/2019	64	13	51	80%
9118717	5054	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Aberdare	CF44 8RT	02/10/2015	02/10/2018	21	6	15	71%
9118794	5235	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Bodringallt	CF41 7RX	04/11/2015	04/11/2018	15	9	6	40%
9118795	5236	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Bronllwyn	CF41 7NW	04/11/2015	04/11/2018	15	10	5	33%
9118796	5237	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Castellau	CF38 2AA	22/10/2015	22/10/2018	17	9	8	47%
9118797	5238	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Evan James	CF37 1HQ	09/11/2015	09/11/2018	15	7	8	53%
9118799	5248	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Llwynceilyn	CF39 9TL			21	4	17	81%
9118800	5249	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Llyn y Forwyn	CF43 4LG	27/04/2016	27/04/2019	26	18	8	31%
9118801	5250	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Pont Sion Norton	CF37 4ND	07/10/2015	07/10/2018	21	2	19	90%
9118802	5251	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Tonyrefail	CF39 8LE			30	17	13	43%
9118805	5273	RCTCBC Education	Education	Ysgol Gynradd Gymraeg Ynyswen	CF42 6ED			32	15	17	53%
9118709	5038	RCTCBC Education	Education	Ysgol Gynradd Gymunedol Gymraeg Llantrisant	CF72 8TL	06/02/2018	06/02/2021	36	11	25	69%
9118792	5230	RCTCBC Education	Education	Ysgol Gynraedd Gymraeg Abercynon	CF45 4TH			43	6	37	86%
9118816	5488	RCTCBC Education	Education	Ysgol Hen Felin	CF41 7SZ	06/07/2017	06/07/2019	22	6	16	73%
9118803	5256	RCTCBC Education	Education	Ysgol Llanhari	CF72 9XE	04/10/2016	04/10/2018	71	6	65	92%
5491	5491	RCTCBC Education	Education	Ysgol Ty Coch	CF38 1PG	19/09/2017	19/09/2019	51	11	40	78%
9118707	5032	RCTCBC Education	Education	Ysgol Yr Eos Primary School	CF40 1PQ	24/10/2017	24/10/2020	20	7	13	65%
9118875	90221	RCTCBC ESG	Parks	Abercwmboi Recreation Ground	CF44 6BL	19/01/2017	19/01/2021	6	3	3	50%
10016	10016	RCTCBC ESG	Leisure Centres	Abercynon Leisure Centre	CF45 4UY	03/03/2017	03/03/2019	85	16	69	81%
9118620	15005	RCTCBC ESG	ESG	Abercynon MUE Depot	CF45 4RR	24/08/2015	24/08/2018	17	14	3	18%
9118876	90222	RCTCBC ESG	Parks	Abercynon Recreation Area	CF45 4UY	10/02/2017	10/02/2021	19	9	10	53%
9118876	90222	RCTCBC ESG	Parks	Abercynon Recreation Area	CF45 4UY	10/02/2017	10/02/2021	19	9	10	53%
9118627	16011	RCTCBC ESG	ESG	ABERDARE CEMETERY	CF44 8HL			8	1	7	88%
9118600	12004	RCTCBC ESG	Parks	Aberdare Park	CF44 8BN	24/01/2018	24/01/2022	30	12	18	60%
9118877	90231	RCTCBC ESG	Parks	Abernant Recreation Area	CF44 0SF	19/01/2017	19/01/2021	4	2	2	50%
11017	11017	RCTCBC ESG	Community Centres	BEDDAU COMMUNITY CENTRE	CF38 2DA			20	8	12	60%
9104054	90046	RCTCBC ESG	Parks	Belle View Park	CF40 1SU	18/03/2017	18/03/2020	10	4	6	60%

17001	17001	RCTCBC ESG	Unsorted	Berw Road Multi Story Car Park	CF37 2TR	13/10/2014	13/10/2018	27	9	18	67%
13095	13095	RCTCBC ESG	Community Centres	Blaencwm Community Centre	CF42 5DR			27	13	14	52%
9118898	90404	RCTCBC ESG	Parks	Blaenllechau Rugby Field	CF43 4NU	23/01/2017	23/01/2021	6	1	5	83%
9118878	90241	RCTCBC ESG	Parks	Blaennantgroes Recreation Area	CF44 0LW	10/02/2017	10/02/2018	6	2	4	67%
9118899	90405	RCTCBC ESG	Parks	Blaenrhondda Park	CF42 5SF	28/01/2017	28/01/2021	8	1	7	88%
9118889	90314	RCTCBC ESG	Parks	Bronwydd Park	CF39 9BY	25/01/2017	25/01/2021	12	0	12	100%
9118579	10023	RCTCBC ESG	Leisure Centres	Bronwydd Swimming Pool	CF39 9BY	25/11/2016	25/11/2019	32	16	16	50%
11065	11065	RCTCBC ESG	Community Centres	BRYNCAE COMMUNITY CENTRE	CF72 9UU	31/10/2017	31/10/2020	19	6	13	68%
90003	90003	RCTCBC ESG	Community Centres	Brynna Community Centre and Miners Welfare Recreation Ground	CF72 9QP	20/06/2017	20/06/2020	28	17	11	39%
9118857	90036	RCTCBC ESG	Parks	Brynteg Park & Open Space Areas	CF38 2HY	12/12/2016	12/12/2020	4	1	3	75%
9118907	90414	RCTCBC ESG	Parks	Cae Mawr Field	CF42 6PN	08/02/2017	08/02/2021	15	4	11	73%
9104518	12014/01	RCTCBC ESG	Parks	Caedrawnant Rec Ground Pavilion	CF45 4DA	19/01/2017	19/01/2021	9	4	5	56%
9118602	12014	RCTCBC ESG	Parks	Caedrawnant Recreation Ground	CF45 4DA	15/03/2016	15/03/2020	24	12	12	50%
11015	11015	RCTCBC ESG	Community Centres	Cambrian Avenue Community Centre	CF39 8TG	06/02/2018	06/02/2021	24	4	20	83%
9118908	90415	RCTCBC ESG	Parks	Cambrian Park	CF40 2DY	26/01/2017	26/01/2021	9	4	5	56%
9118872	90205	RCTCBC ESG	Parks	Carnetown Recreation Area	CF45 4PG	19/01/2017	19/01/2021	6	2	4	67%
9118632	16020	RCTCBC ESG	ESG	CEFN Y PARC CEMETERY	CF72 8PN	27/04/2017	27/04/2020	13	11	2	15%
9118841	90006	RCTCBC ESG	Parks	Central Park Church Village	CF38 1RJ	04/07/2017	04/07/2021	6	1	5	83%
11033	11033	RCTCBC ESG	Community Centres	Cilfynydd & Norton Bridge Community Centre	CF37 4NR	10/03/2016	10/03/2019	28	12	16	57%
9118869	90157	RCTCBC ESG	Parks	Cilfynydd Park Playing Field	CF37 4NX	12/12/2016	12/12/2020	15	7	8	53%
9104499	12019	RCTCBC ESG	ESG	Coliseum Theatre	CF44 8NG	12/10/2017	12/10/2018	80	26	54	68%
9118570	100004	RCTCBC ESG	Leisure Centres	Cynon Valley Indoor Bowls Centre	CF45 4DA	28/11/2016	28/11/2019	28	27	1	4%
13117	13117	RCTCBC ESG	Community Centres	Dai Davies Community Centre	CF39 9EP	06/09/2016	06/09/2019	35	4	31	89%
9118843	90010	RCTCBC ESG	Parks	Danylan Playing Fields	CF37 1EU	12/12/2016	12/12/2020	7	3	4	57%
9103803	12005	RCTCBC ESG	Unsorted	Dare Valley Country Park - Education Building	CF44 7RG	13/04/2017	13/04/2020	18	0	18	100%
9103804	12005/04	RCTCBC ESG	Unsorted	Dare Valley Country Park Camping Utility Building	CF44 7RG	22/05/2017	22/05/2020	15	0	15	100%
9103804	12005/04	RCTCBC ESG	Unsorted	Dare Valley Country Park Camping Utility Building	CF44 7RG	22/05/2017	22/05/2020	15	0	15	100%
9103801	12005/01	RCTCBC ESG	Unsorted	Dare Valley Country Park Hotel/Function Rooms	CF44 7RG	04/07/2017	04/07/2018	35	1	34	97%
9118887	90312	RCTCBC ESG	Parks	Darran Park	CF43 4HR	23/01/2017	23/01/2021	8	3	5	62%
9118622	15027	RCTCBC ESG	ESG	Dinas Depot	CF39 9BL	13/07/2015	13/07/2018	13	9	4	31%
9118679	20008	RCTCBC ESG	ESG	Dinas Dog & Animal Pound	CF39 9BL	29/01/2014	29/01/2017	18	16	2	11%
9118844	90011	RCTCBC ESG	Parks	Dinas Isaf Playing Field	CF40 1NS	18/11/2016	18/11/2020	5	2	3	60%
9118858	90044	RCTCBC ESG	Parks	Dinas Park	CF40 1JG	25/01/2017	25/01/2021	8	2	6	75%
9118901	90408	RCTCBC ESG	Parks	Ely Playing Field	CF40 1EZ	26/01/2017	26/01/2021	5	1	4	80%
9118917	90624	RCTCBC ESG	Parks	Garth Park	CF40 2UY	26/01/2017	26/01/2021	5	2	3	60%
9163156		RCTCBC ESG	Parks	Gasworks Road Field (Treaman Changing Rooms)	CF44 6RS	18/11/2016	18/11/2020	9	5	4	44%
9118862	90088	RCTCBC ESG	Parks	Gelli Park	CF41 7LZ	08/02/2017	08/02/2021	8	4	4	50%
9121242	10021	RCTCBC ESG	Parks	Gelligaled Park	CF41 7SY	08/02/2017	08/02/2021	21	8	13	62%
9118597	11062	RCTCBC ESG	Community Centres	Gilfach Goch Community Recreation Centre	CF39 8UH	14/07/2015	14/07/2018	34	31	3	9%
9103827	16001	RCTCBC ESG	ESG	GLYNTAFF CEMETERY AND CREMATORIUM	CF37 4BE	27/02/2017	27/02/2020	49	20	29	59%
9103827	16001	RCTCBC ESG	ESG	GLYNTAFF CEMETERY AND CREMATORIUM	CF37 4BE	27/02/2017	27/02/2020	49	20	29	59%



9118585	11023	RCTCBC ESG	Community Centres	Graig Community Centre	CF37 1RD	15/09/2015	15/09/2018	17	10	7	41%
9118895	90401	RCTCBC ESG	Parks	Greenwood Park	CF43 4SD	23/01/2017	23/01/2021	11	5	6	55%
9118895	90401	RCTCBC ESG	Parks	Greenwood Park	CF43 4SD	23/01/2017	23/01/2021	11	5	6	55%
9118881	90269	RCTCBC ESG	Parks	Gwernifor Park Mountain Ash	CF45 3AS	19/01/2017	19/01/2021	5	0	5	100%
33	10006/02	RCTCBC ESG	Community Centres	Hawthorn Community Centre	CF37 5LN	05/08/2015	05/08/2018	21	5	16	76%
9118572	10006/01	RCTCBC ESG	Leisure Centres	Hawthorn Leisure Centre	CF37 5LN	12/10/2016	12/10/2018	60	13	47	78%
9118846	90015	RCTCBC ESG	Parks	Hendreforgan Park	CF39 8TG	06/12/2016	06/12/2020	7	2	5	71%
9163847	T0119	RCTCBC ESG	Parks	Hepworth Business Park	CF72 9FQ	08/06/2017	08/06/2018	22	17	5	23%
9118603	12015	RCTCBC ESG	Parks	Hirwaun Welfare Hall Sports Grounds	CF44 9PY	19/01/2017	19/01/2021	13	4	9	69%
9118587	11036	RCTCBC ESG	Community Centres	Ilan Community Centre	CF37 5HL	15/09/2015	15/09/2018	22	11	11	50%
9118833	60062	RCTCBC ESG	Parks	King George V Football Field	CF40 2RJ	26/01/2017	26/01/2021	7	3	4	57%
9118902	90409	RCTCBC ESG	Parks	King George V Track	CF40 2RJ	26/01/2017	26/01/2021	8	4	4	50%
9118624	16002	RCTCBC ESG	ESG	Llanharan Cemetery Garage	CF72 9QE	05/11/2016	N/A	1	0	1	100%
11032	11032	RCTCBC ESG	Community Centres	LLANHARRY COMMUNITY CENTRE	CF72 9LT	19/02/2016	19/02/2019	23	12	11	48%
9121277	90040	RCTCBC ESG	Parks	Llanilid Changing Rooms	CF72 9RN	12/02/2018	12/02/2022	4	0	4	100%
9118573	10007/01	RCTCBC ESG	Leisure Centres	Llantrisant Leisure Centre & Library	CF72 8DJ	22/01/2018	22/01/2021	116	16	100	86%
9118574	10008	RCTCBC ESG	Leisure Centres	Llantwit Fardre Sports Centre	CF38 1RJ	14/02/2018	14/02/2020	42	24	18	43%
9118626	16004	RCTCBC ESG	ESG	Llwydcoed Crematorium	CF44 0DJ	24/10/2016	24/10/2019	43	21	22	51%
9118879	90262	RCTCBC ESG	Parks	Llwydcoed Recreation Area (Football Ground)	CF44 0YE	19/01/2017	19/01/2021	8	6	2	25%
9118829	600081	RCTCBC ESG	Parks	Llwyncelyn Rugby Ground	CF39 9TW	18/01/2018	18/01/2022	10	4	6	60%
9118909	90416	RCTCBC ESG	Parks	Maerdy Football Ground	CF43 4AF	18/11/2016	18/11/2020	16	5	11	69%
9118855	900305	RCTCBC ESG	Parks	Maerdy Park Bowls Pavilion	CF43 4DJ	23/01/2017	23/01/2021	4	1	3	75%
11054	11054	RCTCBC ESG	Community Centres	MAES YR HAF COMMUNITY CENTRE	CF40 2UD	16/10/2017	16/10/2020	35	11	24	69%
9118628	16012	RCTCBC ESG	ESG	MAESYRARIAN CEMETERY	CF45 3PT			9	0	9	100%
9118910	90417	RCTCBC ESG	Parks	Maritime Industrial Estate Astroturf	CF37 1NY	16/12/2016	16/12/2020	16	8	8	50%
9118830	600086	RCTCBC ESG	Parks	Mikes Field	CF44 6RH	19/01/2017	19/01/2021	11	6	5	45%
9118848	90018	RCTCBC ESG	Parks	Mount Pleasant Park	CF38 2AH	13/12/2016	13/12/2020	14	5	9	64%
11026	11026	RCTCBC ESG	Community Centres	PANTYGRAIGWEN COMMUNITY CENTRE	CF37 2RR	06/02/2018	06/02/2021	34	12	22	65%
9103570	12024	RCTCBC ESG	ESG	Park & Dare Theatre	CF42 6NL	18/10/2017	18/10/2018	102	29	73	72%
9118581	10030	RCTCBC ESG	Parks	Pengelli Bowling Green	CF42 6HL	08/02/2017	08/02/2021	11	3	8	73%
9118873	90207	RCTCBC ESG	Parks	Penrhiwceiber Recreation Area	CF45 3TE	27/09/2016	27/09/2020	7	3	4	57%
9118903	90410	RCTCBC ESG	Parks	Penrhys Park	CF43 3PN	23/01/2017	23/01/2021	12	3	9	75%
9118900	90406	RCTCBC ESG	Parks	Pentre Park (Changing Room and Kitchen)	CF41 7BS	10/03/2016	10/03/2020	13	7	6	46%
11058	11058	RCTCBC ESG	Community Centres	Penygawsi Community Centre	CF72 8DQ	20/08/2015	20/08/2018	27	15	12	44%
13055	13055	RCTCBC ESG	Community Centres	Pontyclun Community Centre	CF72 9EE			37	13	24	65%
9103788	11057	RCTCBC ESG	Community Centres	Pontygwaith Community Centre	CF43 3LD	20/06/2017	20/06/2020	31	15	16	52%
9118575	10009	RCTCBC ESG	Leisure Centres	Pontypridd Indoor Bowls Hall	CF37 2DP	30/01/2018	30/01/2022	20	17	3	15%
52	T0052	RCTCBC ESG	ESG	RCT Streetcare, Ty Glantaf	CF37 5TT	06/06/2017	06/06/2020	53	17	36	68%
9118580	10024	RCTCBC ESG	Leisure Centres	Rhondda Fach Sports Centre	CF43 3HR	26/04/2017	26/04/2019	81	8	73	90%
10021	10021	RCTCBC ESG	Leisure Centres	Rhondda Sports Centre	CF41 7SY	07/12/2016	07/12/2018	133	26	107	80%
11061	11061	RCTCBC ESG	Community Centres	Rhydyfelin Community Centre	CF37 5RW	30/11/2017	30/11/2020	32	4	28	88%
4120	4120	RCTCBC ESG	ESG	Sardis House Office	CF37 1DU	03/08/2016	03/08/2019	26	1	25	96%
9148708	10015	RCTCBC ESG	Leisure Centres	Sobell Leisure Centre	CF44 7RP	20/12/2016	20/12/2018	32	14	18	56%
9104622	10007/02	RCTCBC ESG	Parks	Southgate Pavilion	CF728DH	27/03/2017	27/03/2021	14	5	9	64%
9118851	90024	RCTCBC ESG	Parks	Taffs Well Park	CF15 7PQ	06/03/2017	06/03/2020	18	9	9	50%
11018	11018	RCTCBC ESG	Community Centres	Talbot Green Community Centre and Pavilion	CF72 8HS	29/03/2017	29/03/2020	38	14	24	63%
9118847	90017	RCTCBC ESG	Parks	Talbot Green Recreation Ground	CF72 8HY	06/12/2016	06/12/2020	7	2	5	71%
9118847	90017	RCTCBC ESG	Parks	Talbot Green Recreation Ground	CF72 8HY	06/12/2016	06/12/2020	7	2	5	71%
11050	11050	RCTCBC ESG	Community Centres	TAWELFRYN COMMUNITY CENTRE	CF15 7UE			25	5	20	80%
11021	11021	RCTCBC ESG	Community Centres	THOMASTOWN COMMUNITY CENTRE	CF39 8DS	11/10/2017	11/10/2020	31	8	23	74%

11037	11037	RCTCBC ESG	Community Centres	Tonteg community centre	CF38 1ND	04/09/2017	04/09/2020	25	12	13	52%
11014	11014	RCTCBC ESG	Community Centres	Tonyrefail Community Centre	CF39 8PA	20/06/2017	20/06/2020	22	11	11	50%
10010	10010	RCTCBC ESG	Leisure Centres	Tonyrefail Sports Centre	CF39 8EW	08/06/2017	08/06/2019	44	16	28	64%
11025	11025	RCTCBC ESG	Community Centres	Trallwyn Community Centre	CF37 4RS	06/09/2017	06/09/2020	22	6	16	73%
9104486	16018	RCTCBC ESG	ESG	TREALAW CEMETERY	CF40 2UQ	27/02/2017	27/02/2020	52	49	3	6%
9118905	90412	RCTCBC ESG	Parks	Trebanog Soccer Field	CF39 9DT	25/01/2017	25/01/2021	10	5	5	50%
11059	11059	RCTCBC ESG	Community Centres	TREFOREST COMMUNITY CENTRE	CF37 1RX	18/01/2018	18/01/2021	26	9	17	65%
9118911	90418	RCTCBC ESG	Parks	Trehafod Field	CF37 2NN	25/01/2017	25/01/2021	6	2	4	67%
9118912	90419	RCTCBC ESG	Parks	Treherbert Park	CF42 5LD	27/01/2017	27/01/2021	14	4	10	71%
16016	16016	RCTCBC ESG	ESG	TREORCHY CEMETERY	CF42 6TB	28/02/2017	28/02/2020	21	13	8	38%
9119426	L000 1441	RCTCBC ESG	ESG	Ty Amgen	CF44 0BX	08/02/2018	08/02/2021	30	15	15	50%
9118625	16003	RCTCBC ESG	ESG	Ty Rhiw Cemetery	CF15 7RT	06/11/2013	06/11/2017	1	0	1	100%
11027	11027	RCTCBC ESG	Community Centres	Ty Rhiw Community Centre	CF15 7RS	05/08/2015	05/08/2018	28	13	15	54%
11060	11060	RCTCBC ESG	Community Centres	Tylagarw Community Centre	CF72 9EU	16/09/2015	16/09/2018	21	11	10	48%
9118599	11067	RCTCBC ESG	Parks	Tylcha Fawr RFC Rugby Club Changing Rooms	CF39 8PA	06/12/2016	06/12/2020	25	11	14	56%
9118904	90411	RCTCBC ESG	Parks	Tylorstown Playing Field	CF43 3ES	23/01/2017	23/01/2021	5	3	2	40%
9104056	90420	RCTCBC ESG	Parks	Tynewydd Recreation Ground	CF42 5LU	13/10/2017	13/10/2021	15	6	9	60%
9118854	90030	RCTCBC ESG	Parks	Tynybryn Park	CF39 8DA	06/12/2016	06/12/2020	6	3	3	50%
9118946	T0095	RCTCBC ESG	ESG	Unit 13 Riverside Treforest Industrial Estate	CF37 5TG	28/11/2017	28/11/2021	18	15	3	17%
9118923	T0014	RCTCBC ESG	ESG	Unit 46-50 Albion Industrial Estate	CF37 4NX	13/10/2016	13/10/2019	17	14	3	18%
9118863	90095	RCTCBC ESG	Parks	Upper Boat Playing Fields	CF37 5AH	12/12/2016	12/12/2020	12	3	9	75%
9104055	90045	RCTCBC ESG	Parks	Wattstown Memorial Park	CF39 0RB	18/03/2017	18/03/2020	28	9	19	68%
9118584	11019	RCTCBC ESG	Community Centres	Waun Wen Community Centre	CF39 9LX	20/06/2015	20/06/2018	12	4	8	67%
9118886	90310	RCTCBC ESG	Parks	Woodland Street Recreation Area	CF45 3RB	27/09/2016	27/09/2020	9	5	4	44%
9121243	10014	RCTCBC ESG	Parks	Ynys Ground Rec	CF44 7RP	05/11/2013	05/11/2017	10	6	4	40%
9118856	90034	RCTCBC ESG	ESG	Ynysangharad Park	CF37 4PF	03/11/2016	03/11/2020	67	21	46	69%
9118914	90422	RCTCBC ESG	Parks	Ynyscynon Park	CF40 2NA	27/01/2017	27/01/2021	8	1	7	88%
9118896	90402	RCTCBC ESG	Parks	Ynysfeio Field	CF42 5AW	08/02/2017	08/02/2021	10	3	7	70%
9118913	90421	RCTCBC ESG	Parks	Ynyshir Park	CF39 0EY	25/01/2017	25/01/2021	7	3	4	57%
11030	11030	RCTCBC ESG	Community Centres	Ynysmaerdy Community Centre	CF72 8LJ	05/08/2015	05/08/2018	22	15	7	32%
13060	13060	RCTCBC ESG	Community Centres	YNYSYBWL COMMUNITY CENTRE	CF37 3HR	20/08/2015	20/08/2018	19	8	11	58%
9118604	12016	RCTCBC ESG	Parks	Ynysybwyl Sports Pitches	CF37 3HU	10/02/2017	10/02/2021	16	12	4	25%
9118871	90167	RCTCBC ESG	Parks	Ystrad Fechan Sports Ground	CF42 6HN	08/02/2017	08/02/2021	13	3	10	77%

Version	1
Last Revision Date	New Policy



## HS 20

### Fire Policy

DOCUMENT CONTROL	
<b>POLICY NAME</b>	<b>Fire Policy</b>
Department	Human Resources
Telephone Number	01443 425536
Initial Policy Launch Date	October 2017
Reviewing Officer	Mike Murphy
Review Date	October 2019
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HR Senior Management Team	18 July 2017
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## **1. INTRODUCTION**

- 1.1 This policy has been produced as a result of the legal requirements set out in the Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to in this policy as 'the Order').
- 1.2 In this policy, references to premises are references to sites and buildings, including any part of a site or building, for which the Council is responsible.

## **2. POLICY STATEMENT**

- 2.1 The Council's statement of intent is, so far as is reasonably practicable, to prevent an outbreak of fire in any premises in the first instance, and to put in place measures to ensure the safety of its employees and any visitors in the unlikely event that a fire does break out.
- 2.2 The Council intends to achieve this by complying with its duties under the Order which, for every premises, will include:
- taking the following general fire precautions:
    - measures to reduce the risk of fire, including the risk from arson;
    - measures to reduce the risk of the spread of fire;
    - measures in relation to means of escape;
    - measures for securing that, at all material times, the means of escape can be safely and effectively used;
    - measures in relation to the means for fighting fires;
    - measures in relation to the means for detecting fires and giving warning in the case of fire;
    - measures in relation to the arrangements for action to be taken in the event of fire, including:
      - (i) measures relating to the instruction and training of employees;
      - and
      - (ii) measures to mitigate the effects of a fire.
  - undertaking suitable and sufficient fire safety risk assessments;
  - making and giving effect to appropriate fire safety arrangements;
  - where necessary, eliminating or reducing the risks from, and establishing and implementing additional emergency measures in respect of, any dangerous substances;

- where necessary, equipping the premises with appropriate firefighting equipment and fire detectors and alarms;
- providing and maintaining appropriate emergency routes and exits that are suitably indicated by signs and, where necessary, provided with adequate emergency lighting;
- establishing and, where necessary, giving effect to appropriate procedures for serious and imminent danger and danger areas;
- ensuring that the premises and any facilities, equipment and devices provided in respect of fire safety are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair;
- appointing one or more competent persons to assist in undertaking the preventive and protective measures determined as necessary;
- providing employers of any employees working in or on the premises with appropriate comprehensible and relevant information on the risks to their employees and the preventive and protective measures taken in respect of fire;
- providing employees located in the premises with suitable and sufficient fire safety information, instruction and training;
- ensuring that, where premises are shared with any other organisation(s), the person responsible for fire safety for the Council cooperates and coordinates with any person appointed by the other organisation(s).

- 2.3 Relevant Group Directors are to ensure that a site or building manager, as appropriate, is appointed to take responsibility for fire safety arrangements for each premises (if necessary, in consultation with other Group Directors, such as when service areas belonging to different Groups occupy the same premises).

For a school, the person responsible for fire safety is the Head Teacher.

- 2.4 The responsibility for implementing the requirements of this policy and the preparation of an implementation strategy rests with each Director or Head of Service.

## **POLICY GUIDANCE**

### **3. FIRE SAFETY RISK ASSESSMENTS**

- 3.1 As part of the process of ensuring that it complies with its duties under the Order as described in paragraph 2.2, the Council will arrange for suitable and sufficient fire safety risk assessments (FSRAs) to be undertaken by a competent person at every premises, and for the premises to be periodically re-assessed where considered necessary.

This will help to ensure that all fire safety issues are properly assessed and that, where necessary, any required improvements are identified and implemented.

- 3.2 In order to ensure that FSRAs are suitable and sufficient, the Council will employ a specialist consultant to undertake them and, where necessary, periodically re-assess them.

The Council, in consultation with the specialist consultant, will determine the appropriate period between the FSRA and the intended periodic re-assessment for any particular premises.

- 3.3 The responsibility for determining which specialist consultant to employ to undertake FSRAs/re-assessments, and for appointing that consultant, arranging all necessary contract specifications and associated documentation and monitoring compliance with contracts, lies with the Council's Corporate Maintenance Section.

- 3.4 Before making the decision on which specialist consultant to employ to undertake FSRAs/re-assessments, the relevant officer(s) in Corporate Maintenance will consult with the Council's Corporate Health and Safety Team.

- 3.5 Site/building managers are responsible for ensuring that their premises has had a FSRA undertaken and that any periodic re-assessment is undertaken when due, liaising with Corporate Maintenance and/or the specialist consultant, as necessary.

- 3.6 Site/building managers are to liaise with the FSRA consultant regarding safety procedures that must be followed by the consultant's assessors whilst they are on site/in the building.



- 3.7 On completion of the FSRA for their premises, the site/building manager is to develop a prioritised action plan (where necessary, in consultation with technical officers in Corporate Maintenance) identifying any work/management duties required to be undertaken, names of persons or departments with the responsibility for their completion, timescales where applicable, etc.

It is the responsibility of the site/building manager to ensure that required actions are addressed and that the web-based FSRA is updated.

- 3.8 Site/building managers must notify the FSRA consultant of any significant change to their premises that could affect the FSRA and which could require a re-assessment before any intended periodic re-assessment date.

Such a change could be, for example, an extension to a building, alterations to the internal layout of a building, a change of use of a building or a significant increase in the number of occupants in a building.

- 3.9 Site/building managers must review the FSRA annually using the re-assessment referral questionnaire form, and file the form appropriately.
- 3.10 Site/building managers must inform occupants of premises, both permanent occupants and any visitors, of any significant risks identified by the FSRA.
- 3.11 Where the Council only occupies part of a premises, the site/building manager must inform any person(s) responsible for the other part(s) of the premises of any significant findings that could affect the other part(s).

#### **4. FIRE SAFETY EQUIPMENT, DEVICES AND SYSTEMS, ETC.**

- 4.1 The Council will employ specialist contractors to install in premises all fire safety equipment, devices and systems, including signage, determined as necessary by the findings of the relevant FSRA.
- 4.2 The Council will employ specialist contractors to test, service and maintain to statutory requirements all appropriate fire safety equipment, devices and systems installed in premises, including any illuminated signs, to ensure that they are maintained in an efficient state, efficient working order and in good repair.

- 4.3 The responsibility for determining which specialist contractors to employ to install and/or test, service and maintain appropriate fire safety equipment, devices and systems, and for appointing those contractors, arranging all necessary contract specifications and associated documentation and monitoring compliance with contracts, lies with the Council's Corporate Maintenance Section.
- 4.4 Site/building managers must monitor to ensure that the specialist contractors are undertaking the necessary testing, servicing and maintenance of all appropriate fire safety equipment, devices and systems, and that records of the same are entered in a fire log book for the premises.
- 4.5 Site/building managers must ensure that all required in-house checks/tests of appropriate fire safety equipment, devices and systems are undertaken and that records of the same are entered in the fire log book.

In-house checks/tests are also to include ensuring that:

- escape routes are kept clear of obstructions and can be easily used in the event of a fire;
  - any devices fitted to fire doors, such as door hold-open devices, work properly;
  - locking mechanisms to final exit doors, such as panic bolts and electronic door releases, work properly.
- 4.6 Where checks/tests indicate a fault, site/building managers must take appropriate action to remedy the fault and record details of the action taken in the fire log book.

False alarms are to be considered as a fault.

- 4.7 Where site/building managers delegate the duty of undertaking in-house fire safety checks/tests to other employees, they must monitor to ensure that those checks/tests are being properly carried out and that details are recorded in the fire log book.

In addition to undertaking such monitoring, site/building managers must evidence that they are doing so (one means of evidencing monitoring would be to periodically sign the fire log book record sheets).

## **5. FIRE-RELATED INCIDENTS**

- 5.1 Site/building managers must report fire-related incidents to relevant officers in Corporate Maintenance, and also to the Council's Corporate Health and Safety Team using the Council's Incident/Accident Investigation and Injury Record form HS 5(A).

## **6. FIRE SAFETY PROCEDURES**

- 6.1 Site/building managers must ensure that suitable fire safety procedures, including an evacuation plan, are developed and implemented for their premises.
- Fire procedures must be appropriate to the particular premises and take into account the findings of the fire safety risk assessment.
- 6.2 Where premises include occupants that require assistance to evacuate, such as some mobility or sensory impaired disabled people for example, site/building managers must ensure that suitable personal emergency evacuation plans (PEEPs) are developed for those occupants, including both permanent occupants and visitors.
- 6.3 Evacuation plans, including those for disabled people, must not rely on the assistance of the Fire and Rescue Service to be effective.
- 6.4 Site/building managers are to ensure that fire safety procedures are documented and copies kept in the fire log book.
- 6.5 Site/building managers must ensure that fire safety procedures are brought to the attention of the occupants of their premises, both permanent occupants and visitors, including any contractors.
- 6.6 Where the Council only occupies part of a premises and the fire safety procedures could affect occupiers of any other part(s), for example having to use the same escape route(s) in the event of a fire, the site/building manager must cooperate and coordinate with any person(s) responsible for the other part(s) of the premises.
- 6.7 Employees are not expected to try and fight a fire unless it is safe to do so and they have been trained in the use of firefighting equipment, or if they need to do so to make their escape from a building.

## **7. FIRE SAFETY INFORMATION, INSTRUCTION AND TRAINING**

7.1 Site/building managers must ensure that employees located in their premises are provided with all necessary fire safety information, instruction and training, and that records of the same are kept in the fire log book.

7.2 The training provided to employees is to be suitable for their roles and responsibilities.

Employees allocated particular duties in respect of fire safety, such as people appointed to undertake in-house checks/tests of equipment, devices or systems, fire marshals, people nominated in a personal emergency evacuation plan (PEEP) to provide assistance to a disabled person in an evacuation, or similar, may require training over and above that provided to employees in general.

7.3 Training is to include carrying out fire drills to test the efficiency and suitability of fire procedures and evacuation plans.

A minimum of two fire drills a year should be carried out at each premises (at some premises it may be advisable to carry out more, for example, in schools it may be advisable to carry one out near the start of each term).

## **8. EMPLOYEES' DUTIES**

8.1 Employees are required to comply with all fire safety procedures.

8.2 Employees have a duty to report to their line manager any issues they become aware of that may adversely affect fire safety.

8.3 Employees are not permitted to misuse any equipment, system, device or similar provided in respect of fire safety.

## **9. RECORDS**

9.1 It is essential that appropriate fire safety records are kept and that they can readily be made available for inspection by, for example, visiting Fire Officers, since they are a means of evidencing that the Council is complying with its duties under the Order.

9.2 The following records must be kept, together with any others deemed appropriate for the particular premises:

- details of any visits by Fire Officers;
- the fire safety risk assessment, together with any measures implemented as a result;
- in-house checks/tests of fire safety equipment, devices and systems, such as fire alarm call points, emergency lighting and firefighting equipment;
- in-house checks/tests of escape routes, including devices such as door-hold open devices and locking mechanisms to final exit doors, such as panic bolts and electronic door releases;
- details of action taken when checks/tests reveal faults;
- periodic tests/servicing by specialist contractors on fire safety equipment and systems, such as fire alarm and emergency lighting systems and firefighting equipment;
- details of any false alarms and action taken to prevent recurrences;
- fire safety arrangements and procedures including, where appropriate, any personal emergency evacuation plan (PEEP) prepared in respect of the evacuation of a disabled person;
- details of any people given additional responsibilities in respect of fire safety, such as someone appointed to the role of fire marshal;
- details of fire safety information, instruction and training provided to employees;
- details of fire drills, including subsequent debriefing meetings, any issues identified in such meetings and the measures implemented to address those issues;
- evidence of monitoring by site/building managers to ensure required in-house checks/tests are being properly undertaken (where they do not undertake such checks/tests themselves).

## 10. **ADVICE**

10.1 Advice on the implementation of this policy can be obtained from the Health and Safety Team, Human Resources, Ty Elai, Williamstown, CF40 1NY, telephone 01443 425531.

**SITE/BUILDING MANAGERS CHECKLIST**

	✓ As Appropriate		
	N/A	Yes	No
• Has a fire safety risk assessment (FSRA) been undertaken for the premises?			
• Are you arranging for any measures identified as necessary in the FSRA to be addressed?			
• Are you aware of any intended FSRA re-assessment date and that you are required to liaise with Corporate Maintenance and/or the FSRA consultant, as necessary, to arrange for the re-assessment to be undertaken?			
• Are you aware that you will need to notify the FSRA consultant of any significant change to your premises?			
• Are you aware that you need to complete an annual FSRA review questionnaire?			
• Are you aware that you need to report fire-related incidents to Corporate Maintenance and the Corporate Health and Safety Team?			
• If you share a premises with any other employer, are you aware that you must consult and cooperate with the person appointed by the other employer to be responsible for fire safety?			
• Are there appropriate fire safety arrangements and procedures in place including, where necessary, personal emergency evacuation plans (PEEPs) for disabled people?			
• Are there suitable and sufficient escape routes and exits, suitably indicated by signs, and are these inspected, tested and maintained in efficient working order?			
• Is any emergency lighting inspected, tested and maintained in efficient working order (including in-house checks/tests)?			
• Is any fire detection and alarm system inspected, tested and maintained in efficient working order (including in-house checks/tests)?			
• Is firefighting equipment inspected, tested and maintained in efficient working order (including in-house checks/tests)?			
• Is any other fire safety device, equipment or system inspected, tested and maintained in efficient working order (including in-house checks/tests)?			

• Have employees been provided with comprehensible and relevant information on fire safety?			
• Have any outside employers or self-employed people working on the premises been provided with comprehensible and relevant information on the risks identified by the FSRA, the preventive and protective measures put in place and the identities of the person appointed to take charge of those measures?			
• Have employees, including any given additional responsibilities, been provided with appropriate fire safety training?			
• Are fire drills held at least twice a year?			
• Are debriefing meetings held after fire drills and are measures implemented to address any issues identified in such meetings?			
• Is there a fire log book for the premises?			
• Is all relevant fire safety information recorded in the fire log book?			

Completed by: \_\_\_\_\_  
(Signature)

Confirmed by: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Name: \_\_\_\_\_  
(Print)

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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# Health and Safety Team

## Fire Safety Audits October – December 2017

Premise	Contact	Visit Date	Report Date
Bryn Celynnog Comp	Sharon Humphries (SM) 01443 203411	17.10.17	18.10.17
Cardinal Newman RC (Secondary)	Martin Jones (SM) 01443 494110	24.10.17	26.10.17
Mt. Ash Comp	Claire Jones (SM) 01443 479199	01.11.17	02.11.17
Treorchy Comp	Stuart Rogers (SM) 01443 773128	07.11.17 (postponed - leave until after Xmas)	
YG Rhydywaun (Secondary)	Mark Jones (HT) 01685 813500	16.01.18	
YGG Abercynon (Primary)	Mr. E Evans (HT) 01443 740239	09.11.17	09.11.17
Coedpenmaen Primary	Mrs J Loveridge (HT) 01443 486828	14.11.17	16.11.17
Cwmdare Primary	Mrs. M Evans (HT) 01685 871198	05.12.17	06.12.17
Gwauncelyn Primary	Mrs. S Marlow (DHT) & Rob White (C/T) 01443 562210	29.11.17	30.11.17
Pontyclun Primary	Mr. H Roberts (HT) 01443 237833	13.12.17	14.12.17
Ton Pentre Infants	Mrs Sharon Williams (H/T) 01443 435438	19.12.17	20.12.17

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**FIRE SAFETY RISK ASSESSMENT**  
**QUARTERLY REVIEW CIRCULATION LISTING**

**The Quarterly review is circulated by the Council's Health and Safety Team to the following Service Group representatives:**

<b>Name</b>	<b>Service Group</b>
Neil Elliott	Community & Childrens Services
Paul Mee	Community & Childrens Services
Ann Batley	Community & Childrens Services
Sue Roberts	Community & Childrens Services
Andrea Richards	Education and Lifelong Learning
Nigel Owen	Education and Lifelong Learning
Chantal Ferguson	Education and Lifelong Learning
Janette Howells	Environmental Services
Anthony Roberts	Corporate Estates

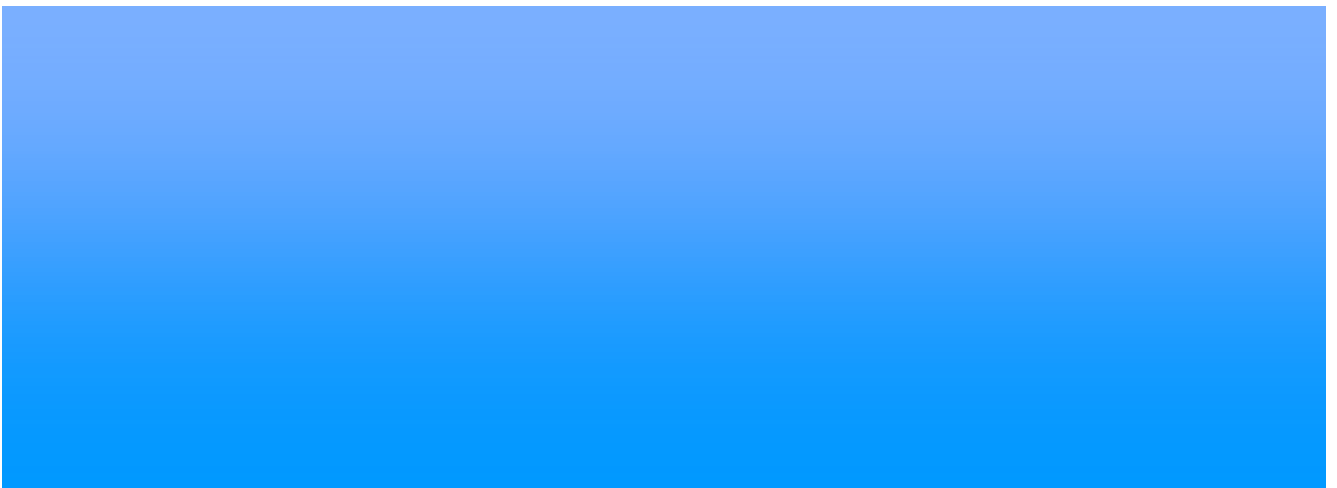
The above members were identified to represent each of the Council's Service Group in respect of the Fire Safety process for the Council. The list will need to be revised as several members are no longer with the Authority

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## Head Teachers' Site Management Guide to Health and Safety in **Primary Schools**

Issue 2  
January 2016





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Author(s): Health and Safety Team, Human Resources, Ty Elai, Williamstown

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Contact Number: 01443 425546



## Introduction

**T**his general guide has been developed to assist the Head Teacher understand and fulfil their duties under health and safety legislation. It draws attention to the main hazards and risks found in schools, and provides information and guidance to safeguard employees, pupils and other persons who may visit the school, e.g. contractors, members of the public.

This guide can be used by Head Teachers as a continual reference guide and by employees to increase their awareness and understanding of health and safety within the school.

This is a general guide aimed at all primary schools within the Council. It is for each Head Teacher to determine which aspects are relevant. It is not possible to cover all aspects for each individual school and Head Teachers should therefore be aware there may be additional hazards/issues at their school.

## Legal Duties

As an employer, the Council has duties under the Health and Safety at Work etc Act 1974 (the Act) to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees, and others who might be affected by its undertaking. e.g. pupils. This includes the provision and maintenance of:

- safe and healthy place of work and working environment;
- safe plant, equipment and systems of work;
- safe handling, transport and storage of materials and substances;
- information, instruction, training and supervision to enable employees to recognise and minimise hazards; and;
- adequate welfare facilities.

Employees of the Council also have duties under the Act, the most important of which are to take care of their own health and safety and that of others who might be affected by their acts or omissions, i.e. work activities and, also, to cooperate with their employer in all matters of health and safety.

The Council has developed health and safety policies, which can be found via the intranet [on Council Policies](#). In addition further guidance can be obtained from the Department for Education and Skills Wales <http://wales.gov.uk/topics/educationandskills/>.

The Head Teacher must bring these policies and guidance documents to the attention of all employees.

The Management of Health and Safety at Work Regulations 1999 apply to all work activities and require employers to manage health and safety. Together with the associated Approved Code of Practice, the Regulations make some of the general duties of the Act more specific, such as the requirement to undertake suitable and sufficient risk assessments, and to ensure staff are provided with adequate information, training, instruction and supervision.

The following pages provide information concerning the main health and safety issues likely to be encountered in a school. Reference should also be made to the Department for Education and Skills' guidance on responsibilities.





## Asbestos

Many schools will have or have had asbestos containing materials (ACMs) in various parts of the premises. The Council has a legal duty to control and manage the presence of asbestos in premises under its control. Corporate Estates have undertaken surveys of Council premises and have developed a framework for managing asbestos that includes:

- the identification of ACMs in the premises;
- the assessment of the condition of the ACMs;
- either removal, or management in situ, which would include the development of an Asbestos Management Plan;
- providing information to employees and contractors;
- training for employees where required; and,
- appropriate record keeping.

The Head Teacher must follow the Asbestos Management Plan and will:

- keep the Asbestos Management Plan readily available and use it to manage and control any ACMs that may be present in the premises;
- inform anyone who may work in the vicinity of the ACMs of their presence (e.g. maintenance staff);
- report any ACMs that might, or have become damaged to Corporate Estates for immediate action;
- contact Corporate Estates when any building works are planned, including refurbishments or demolition as well as minor works such as running computer cables, electrical cables, plumbing etc.

If your school has not received an asbestos survey, or as the Head Teacher you have not received training regarding your responsibilities, please contact Corporate Estates.

### Additional Information/Guidance

- [Council Policy - HS24 - Control and Management of Asbestos](#)

## Boiler Rooms

A boiler is capable of exploding if safety controls fail and blocked flues can cause flue gas to leak into surrounding areas, causing damage and risks to life and to health through carbon monoxide poisoning etc.

There have been several boiler explosions recorded in Rhondda Cynon Taf over the last few years, fortunately none of these have resulted in any injuries to employees or members of the public, but have resulted in extensive property damage.

Schools are required to:

- ensure that boiler systems are maintained and inspected on a regular basis (heating systems must be serviced);
- ensure that boiler rooms are free from combustible materials such as wood, paper and document storage, flammable substances;
- ensure boiler rooms are kept locked shut and sign posted to that effect, when not in use;
- ensure wood pellet stores are only accessed by competent/trained personnel (this will usually be specialist contractors or engineers) and subject to a permit to work system.

The Council has a list of approved suppliers/contractors, and to ensure the boilers are operating safely and efficiently can arrange for the maintenance/inspection/servicing of boilers under a SLA. Contact should be made with Corporate Estates to arrange the maintenance and servicing of boilers.



Four workers employed by a glazing company to replace old windows in a school, were exposed to dangerous asbestos fibres after using a crowbar to remove strips of asbestos insulating board packers in order to install the new windows. The packers were then broken up and dumped on site. The contractor did not ask to see the asbestos register, and the school did not provide the workers with an induction, or any information regarding the location of asbestos containing materials (ACMs). In fact, the school's site manager told the contractors that to the best of his knowledge there were no ACMs in the window area. Both the school and the glazing company were prosecuted by the Health and Safety Executive following the incident.



## Communication

It is the Head Teacher's responsibility to ensure that there are clear and effective channels of communication throughout the school. This can be achieved by holding regular meetings with employees and circulating written information to ensure they are kept apprised. Notice and information boards should be kept up to date. Regular supervision must be undertaken with employees.

The Head Teacher must ensure that the HSE's health and safety law poster is completed appropriately and displayed where employees can easily read it. The poster includes basic health and safety information and lets people know who is responsible for health and safety in the school. Current legislation requires the employer to consult with employees on health and safety matters. Consultation involves not only giving employees information, but also listening to and taking account of what they say, particularly when they report problems, and before making any health and safety decisions. The Council's Employee Suggestion Scheme and Hazard Reporting Scheme can assist in this process.

### Additional Information/Guidance

- The Council's Employee Suggestion Scheme
- The Council's Hazard Reporting Scheme



## Control of Contractors

The control of contractors within a school is very important. Contractors in a school environment may be involved in long-term major refurbishment work or everyday maintenance, such as servicing of the heating system, repairing damaged guttering, maintaining the emergency lighting system etc. The Head Teacher should always liaise with Corporate Estates and also follow the Council's Policy HS23 - Managing Contractors, for the planning, selection, appointment and monitoring of anyone undertaking works. This includes:

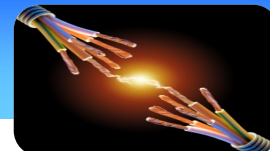
- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant hazards and risks within the school clearly identified;
- exchanging information on hazards and risks.

The Head Teacher will ensure effective communication is established and maintained through:

- regular workplace meetings with contractors;
- providing contractors with copies of appropriate hazard registers, such as the asbestos register;
- informing employees and visitors about hazards in the school;
- having effective signing in and out procedures for contractors;
- informing contractors of emergency procedures e.g. fire evacuation plan;
- sharing findings of risk assessments with contractors;
- asking contractors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes);
- informing employees, pupils and visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes);
- monitoring the work against agreed methods.

### Additional Information/Guidance

- [Council Policy HS23 - Managing Contractors](#)
- [Using Contractors - A brief guide - HSE](#)



## Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require employers to prevent or control exposure to hazardous substances, and would include substances listed as very toxic, toxic, harmful, corrosive, irritant and microorganism. Hazardous substances can be solid, liquid, gas vapour, microorganism or carcinogens and can endanger life by being: inhaled; ingested; or absorbed/injected through the skin or mucous membranes. In schools these substances may include cleaning materials, disinfectants and microorganisms. In addition, some of the curriculum activities may involve the use and/or production of hazardous substances and these must also be suitably assessed. CLEAPSS will provide more detailed information. COSHH assessments must be undertaken to assess the risks to health faced by staff, pupils and visitors from these substances, and up-to-date health and safety data sheets should be available for all substances in use.

Staff (and where appropriate pupils) should be provided with adequate information, instruction and training in respect of the safe storage and use of products, first aid arrangements, how to deal with spillages and the requirement for suitable personal protective equipment (PPE). All substances should be stored in their original containers in accordance with manufacturers instructions and kept secured and out of reach of pupils.

### Additional Information/Guidance

- [Council Policy - HS3 - Control of Substances Hazardous to Health](#)



## Electricity

Electricity can kill. It can also cause shocks and burns and can start fires. The Electricity at Work Regulations 1989 cover the use of electricity in schools. These regulations require employers to maintain electrical systems and electrical equipment within their control. Electrical systems include the lighting and power circuits, and portable electrical equipment such as vacuum cleaners, power tools etc. All work carried out on electrical circuits and equipment such as installation work, inspection, testing and maintenance, must be carried out by a competent person. Fixed electrical installations must be inspected and tested at regular intervals.

All portable electrical equipment must be subject to periodic portable appliance testing (PAT). The frequency of the testing varies according to the appliance and its usage, although it is generally undertaken on an annual basis. You will find stickers or labels on the equipment indicating when it was last inspected and the date when the next inspection is due.

Employees using portable equipment must visually check it prior to use, and report any damage or defects. These include broken plugs, frayed flex, discoloured or overheated cables. Defective or unsuitable equipment should be immediately withdrawn from service and labelled until it is either repaired or destroyed.

Corporate Estates have contracts in place for both fixed and portable electrical equipment. If you are unclear as to when the fixed electrical systems or portable equipment was last checked you should contact Corporate Estates. Schools may have opted out of the PAT testing—if so, Head Teachers must ensure alternative suitable arrangements are made.

Residual Current Devices (RCDs) must be used where required.

**Electrical switch-rooms must be kept free from combustible materials and never used as storage areas.**

### Additional Information/Guidance

- [Council Policy HS10 - Electricity at Work](#)
- [Electrical Safety at Work - HSE](#)



## Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the “responsible person”, to ensure that a fire risk assessment is completed and regularly updated. The Council has appointed a consultant contractor who will undertake the assessments and provide a report highlighting any actions required.

**The Head Teacher is responsible for overall management of the day-to-day fire precautions in the school and will ensure that systems and arrangements are developed to:**

- identify any significant findings from the fire risk assessment and implement any actions required;
- check escape routes to ensure they can be used and are not obstructed;
- check the emergency exit devices on doors to ensure they work correctly;
- test fire alarm systems, including weekly alarm tests and periodic maintenance by a competent person;
- test and maintain emergency lighting systems, fire extinguishers, hose reels and fire blankets etc. including periodic maintenance by a competent person;
- record the training of relevant people;
- ensure a coordinated school based emergency evacuation plan is developed;
- where necessary develop personal emergency evacuation plans (PEEPs) for staff and pupils; and,
- maintain the fire log book.

**The Head Teacher must also:**

- update the fire risk assessment as required;
- liaise with Corporate Estates on building and maintenance issues; and,
- undertake an annual review of the fire risk assessment.

**The current fire-related maintenance contracts in place and managed through Corporate Estates, include:**

- fire fighting equipment e.g. extinguishers - 1 service per year;
- fire detection and alarm systems e.g. smoke/heat detectors, alarm repeater - 4 visits per year;

- emergency lighting - 4 visits per year;
- gas heating systems - 2 visits per year (summer / winter) (the summer visit will include a gas safety check);
- gas safety check – annual (see reference to gas heating systems above).

The Head Teacher must ensure that the maintenance is undertaken in line with the above contracts. Any discrepancies or uncertainties must be reported to Corporate Estates.

### Additional Information / Guidance

- [Fire Safety Risk Assessment - Educational Premises](#)
- [Fire Risk Assessment - Means of Escape for Disabled People](#)
- [Guidance on Writing Personal Emergency Evacuation Plans \(PEEPs\)](#)







## First-Aid

The Health and Safety (First-Aid) Regulations 1981 require all places of work to have first-aid provision. The extent of the provision will depend on a number of factors, such as the types of hazards present, the number of employees, the history of accidents, the proximity of medical services etc. This can be determined by carrying out a first-aid needs risk assessment. The HSE provides guidance to help employers and managers meet their obligations.

The Head Teacher will ensure that there will be at least one member of staff who has undertaken, as a minimum, the Emergency First Aid at Work (EFAW) training, on site at all times. When assessing first aid needs, the Head Teacher will also take account of the number of pupils.

The Head Teacher will ensure that sufficient and adequately stocked first-aid boxes are provided and are maintained by authorised staff. The location of the first aid boxes and the names of the staff responsible for their upkeep must be clearly indicated throughout the school.

Records should be kept by the first-aiders/appointed persons of all treatments administered, and should include the name of the injured person, date, time and circumstances of the accident, and details of the injury sustained. This information must be recorded on the incident / accident form—HS5(A).

### Additional Information/Guidance

- [Council Policy HS9 - First Aid at Work](#)
- [First Aid at Work - Guidance on the Regulations - HSE](#)
- [First Aid at Work - Your Questions Answered - HSE](#)

## General Working Environment

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992. Factors covered by these regulations include:

- floors and stairs;
- doors and windows;
- temperature, space, lighting and ventilation;

- toilet, washing, changing and rest facilities.

### Floors and Stairs

As many of the accidents in schools are as a result of slips, trips and falls, it is important that, where possible, floor surfaces are non-slip and kept free from obstructions, and holes and defects in floor coverings are repaired promptly, particularly those on staircases.

Stairs should be maintained in a safe condition, well lit and kept free of obstructions.

### Doors and Gates

Each year a number of finger-trapping accidents are reported to the Health and Safety Team. Finger-trapping incidents can result in serious injury and as such a finger-trapping risk assessment must be undertaken for all doors and gates and necessary measures implemented to control the risks (guidance is available in the Council's document Managing the Risk from Finger Trapping in Doors and Gates). Care should be taken when choosing doors to ensure their design does not inhibit movement by staff and pupils. Glass doors and patio windows must be fitted with toughened or safety glass or covered with a protective film that prevents glass from shattering. They must have a conspicuous mark or feature sufficiently obvious that people will be unlikely to collide with them.

### Windows

Risk assessments must be undertaken on all windows that are accessible to pupils, can be opened and are large enough to allow people to fall out, and where assessed as necessary windows must be fitted with restrictors. Window restrictors should also be fitted to windows at ground floor level that open outwards. The restrictors must be checked on a regular basis.

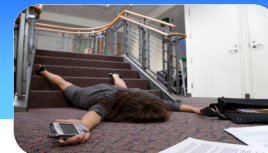
### Temperature, Space, Lighting and Ventilation

The temperature of the school needs to be suitable to ensure all occupants are comfortable. The Head Teacher must ensure that lighting and ventilation are suitable and adequate.

### Staff Facilities

Accommodation should be provided for any employee's own clothing that is not worn during working hours and for special work clothing that is not taken home.

Appropriate changing and toilet facilities should also be provided for staff.



## Outdoor Health and Safety

Steps and paths in the yard and outdoor areas should be kept in good condition and free from obstructions that could lead to tripping hazards.

Steps should have a suitable handrail, and paths that are used in the hours of darkness should be provided with lighting.

It may be necessary to establish whether any garden ponds, greenhouses, balconies etc. pose a substantial risk to pupils and visitors. A risk assessment should be undertaken which may identify the need to provide some protection against falling into or over these. Garden furniture such as benches and tables must be free from defects.

The Head Teacher should ensure that appropriate Personal Protective Equipment (PPE) is issued to, and worn by staff when undertaking outdoor work activities e.g. grass cutting, hedge trimming etc. The Head Teacher should also ensure that appropriate training is provided.

Where the use of pesticides is necessary, only pesticides that are approved for use in the UK should be used. Any person using pesticides should be competent and should have received sufficient instruction, training and guidance to use pesticides safely.

Petrol-driven equipment should be filled outdoors and not in a confined space such as a shed or garage. Petrol should only be kept in containers that are designed for that purpose.

Safe systems of work must also be developed for clearing snow and gritting activities, and suitable personal protective equipment made available. Prior to the onset of winter the Head Teacher should carry out a pre-winter inspection of pipes, guttering, traffic routes to identify possible hazardous areas and prioritise routes for gritting.

### Additional Information/Guidance

- [Council Policy HS12 - Workplace Health, Safety and Welfare](#)
- [Workplace Health, Safety and Welfare - A Short Guide for Managers - HSE](#)
- [Health and Safety Guidance Sheet - Snow and Ice Guide for Managers](#)

## Incidents/Accidents

It is the responsibility of all employees to report incidents and accidents that occur on Council premises or which arise from work carried out on behalf of the Council. Incidents and accidents must be reported on the Council's Incident/Accident Investigation and Injury Record form HS5(A).

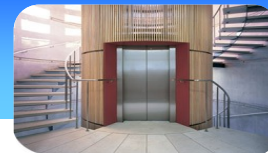
Certain incidents/accidents are also reportable to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Therefore, the following are reportable if they arise 'out of or in connection with work':

- accidents that result in the fatal injury of an employee or member of the public e.g. pupil;
- accidents that result in an employee suffering a major injury e.g. fracture, dislocation;
- accidents that result in an employee being absent from work or unable to do their normal duties for more than seven days;
- accidents that result in a member of the public suffering an injury and being taken to hospital for treatment directly from the scene of the accident;
- an employee diagnosed with one of the specified work-related diseases; or,
- one of the specified 'dangerous occurrences' – these do not necessarily result in injury but have the potential to do significant harm.

In the event that a work-related accident occurs the Head Teacher/site manager must ensure the health and safety team are notified in line with the time-scales identified in the Accident Reporting Arrangement Guidelines.

### Additional Information/Guidance

- [Council Policy HS5 - Reporting of Injuries, Diseases and Dangerous Occurrences](#)
- [Accident Reporting Arrangement Guidelines - May 2012](#)
- [Reporting accidents and incidents at work - A brief guide to RIDDOR - HSE](#)



## Legionella

Legionnaires' disease is a potentially fatal type of pneumonia, which is contracted by inhaling tiny airborne droplets or particles containing viable Legionella bacteria. Although healthy individuals may develop Legionnaires' disease, the elderly, smokers, alcoholics, and those with cancer, diabetes or chronic respiratory or kidney disease would be more at risk. Legionella bacteria are common and can be found in water systems, wet air conditioning plant, whirlpool baths and hydrotherapy baths. Corporate Estates have undertaken Legionella Risk Assessments of the water systems within the schools and developed a site specific Legionella Risk Assessment/Site Log Book.

The Head Teacher will follow the Legionella Risk Assessment/Site Log Book and will ensure:

- the Log Book is kept updated and readily available and use it to manage and control the water systems in the building;
- the monthly temperature monitoring is carried out as instructed in the Log Book;
- weekly flushing is undertaken of any low-use water outlets as instructed in the Log Book and record actions accordingly; and,
- they record the findings and report any failings to the Legionella Team for investigation/rectification.

If your school has not received a Legionella Risk Assessment, or you as the Head Teacher have not received training regarding your responsibilities, please contact Corporate Estates.

## Passenger Lifts

All lifting equipment, including passenger lifts, must be inspected at regular intervals by competent persons. Corporate Estates have contracts in place for the examination and maintenance of lifts. The Head Teacher should ensure these examinations are undertaken, and that designated employees carry out basic lift related checks i.e.

- check that there are "do not use the lift in the event of a fire" signs on the outside of the lift (unless the lift is specifically designed to be used in the event of a fire);
- if the lift is fitted with an emergency telephone, bell or other device, check to see it is functioning correctly and can be heard where assistance is available;
- check the inside of the lift to ensure there is a notice explaining what to do in an emergency.

Where lifts are used to transport individuals with mobility difficulties between floors, procedures must be in place to safely evacuate these individuals in the event of an emergency, e.g. fire.



### Additional Information/Guidance

- [Thorough Examination and Testing of Lifts - HSE](#)
- Council's Safety Bulletin - Lift Breakdowns -14 February 2012



## Playground Equipment

Playgrounds and play equipment are common place in many of our schools. Play equipment helps children develop physical coordination, strength and flexibility, as well as providing recreation and enjoyment.

Children will inevitably have accidents in the playground and on play equipment. Schools must minimise the risks by ensuring play equipment is installed and maintained inline with the relevant British Standards and by competent contractors.

British Standard BS1176 governs the design, manufacture and installation of playground equipment, and whilst British Standards are not legally binding, they represent best practice and would be considered in the event of a personal injury claim.

Schools must ensure that any playground equipment is:

- installed by a competent contractor to the relevant British Standards;
- subject to a post-installation inspection and certified as meeting the required standards;
- formally inspected on an annual basis by a competent contractor;
- regularly visually inspected (weekly/monthly) to ensure there are no obvious defects, i.e. protruding fixings, loose parts etc., and this could be done by the caretaker/handy person;
- risk assessed on installation, taking into consideration, age restrictions, supervision, use in inclement weather etc.

Where required, appropriate safety surfacing should be laid beneath the play equipment in accordance with the relevant standards. Therefore play equipment with a fall height of:

- less than 600mm does not require any specific safety surfacing;
- between 600mm and 1.5m requires impact absorbing surface such as grass or bark to a standard depth, or synthetic safety surface;
- Greater than 1.5m requires synthetic safety surface.

### Additional Information / Guidance

[ROSPA - Playground Safety](#)

## Slips, Trips and Falls

Most slips occur when the flooring or ground is wet or contaminated. Most trips are due to poor house-keeping. These types of accidents are seen by many as inevitable and many people may not take them seriously. However, the statistics prove that slip, trip and fall accidents cost employers and the NHS millions of pounds each year, notwithstanding the pain and suffering of those injured. The solutions are often simple and cost effective. A suitable assessment of the risks should identify the necessary control measures. For example:

### Internal Areas

- floor surfaces should be kept free from obstructions and holes and defects repaired promptly, particularly those on staircases;
- handrails should be fitted on stairs;
- stairs should be maintained in a safe condition, kept free of obstructions and well lit;
- spillages should be cleaned up immediately.

### External Areas

- steps and paths in outdoor areas should be kept in good condition and free from obstructions that could lead to tripping hazards;
- changes in surface levels such as on ramps and steps should be clearly marked and lighting should be suitable and sufficient;
- steps should have a suitable handrail, and paths that are used during the hours of darkness should be provided with lighting.

The Head Teacher is responsible for ensuring local rules are developed, introduced and enforced around topics such as:

- reporting and dealing with spillages etc.;
- etiquette for proceeding in the corridors, e.g. keeping to the left, no running etc.;
- safe use of stairs and steps.

### Additional Information / Guidance

[Preventing slip and trip incidents in the Education Sector - HSE](#)





## Traffic Management

Every year about 70 people are killed and 2500 seriously injured in accidents involving vehicles in the workplace. Being struck or run over by moving vehicles are the most common causes of these accidents. Vehicles likely to be encountered include contracted transport vehicles, cars, refuse/recycling vehicles, delivery vehicles etc. Additionally, there may be occasions where building or refurbishment works may impact on the regular traffic management arrangements at the school. It is therefore essential that a risk assessment be undertaken to identify the potential hazards and to ensure that appropriate control measures are adopted.

The risk assessment should take into account items such as the type of vehicles accessing the grounds; reversing vehicles; access for emergency vehicles; parking; pedestrian routes; pupils and visitors; unsecured gates etc. Control measures could include: speed limits; adequate lighting; separate access/egress for pedestrians and vehicles; clearly marked and/or designated parking bays; assistance for reversing vehicles; close supervision of pupils; one way systems; restricting times of access for vehicles etc.

### Additional Information/Guidance

- [Council Guidance - Managing Traffic Safety](#)
- [Workplace Transport Safety - A brief guide - HSE](#)



## Visitors

Visitors to a school could include parents, maintenance contractors, contracted transport providers, and other visiting Council employees. To protect visitors from harm, it will be necessary to know they are on site. The simplest way of recording visitors' presence is by using a register and/or issuing a visitor's badge. Where practical, visitors must sign in and out indicating who they are visiting, the time they arrived and the time they leave.

Whenever necessary/practical, visitors must be informed of the risks to which they may be exposed whilst at the school and of any emergency arrangements, including the location of assembly points. Where an emergency arises, measures must be taken by the Head Teacher/site manager to ensure the visitor is accompanied to a place of safety. Adequate supervision must be maintained while the visitor is at the school. Where disabled persons access the school, the responsible person must ensure, where necessary, that personal emergency evacuation plans (PEEPs) are developed for these individuals.



### Additional Information/Guidance

- [Council Policy HS15 - Visitors in the Workplace](#)



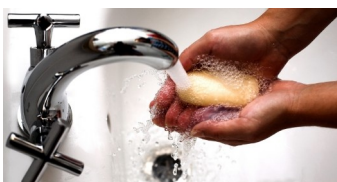
## Water Temperatures and Hot Surfaces

Hot water is a real danger to the pupils (especially infants and those with certain disabilities) as they may not be able to react appropriately or quickly enough to prevent injury from hot water, so consequently the risk of burns and scalds is high. Also, a number of accidents have occurred that resulted in serious injuries, although, these have mainly occurred when people were taking a bath. Therefore, any bathing/shower facilities in the school must be fitted with Thermostatic Mixing Valves (TMVs) that are set to limit the temperature at the outlet to 43°C for baths and 41°C for showers and wash-hand-basins. However, the Head Teacher must still ensure that regular checks of the water temperatures are undertaken by staff to ensure the TMV's are working correctly.

Injuries have also resulted from contact with hot pipes or radiators due to the high temperatures of circulating water in heating and hot water systems. Where there is a risk of someone sustaining a burn from such a hot surface, then the surface should not exceed 43°C when the system is running at the maximum design output. It is likely that radiators and associated pipe work within the schools have already been guarded to prevent such incidents in high-risk areas. However, there may be areas of the school, for example staff areas, that still have exposed radiators and pipe-work. These areas should be identified and risk assessed. Additionally, when refurbishments/maintenance work takes place and there is a need to remove the guarding, the Head Teacher must ensure appropriate control measures are adopted.

### Additional Information/Guidance

- [Education \(School Premises\) Regulations 2012](#)



## Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require the risk to people's health and safety, from equipment that is used at work, be prevented or controlled. Generally any equipment which is used at work is covered by PUWER. Work equipment in a school environment includes items such as, shredders, stepladders, trolleys, and photocopiers.

Work equipment provided must meet the requirements of PUWER, and in doing so it must be:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition; and
- in certain circumstances, inspected to ensure that it is, and continues to be, safe for use.

Any inspection/maintenance must be carried out by a competent person and records kept. Where appropriate, employees will be expected to undertake visual inspections of equipment before use, and report to their line manager, any defects noted.

Risks created by the use of the equipment must be assessed, and eliminated where possible or controlled.

Employees using work equipment must receive adequate training, instruction and information for the equipment they are using.



### Additional Information / Guidance

- [Providing and using work equipment safely - A brief guide - HSE](#)
- [Lifting equipment at work - A brief guide - HSE](#)
- [Council Policy HS21 - Work Equipment](#)



## Work at Height

In the last six years there have been five deaths and over three thousand injuries in the education sector due to falling from height.

Most major injuries in schools are caused by 'low' falls i.e. below two metres, and involve stairs, falls from desks/chairs (while putting up displays etc.), stools while closing windows/storage etc. and falls from ladders while carrying out repairs and maintenance work.

The Work at Height Regulations 2005 require that:

- where possible work at height should be eliminated by using other means e.g. long-handled poles to clean windows/retrieve balls;
- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected with records kept;
- the risks from fragile surfaces are properly controlled; and,
- the risks from falling objects are properly controlled.

Any work at height needs to be properly planned and organised:

- evaluate whether the work can be undertaken from ground level;
- ensure you have the right access equipment for the job—consideration should be given to hiring suitable equipment for specific jobs, i.e. mobile scaffold towers;
- ladders etc. should be visually inspected before each use and more formally on a monthly basis (recorded);
- staff should be fully trained and competent to use any such equipment;

- for low-level access, kick step-type stools and properly designed low steps with handrails should be considered;
- ensure staff are trained and competent to use any work at height equipment.

A detailed risk assessment should be undertaken where significant factors are present, such as, appreciable height, bulky loads, lone working, inclement weather etc.

### Additional Information / Guidance

- [Work at Height - The Basics - HSE Guidance](#)
- [Safe use of ladders and stepladders - HSE Guidance](#)
- [Top tips on ladder and stepladder safety - HSE Guidance](#)





## FIRE SAFETY AUDIT INSPECTIONS

### AIDE MEMOIRE

When undertaking the fire safety audit inspection, and when compiling any subsequent report on the inspection, it should be made clear that we are not carrying out a fire safety risk assessment (FSRA) of the premises, but rather are just doing an audit inspection of fire safety management at the premises, followed by a general walkabout inspection to see if there are any obvious fire safety issues that need to be addressed.

It should also be clarified that there will be a FSRA in place for the premises and that issues identified must be addressed and the on-line RAMIS system updated.

**When visiting a premises, take with you a copy of the Fire Services log book and *Riskmonitor's* FSRA Annual Review Form for guidance/explanatory purposes. Either leave the hard copies with the person at the time of the visit, or be sure to attach a copy of each when the report is sent.**

**Make a note of the email address of the site contact so the report can be sent (it is unlikely to be on global emailing list because it is a school).**

Issue	Prompts
Fire Service Inspections	<p><b>Prior to visiting the premises:</b></p> <p>Check database ( ) for any reports of the school made by South Wales Fire Service Officers and, if so, consider and discuss.</p>
Fire Safety Risk Assessment	<p><b>Prior to visiting the premises:</b></p> <ul style="list-style-type: none"> <li>look through the FSRA to see if there are any major issues that appear outstanding and that should be checked up on during the audit inspection.</li> </ul> <p><b>Once at the premises:</b></p> <ul style="list-style-type: none"> <li>check if the person named on the FSRA as the site contact is still correct and that they've had RAMIS training;</li> <li>go through any issues flagged up prior to visit as per above with the appropriate person at site;</li> <li>query if they are updating the RAMIS system as and when they address issues;</li> <li>query with the appropriate person if they are checking if the contractors who check the fire alarm and emergency lighting systems and FFE, and any sprinkler system, are updating RAMIS as they should be;</li> </ul>

Issue	Prompts
	<ul style="list-style-type: none"> <li>• query if any changes at/to premises that may require the FSRA to be reviewed (e.g. change of use, extension/alterations, significantly more occupants) and, if so, if FSRA consultants have been informed;</li> <li>• check if they complete the FSRA annual review form and save it on RAMIS;</li> <li>• make note of date of FSRA and re-inspection date in report.</li> </ul>
Previous Incidents	Check with appointed person if there have been any previous fire-related incidents and, if so, consider and discuss.
Log Book	<p>Check fire log book for evidence that the following in-house checks/tests are being properly carried out:</p> <ul style="list-style-type: none"> <li>• weekly tests of break glass points (should be done sequentially) along with any linked devices, such as automatic door releases;</li> <li>• weekly tests on any sprinkler system (guidance on what to check is provided in Fire Service log book);</li> <li>• monthly tests of emergency lights;</li> <li>• monthly visual inspections of fire fighting equipment;</li> <li>• monthly tests of any emergency back-up generator.</li> </ul> <p>Also check for evidence of staff training, including the carrying out of evacuation drills.</p> <p>Also check if there is any evidence of contractors' checks on fire alarm and emergency lighting (and any sprinkler) systems, any fire shutters (e.g. in kitchen areas) and FFE (e.g. copies of certificates).</p>
Fire procedure	<ul style="list-style-type: none"> <li>• check one in place and notices on display;</li> <li>• check if any disabled people and, if so, if there are PEEPs in place.</li> </ul>
Equipment	<p>Check:</p> <ul style="list-style-type: none"> <li>• fire extinguisher/blanket service dates OK and that they appear undamaged/not tampered with;</li> <li>• alarm points, extinguishers, etc. are clearly visible and not obscured;</li> <li>• PAT testing up to date;</li> <li>• boiler service date OK;</li> <li>• if lifts have 'do not use in event of fire' notices;</li> </ul>



Issue	Prompts
Means of escape	<p><b>Internal</b> Check:</p> <ul style="list-style-type: none"> <li>• fire doors in good condition, not wedged open, easily accessible;</li> <li>• escape routes, such as corridors and stairwells, are unobstructed and clear of storage and waste material;</li> <li>• no obviously excessive amount of combustible materials on display in escape routes (any concerns should result in a recommendation in the report that advice be sought from <i>Riskmonitor's</i> assessor);</li> <li>• any storage cupboards in escape corridors/escape stairwells kept locked shut;</li> <li>• final exits are easily accessible and easily opened;</li> <li>• emergency lighting appears undamaged;</li> <li>• adequate signage in place.</li> </ul> <p><b>External</b> Check:</p> <ul style="list-style-type: none"> <li>• areas outside final exits are kept clear;</li> <li>• any external staircases appear in good condition, combustible material not stored underneath and areas where they discharge kept clear.</li> </ul>
Fire resisting elements	<p>It is not expected that officers carry out an in depth survey of the condition of all fire resisting walls, ceilings, stairwell/lift shafts etc. in a premises, or indeed that they be aware of exactly what elements of a structure in a premises need to be fire resisting.</p> <p>However, check for any obvious signs of damage (e.g. holes, ceiling tiles missing, gaps around pipework/services) that are visible in walls, ceilings etc. that may need to be fire resisting, for calling up for attention.</p>
IT/Switchgear/boiler rooms	<ul style="list-style-type: none"> <li>• check if they are clear of the storage of combustible material;</li> <li>• check if any such rooms accessible externally are kept locked shut (most likely to be boiler rooms).</li> </ul>
Dangerous/flammable substances	<ul style="list-style-type: none"> <li>• check if any on site and, if so, if stored appropriately (e.g. petrol, white spirit, chemicals, paint, etc.).</li> </ul>

Issue	Prompts
Arson	<p>Check reasonable precautions taken, e.g.:</p> <ul style="list-style-type: none"> <li>• rubbish skips/bins are located at least 6m away from buildings;</li> <li>• if wheeled bins are used, they are also secured in a compound/to an anchor point to prevent them being moved against the building and set on fire;</li> <li>• combustible material/goods/waste not left unattended next to building, particularly near openings into building.</li> </ul>
Smoking	<p>Keep an eye out for any evidence of illegal (e.g. indoors) or inappropriate (e.g. next to openings into the building) smoking.</p>