**02.1a Fire safety risk assessment form**

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| **Risk Area: Stepping Stones Pre-school** | **Carried out by: Sam Frape** | **Date 1st Sept 2021** |
| **Fire Hazards:**Examples: 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 |
| Electrical plugs, wires and sockets | Staff and children | L | Sockets are free of itemsWires are stored effectively | Observe and maintain |
| Electrical items | Staff and children | M | All electrical 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 in site |  |
| All hazards | Staff and children | L | Regular fire drill practice | Recorded and lessons learnt |
| All hazards | Staff and children | L | Fire exits are kept clear and exits are signed with the green manChildren are taught about fire safety | Daily safety checksOngoing development |

**Before completing this form please refer to the five steps in procedure 02.1 Fire safety**