



# FIRE RISK ASSESSMENT

Bree Prenton

34-36

High Street

Seaford

East Sussex

BN25 1PL

Document Reference:

11569

Version 4.1



Photograph of property assessed.

Assessor: Mark Jackson MRICS DipFd

Date: 22 May 2024

# Fire Risk Assessment

Business Name:	Bree Prenton	
Building Number/Name:	34-36	
Address Line 1:	High Street	
Address Line 2:	Seaford	
County:	East Sussex	Postcode: BN25 1PL



Photograph of property assessed



Photograph of property assessed

Purpose of visit:	New Assessment
Responsible person(s):	Bree Prenton
Contact information:	Anton@breeprenton.co.uk
Fire Safety Co-ordinator:	Anton
Site contact (if different):	
This fire risk assessment is for:	LIFE SAFETY

Comments: The property is a commercial premises, with a shop at ground floor level and offices above that are due to be converted into residential self contained flats. It is situated on the main high-street close to Seaford Station.

Date of assessment: 22 May 2024

Assessor: Mark Jackson MRICS DipFd

This Fire Risk Assessment should be reviewed within

This fire risk assessment report is a legal document and should be kept in a secure place

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# 1.Introduction

This Fire Risk Assessment has been carried out as instructed by the “Responsible Person” or their agent (as defined by Article 3 of the Regulatory Reform (Fire Safety) Order 2005), in order to comply with Article 9 of that order by having a suitable and sufficient Fire Risk Assessment carried out. You must record the “significant findings of that assessment if:-

A - You employ five or more employees

B - A License under other legislation is in force

C - An alterations notice is in force requiring a record to be kept

This document should be kept in a safe place as it forms part of the legal procedure for ensuring that you have complied with the Order and taken all necessary steps to safeguard the lives of all “relevant persons” as defined in the order as those persons affected by fire inside or near to a premises.

The purpose of the document is to provide an assessment of the risk to life from fire in these premises and where appropriate make recommendation to ensure compliance with fire safety legislation.

This report **does not** primarily deal with the risk to the property or business continuity from fire unless specifically requested by the owner/ occupier.

This Fire Risk assessment has been completed by one of our fully qualified and competent Fire Safety Consultants and it should be reviewed in accordance with the recommended time frames stated within the document by another fully competent person as defined in the Regulatory Reform (Fire safety) Order 2005.

\*Note

Article 4 sets out the main general fire precautions requirements with respect to fire-fighting and fire detection, emergency routes and exits, and their maintenance, including measures to mitigate the effects of fire.

Article 11-Under this article, the responsible person must make and implement arrangements for planning, organising, controlling, monitoring and review of the preventative and protective measures required by the Order. This gives rise, in the first instance, to the requirement for an emergency plan. The purpose is to require effective management control of the fire safety arrangements in the premises.



## 2.Premises Details

### The Building

Building Use:	Offices & shops		
Number of floors:	3	Number of stairs:	N/A
Number of floors below ground?	1	Are lifts in use?	N/A
Number of Exits:	2	Fireman's Shaft?	Not applicable
Approximate age:	1980's	Approx Building Height (m):	<11m
Approx size (m2):	200	Dry/Wet Risers?	No
Does the building have lightning protection ?			
Comments:	<p>The approximate size is the footprint of the building only.</p> <p>This assessment only covers those elements that the client is responsible for, the building structure and communal areas. It does not cover any elements of the business, and there policy's and procedures. It will however advise on any issue that have the potential to compromise the building and or other tenants/ residents.</p>		

### The Occupants

Do people sleep within the premises?	No		
Are there ever any lone workers?	N/A		
Are there any remote areas?	Yes (see section 5)		
Maximum number of staff within the premises at any one time:	3		
Maximum number of sleeping persons at any one time:	0		
Guests/Public/visitors:	10	Total Occupancy:	13
Is the property licensed?			
Comments:	<p>The tenant did advise that there are occasionally childrens parties held in the lower ground floor areas, which would further increase the numbers of visitors by between 10-15, this includes for parents. The client has been advised via email that any parties held in this area should be strictly prohibited and the areas should be used for storage only.</p>		

## 3.Sources of Ignition

### Fixed Electrical Installations

Date of last Electrical Installation Condition Report (EICR):	13/04/18
Suggested date of next inspection:	13/04/21
Did the fixed electrical installation appear to generally be in good order?	Yes, subject to EICR.

### Portable Electrical Appliances

Date of last PAT test:	No PAT data seen
Date of next recommended PAT test:	

## SECTION 3 (continued)



EICR record

Other relevant photo (if applicable)

**Fixed Installations:** The data sticker on the consumer unit would seem to indicate the EICR is well over due. All fixed electrical installations should be made subject to an Electrical Installation Condition Report (EICR) in accordance with the recommendations of BS7671. All required essential remedial works should be completed as soon as possible in order of given priority. All work to be completed by a competent person.

**Other Comments:** The mains electrical equipment needs to be enclosed within a 30-minute fire resisting cupboard in order to protect the common way means of escape. All access doors must be ensured to be 30-minute fire resisting and should be rebated onto a door stop. All doors must be KEPT LOCKED SHUT and have suitable notices displayed to this effect along with electrical hazard signage. All gaps and holes made for the passing of cables must be fully fire stopped using a suitable intumescent product. All work to be completed by a competent person.



PAT testing Label / Certificate

Evidence of observed hazard

Appropriate use of extension leads / multigang sockets etc?

Is a suitable policy in place with regards to personal electrical items?

**Portable Appliance Comments:** There was no PAT data seen on any electrical equipment. All portable electrical appliances should be placed on a register and be made subject to portable appliance testing (PAT). Any defective equipment must be repaired or removed from site. The schedule of re-testing should be advised by the inspecting engineer. All work to be completed by a competent person.

## Cooking

Does cooking take place within the premises?

No

Is there any air extraction/exhaust system installed?

N/a

Frequency of duct and filter cleaning?

N/a

Does the location of any cooking areas affect escape routes?

N/a

Are deep fat fryers in use?

N/a

Is there suitable provision of fire extinguishers in cooking areas? N/a

Have sufficient measures been taken to prevent cooking fires? N/a

**Cooking Comments:** No additional comments.

### 3. Sources of Ignition (continued)

Smoking		Arson	
Was there any evidence of smoking within the premises?	<input type="text" value="No"/>	Is there any history of arson or arson attempts?	<input type="text" value="No"/>
Is there a dedicated smoking area ?	<input type="text" value="No"/>	Are security measures reasonable to prevent arson?	<input type="text" value="Yes"/>
Are suitable receptacles provided for smokers materials?	<input type="text" value="N/A"/>	Are materials available which may assist an arsonist?	<input type="text" value="Yes (see comments)"/>
Comments: There is a no smoking policy in place, however there is no signage to advise of this. We would recommend installing a simple NO SMOKING sign within the front entrance hall. This is a legal requirement under the Smoke Free Regulations 2007.		Comments: The nature of the business means there is a lot of combustible materials stored within the premises, there are helium filled balloons and cannisters stored at the premises. Helium is an inert gas, however it can react with fire, accelerating spread. The tenant must ensure safe handling and storage as per the appropriate guidance.  The tenants own fire risk assessment should make note of this issue and advise accordingly.	

### 4. Legal & General Responsibilities

Are there are any outstanding items from previous assessments?	<input type="text" value="Unknown"/>	Is there adequate access for Fire Service appliances and equipment?	<input type="text" value="Yes"/>
Are there any arrangements for local liaison with any authorities?	<input type="text" value="Unknown"/>	Are control measures suitable to limit external fire spread?	<input type="text" value="Yes"/>
Have Fire Service Operational staff visited and obtained information for incident planning?	<input type="text" value="No"/>	Are the key personnel arrangements satisfactory?	<input type="text" value="No"/>
Is fire service access to fixed fire systems adequate?	<input type="text" value="N/a"/>	Are adequate records kept of the fire safety arrangements?	<input type="text" value="No"/>
Comments: This assessment does not cover any elements of the actual business practices, for example the fire safety policies, procedures and training of staff. This is an assessment of the building only, any elements of the business that may compromise the building and the communal areas will be highlighted.  There was no recorded fire safety training or policies and procedures in place with concerns to fire safety. We would recommend that the client request copies of all relevant fire safety and related documents, for example an FRA, servicing records for fire safety equipment and any relevant electrical and gas safety testing/ servicing data.			





## 5. Identify People at Risk

Are there likely to be any person who may be under the influence of drugs or alcohol?

No

Employees:

3

Full time:

Are there any persons located in 'remote areas'?

N/A

Part time:

Sleeping Persons: 0

Number of other relevant persons who may be present within the premises:

10

If multiple occupancy, approximately how many people are there in other areas?

Anticipated maximum number of people on site:

13

Are there any vulnerable persons (young elderly or disabled \*) present?

At the time of assessment, there were no such persons employed or deemed likely to be present within the premises.

\*See the CLG guidance on the Means of Escape for Disabled Persons and part M Building Regs - "The evacuation of disabled persons can no longer rely upon the intervention of the Fire Service during a fire. Reasonable means of escape for both disabled persons and others has to be provided before the arrival of the Fire Service"

Additional comments or observations:

The figures above are based on staff, customers within the shop and clients hiring equipment and the services of the business.

## 6. Fire Loading, Housekeeping & Process Hazards.

What are the sources of air (oxygen) available at any one time, which could fuel a fire?

Natural ventilations (windows) etc.

Was housekeeping found to be to a suitable standard?

No (see details)

Are there any process hazards or activities that pose a threat to the premises?

No

Are the management systems for refuse disposal sufficiently adequate to ensure that no unnecessary buildup of refuse?

Yes

Is there an abundance of readily flammable materials present?

Yes (see details)

Are contractors working on site subject to a contractual safe system of work (method statement, hot works permits, and risk assessment)

N/A

Are any heating systems, installations and rooms in good order and under a service/maintenance contract?

Does the property have any history of fires ?

No

Comments or observed hazards:

There is a large amount of combustible material present within the premises, this includes for paper, cloth/materials, timber, helium filled balloons and plastics. We would recommend that more fire extinguishers are placed in key points around the premises and that staff are trained in the use.  
The tenants own fire risk assessment should make note of this issue and advise accordingly.

Comments:

Storage of combustible material could be improved, there were items seen to be stored in a very haphazard manner.

The tenants own fire risk assessment should make note of this issue and advise accordingly.

### Sources of Fuel



Gas (mains or LPG)



Paper, Wood & Textiles



Paints & Decorators Materials



Oxidizing Agents



Petrol (comment on if YES)



Plastics and Synthetics



Flammable Liquids



Furniture & Fixings

### Specific fuel sources identified

There was seen to be combustible material stored against to the electrical substation to rear of the shop. These items would be used to start a fire and should be removed as soon as possible.

## 7. Fire Compartmentation

Is the fire compartmentation adequate to protect the means of escape?	No (see 7.2))	Is structural fire compartmentation adequate to high risk areas?	N/A
Is the structural fire compartmentation between walls and floors adequate?	No (see comments)	Are fire/smoke dampers fitted where required?	N/A
Are fire/smoke dampers regularly inspected and tested?	N/A	Are there any hidden voids where fire or smoke could spread?	Unknown
Are access doors to hidden areas suitably fire resisting and secured?	No (see comments)	Are there any windows or opening within 1.8m horizontally, or 9m vertically below an escape route?	No
Are there any unprotected glazed elements adjacent to the escape routes?	No	Are fire doors suitable and fit for purpose?	See Section 7.1
Is electrical switch/fuse equipment adequately protected?	No (see comments)	Is fire detection provided in any voids in excess of 800mm?	N/A

### Comments:

The partitions walls are a mixture of masonry brick/block work, timber stub with lath or plasterboard with a plaster finish there are areas that have also been dry lined and timber clad. All partition walls were generally seen to be in a sound condition with any minor issues noted in section 7.2.

We would recommend that the client request an FRA from the business owners as soon as possible as there were seen to be issue that could compromise the buildings fire safety, see sections 7.1 and 7.2. It is however unclear as to the responsibilities of stakeholders as the lease/tenancy conditions are unknown.

The mains electrical cupboard located in the lower ground floor area was seen to be inadequate and furthermore there was combustible material draped across the equipment to hide it. This is also noted in section 2 and 3 and requires urgent action. The mains electrical equipment needs to be enclosed within a 30-minute fire resisting cupboard in order to protect the common way means of escape. All access doors must be ensured to be 30-minute fire resisting and should be rebated onto a door stop. All doors must be KEPT LOCKED SHUT and have suitable notices displayed to this effect along with electrical hazard signage. All gaps and holes made for the passing of cables must be fully fire stopped using a suitable intumescent product. All work to be completed by a competent person.

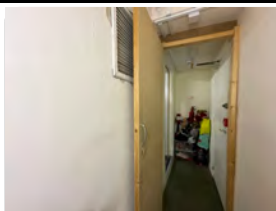
There are several breaches in the compartmentation see section 7.2, these breaches compromise any areas above should a fire break out at the premises. The breaches require remedial works to ensure the compartmentation is sound. We would recommend that a competent fire stopping contractor attend to inspect the areas and any recommended works are actioned as soon as possible.

There were several doors within the premises that were seen to be below the required standards for a fire door see section 7.1. This fire risk assessment should not be considered as an exhaustive fire door survey, it was therefore not possible to establish if all the fire doors were of a suitable standard. A full fire door survey should therefore be arranged, and all remedial works completed as soon as possible.

## 7. Fire Compartmentation (continued)

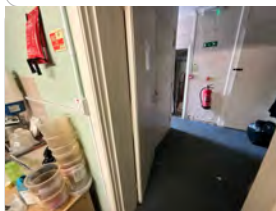
### 7.1 Doors

1. Lower ground floor door is not a fire door.



Picture ref 7.2.1

2. Door wedged open



Door Picture ref 7.2.2

3. Sliding door from the rear of house to the shop.



Picture ref 7.2.3

4

Picture ref 7.2.4

5

Picture ref 7.2.5

### 7.2 Fire Stopping

1. Breaches in compartmentation lower ground floor .



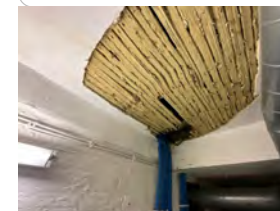
Picture ref 8.3.1

2. Further breaches in lower ground floor compartment.



Picture ref 7.3.2

3. Further breaches in lower ground floor compartment.



Picture ref 7.3.3

4

Picture ref 7.3.4

5

Picture ref 7.3.5

## 8.Means of Escape for Evacuation

Is the design of escape routes satisfactory including the provision of alternative means of escape?	Yes	At the time of assessment, were there any obstructions within the escape routes?	Yes (see comments)
Are exit widths and travel distances satisfactory?	Yes	Are fire exit doors adequate and available for immediate use?	No (see comments)
The type of evacuation policy for the property is:	Immediate	The average evacuation time for the property is:	N/A
Are there reasonable means for evacuation of disabled occupants or visitors to the premises under new CLG guidance? i.e. without the intervention of the Fire Service	See section 5	Is there a system in place for dealing with bomb threats?	N/A

Comments: The amount of combustible storage has already been mentioned along with the condition of the fire doors and poor compartmentation. The client should request a copy of the tenants fire risk assessment and confirmation that any recommendation are being dealt with in order of priority.

## 9. Signs, Signals & Lighting

Is the fire safety signage adequate and compliant with BS ISO 7010 & BS5499 standards ?	No (see comments)	Comments: The nature of the premises is such that manoeuvring around can be confusing, there are lower ground floor areas that do not have any form of emergency lighting, there are dead ends and single means of escape. All these issues should be noted in the tenants FRA and all issues raised should be dealt with in order of priority.
From what could be ascertained, was there sufficient provision of emergency lighting in accordance with the recommendations of BS5266?	No (see comments)	
Are the natural lighting and normal artificial lighting arrangements satisfactory?	Yes	

## 10.Fire Detection and Warning Arrangements

From what could be observed at the time of assessment, were the fire detection and means of raising the alarm sufficient?	Yes	The fire detection and alarm system was considered to be designed to a:	Category L2+M
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## 10.Fire Detection and Warning Arrangements (continued)

Does the premises have a history of false alarms ( \*state number and reason): There is no history of false alarms.

Is there any time delay signal on the fire alarm evacuation? No

Is the system on remote monitoring (i.e. red care etc) No

Comments: No additional comments.

## 11.Fire Suppression, Smoke Extraction, Passive Equipment etc

Is there sufficient provision of portable fire fighting equipment in accordance with the recommendations of BS5306 part 8:2012?

No (see comments)

Was all supplied equipment easily found and fit for immediate use?

Yes

Are there any fixed automatic suppression systems?

No

Are there any automatic smoke vents or mechanical smoke extraction systems fitted?

No

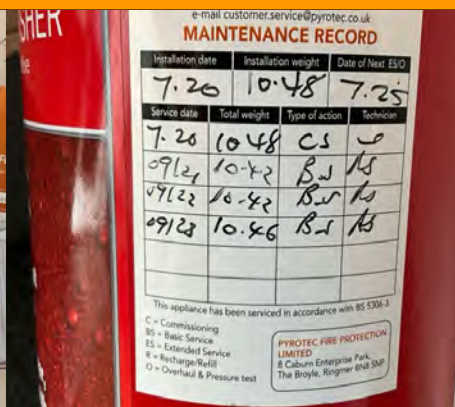
Comments: Given the amount of combustible material stored within the premises we would recommend further fire extinguishers are placed at key points and that staff are trained in their use.

The tenants own fire risk assessment should make note of this issue and advise accordingly.

## 12. Maintenance, Information & Records



Fire alarm control panel



Fire extinguisher label



Fire log book

Other

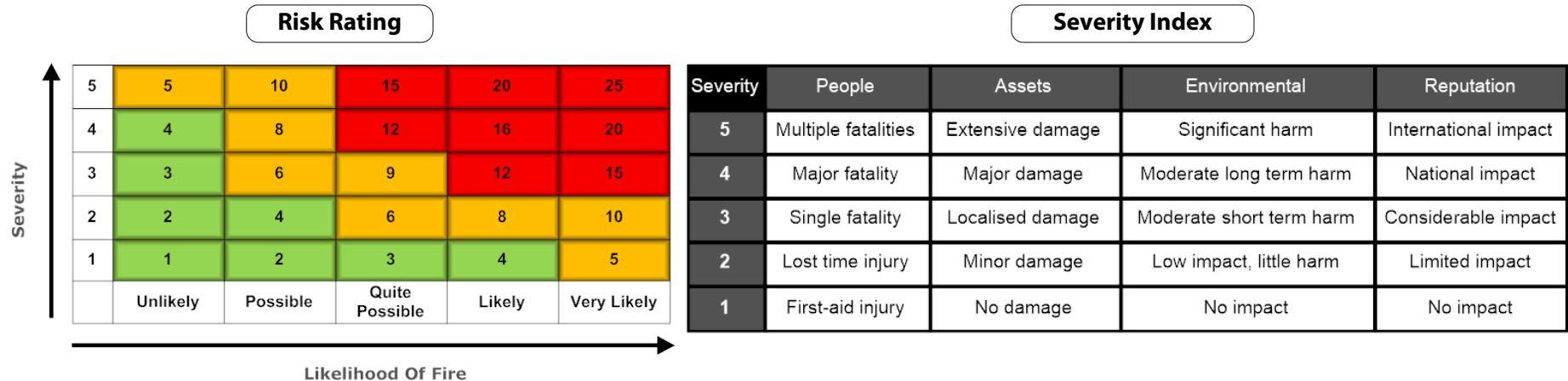
## 12. Maintenance, Information & Records (continued)

Date of last Fire Alarm service:	28/03/24	Date of last Sprinkler/Suppression system service:	N/A	<b>Notes:</b> No additional comments  The Coop funeral premises does not seem to be connected to the flats and party shop fire alarm and detection system.
Date of last Fire Extinguisher serviced:	09\2023	Date of last Fire Drill:	N/A	
Date of last Emergency Lighting service:	28/03/24	Date of last Fire Training session:	N/A	
Date of last Dry Riser service:	N/A	Are monthly Emergency Lighting tests being carried out?	No	
Date of last Smoke Vent service:	N/A	Is the Fire Alarm being weekly tested?	Yes	
Are fire doors being made subject to inspection?		Date of last fire door inspection ?	N/A	

## 13. Information Recording, Record Keeping etc

Are the fire safety arrangements suitably recorded and kept in safe place?	No (see comments)	<b>Comments:</b> There was a lack of knowledge and awareness of fire safety requirements and the business owner's responsibilities with concerns to fire safety at the premises, this requires to be addressed as a matter of urgency. The tenants own fire risk assessment should make note of this issue and advise accordingly.
Are the means for calling the fire brigade adequate and practical?	Yes	
Are the locations of the assembly points known and easily recognisable?	Yes	
Are staff trained in all fire safety and fire warden activities both during a fire and during normal business operations?	No (see comments)	
Is the amount of general information available adequate for all persons including contractors and all visitors to the premises ?	Yes	
Are records being kept of fire warden checks of fire doors and fire exits, escape routes, hazard spotting, fire watch walks etc?	No (see comments)	
Are records being kept of all fire alarms drills and actual incidents of fire including debrief notes	No (see comments)	
Any records kept of other important aspects – lightning protection, fusible links in boiler house etc.	N/A	

## 14.Risk Rating



Perceived likelihood of fire:

3

Perceived Severity (consequence):

4

Risk Rating:

12

Risk Score:

HIGH

### Risk Assessment Matrix

The risk management process applied for this report involves the systematic identification of hazards, the assessment of resulting risk and the subsequent management of these risks through control and communication.

Thereafter a judgment is made to best evaluate a severity (numerical score 1 - 5, 5 being most severe) that best illustrates the current status for each hazard illustrated in the Fire Risk Assessment, using the following disciplines: people, assets, environmental and reputation.

On the award of a numerical score under the heading severity, this score is then multiplied against the most appropriate likelihood rating of either, unlikely, possible, quite possible, likely or very likely thereafter a total score is categorised into an overall risk rating.

Risk ratings are thereafter either: High, Medium or Low Each of these headings generates a priority weighting (1-3) and depending on the rating, this illustrates a compliance timescale (a timescale in which the works should be successfully completed/controlled). Priority ratings and time scales are shown in the Action Plan.



## 15.Action Plan

#	Action to be completed	Risk Rating	Target Completion Date	Residual Risk After Completion	Comments
1	The data sticker on the consumer unit would seem to indicate the EICR is well over due. All fixed electrical installations should be made subject to an Electrical Installation Condition Report (EICR) in accordance with the recommendations of BS7671. All required essential remedial works should be completed as soon as possible in order of given priority. All work to be completed by a competent person.	HIGH	3 Months	MEDIUM	
2	There was no PAT data seen on any electrical equipment. All portable electrical appliances should be placed on a register and be made subject to portable appliance testing (PAT). Any defective equipment must be repaired or removed from site. The schedule of re-testing should be advised by the inspecting engineer. All work to be completed by a competent person.	HIGH	3 Months	MEDIUM	
3	There is a large amount of combustible material present within the premises, this includes for paper, cloth/materials, timber, helium filled balloons and plastics. We would recommend that more fire extinguishers are placed in key points around the premises and that staff are trained in the use. The tenants own fire risk assessment should make note of this issue and advise accordingly.	HIGH	3 Months	MEDIUM	
4	There was seen to be combustible material stored against to the electrical substation to rear of the shop. These items would be used to start a fire and should be removed as soon as possible.	HIGH	3 Months	MEDIUM	
5	The mains electrical equipment needs to be enclosed within a 30-minute fire resisting cupboard in order to protect the common way means of escape. All access doors must be ensured to be 30-minute fire resisting and should be rebated onto a door stop. All doors must be KEPT LOCKED SHUT and have suitable notices displayed to this effect along with electrical hazard signage. All gaps and holes made for the passing of cables must be fully fire stopped using a suitable intumescent product. All work to be completed by a competent person.	HIGH	6 Months	MEDIUM	Until all works are completed access to this areas should be restricted and all drapery should be removed immediately.
6	There are several breaches in the compartmentation see section 7.2, these breaches compromise any areas above should a fire break out at the premises. The breaches require remedial works to ensure the compartmentation is sound. We would recommend that a competent fire stopping contractor attend to inspect the areas and any recommended works are actioned as soon as possible.	HIGH	6 Months	MEDIUM	

7	The client should insist the tenant has their own Fire Risk Assessment completed and provide the client with a copy along with the assurance that all issues raised and any subsequent recommendations will be dealt with in a timely manner and in order of priority.	HIGH	3 Months	MEDIUM		
8	There were several doors within the premises that were seen to be below the required standards for a fire door see section 7.1. This fire risk assessment should not be considered as an exhaustive fire door survey, it was therefore not possible to establish if all the fire doors were of a suitable standard. A full fire door survey should therefore be arranged, and all remedial works completed as soon as possible.	MEDIUM	6 Months	LOW		
9	The nature of the premises is such that manoeuvring around can be confusing, there are lower ground floor areas that do not have any form of emergency lighting, there are dead ends and single means of escape. All these issues should be noted in the tenants FRA and all issues raised should be dealt with in order of priority.	MEDIUM	6 Months	LOW		
10	There is a letter plate cut into the rear door this should be sealed up if it is no longer in use as it could allow ignited material to be posted through. If it is still required, then an anti-arson mailbox or mail bag should be installed to the rear door to prevent ignited materials being posted into the rear of the shop.	MEDIUM	6 Months	LOW		
11	There is a no smoking policy in place, however there is no signage to advise of this. We would recommend installing a simple NO SMOKING sign within the front entrance hall. This is a legal requirement under the Smoke Free Regulations 2007.	LOW	12 Months	LOW		

# 16. Photographs



1. Shop frontage.



2. Fire action notice.



3. Emergency lighting and smoke detector/sounder.



4. Helium filled balloons.



5. Helium canister behind cash desk.



6. Shop fire exit with Yale lock



7. Fire exit door with large metal bar and mortice lock.



8. Further combustible storage.



9. Lower ground floor area



10. Further combustibles in lower ground floor.



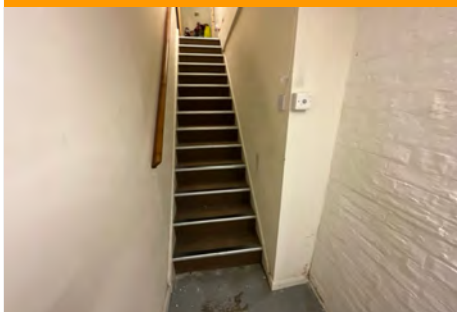
11. Example of lower ground floor smoke detector/sounder.



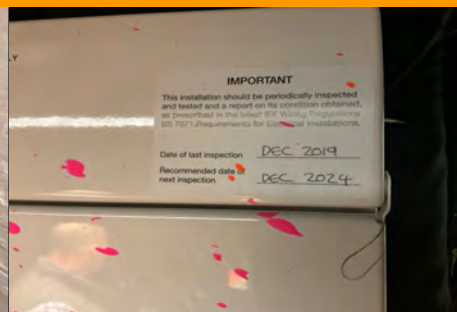
12. Lower ground floor extractor duct.



# Photographs



13. Only means of escape from lower ground floor area directly into the shop.



14. Consumer unit ground floor in rear dark room.



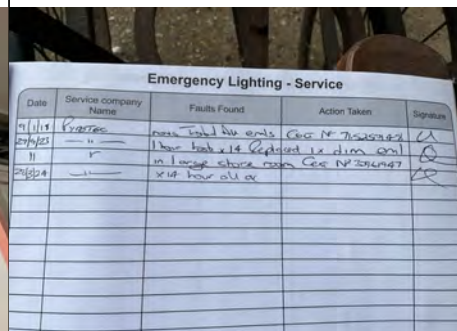
15. Display area to the rear of the shop.



16. Further consumer unit in shop.



17. Rear of shop entrance area.



18. Emergency light service 28/03/24



19. Fire alarm and detection system tested 28/03/24



20. Sub station to rear of the shop.



21. Rear door letter plate.



22.



23.



24.

## 17.Executive Summary

Overall, the premises appeared to be in reasonable order given the nature of the business there were a number of areas that require improvement, those items requiring attention as listed in the action plan of this report. The main issue would seem to be the lack of knowledge and advice, and we therefore feel it is imperative the tenant have their own Fire Risk Assessment carried out and a copy should be sent to the client.

### MAIN ISSUES TO BE ADDRESSED:

- >> All fixed electrical installations should be made subject to EICR.
- >> All portable electrical appliances should be made subject to PAT testing.
- >> All fire door issues as listed in section 7.1 need to be addressed.
- >> All fire stopping issues as listed in section 7.2 need to be addressed.
- >> Recommend that a fire door inspection survey be completed throughout the premises as there were numerous issues found at the time of assessment (see section 7).
- >> The emergency lighting needs to be tested monthly, with each test being recorded in a fire logbook which should be kept on site.
- >> General housekeeping needs to be improved in order to lower the fire loading within the premises.
- >> Six monthly fire evacuation drills to be carried out and include the activation of the fire alarm system. All drills to be recorded in a suitable logbook.
- >> Additional fire safety signage is required as outlined in section 8. We recommend that all signage be compliant with BS EN 7010 standards and be photoluminescent.

ALL OTHER ACTION POINTS MUST STILL BE ADDRESSED.

THIS REPORT SHOULD BE REVIEWED WITHIN 12 MONTHS.