

Mr Howard Evans
Potters Group Environmental
Unit 41
Whites Farm Way
The Dockyard
Pembroke Dock
SA72 6SX

*Gofynner am/
Please ask for:* Watch Manager K B Jenkins
Rhif Est/Extn. No. 3350
E-bost/E-mail: K.Jenkins@mawwfire.gov.uk
Fy Nghyf/My Ref: FS/KBJ/MEL/00271367
Eich Cyf/Your Ref:
Dyddiad/Date: 12 August 2016

Dear Sir

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

**RE POTTERS GROUP ENVIRONMENTAL, UNIT 41, WHITES FARM WAY,
THE DOCKYARD, PEMBROKE DOCK**

Following an audit of the fire safety arrangements at the above premises on **09 August 2016** I confirm that the measures contained in the attached schedule are to be carried out to comply with the above Legislation.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failure(s) to comply with the Legislation.

Should you wish to propose an alternative method of complying with the legislation, this may be acceptable to the Fire and Rescue Authority. Any such proposal should be submitted in writing to me.

A further visit will be made on or after the **10 November 2016** to ensure that the requirements of the schedule have been carried out.

If you are in any doubt as to the obligations placed upon you by the legislation, or should you require any further advice or assistance please do not hesitate to contact me.

Yours faithfully



Watch Manager K B Jenkins
Business Fire Safety Inspecting Officer
Haverfordwest Office

Enc: Schedule of work.

Cc Leanne Bacon, National Resources Wales, Waste Regulation Team, Hawthorn Rise,
Haverfordwest, SA61 2BQ

John Bungay, Potters Group, Potters House, Henfaes Lane, Welshpool, Powys, SY21 7BE

MID AND WEST WALES FIRE AND RESCUE SERVICE THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005		File Ref: 00271367 /
SCHEDULE OF WORK		
Name and Address of Premises: Potters Group Environmental Unit 41 Whites Farm Way The Dockyard Pembroke Dock SA72 6SX		
Inspector: Watch Manager K B Jenkins	Date of Inspection: 09 August 2016	

Specification of Work Required

Note: Notwithstanding any consultation undertaken by the Fire and Rescue Authority, **before** you make any alterations to the premises, **you** may need to apply for approval from either the Local Authority Building Control or an Approved Inspector and/or the approval of any other bodies having a statutory interest in the workplace.

ARTICLE 9 - RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005 requires necessary fire precautions are put in place to protect relevant persons in case of fire in, and in the vicinity of all premises to which the legislation applies.

Responsibility for complying with the order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person(s) in control of the premises will be responsible.

The responsible person must:

Carry out a Fire Risk Assessment, the significant findings of which must be recorded if five or more persons are employed, if the premises are licensed or if an alterations notice is in force.

To further assist you, the Fire Safety Guide to Factories and warehouses ISBN-13: 978 1 85112 816 7 is available from the stationery office or via the Department for Communities and Local Government website (www.communities.gov.uk).

The Fire & Rescue Authority has posted guidance on Fire Risk Assessments and an example of a Fire Risk Assessment which can be found on the Service's website at the following web address:

<http://www.mawwfire.gov.uk/English/Safety/At-Work/Pages/Fire-Safety-Law-and-Guidance-for-Business.aspx>

Time for completion – 10 September 2016

ARTICLE 8 - GENERAL FIRE PRECAUTIONS

There is combustible waste material (used tyres) accumulating on your premises.

There are a number of pallets accumulating around your premises.

Pallets should be stored outside and stacked away from any buildings. Keep plastic pallets separate from wooden ones and arrangements for their removal should be made with your supplier as soon as possible.

The pallets and any other combustible materials should be positioned at least 10m away from any building to prevent fire spread.

The main electrical generator and residential caravan situated to rear of building needs to be positioned away from the large quantities of plastic bales, at least 10m away, minimum.

Time for completion – 10 September 2016

ARTICLE 11 - FIRE SAFETY ARRANGEMENTS

To assist in the effective management of Fire Safety your attention is drawn to the Fire Safety Guide Factories and warehouses ISBN-13: 978 1 85112 816 7, which is available from the stationary office or via the Department for Communities and Local Government website (www.communities.gov.uk).

Time for completion – 10 September 2016

ARTICLE 12 - ELIMINATION OR REDUCTION OF RISKS FROM DANGEROUS SUBSTANCES

All gas cylinders, in particular the acetylene cylinders on your site should be stored in a secure gas cylinder compound.

If you are unable to place any abandoned, unwanted or spent gas cylinders in a secure Gas cylinder compound, arrangements must be made for their collection. They may then be temporarily stored safely, upright and away from buildings, plant, combustible materials and boundary fences until collected.

Time for completion – 10 September 2016

ARTICLE 14 - EMERGENCY ROUTES AND EXITS

All fire doors on warehouse production building are only to be fitted with fastenings that can be opened easily and immediately from the inside during an emergency without the use of a key. Furthermore, they are to comply with BS EN 179 (for emergency exit devices) or BS EN 1125 (for panic hardware).

Time for completion – 10 September 2016

Notices provided to indicate exits are to be displayed either immediately above the opening or, if this is not possible, in a position where the sign can be clearly seen and is least likely to be obstructed.

Time for completion – 10 September 2016

ARTICLE 17 - MAINTENANCE

The fire alarm system is to be routinely tested in accordance with Section 6 of British Standard 5839: Part 1, or the equivalent European Standard, i.e. at daily, weekly, monthly, three monthly, six monthly, annual and five yearly intervals.

All automatic detectors are to be serviced, tested for operation and maintained in accordance with British Standard 5839, or the equivalent European Standard.

Arrangements for the regular maintenance and inspection of the emergency lighting system, in accordance with British Standard 5266, Part 1 or the equivalent European Standard, are to be made.

All inspections and tests of the emergency lighting system are to be undertaken at time of minimum risk. Inspections and tests are to be carried out at the following intervals, as recommended in British Standard 5266, Part 1, or the equivalent European Standard.

- a) Daily
- b) Monthly
- c) **6-monthly**
- d) 3-yearly
- e) Subsequent Annual Test

The existing fire fighting equipment is to be examined, tested by a competent person and repaired or replaced, as necessary.

Records must be kept of events, tests or maintenance of the following equipment / installations. Records must be made available to an inspector during an audit:

- Fire alarm system (and fire detection equipment where provided)
- All fire fighting equipment
- Emergency lighting (where provided)
- The Electrical installation
- All Portable electronic equipment
- It is recommended the records are kept in a log book

Time for completion – 10 September 2016

ARTICLE 21 - TRAINING

Staff training is to cover the following subjects:-

Emergency procedures

the action to be taken upon discovering a fire;
the action to be taken on hearing the fire alarm;
raising the alarm and the location of alarm call points;
the correct method of calling the Fire and Rescue Service;
knowledge of the escape routes;
evacuation of the building
how to move persons who require assistance in an emergency;

Safe practice

appreciation of the importance of fire doors and the need to close all doors at the time of a fire;
stopping machines and processes and isolating power supplies, where appropriate;

Fire fighting equipment

the location and use of fire fighting equipment;

Safe handling of dangerous substances - link to interpretation of dangerous substances

the safe methods for handling dangerous substances

Time for completion – 10 September 2016