

8.9 Fire safety risk assessment template

Reviewed 4th May 2021 KY

Risk area: Pre-school

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Fire hazards:

*Ignition
Fuel
Oxygen*

Who is at risk:

People on premises and those most vulnerable

Level of risk:

Of fire occurring and the risk to people

Control measure:

*Remove and reduce hazards that may cause fire.
Remove and reduce risks to people.*

Review:

Record, plan, inform, instruct, train and review

Kitchen cooker	All people on the premises.	low	Switch off at the mains after use	Inform all staff to switch off at socket
Radiators	All people on the premises	low	Do not put things on top of the radiators. Talk to the children about playing on the radiator to prevent toys from falling inside.	Remind staff
Sockets	All people on the premises	low	Do not overload the sockets, switch them off and unplug electrical equipment when leaving the building	
Electrical equipment	All people on the premises	low	Annual electrical testing of all equipment.	Tested annually
Boiler	All people on the premises	low	Annual service.	Review with church management
Matches/candles on the birthday cake.	All people on the premises	low	Matches kept out of reach of children. Adult lights candles. Children are supervised at all times near lit candles. Only birthday child allowed near candles.	Safety reviewed

Fire escapes.	All	high	Keep fire escapes clear at all times. Make sure they are clearly signed. Practise fire procedure with staff and children.	Review after fire practise.
Smoke detector	All	low	Check smoke detector is working once a week	Part of safety checks

Before completing this form please refer to the five steps in the fire safety procedures