



## Fire Safety Risk Assessment Form Hanslope Pre-school

| Risk Area: All rooms used by Hanslope Pre-school  |  | Carried out by Kerry Reynolds                               |  | Date 01.09.2025<br>Review on 01.09.2026                      |
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| Fire Hazards:<br>Examples: ignition, fuel, and oxygen.  | Who is at risk:<br>People on premises and those most vulnerable. | Level of risk:<br>Of fire occurring and the risk to people. | Control measure:<br>Remove and reduce hazards that may cause fire; remove and reduce risks to people.  | Review:<br>Record, plan, inform, instruct, train and review. |
| Cleaning products<br>COSHH information available for all cleaning products is printed and kept in a file. | Children 2-4<br>Adults   | Low   | Cleaning products are kept away from any heat source that could cause them to start a fire.<br>Fire alarm system in place.<br>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School.<br>Staff are aware of the fire procedure.   | Review daily<br>All staff are aware of the fire procedure.   |
| Kitchen area<br>Oven  | Children 2-4 years old<br>Adults<br>Neighbours to the school     | Low   | The kitchen is out of bounds for the children.<br>The blue kitchen door should remain closed at all times.<br>Children are to be supervised while in the rooms.<br>Staff are familiar with the fire safety plan and procedure.<br>Adults are to check daily (mornings and before we leave) that the oven is not on.<br>Fire alarm system in place.<br>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School. | Review daily<br>All staff                                    |

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|  |  |     | A regular fire drill is to take place in line with Hanslope Primary School.<br>Staff are aware of the fire procedure.   |                           |
| Floor - fire hazards or limited access if a fire broke out | Children 2-4 years old<br>Adults<br>Neighbours to the school | Low | Walkways are to remain clear, and any fire hazards are to be removed.<br>Fire alarm system in place.<br>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School.<br>A regular fire drill is to take place in line with Hanslope Primary School.<br>Staff are aware of the fire procedure.   | Review daily<br>All staff |
| Toilets - radiators  | Children 2-4 years old<br>Adults<br>Neighbours to the school | Low | Toilets to be checked regularly.<br>Children are to be supervised in the toilets.<br>Cleaning products are removed from the toilet and stored away from heat sources.<br>Adults should be aware when the radiator is on and supervise children whilst in the toilet. No items to be stored on top of radiators.<br>The radiator should be kept below 2 on the thermostat.<br>Fire alarm system in place.<br>A regular fire drill is to take place in line with Hanslope Primary School.<br>Staff are aware of the fire procedure. | Review daily<br>All staff |
| Toys - flammable   | Children 2-4 years old<br>Adults<br>Neighbours to the school | Low | All toys are to have CE markings.<br>Ensure all toys meet fire safety standards.<br>Toys are not left near a heat source.<br>Children are to be supervised at all times.<br>Staff - child ratio adhered to.<br>Fire alarm system in place.<br>Appropriate control equipment in place (smoke detectors, fire blankets and/or   | Review daily<br>All staff |

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|                    |   |     | <p>fire extinguishers) checked annually by Hanslope Primary School.</p> <p>A regular fire drill is to take place in line with Hanslope Primary School.</p> <p>Staff are aware of the fire procedure.</p>  |                                      |
| Plug sockets       | <p>Children 2-4 years old</p> <p>Adults</p> <p>Neighbours to the school</p> | Low | <p>Socket covers are not to be used as per the Department for Education advice.</p> <p>Plug sockets to remain switched off if not in use.</p> <p>Children are to be supervised while inside.</p> <p>Staff-to-child ratio to be strictly adhered to.</p> <p>Fire alarm system in place.</p> <p>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School.</p> <p>A regular fire drill is to take place in line with Hanslope Primary School.</p> <p>Staff are aware of the fire procedure</p>                | <p>Review daily</p> <p>All staff</p> |
| Doors - fire exits | <p>Children 2-4 years old</p> <p>Adults</p>                                 | Low | <p>Children understand not to play with the doors.</p> <p>Children are to be supervised while inside.</p> <p>Staff-to-child ratio to be strictly adhered to.</p> <p>Fire exits are to remain clear of any obstructions.</p> <p>Blue kitchen door to remain closed.</p> <p>Fire alarm system in place.</p> <p>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School.</p> <p>A regular fire drill is to take place in line with Hanslope Primary School.</p> <p>Staff are aware of the fire procedure</p> | <p>Review daily</p> <p>All staff</p> |

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| Store cupboard - flammable items | Children 2-4 years old<br>Adults | Low | <p>The store cupboard is out of bounds to the children, and the door is to remain closed and locked during the session. Boxes are to be securely packed away at the end of every session.</p> <p>Flammable items to be stored away from heat sources.</p> <p>Fire alarm system in place.</p> <p>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School.</p> <p>A regular fire drill is to take place in line with Hanslope Primary School.</p> <p>Staff are aware of the fire procedure.</p> | Review daily<br>All staff |
| Electrical items                 | Children 2-4 years old<br>Adults | Low | <p>All electrical items are PAT tested annually.</p> <p>Fire alarm system in place.</p> <p>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School.</p> <p>A regular fire drill is to take place in line with Hanslope Primary School.</p> <p>Staff are aware of the fire procedure.</p>  | Tested annually           |
| Snack time - risk of fire        | Children 2-4 years old<br>Adults | Low | <p>Adults are not to leave the oven unattended if it is being used during snack.</p> <p>Fire alarm system in place.</p> <p>Blue kitchen door to remain closed.</p> <p>Appropriate control equipment in place (smoke detectors, fire blankets and/or fire extinguishers) checked annually by Hanslope Primary School.</p> <p>A regular fire drill is to take place in line with Hanslope Primary School.</p> <p>Staff are aware of the fire procedure.</p>   | Review daily<br>All staff |

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| Wooden resources in the garden area - flammable materials | Children 2-4 years old<br>Adults | Low | Garden area to be securely locked after use to prevent damage/arson by intruders.<br>Flammable items are to be kept away from heat sources.<br>A regular fire drill is to take place in line with Hanslope Primary School.<br>Staff are aware of the fire procedure. | Review daily<br>All staff |
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