



HORNS DROVE

community childcare

Horns Drove Community Preschool
 Bakers Drove
 Rownhams
 Southampton
 SO16 8AD
 Email: enquiries@hornsdrove.uk

Childcare Manager: Nikki Greenough

1. Identify the fire hazard

Identify

Sources of ignition, Sources of fuel, Sources of oxygen.

Sources of ignition:	Electrical heating, cooker, microwave, toaster, kettle, art, technology equipment, plug sockets.
Sources of fuel:	Stationary, decorations, displays, textiles, hanging curtains/blinds, waste products such as shredded paper, rubbish, rugs, paper, books, clothing, coats, toys.
Sources of oxygen	Open windows, open doors.

2. Identify people at risk

Identify

People in and around the premises, People especially at risk

People at risk	Isolated areas such as person working in the office or kitchen on their own.	<p>They may have an accident when trying to escape.</p> <p>Their exit may be blocked.</p> <p>Allocated person to report any missing people to the fire brigade.</p>
	Volunteers, work experience students, visitors e.g. contractors or parents, to the setting.	<p>Are not familiar with the setting.</p> <p>May not know fire procedures.</p> <p>Inform all visitors of the fire procedures as soon as they arrive in the setting. Allocated person to ensure all people are out of the building on hearing the fire alarm.</p>
	Young children.	<p>Cannot follow verbal instructions well.</p> <p>Less focused on where to go/flight risk.</p> <p>Difficulty in leaving the premises quickly.</p> <p>Staff to be aware of children's needs in an emergency and support where needed.</p>
	Children who are SEN or language difficulties.	<p>Cannot follow verbal instruction well.</p>

		<p>Less focused on where to go/flight risk.</p> <p>Staff to be aware of children's needs in an emergency and support where needed.</p>
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3. Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring. Evaluate the risk to people from fire. Remove or reduce fire hazards. Remove or reduce the risks to people.

-Detection and warning – Firefighting – Escape routes – Lighting – Signs and notices - Maintenance

Risk of fire occurring	Accidentally – such as when using toaster.	Staff to use, or to supervise helping a child use the toaster.
	Light box, electrical tablets and other electrical equipment being knocked over.	<p>Staff to ensure all electrical equipment is 'safe' prior to use.</p> <p>Staff to supervise children at all times, at least through sight, when using electrical equipment.</p>
	<p>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.</p> <p>Combustible items must not come into contact with any source of ignition or heat (i.e in front of radiator/over wires)</p>	<p>Staff to empty full rubbish bins throughout the day.</p> <p>Staff to empty rubbish bins every night.</p> <p>Large items of packaging e.g boxes to be removed to recycling bins and not left in the setting.</p> <p>Daily visual fire checks carried out to ensure fire escape routes clear from rubbish and combustible items are stored appropriately.</p>
	Electrical equipment not properly maintained.	<p>All electrical equipment inspection before use – staff to immediately report any broken or faulty electrical equipment to the Childcare Manager.</p> <p>Regular PAT testing of all electrical equipment.</p> <p>All extension leads used will be used at full length extension</p>
	Arson attack.	<p>Ensure as much equipment as possible is not stored near to the main entrance of the pre-school.</p> <p>Lock gates at night to prevent people getting on site.</p> <p>The site is no smoking anywhere on the grounds.</p>
	Completion of contractual works, equipment deliveries or general repairs	Any contractual work, equipment deliveries or general repairs 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>Flammable materials identified during any maintenance work, such as adhesives, cleaning materials or paints either removed from the premises or securely stored in a well-ventilated area when not in use and kept separate from other materials.</p> <p>Rooms of storage of such materials ventilated and free from any sources of ignition.</p> <p>Smoking and the use of naked flames prohibited.</p>
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4. Record, plan, inform, instruct and train
Record significant finding and action taken. Prepare an emergency plan. Inform and instruct relevant people. Co-operate and co-ordinate with others. Provide training.

Emergency plan (documented within Business Contingency Plan) is available on One-Drive. A printed copy is held in the Health and Safety file and all staff have been provided with a copy.
Staff, volunteers, temporary staff and students have an induction that covers fire prevention and what to do if they see a fire, as well as other information.
Visitors are informed of the fire evacuation procedure as part of signing into the setting.
Daily visual fire checks carried out by staff as part of the daily opening/closing checks – includes checking fire exits clear and fire equipment in place.
Fire training is completed by all staff -eLearning and recorded on a central register
Quarterly fire drills carried out and recorded – feedback to staff and any concerns addressed.

5. Review
Keep assessment under review. Revise where necessary.

Fire risk assessment to be reviewed annually – unless changes to premises e.g. more or less room, more people, blocked fire exit or large equipment purchased. If no changes, assessment to still be signed and dated.
Emergency fire procedures to be reviewed annually to ensure they are still adequate and recorded. Escape route to be checked annually for ease of escape.
All fire drills to be recorded and retained as evidence.

Name and signature of Assessor: Lily Greenough

Date: 23/3/26