



Fire Risk Assessment

1 Premises particulars

Premises name:	The Hollies Childcare Facility		
Address:	C/o Gwauncelyn Primary School Heol Deg Tonteg Rhondda Cynon Taff CBC CF38 1EU		
Use of premises:	Childcare setting		
Employer/ Owner/ Person(s) in control of the workplace:	Mr John Collins. Chair of The Hollies Childcare Facility Management Committee Mrs Lynnette Collins/Mrs Sarah Murray. CIW Registered Responsible Individuals		
Date of assessment:	6th February 2023	Date(s) reviewed:	31st January 2025
		Date for next review:	1st February 2026
Name and relevant details of the person undertaking the Fire Risk Assessment/ review:			
Sarah Murray The Hollies Childcare Facility Manager			
Signed:	S Murray	Date:	31/01/25

2 General statement of policy

Statement:

It is the policy of The Hollies Childcare Facility to protect all persons including children, employees and visitors from potential injury and damage which might arise from work activities.

The Hollies will provide and maintain safe and healthy work conditions, equipment and systems of work for all children and employees, and to provide such information, training and supervision as they need for this purpose.

The Hollies will give a high level of commitment to health and safety and will comply with all statutory requirements.

3 General description of premises

Description

The Hollies Childcare Facility is a demountable building situated on the grounds of Gwauncelyn Primary School and managed via a Service Level Agreement between The Hollies Childcare Facility Management Committee and the Governing Body of Gwauncelyn Primary School.

The premises are considered to be of low risk (in the event of a fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

Occupancy

Times the Premises are in use	From:	07.40am	To:	06:00 pm
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The total number of persons employed within the premises at any one time:	11
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The total number of persons who may be present (including visitors) at the premises at any one time:	65
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Size

Building foot print (metres x metres)	12.2 m x 17.7 m
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Number of floors:	1
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Number of Stairs:	0
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4 Plan drawing

A schematic is attached

5 Identify fire hazards

Ignition sources:

Smoking is not permitted on site

It is not anticipated that any naked flames will be used within The Hollies setting.

Qty 3 wall mounted, at floor level gas heated and qty 2 wall mounted, above door electrically powered heaters within the main hall. Qty 1 wall mounted, at floor level gas heaters situated in the office and staff room with qty 1 wall mounted, above door electrically powered heater in the kitchen. In accordance with The Hollies Childcare Facility Health and Safety Risk Assessment the heaters will be kept clear of debris or stored items to reduce the risk of fire.

The risk of arson is mitigated via appropriate site security measures.

The possibility of electrical sparks is mitigated through actions identified with The Hollies Childcare Facility Health and Safety Risk Assessment.

Fuel sources:

Flammable liquids, gases or chemicals will not be stored within The Hollies setting. Main sources of fuel are limited to paper, cardboard, furniture and clothing. Appropriate housekeeping actions have been identified and listed within The Hollies Childcare Facility Health and Safety Risk Assessment.

Work processes:

Nonspecific. However, a weekly review of health and safety activities will be undertaken by the Person In Charge.

Structural features that could promote the spread of fire:

See attached Fire Risk Assessment

6 Identify people at risk

Identify people at risk in the event of a fire and their location within the premises. Outline why they are at risk, and what control measures are (or need to be) in place.

Commentary:

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place.

The Hollies Employees and children attending the setting are contained within the allotted space identified for The Hollies Childcare Facility (main hall, toilets, kitchen and outside area).

Visitors are signed in by the setting leader. They are always accompanied by an employee who will brief them on the fire evacuation procedures. Employees are made responsible for their guests during any evacuation. Where visitors are identified as having disabilities that would prejudice their evacuation, the setting leader is informed, and measures put in place to ensure their evacuation in the event of fire.

At the present time there are no employees or children with disabilities that would prejudice their escape in the event of fire.

7 Means of escape – horizontal evacuation

Commentary:

All employees are trained in what actions to take on hearing or discovering a fire. There are no employees or children attending the setting with disabilities that would prejudice their evacuation of the premises. Fire drills are carried out half termly and reflected upon by staff.

There are sufficient fire exits of suitable width from the premises that will allow all persons resorting to the premises to evacuate in the event of fire. There are no dead end conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees due to the working practices of the building.

It is anticipated that all employees and persons resorting to the building would have evacuated the building before any escape route becomes untenable.

All door fastenings can be easily opened at all times and all escape routes lead to a place of safety. Windows are fitted with opening restrictors however, keys to unlock these restrictors are placed in each room within the building to allow for opening fully if needed.

8 Means of escape – vertical evacuation

Commentary:

None required.

9 Fire safety signs and notices

Commentary:

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.

10 Fire detection and warning

Commentary:

There is a manual fire warning system comprising of manual call points and automatic smoke detection. It will warn all persons resorting to the building when actuated.

11 Emergency lighting

Commentary:

The Hollies will only be operated during daylight hours with sufficient windows to permit vision. There is an adequate non-maintained emergency lighting system within the premises.

12 Fire-fighting equipment

Commentary:

There is sufficient number of fire extinguishers correctly located throughout the premises. They are adequate for the risks within the premises. Extinguishers located;

Foam extinguishers x2, main hall and entrance foyer
CO2 extinguishers x2, main hall
Fire blanket x1, kitchen.

Due to the nature of the services provided within the facility, it is preferred practice to escort all children to the designated fire assembly points before any attempt is made to fight a fire no matter how small.

13 Other fire safety systems (e.g. sprinklers, automatic smoke extraction)

Commentary:

Qty 10 – 3x main hall, 1x in each of the areas, entrance foyer, office, staff toilet, children's toilet, cleaning cupboard, staff room and kitchen

14 Maintenance

Is there a maintenance program for the fire safety provisions in the premises?
Y/N

YES

Commentary:

Undertaken by Gwauncelyn Primary School. Service test completed by Fire Safety Direct Ltd on 6th February 2023.

Are regular checks of fire resisting doors, walls and partitions conducted? Y/ N	YES
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Commentary:

Undertaken by the setting leader and recorded

Are regular checks of escape routes and exit doors carried out? Y/ N	YES
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Commentary:

Undertaken by the setting leader and recorded

Are regular checks of fire safety signs carried out? Y/ N	YES
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Commentary:

Undertaken by the setting leader and recorded

Is there a maintenance programme for the fire warning system? Y/ N	YES
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Weekly	X
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Six-monthly	
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Annually	
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Commentary:

Undertaken by Gwauncelyn Primary School

Is there a maintenance programme for the emergency lighting? Y/ N	YES
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Monthly	X
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Annually	
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Commentary:

Undertaken by Gwauncelyn Primary School

Is there maintenance of the fire fighting equipment (by competent person?) Y/ N	YES
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Weekly	
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Annually	X
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Commentary:

Undertaken by Gwauncelyn Primary School

Is there a maintenance programme for other fire safety systems? Y/N	YES
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Commentary:

Undertaken by Gwauncelyn Primary School

Are records kept and their location identified? Y/N	YES
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Commentary:

Records undertaken by employees of The Hollies Childcare Facility are stored within the setting. Records undertaken by Gwauncelyn Primary School are stored within the administration area of the school adjacent to the Main Reception.

15 Method for calling the fire service

Commentary:

The Hollies Manager or setting Leader to call 999. Inform school receptionist.

16 Fire emergency plan (FEP)

Commentary:

There is a sufficient Emergency Action Plan, contained within Policy Document HPD – 015 Emergency Procedures.

17 Training

Commentary:

Training is provided by The Hollies Manager.

A six-month training meeting is held to remind staff of what to do in the event of fire. How to call the fire service and how to operate the fire alarm system.

All personnel undertake this training.

18 Significant findings

a) Existing control measures

Significant finding	Control measure
No significant findings have been identified during the Fire Risk Assessment	

b) Fire safety deficiencies to be rectified

Deficiency/ Action/ Allocated to	Priority	Target date	Date rectified