



## PGCC Fire Risk Assessment Action Plan Feb 26- Jan 27

1. High	Breaches of legal requirements, which could cause injury and require immediate short term action. Also, includes matters that can be resolved at minimal cost
2. Medium	Breaches in legislation that may require medium/long term action to resolve.
3. Low	Items of non-urgent priority or for future consideration.

Refer to:

[Fire Risk Assessment Feb 2026 - January 2027.pdf](#)

Hazard/Deficiency	Recommended Action	Priority	Notes	Completion
Emergency Lighting (Kitchen)	Install emergency lighting unit above kitchen exit door. No emergency light in this location, compromising safe exit.	High	11.2.26 Contacted TNA Mechanical and DL Electrical for quotes.	
Fire Door (IT Room)	Repair middle hinge on IT room door, may affect door's integrity.	Medium	11.2.26 Reported to caretaker who is going to fix it.	
Fire Drills	Conduct and record fire drill planned for 14 <sup>th</sup> January. Ensure time, date, evacuation time and any issues are recorded.	Medium	Fire drill completed and recorded. Hard copy in fire risk assessment folder.	Completed 14.1.26
Testing emergency lights	Continue monthly in house checks, record in logbook to ensure system remains functional.	Low (ongoing)	First checks completed by RG and HH, board labelled and checklist logged. To be completed each month.	Completed 15.1.26 (ongoing)