

02.1a Fire safety risk assessment form Maidenbower Preschool Playgroup

Risk Area		Carried out by Joanne Brackston		Date 04/09/2026
Fire Hazards:	Who is at risk	Level of risk	Control measure	Review
Examples: Ignition; fuel; oxygen	People on premises and those most vulnerable	of fire occurring and the risk to people	Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Record, plan, inform, instruct, train and review
Electrical equipment (fixed wall heaters, cooker, fridge, laminator, laptops, chargers, printer, iPod dock, lighting, plug sockets, high voltage cable in storage area)	• Staff • Children • Young people with vulnerabilities and disabilities • Parents/carers • Visitors • General public	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. • Burns, smoke inhalation, or injury if an electrical fire starts. • Children at higher risk due to slower reaction times and limited understanding. • Staff may be exposed while attempting to isolate power or evacuate	• PAT testing every 2 years • Visual checks before use and faulty items removed. • Avoid overloading sockets and ensure ventilation around electrical items • Ensure where possible that items are unplugged after use. • Monitor and ensure children do not touch plug sockets – the	PAT testing to be carried out every 2 years and visual checks to be done on equipment used daily by staff. Staff to be confident in the safe use of equipment and evacuation procedures. Staff to carry out mandatory Fire Safety training every 2 years Any faults reported by the playgroup

		• Visitors and parents/carers unfamiliar with exits may become disoriented. • General public may be affected if fire spreads beyond the hall	use of plug socket covers where possible. • Avoid water based activities near electrics and staff to ensure hands are dry before touching electrical items. • Crawley Borough Council maintains fixed electrical items/objects	immediately to Crawley Borough Council. All staff and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adoptions to the procedure. Personal Emergency Evacuation Plans to carried out for vulnerable children or
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				those with disabilities and reviewed yearly or when there is an incident. Assessment reviewed yearly or sooner if equipment changes.
Cooking and Kitchen appliances (electric cooker, toaster, oven, kettle and fridge)	• Staff • Children • Young people with vulnerabilities and disabilities	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. • Burns obtained from flames or hot surfaces • Smoke inhalation from overheated or burning appliances. • Children in close proximity may panic or be unable to evacuate quickly.	• Supervision at all times • Staff trained in use of appliances • Check plugs for damage or exposed wires. • Mains shut off switch accessible and staff to ensure this is shut off when not in use. • Keep flammables away. • Ensure appliances are cleaned and unplugged after use	Daily safety checks will be carried out to ensure all appliances are in good working order. Staff should be trained on safe appliance use and emergency shut off procedures. Faults with council owned appliances reported immediately to Facilities. New members of staff as part of their

		• Staff may be exposed while shutting off power or during evacuation	• Crawley Borough Council maintains fixed electrical items	induction and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adaptations to the procedure. All fire safety equipment is checked annually. Gas boilers and cookers will be checked and serviced yearly by a Gas Safe registered engineer.
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				Review of procedures carried out annually or after any incident.
Arson risk (Community centre, external container in the outside area)	• Staff • Children • Young people with vulnerabilities and disabilities • Visitors • General public	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. • Fire spreading quickly due to deliberate ignition • Smoke inhalation or burns affecting anyone inside the community centre. • Children and staff may be trapped if exits become blocked • General public outside may be endangered if fire spreads to external areas or container	• External container secured with D-lock and padlock. • Building secured when in use and upon all staff exiting. • Report suspicious behaviour to the police via 101 or 999 as applicable. • Ensure outside areas and entrance to the building are clear of rubbish.	External areas checked daily by staff and necessary action taken. Staff reminded to report suspicious behaviour immediately. Staff to ensure that the building is secure at all times/ New members of staff as part of their induction and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry.

				Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adaptations to the procedure. Review carried out annually or sooner if security concerns arise.
Faulty wiring or fixed equipment (boiler/heating system in the roof, electrical board in the men's toilets)	• Staff • Children • Young people with vulnerabilities and disabilities • Visitors • General public	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. • High risk of electrical fire or explosion • Staff and children in immediate vicinity may	• Crawley Borough Council responsible for the maintenance • Staff to report any identified faults immediately to Facilities at Crawley Borough Council	Staff to report any identified faults to manager immediately. Staff reminded of evacuation procedures through practice of fire drills. New members of staff as part of their

		suffer burns or smoke inhalation • Visitors and general public may be affected if fire spreads.		induction and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adaptations to the procedure. Review annually or after any reported electrical issue.
Soft furnishings (mats, cushions, curtains)	• Children • Staff • Visitors	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly.	• Ensure furnishings meet the UK applicable fire safety requirements.	Checks must be carried out to ensure furnishings meet fire safety standards and

		• Fire may spread quickly due to flammable materials • Thick smoke from burning foam or fabric can cause breathing difficulties • Children may become disoriented or trapped due to reduced visibility. • Burns and injury may occur.	• Keep soft furnishings away from heaters. • Use fire resistant materials	are kept away from heaters. Staff to be aware of storage and safety requirements. New members of staff as part of their induction and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adaptations to the procedure.
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				Review annually.
Craft materials (paper, card, fabric, paints)	• Children • Staff • Young people with vulnerabilities and disabilities • Visitors	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. • Paper and card ignite quickly, increasing fire intensity • Smoke inhalation risk for anyone in the hall • Children may be unable to evacuate quickly if fire spreads through craft areas • Risk of burns or injury	• Store safely with cupboards. • Keep away from potential ignition sources • Limit the amount of paper and card stored on top of the cubes in the main cupboard.	Daily checks should be carried out to ensure materials are stored safely and away from ignition sources. New members of staff as part of their induction and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the

				named Fire Marshals in order to make any necessary adaptations to the procedure. Review annually or after any changes to craft resources.
Cleaning products & aerosols (stored in kitchen cupboards, storage cubes and toilet box)	Staff	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. - Aerosols can explode when exposed to heat or naked flames, causing injury - Chemical fumes may cause respiratory distress - Staff handling products are at increased risk	- Store in lockable cupboards away from potential ignition sources and locked when not in use and at the end of the day. - Follow COSHH regulations with all staff to be trained in these.	Weekly checks recorded to ensure appropriate storage of all aerosols and cleaning products. Storage cupboards to be locked at the end of every day. All staff to carry out Health and Safety training once employed and then annually – this must contain COSHH regulations and information.

				Staff to be kept upto date with COSHH regulations Assessment reviewed yearly or after COSHH updates.
Toys & equipment (wood, plastic, foam mats, paper, card)	• Children • Young people with vulnerabilities and disabilities • Staff • Visitors	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. • Burning plastic may release toxic smoke • Foam mats can produce thick smoke that reduces visibility • Children may trip or become trapped if equipment obstructs evacuation routes	• Keep away from heaters • Checks to be carried out to ensure equipment is safe to use. • Ensure that equipment is stored away tidily in lockable cupboards when not in use and locked at the end of the day • Avoid blocking all exits	Staff to carry out daily checks on equipment to ensure safety. Exits must be kept clear at all times. Staff reminded during termly meetings of safe storage procedures. New members of staff as part of their induction and visitors will be made aware of our fire exits,

				evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adaptations to the procedure. Assessment review yearly or following an incident.
Waste (Recyclable waste, packaging from items or food, nappies)	• Children • Young people with vulnerabilities and disabilities • Staff	• Waste ignites easily and can speed up a fire spreading. • Burning nappies and plastics produce toxic fumes	• Empty bins daily • Store bins/waste away from exits • Use bins with lids • Crawley Borough Council responsible for the	Waste must be thrown away into the relevant bins – Plastic, Paper and General waste. Staff instructed to keep waste away from exits.

	• Visitors	• Smoke inhalation risk for everyone in the building.	disposal of full nappy bins	Nappy bin collections carried out weekly by contractor employed by Crawley Borough Council. New members of staff as part of their induction and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff, these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adaptations to the procedure.
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				Review yearly or after any waste related incident.
External area (grass around container, rubbish in the garden, dry leaves, plants, weeds)	• Children • Staff • Young people with vulnerabilities and disabilities • Visitors • General public • Wildlife	LOW- Staff are aware of what to do in a case of fire. Evacuate immediately, safely and calmly. • Fire may spread into the building from outside • Wildlife and general public may be affected • Staff and children may be exposed during outdoor play	• Maintain areas by removing dry leaves, weeds and rubbish daily. • Ensure that no flammable liquids are kept in the outside container. • Staff to check external plug socket for any damage • Crawley Borough Council responsible for the maintenance of grass area by the container	Daily checks to be carried out by staff for leaves, rubbish and weeds. Staff reminded to check external sockets and avoid storing flammable materials in the shed. New members of staff as part of their induction and visitors will be made aware of our fire exits, evacuation procedure and assembly points upon entry. Fire drills practised at least once a month with children and staff,

				these need to be recorded and reviewed by the named Fire Marshals in order to make any necessary adoptions to the procedure. Review annually.

Before completing this form, please refer to the five steps in procedure 02.01 Fire safety