

ACTION PLAN FOLLOWING FIRE RISK ASSESSMENT JANUARY 2009
ST ANNE'S HOUSE BELFAST
Work Outstanding at 15 May 2009

	ACTION REQUIRED	STATUS / IMPLEMENTATION DATE	LEAD RESPONSIBILITY	COMPLETED
1.	Staff trained in the use of evacuation equipment and Manual Handling	Training should have been given when 'Evac' chairs were installed. White, Young, Green (WYG) reminded on numerous occasions. Last response from WYG on 6 April 2009 - chasing Supplier. Reminders since issued to WYG requesting immediate action. Training to be provided w/c 18 May 2009		
2.	Existing smoke detector in third floor kitchen to be changed to a heat detector	Order placed Work to be completed w/c 18 May 2009		

Two items of work outstanding which should be completed w/c 18 May 2009

The review date for Fire Safety Unit to inspect the premises is August 2009

HoCs plans to request inspection at end of June after the European Parliamentary Election and staff will be advised of the inspection date in advance