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| <b>Originator:</b>  |  |
| <b>Date Created:</b>  | 22-Jan-2019  |
| <b>Business Unit:</b>   | Specialist Technical Solutions   |
| <b>Business Group:</b>  | Nuclear  |
| <b>Project/Office:</b>  | Business Development & Strategy  |
| <b>Service Line:</b>  | Nuclear Central Function   |
| <b>Site/Office Name:</b>  | Birchwood Park   |
| <b>Home or Work Related Observation?:</b>                         | Work   |
| <b>Exact Location or Project of Act/Condition/Safe Behaviour:</b> | Glass bulbs/lighting left on the floor of the fire evacuation stairwell located at the back of the Bid area, Ground Floor, Building 601, Birchwood.  |
| <b>Observation Type:</b>  | Unsafe Condition   |
| <b>Observer Name:</b>   | Theresa Stoker   |
| <b>Observer Email Address:</b>                                    | theresa.stoker@woodplc.com   |
| <b>Stakeholder:</b>   | Wood   |
| <b>Observation Date:</b>  | 15-Jan-2019  |
| <b>Observation Time:</b>  | 10:30  |
| <b>Observation Close Date:</b>                                    | 23-Jan-2019  |
| <b>Observation Category:</b>                                      | Work Environment<br>Fire & Fire prevention   |
| <b>Details of safety observation:</b>                             | Sion Edwards and I were undertaking a safety walkdown of the bidding area and noticed that the emergency exit stairwell (which could not be opened unless you break the glass/slide the tube) at the back wall of the bid area had rubbish on the floor which appeared to be glass/light fittings. |
| <b>Immediate action taken:</b>                                    | I alerted Facilities who were already aware of the situation following their own safety walkdown of the building.  |
| <b>Supporting Information:</b>                                    |  |
| <b>Feedback required?:</b>  | No   |
| <b>Comments from Reviewer</b>                                     |  |
| <b>Action to be taken:</b>  | Raiser thanked.  |
| <b>Comments from OU Admin</b>                                     |  |
| <b>Closing Comments:</b>  | Close out comment: The Facilities team have removed the rubbish and the area is now clear.   |