

2.1a Fire safety risk assessment form

Risk Area		Carried out by Mona Zala		Date September 2025
Fire Hazards:	Who is at risk	Level of risk	Control measure	Review
Examples: Ignition; fuel; oxygen	People on premises and those most vulnerable	Of fire occurring and the risk to people	Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Record, plan, inform, instruct, train and review
Electric plugs, wires and sockets	Staff and children	L	Sockets are free of items. Wires are stored effectively.	Observe and maintain
Electric items	Staff and children	M	All electric items are PAT tested by a qualified technician annually	Updated annually
Gas boiler	Staff and children	M	The boiler is serviced annually.	Updated annually
Flammable materials – COSHH and furnishings	Staff and children	L	No matches or other fire lighting equipment is stored on sight	

All hazards	Staff and children	L	Regular fire drill practise	Recorded and lessons learned
All hazards	Staff and children	L	Fire exits are kept clear and exists are signed with the 'green man' Children are taught about fire safety	Daily safety checks Ongoing development

Before completing this form, please refer to the five steps in procedure 2.1 Fire safety