**02.1a**  **Fire safety risk assessment form**

|  |  |  |
| --- | --- | --- |
| **Risk Area** | **Carried out by** | **Date** |
| **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 |
| Kitchen Oven | Staff in kitchen | High | Classroom doors lockedKitchen door closed at all timesHatch closed when cooking | Train and keepGas and electrical checks up to date |
| Urn | Staff in Kitchen | High | Classroom doors lockedKitchen door closed at all timesHatch closed when cooking | Train and keepGas and electrical checks up to date |
| Boiler in cupboard | Children and staff | Low in locked cupboard | Keep cupboard lockedOnly used by trained staffChildren never left unsupervised | Train and keepGas and electrical checks up to date |
|  |  |  |  |  |

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