

*Indoor fire safety risk assessment*

<b>Establishment:</b>	Laurel Farm Steiner Kindergarten	<b>Nominated fire warden:</b>	Claude Lebaleur	<b>Signature:</b>	C. Lebaleur
<b>Address:</b>	17 Carlingcott, Peasedown St. John, Bath, BA2 8AN	<b>Deputy fire warden:</b>	Kasamira Czanik	<b>Signature:</b>	K. Czanik
Reviewed, assessed and updated on 30th September 2022 by Kasamira Czanik. (To be re-assessed annually)					
<b>Building size/ description:</b>	Building is a ground floor, multi use large room plus kitchenette and toilets. Adjacent to an outdoor garden area. Two good exits, one from main kindergarten room and one from kitchen.				
<b>What is the main method of fire detection:</b>	People, fire alarm/ smoke detector				

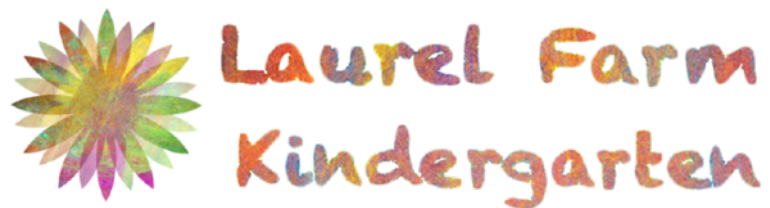
IDENTIFY FIRE HAZARDS					
Sources of ignition		Sources of fuel		Sources of oxygen	
E.g. Gas fired boilers, faulty electrical appliances, misuse of electrical appliances, fixed electrical appliances, fixed electrical wiring installation, arson, smokers materials naked flames, lighting, contractors undertaking hot work, kiln, cooking equipment portable/ fixed heaters.		Furniture and furnishing, packaging, paper, card and books. Materials such as felts and wools. Piped gas supply. Flammable liquids - paints/ cleaning chemicals. Waste, wood dust/ shavings etc. Shredded paper. Curtains, cushion covers/ sheepskin seat covers. Foam filled seat cushions.		Two door to the outside and windows.	
IDENTIFY PEOPLE AT RISK					
<b>People at risk:</b>	Children, teachers/ teaching assistants, parents, temporary and agency staff, contractors, visitors, members of the public	<b>Special requirements could be:</b>	Young children/ babies, mobility/ learning disabilities, visual issues, hearing impairments	<b>Number of persons:</b>	Maximum of 15 children and two teaching staff on a daily basis, also parents/visitors/visitor's children and siblings at any point



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1. Sources of ignition (check, inspect control)							
	Hazards	Who is at risk from fire?	Precautions in place to control the risk (evaluate, remove, reduce, protect)	Likelihood of fire	Severity	Risk result after actions	Further action needed
1.1	<b>Naked flames/ hot surfaces/ obstruction of equipment ventilation</b>	<i>Children, employees, neighbours</i>	<ul style="list-style-type: none"> <li>-Any activities involving using high high heat such as ironing/ cooking are supervised and strictly controlled by staff</li> <li>-Activities undertaken only by those who are trained/ competent</li> <li>-No combustible materials in vicinity</li> <li>-Equipment inspected regularly</li> </ul>	Low	High	Low	N/A
1.2	<b>Fixed / portable heaters</b>	<i>Children, employees, neighbours</i>	<ul style="list-style-type: none"> <li>-Located away from items that will burn, e.g. not close to coat racks. No items are stored on or above them</li> <li>-Heaters are not left on overnight, timer switch devices used to control this</li> <li>-Maintenance and servicing of heaters is undertaken in line with the manufacturers recommendations</li> <li>-All portable heaters are turned off when not in use or when the room is unoccupied</li> </ul>	Low	High	Low	N/A
1.3	<b>Hot processes/ cooking equipment</b>	<i>Children, employees, neighbours</i>	<ul style="list-style-type: none"> <li>-Only competent persons are allowed into kitchen area</li> <li>-Ovens, grills, etc kept clean of oils and grease</li> <li>-Programme of electrical and mechanical maintenance in place by landlord</li> </ul>	Low	High	Low	N/A
1.4	<b>Candles</b>	<i>Children, employees, neighbours</i>	<ul style="list-style-type: none"> <li>-When lit, candles are positioned away from any combustible materials, and children closely supervised at all times around them. Any lit candles will not be left unattended.</li> </ul>	Low	High	Low	N/A





1.9	<b>Arson</b>	<i>Children, employees, neighbours</i>	-Kindergarten is locked out of hours -Landlords/ neighbours encouraged to be vigilant and report suspicious behaviour	Low	High	Low	N/A

2. Sources of fuel (check, inspect control)							
	<b>Hazards</b>	<b>Who is at risk from fire?</b>	<b>Precautions in place to control the risk (evaluate, remove, reduce, protect)</b>	<b>Likelihood of fire</b>	<b>Severity</b>	<b>Risk result after actions</b>	<b>Further action needed</b>
2.1	<b>Piped gas supplies</b>	<i>Children, employees, neighbours</i>	-No gas source/ gas appliances in kindergarten	Nil	N/A	Nil	N/A
2.2	<b>Flammable liquids and flammable chemicals, e.g. cleaning products, aerosols</b>	<i>Children, employees, neighbours</i>	-Flammable liquids are kept to a minimum on the premises -Stored in clearly labelled, original containers, not accessible to children -Procedures for spillage in place	Low	High	Low	N/A



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2.3	<b>General storage of items which will burn (combustibles) e.g. paper, furniture, textiles, soft furnishings, Christmas decorations</b>	<i>Children, employees, neighbours</i>	<ul style="list-style-type: none"> <li>-All combustible items are stored away from sources of ignition and heat</li> <li>-Storage is in designated (secure) areas and kept to a minimum, regular archiving of filing offsite</li> <li>-Regular housekeeping is undertaken to ensure that unwanted or unused items are not stored on the premises</li> <li>-All upholstered furniture, soft furnishings and textiles meet recognised fire performance standards.</li> <li>-Voile panels, curtains, drapes, etc, hung from ceilings kept to a minimum</li> <li>-Cloakroom is cleared before each half term/holiday</li> </ul>	Low	High	Low	N/A
2.4	<b>General housekeeping on the premises</b>	<i>Children, employees, neighbours</i>	<ul style="list-style-type: none"> <li>-General housekeeping is undertaken on a daily basis and the premises is kept tidy</li> <li>-Fire escape routes and exit door are not used for storing waste materials</li> </ul>	Low	High	Low	N/A

3. Sources of oxygen (reduce)							
	Hazards	Who is at risk from fire?	Precautions in place to control the risk (evaluate, remove, reduce, protect)	Likelihood of fire	Severity	Risk result after actions	Further action needed
3.1	<b>Fresh air and mechanical ventilation</b>	<i>Children, employees, neighbours</i>	<ul style="list-style-type: none"> <li>-All windows, doors and other openings not required for ventilation are closed, particularly out of working hours</li> <li>-All windows and doors are closed when building is empty</li> </ul>	Low	High	Low	N/A



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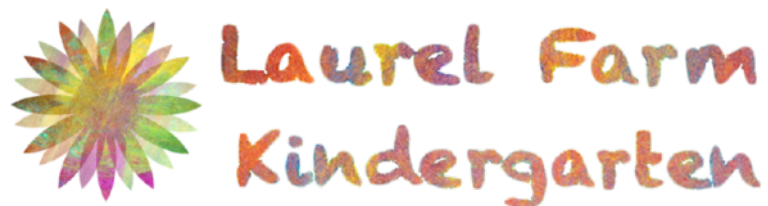
3.2	<b>Oxidising materials</b>	<i>Children, employees, neighbours</i>	-Minimal amount stored on site -Oxidising materials are not stored near to any heat source or flammable materials (check COSHH assessments, hazard symbol and/ or product data to identify oxidant materials)	Low	High	Low	N/A
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## 4. Structural features (control fire spread)

	Hazards	Who is at risk from fire?	Precautions in place to control the risk (evaluate, remove, reduce, protect)	Likelihood of fire	Severity	Risk result after actions	Further action needed
4.1	<b>Combustible materials covering substantial areas of walls or ceilings</b>	<i>Children, employees, neighbours</i>	-In escape routes combustible wall/ ceiling linings, e.g. large areas of chipboard or hardboard walls or ceilings or also synthetic wall or ceiling coverings such as polystyrene tiles should be avoided -No displays/ draped etc. in close proximity to heat sources -Displays within escape corridors and circulation spaces to be kept to a minimum -No displays down stairways which as part of escape routes or where there is only one direction of escape	Low	High	Low	N/A

## 5. Fire detection and warning

	What are you already doing?	Further action needed?	Action by who?	Action by when?	Done



5.1	<b>How is the alarm raised?</b>	-Fire alarm located in kitchen -If staff are present during fire emergency event, they will immediately follow protocol from the 'staff fire action notice,' displayed clearly on the kitchen notice board -Out of hours, landlords live next to the kindergarten, and would call fire and rescue services as soon as they became aware of the situation	N/A	N/A	N/A	N/A
5.2	<b>Are there places where the alarm might not be heard?</b>	-No, kindergarten is small, and alarm would be heard everywhere -Fixed time for weekly alarm test carried out by fire wardens. Fire alarm test recorded in fire log book	N/A	N/A	N/A	N/A
5.3	<b>Awareness of staff and visitors</b>	-Teachers initially advised of the fire procedure and how to raise alarm at induction, this process is carried out on the first day in the building and is recorded -Visitors to the building are given some guidance on what to do in the events of an evacuation -'Staff fire action notice' posted in kitchen	N/A	N/A	N/A	N/A
5.4	<b>Testing of the fire alarm/ heat and smoke detector</b>	-Fixed time for weekly alarm test carried out by fire wardens. Fire alarm test recorded in fire log book and any defects reported	N/A	N/A	N/A	N/A
5.5	<b>Alarm system servicing</b>	-Fixed time for weekly alarm test carried out by fire wardens. Fire alarm test recorded in fire log book and any defects reported -If defects continue, fire alarm will be replaced promptly	N/A	N/A	N/A	N/A



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6. Fire fighting equipment (sufficient and appropriate, check and inspect)						
		What are you already doing?	Further action needed?	Action by who?	Action by when?	Done
6.1	Fire equipment on the premises is identified (e.g. extinguishers, blankets, etc.)	-A comprehensive list is kept in the fire log book -Equipment is replaced and when needed	N/A	N/A	N/A	N/A
6.2	Location and suitability of fire fighting equipment	-UK fire extinguisher standards recommend that you should have a minimum of two 'Class A' extinguishers on every storey of the building. Class A fire extinguishers are those which put out wood or paper fires, also known as 'carbinaceous' fires. -There are three extinguishers in the kindergarten. Two located in the main room, one in the kitchen. These two rooms are separated by 4 steps. -Extinguishers are quickly accessible and at appropriate heights. All members of staff know where these are located -Fire blanket is in clear sight and at appropriate height in kitchen -All fire fighting equipment in kitchen is conspicuous and not blocked or obscured <b>-No fire extinguishers are currently fixed to the wall, and main room extinguishers are hidden from view with no signage.</b>	Yes	Staff to alert Ross (landlord) to changes needed	16/12/22	
6.3	Inspection and testing of fire fighting equipment	-Extinguishers are checked regularly for expiry dates. If expired, extinguishers will be replaced promptly -Fire blanket is also provided in the kitchen area	N/A	N/A	N/A	N/A

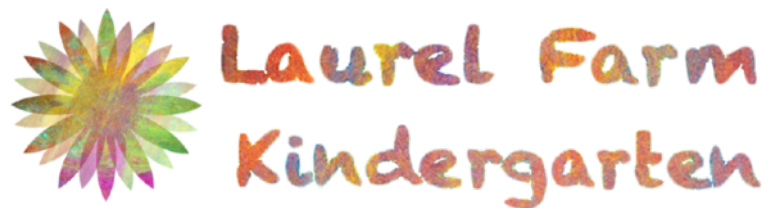




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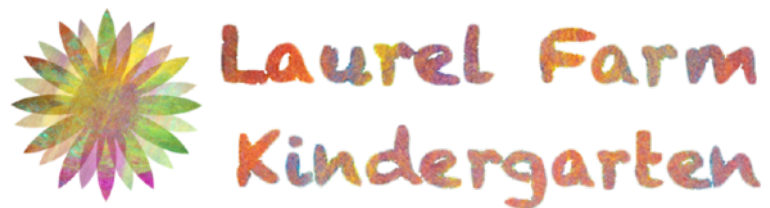
6.4	<b>Fire blankets</b>	-Light duty blanket is located in kitchen area -Clearly visible in location and accessible	N/A	N/A	N/A	N/A

7. Means of escape and escape times						
		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
7.1	<b>Fire drills</b>	-Regular fire drills are undertaken (termly) -Fire drills are recorded and formally reviewed to identify any learning points. Any actions followed up and communicated to staff	N/A	N/A	N/A	N/A
7.2	<b>Nominated person/s</b>	-Nominated fire warden and deputy fire warden identified in the health and safety policy and 'staff fire action notice' displayed on the notice board in kindergarten <b>-Nominated fire warden: Claude Lebaleur</b> <b>-Deputy fire warden: Kasamira Czanik</b>	N/A	N/A	N/A	N/A
7.3	<b>Means of escape</b>	-Adequate means of escape available from all parts of the building. No fire evacuation route requires exit from a low risk area through a higher fire risk route. One door in kitchen and one in main room -Escape routes are available which lead in different directions to places of safety	N/A	N/A	N/A	N/A




7.4	<b>Evacuation times</b>	-Escape routes are short enough to enable all people in the building to get to a place of safety, outside the building in about two to three minutes	N/A	N/A	N/A	N/A
7.5	<b>Evacuation of staff and visitors (day and night)</b>	-Written fire procedures are available and regularly reviewed (at least annually) -Emergency procedure provided to all hirers -Lighting is adequate, especially during the night and in the winter months	N/A	N/A	N/A	N/A
7.6	<b>Fire exit doors</b>	-Fire exit doors are checked daily as part of routine opening up procedures to ensure that they work properly and are free from obstruction -Fire exit doors are immediately unlocked when building is occupied and kept unlocked until occupants leave -All exit routes kept clear	N/A	N/A	N/A	N/A
7.7	<b>Internal fire doors</b>	-Kindergarten space does not have specifically allocated 'fire doors,' but occupants do close internal door from kitchen to main room when leaving building unoccupied. This would work to slow the spread of fire in the event of an outbreak -This information is conveyed by the landlords (Ross and Emily) to users of the space before start date	N/A	N/A	N/A	N/A

**8. Signage and lighting**



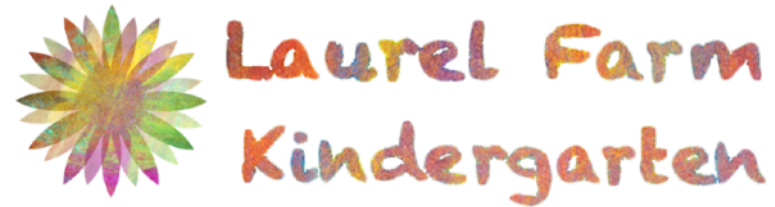
		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
8.1	<b>Fire signage</b>	-Kindergarten is small and has a simple layout, with two clear exit doors. Fire exit signs are not necessary	N/A	N/A	N/A	N/A
8.2	<b>Fire assembly points</b>	-All those using the building are aware of the location of the fire assembly point: located in the main car park area above kindergarten -Fire assembly point is located in a safe area	N/A	N/A	N/A	N/A
8.3	<b>Lighting on fire escape routes</b>	-All escape routes are sufficiently lit for people to see their way out safely	N/A	N/A	N/A	N/A

9. Planning for an emergency (co-ordinating evacuation)						
		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done



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9.1	<b>Local emergency evacuation plan in place</b>	<ul style="list-style-type: none"> <li>- 'Staff fire action notice' is up to date and clearly displayed on kitchen notice board.</li> <li>- 'Staff fire action notice' includes a plan for raising the alarm and calling the fire and rescue service. Visitors, contractors and members of the public are considered as part of the plan</li> <li>- Staff fire action notice is up to date</li> <li>- Buildings does not have any sleeping risks, no-one to be there overnight</li> <li>- Fire assembly point: <b>GRASS AREA BETWEEN CAR PARK AND PONDS.</b> This is made known to any new visitors to the setting</li> <li>- Fire drills are formally reviewed to identify problems encountered and any further actions required</li> <li>- Access route for emergency vehicles available and kept clear</li> </ul>	N/A	N/A	N/A	N/A
9.2	<b>Training and/ or instruction on evacuation arrangements for all staff</b>	<ul style="list-style-type: none"> <li>- New teaching staff receive instruction on the action to take in the event of a fire on their induction on their first day of employment</li> <li>- Existing employees receive refresher training (via fire drills) and/ or instruction on what to do in the event of a fire, e.g. through team meetings</li> </ul>	N/A	N/A	N/A	N/A
9.3	<b>Building use and group needs</b>	<ul style="list-style-type: none"> <li>- Nominated fire warden and deputy fire warden identified in the health and safety policy and 'staff fire action notice' displayed on the notice board in kindergarten</li> <li>- <b>Nominated fire warden: Claude Lebaleur</b></li> <li>- <b>Deputy fire warden: Kasamira Czanik</b></li> <li>- Consideration given to number and range of ages of children likely to be in the building at any one time. Adequate staff and equipment in place to effect evacuation</li> </ul>	N/A	N/A	N/A	N/A



6.2: **Fire fighting equipment** - Fixtures: do we need proper fixtures/signage for the extinguishers? - 'To comply with fire extinguisher regulations, extinguishers should be either fixed to the wall, or attached to a stand. This is to discourage people from moving them around, for example, using them to prop doors open. All extinguishers should also be clearly signposted with fire extinguisher ID signs fixed to the stand or the wall. Extinguisher ID signs explain which type of extinguisher they are, and how and when to use them.' Extinguishers are currently not signed and placed on the kitchen counter/behind the inside kindergarten door.