



Bright Eyes Childcare

Fire Risk Assessment

Current fire safety legislation for the majority of workplaces in England and Wales requires the responsible person to ensure a Fire Risk Assessment (FRA) has been completed. Where the organisation employs 5 or more persons this assessment must be recorded.

The attached fire risk assessment and action plan takes into account the hazards identified in the Nursery, an assessment of risk and associated control measures to reduce or eliminate risk from fire within the premises.

This involved the process of looking reflectively at preschool operation in relation to fire safety, following guidance, at our activities and everything we do within the preschool operation and in a comprehensive way. ***We looked at:***

1. Hazards (People/Activity/Physical)
2. Understand what risk if any is posed by the hazards we identified i.e. boxes left by radiators
3. Define the likelihood of risk by the hazard i.e. what is the likelihood of fire breaking out
4. Agreed what needed to be done to reduce or remove the risk that had been identified, through the development of the Fire Safety Action plan at the end of this document.
5. Recorded the significant findings.

By the HAZARD we mean

- People/Activity/Physical we mean an item (ineffective storage of combustible items)
- Article (the combustible item left within range of an ignition resource i.e. radiator/faulty socket)
- Substance (cleaning materials that would feed a small ignition) person (not following the safety procedures within the risk assessment) that, if left, has the potential to cause harm.
- Environment (trip and slip hazards, clear stairs and walkways, adequate lighting)



By a risk we mean the measure of probability or likelihood of the hazard causing harm by fire.

We understand that it is not expected in legislation that we will eliminate all risk but within the fire safety legislation we reduce the risk to limit the level of unacceptable risk as far as is reasonably practicable.

Our nominated persons responsible for carrying out risk assessments is Donna Perraton.

- She has a background and experience in nursery management and has completed health and safety, risk assessment and fire safety training and this is deemed as suitable training to enable her to fulfil the duty.
- Risk assessments are reviewed annually
- We have in place all the documentation and procedures to meet the requirements of the risk assessment policy and associated fire safety precautions
- We cascade risk assessment information to all staff
- This risk assessment policy linked to all other policies in relation to fire safety
- We have an annual review although triggers for early review may be in the event of an incident/accident or following the advice from the fire safety team or change in legislation.

Date of completion and implementation – July 2016

Reviewed 16/10/19 - Margaret Larson

Fire Safety Action Plan

Risk Identified/Action Required	By Whom	Frequency
As Fire risk is increased during maintenance work, all visitors who are commissioned to undertake work MUST have completed a RA. It is the responsibility of the company who are completing the work to ensure that all workers are checked to ensure they are	Owner must ensure a RA is produced and relative due diligence completed to ensure the company recruited to complete the work is	On EACH occasion prior to any on site work being authorised, without this in place NO WORK is authorised.

<p>skilled to complete work and any machinery is suitably PAT tested and within date.</p>	<p>competent and holds the correct certification for equipment and a thorough RA.</p>	
<p>At the beginning of the working day, it is essential to check that all routes of escape are working adequately and are free from obstruction of any kind, to ensure that fire safety arrangements for employees, members of the public and any contractors remain effective. At the end of the day a check should be made to ensure that all risks of fire have been removed or adequately controlled.</p>	<p>Manager or Duty Manager.</p>	<p>Daily upon opening and prior to closure</p>
<p>Flammable materials identified during any maintenance work, such as adhesives, cleaning materials or paints should be either removed from the premises or securely stored in a locked well-ventilated area when not in use and kept separate from other materials. Rooms of storage of such materials shall be ventilated and free from any sources of ignition. Smoking and the use of naked flames are prohibited.</p>	<p>Manager or Duty Manager</p>	<p>Daily duty to maintain safe environment</p>
<p>Any contractual work, equipment deliveries or general repairs must be monitored to ensure the impact of the work on general fire precautions are not affected (i.e. increase in combustible materials and accumulative waste).</p>	<p>Manager or Duty Manager</p>	<p>On each occasion of repair and maintenance</p>

Before restoring energy supply following ALL repairs ensuring that maintenance equipment has not been left on causing an ignition source to cause a fire.	Manager or Duty Manager	On each occasion of repair and maintenance
Combustible and flammable rubbish must be removed from the building regularly to avoid build up and MUST NOT be stored in escape routes, corridors under any circumstances. Combustible items must not come into contact with any source of ignition or heat (i.e. in front of radiator/over wires)	Manager, Duty Manager and All staff	Daily
Accumulation of combustible rubbish or flammable substances should be avoided, should be removed daily and suitably disposed of. Redundant packaging from deliveries should never be allowed to build up.	Manager, Duty Manager and All staff	Weekly
All fire doors with faulty parts will be inspected and corrective action taken in the event of defective seals (Monthly)	Manager or Duty Manager	Checked Monthly
External exit route is to have an even surface, free from unacceptable slip trip or fall hazards.	Manager or Duty Manager	Weekly check by Manager and Duty Manager and report any defects.
Fire/smoke detectors and fitted and checked	Manager	Weekly
All electrical equipment will be visually inspected upon use.	All staff	Daily
All extension leads used will be used at full length extension.	All Staff	On each use



Date: October 2019

Donna Perraton (assigned Fire Safety Responsibility)