



# South Tyneside Council

## Fire Risk Assessment.

**This fire risk assessment has been undertaken to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.**

**Identification of premises:** Name of premises: - Laygate Community School

Address of premises: Laygate Lane  
South Shields

Post Code: - NE33 4JJ

Tele No: - 0191 4562470

**Name of Responsible Person\*:** - Miss M Lauder

**Name of Assessor:** - Mr J Koomson/Ms K Millican

**Date of Risk Assessment:** - December 2019

**Date of next scheduled Risk Assessment:** - November 2020 –

### Preliminary Questions

Number of persons	On the ground floor:	Employees	37	The Responsible Person*, before employing a child**, must provide the parent with comprehensive information on the risk of fire. Has this been done?	Yes	No
			Other ***			
	Elsewhere other than ground floor:	Employees	6			
		Other ***	69			
Number of floors			2			

Before continuing with the risk assessment, please read through this document and ensure that you understand what is required of you to ensure that the form is filled in correctly. You should refer to the Tyne and Wear Fire and Rescue Authority Fire Precautions Logbook at <http://www.twfire.co.uk/index.asp?pgid=1464> and the Home Office Guidance at <http://www.communities.gov.uk/index.asp?id=1162115>

\* The Responsible Person can be the building occupier or have control of the building and must ensure that a fire risk assessment is undertaken by a Competent Person.

\*\* Any person under sixteen years of age.

\*\*\* Pupils, Service Users, etc.

## Fire Risk Assessment.

The assessment will demonstrate an acceptable level of Fire Safety if all of the questions in the first column are answered NO, or if the existing control measures are adequate. If the existing control measures are not adequate, then further control measures should be detailed and put in place and the risk re-assessed. The process must be repeated until all the control measure stated proves adequate.

### Stage 1 Fire Hazard Identification.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Are there any highly flammable substances – i.e. gases, aerosols or liquids including paints or varnishes stored on premises?	Y	Highly flammable substances are stored cabinet with thirty minutes fire resistance located in a secure cupboard	Yes	Ensure highly flammable liquids are kept segregated from incompatible substances e.g. Acids and oxidising agents
Are combustible materials kept on premises?	Y	Combustible materials are stored in designated storage areas where practicable. Combustibles in rooms and corridors are kept to a minimum and managed by appropriate staff. An inventory is kept of combustible materials issued to the school	Yes	
Is combustible waste allowed to accumulate on premises?	Y	Combustible waste materials cleared out on a daily basis at close of work by cleaning staff	Yes	
Are foam materials including seating and upholstery either stored or used on the premises?	Y	All seating is foam base these are new chairs and conforms to the Fire and Furnishings (Fire) (Safety) Regulations	Yes	All new furniture purchased will be to fire resistant standards
Are the wall or ceiling linings within the premises combustible?	Y	All internal walls are breeze block	Yes	Ensure that Combustible wall display materials are covered or sprayed with a fire resistant material and do not cover more than 10% of the wall space with adequate breaks between displays (spray ordered)
Others				

Please record any other information you may feel relevant to your risk assessment.

## Stage II Ignition Source Identification.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Is smoking prohibited on premises?	Y	South Tyneside Council operate a no smoking policy - all Council building are classed as no smoking areas. There is a no smoking policy enforced within the school.	Y	
Is it possible for a malicious fire to occur on the premises, even when unoccupied?	Y	Caretaker checks building at close of works each day to ensure building is empty. Measures are in place to minimise unauthorised access. Security is by fencing and monitored by STMBC security	Y	
Are there any cutting, welding or other heat / flame producing processes (including cooking) carried out?	Y	Areas identified within sections of the school have additional measures put in place the isolation of gas and electrical supplies when items not in use information instruction and training has been to identified members of staff	Y	
Are portable gas, oil or electric heaters prohibited on the premises?	Y		Y	
Are there any combustible materials stored near to a source of heat or sparks e.g. less than 500mm from lights or less than 1 metre from electrical switch gear?	Y	Combustible materials are stored at least one metre from electrical switchgear and 500 mm from lights.	Y	
Does the electrical wiring pose a hazard? Has the electrical wiring installation been tested and inspected within the last five years (or 3 years if industrial premises, or within the time period specified by the Inspecting Engineer)?	Y	Cables require putting into conduit where practicable Electrical continuity tests certificates as per BS7671 PAT testing regime in place for all portable appliances	Y	
Other				

Please record any other information you may feel relevant to your risk assessment.

### Stage III Risk to Persons on the Premises

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Are suitable controls in place within high fire risk areas	Y	School environment risk assessment has been undertaken and fire evacuation procedures in place	Y	
Are there any employees or other persons likely to be present that could not react to a fire alarm?	Y	All current staff and pupils would be able to react to a fire alarm. General public and sub contractors (maintenance) access always monitored within the building	Y	
Is it likely that there may be persons other than employees within the building? e.g. public, contractors	Y	Access to the general public into the main school is restricted this can only be achieved by prior authorisation. A signing in and out procedure has been adopted for the building when required parents may pick up children sick or infirm but may only enter building as authorised.	Y	
Can the building be fully evacuated in less than 3 minutes?	Y	Audible fire alarm sounds Staff, children, members of the public and visitors within the building can be evacuated to safe place. Fire drills undertaken and records kept on evacuation times and numbers of people evacuated.	Y	A check of all fire doors has been implemented
Other				

Please record any other information you may feel relevant to your risk assessment.

## Stage IV Fire Safety Standards.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Is there more than one exit route from any area in the premises?	Y	There are a number of fire evacuation exit routes from the building to a place of safety these identified within the fire evacuation procedures	Y	Fire evacuation procedures are displayed within each class room and or office area and updated when necessary
Are all routes able to allow a person in a wheelchair to evacuate?	N	Rooms have been identified that can and will be used to accommodate persons with a disability	Y	DDA requirements are considered in programmed improvements
Are escape routes kept clear of obstructions?	N	All identified fire evacuation routes out of the building are always kept free of obstruction	Y	
If there are more than 50 persons in the premises do the doors open in the direction of egress?	Y	All fire evacuation exit doors open in the direction of travel	Y	
Are all fire exit doors operable without use of a key when the building is occupied?	Y	All fire exit doors are fitted with push bars or handles	Y	
Are the escape routes adequately signed?	Y	All fire escape routes are adequately signed with signs that comply with the Health and Safety (Signs and Signals) Regulations 1996	Y	
Do the escape routes have sufficient lighting levels?	Y		Y	
If the lighting failed would evacuation in an emergency be easily achievable?	Y	Adequate lighting available from daylight, borrowed light from street lighting or torches in windowless accommodation	Y	
Are corridors/stairways fire protected where necessary	Y	No stairway. Corridors are zero fire rated	Y	
Are there identified fire assembly points in a safe location	Y	Fire assembly points are located within the school play yard	Y	
Other				

Please record any other information you may feel relevant to your risk assessment.

## Stage V Fire Safety Measures.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Is automatic fire detection installed?	Y	Automatic fire detection is installed throughout building	Y	
Would all building occupiers be aware of a detected fire? (Including those who may be disabled)	Y	The automatic fire detection system activates audible alarms	Y	In the event of a member of staff or pupil with hearing or vision impairment a Personal Emergency Evacuation Plan will be implemented
Is the fire alarm linked to a monitoring centre (Red Care) in the event of a fire being detected?	Y	Automatic link to monitoring centre, also fire brigade contacted via telephone	Y	
Is the existing fire fighting equipment adequate maintained and serviced regularly?	Y	The premises has adequate fire fighting equipment to cover all areas and a maintenance regime has been set up	Y	
Have all staff received information and instruction in the fire action plan?	Y	Staff have received training, repeated at the start of each term, new and temporary staff are made aware of procedures at induction	Y	
Are your fire safety procedures adequate for your premises?	Y	Fire safety procedures have been put in place for the premises	Y	
Are persons with a disability at no more at risk than able bodied?	Y		Y	
Are fire evacuation drills undertaken at regular intervals?	Y	Fire evacuation drills are undertaken at least once per term and records kept	Y	Kept up to date by Site Manager
Other				

Please record any other information you may feel relevant to your risk assessment.

Having now completed your risk assessment make sure that all staff are aware of it and ensure that it is available for reading by them at any reasonable time and that it is also kept readily available for inspection by any fire safety officer who is inspecting your premises or any other authorised persons who may be involved in such matters.

Please remember that your risk assessment is DYNAMIC, that is to say, on going. It must be reviewed whenever there are any alterations, modifications or changes to the premises or any changes in the practises or processes carried out within the building. You should also ensure that if any persons as well as employees are allowed on to the premises, due regard is given to the safety provisions that may encompass them.

**Please Note: you must retain this assessment and subsequent reviews at your location for inspection purposes.**

**Copies should also be sent to the Council's Corporate Health and Safety Team and Asset Management section of Resources and Regeneration.**

**Should you have any queries regarding the Fire Risk Assessment process please contact the Council's Corporate Health and Safety Team.**

**Should you have any queries regarding structural issues please contact the person responsible for the premises (Asset Management).**

**Should you have any queries regarding fire protected routes and other fire protection issues please contact the Building Control Section or Neighbourhood Services.**