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

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| **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 locked  Kitchen door closed at all times  Hatch closed when cooking | Train and keep  Gas and electrical checks up to date |
| Urn | Staff in Kitchen | High | Classroom doors locked  Kitchen door closed at all times  Hatch closed when cooking | Train and keep  Gas and electrical checks up to date |
| Boiler in cupboard | Children and staff | Low in locked cupboard | Keep cupboard locked  Only used by trained staff  Children never left unsupervised | Train and keep  Gas and electrical checks up to date |
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**Before completing this form, please refer to the five steps in procedure 02.1 Fire safety**