

3.5 Fire safety risk assessment template

Risk area: The Leigh Building

c/o St Joseph's Catholic Primary School, Front
Street, Nympsfield, Stonehouse, Glos GL10 3TY

Carried out by:

Date:

Note: Built 2008-09, of brick construction, one level only. Purposefully designed for the Early Years Foundation Stage. Occupied by St Joseph's Pre-school since July 2009. The Total Room Area (TRA) of the Leigh Building is 111.80m², within this, the main room in the Leigh Building is 64.94m²¹ - these figures exclude fixtures and fittings. The total available floor area for use by the Pre-school to use is 6.8m x 7m = 47.6m². Primary usage is for early years care, with the Pre-school operating 31.25 hours per week (9am to 3pm core hours; 8.45-9am early morning sessions), Term Time only. Secondary usage is for St Joseph's Nympsfield Out of School Club who use the same indoor space for the breakfast club (7.45-8.40am) and the afterschool club (3.20-6pm), primarily Term Time only.

Occupancy Profile: Maximum number of persons re the Pre-school allocated area is limited to what is registered with Ofsted², ie. 24 children in any one session. Currently there are no children attending or adults working at the setting with mobility issues or who have vulnerability issues.

Occupants especially at risk from fire: Pre-school children all under the age of 5 (covered by this document). Some SEND children may also have a Personal Emergency Action Plan if this is deemed necessary.

PRIMARY CONTROL MEASURES

Fire hazards: <i>Eg. Ignition, fuel, oxygen</i>	Who is at risk? <i>People on premises and those most vulnerable</i>	Level of risk: <i>Of fire occurring and the risk to people</i>	Control measure and person(s) responsible: <i>Remove and reduce hazards that may cause fire. Remove and reduce risks to people.</i>	Review: <i>Record, plan, inform, instruct, train and review</i>
Electric sockets	Children and adults	Medium	Electricity checked by owners of building. Staff to ask for copy. Sockets to be securely covered when not in use.	Yearly
Trailing leads and adaptors	Children and adults	High	Suitable limitation and management undertaken to ensure avoidance of trip hazards. All leads are at table top level or hidden behind cupboards.	Daily
Small electrical items	Children and adults	Medium	P.A.T. tests by owners of building. Staff to check items for current stickers. Electrical equipment has adequate ventilation.	Yearly – in conjunction with OOSC and School

¹ See "3.5 Fire Safety risk assessment template - Appendix 1 : Leigh Building Floor Plan" (pdf)

² Ofsted URN: EY299203

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Smoke alarms	Children and adults	High	Smoke alarms to be tested regularly by owners of the building. Staff to check at each fire practice or monthly, whichever is sooner. Staff to make sure that children are familiar with the sound of the alarm.	Monthly
Smoking and vaping	Adults	Low	Smoking and vaping are prohibited in the building and on St Joseph's Catholic Primary School's grounds. Following policies in place 1.20 No Smoking policy (staff); 4.8.1 Parent, carer, visitor & professionals Code of Conduct	Monthly
Fire exits	Children and adults	High	Fire exits to be clearly marked and left unblocked. Staff to check daily.	Daily
Fire drill and evacuation procedure	Children and adults	High	Fire drill every six weeks, evacuation procedure carried out, meeting at main assembly point at the rear of St Joseph's Catholic Primary School's building in the playground. Register to be taken and list of children's telephone numbers to be available in the register. Red fire drill book to be updated	Six weekly Six weekly
Arson/deliberate ignition	Children and adults	Low	Basic security against arson by outsiders or other persons appears minimal. Following policies in place: • 3.4 Fire Safety and Emergency Evacuation; • 1.12.4 Critical Incident	Monthly
Fixed heating installations, eg. boiler	Children and adults	Low	Gas boiler used to heat premises – located in a locked cupboard. Regularly serviced – organised by Landlord. Combustible items are not stored in cupboard in an effort to minimise the hazard of ignition.	Yearly

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Cooking	Children and adults	Low	Measures are taken to prevent fires as a result of cooking. Suitable extinguishing appliances are available, ie. a fire blanket and a carbon dioxide fire extinguisher. In the event of a fire 3.4 Fire Safety and Emergency Evacuation policy will be followed.	Termly
Lighting – bulb blows	Children and adults	Low	If a bulb blows then on some occasions this trips a switch in the fuse box, otherwise the bulb just goes out. The fuse box is inspected every four years – next inspection is April 2027	School Business Manager informed when bulb(s) needs replacing. Every 4 years
Dangerous substances (eg. cleaning products)	Children and adults	Low	Kept in a locked cupboard – not accessed by children. Items are kept away from potential sources of ignition, including chemical reactivity and compatibility.	Daily
Combustible materials and disposal of waste	Children and adults	Low	Combustible materials are separated from ignition sources. Escape routes are kept clear of combustibles and waste. Hazardous materials (eg nappies) are disposed of outside the building in the Yellow bin – this is emptied monthly by the contractor (Citron Hygene). Waste is separated, ie. dry recyclables, food waste and black bin (residual) waste ³ .	Daily Emptied monthly. Contract expires March 2026.

Evacuation Strategy: Single Stage Evacuation: • it is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.

³ In compliance with the Department of Environment, Food & Rural Affairs guidance “Simpler recycling: workplace recycling in England – from 31 March 2025”

SECONDARY CONTROL MEASURES

MEANS OF ESCAPE: It is considered that the premises are provide with reasonable means of escape in case of fire. <ul style="list-style-type: none"> • Adequate design of escape routes? • Reasonable distance to travel where: <ul style="list-style-type: none"> ○ there is escape in a single direction; ○ there are alternative means of escape. • Suitable protection of escape routes (fire resistant construction)? • Adequate provision of exits? • Exits immediately and easily openable where necessary? • Escape routes unobstructed? • It is considered that the premises are provided with reasonable arrangements for means of escape for a disabled person? 	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT It is considered that there is: <ul style="list-style-type: none"> • Compartmentation of a reasonable standards (fire resisting). • Reasonable limitations of linings that may promote fire spread (walls and ceilings). 	Yes/No Yes/No
EMERGENCY ESCAPE LIGHTING It is considered that there is a reasonable standard or normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?	Yes/No
FIRE SAFETY SIGNS AND NOTICES It is considered that there is a reasonable standard of fire safety signs and notices? This is to include fire exit, fire resisting door and hazard signage.	Yes/No
MEANS OF GIVING WARNING IN CASE OF FIRE Reasonable manually operated fire warning system provided? <ul style="list-style-type: none"> • If “Yes”, give details (eg. break glass call points, fire bell, air horn, klaxon etc) 	Yes/No
MANUAL FIRE EXTINGUISHER APPLIANCES Reasonable provision of portable fire extinguishers? <ul style="list-style-type: none"> • Are all fire extinguishers readily accessible and unobstructed? (ie. mounted on walls or on appropriate bases) • Is suitable wall signage provided relevant to the extinguisher? • Are hose reels provided? 	Yes/No Yes/No Yes/No Yes/No

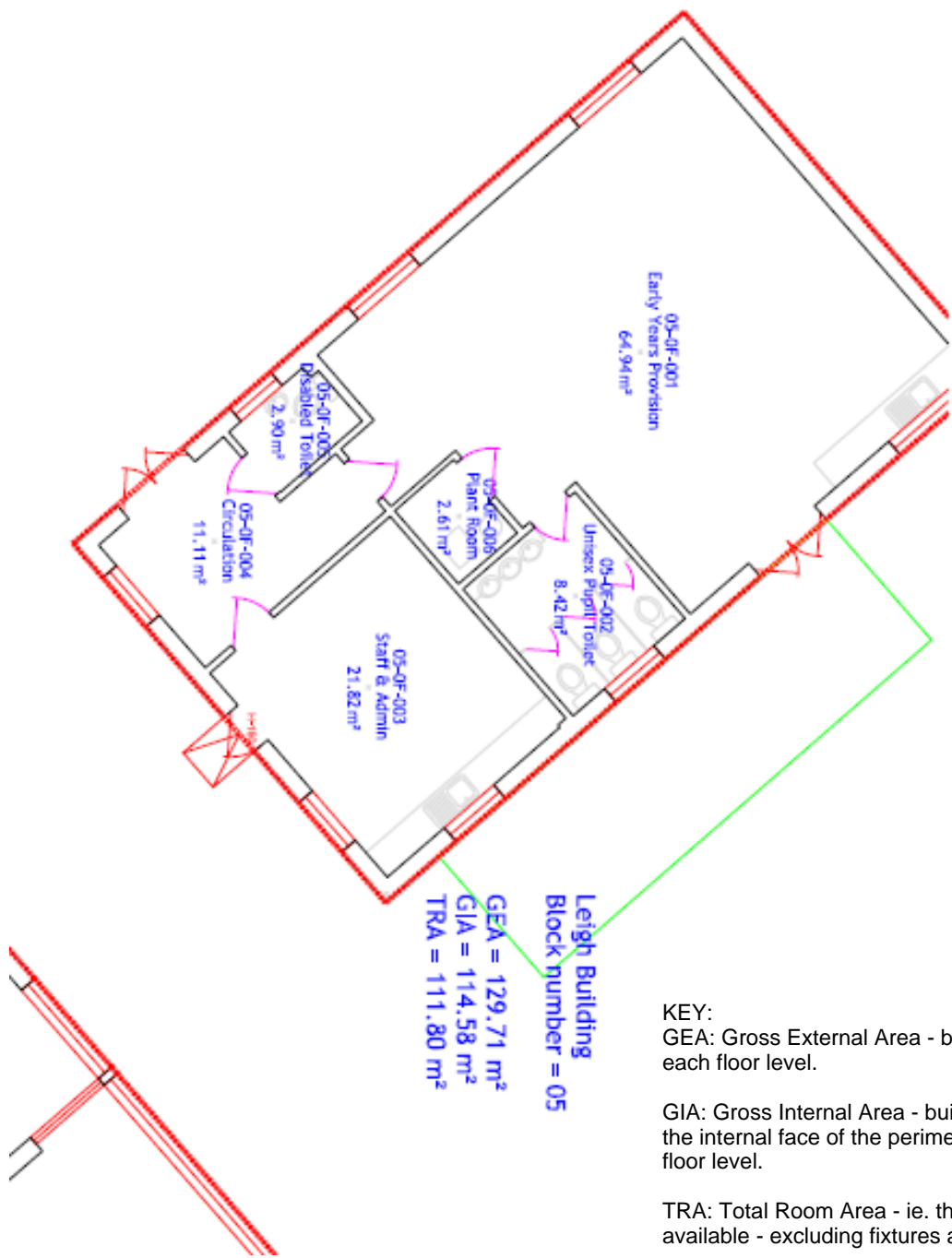
Associated Policies and Procedures

- 1.12.4 Critical Incident
- 3.2 Health and Safety General Standards
- 3.4 Fire Safety and Emergency Evacuation

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe & N Powers	Reviewed and version controlled	10 Jul 2019 AGM
4.0	K Coupe	Reviewed and updated to include “Associated Policies and Procedures” section as per Safeguarding Audit s175/157	23 Jan 2023 Committee Member (L Finn)
5.0	K Coupe,	Reviewed against <u>Gloucestershire Fire & Rescue Service’s</u> Fire Risk Assessment	24 Mar 2025

Version Number	Author	Purpose of Change	Date
	N Finn-Powers & K Niven	Template and updated to reflect current practices	Committee Member (S Long)
6.0	K Coupe	Updated with the correct m ² of the main room – taken from the Leigh Building Site Plan. Copy of said plan referenced as Appendix 1.	18 July 2025 Committee Member (L Finn-Powers)

Appendix 1: Leigh Building Floor Plan



KEY:
GEA: Gross External Area - building measured externally at each floor level.
GIA: Gross Internal Area - building measured to the internal face of the perimeter walls at each floor level.
TRA: Total Room Area - ie. the total amount of space available - excluding fixtures and fittings.