Four Marks Village Hall

Registered Charity Number 301828

Regulatory Reform (Fire Safety) Order 2005
FIRE SAFETY RISK ASSESSMENT

(See attached plan of Village Hall)

Assessor:	Reg Pullen	Assessment Date:	February 2026
Signature:		Review Date:	October 2026

1. FIRE HAZARDS

1.1. Potential sources of ignition

Lobby	Main switch board in cupboards near kitchen hatch. Electric room heater. Electrics for stair lift. Electric sockets and lights.
Committee room	Electric room heaters. Electric sockets and lights.
Ladies' toilet	Lights.
Disabled toilet	Lights, low wattage heater.
Gents' toilet	Lights.
Kitchen	Gas hob and oven. Gas wall boiler for hot water system. Electric hot cupboard. Electric water boiler (for tea etc) and electric hot cupboard. Electric sockets and lights, kitchen appliances.
Large hall	PA system Spotlights for stage illumination. Electric sockets and lights.
Stage	Spotlights for stage illumination. Temporary electrical equipment such as amplifiers. Electric sockets and lights.
Small hall	Electric sockets and lights.
Rear lobby	Gas heating boiler for small hall. Electric sockets and lights.
Nursery office	Electric sockets and lights.
Toddlers store	Lights.
Horti store	Lights.
W.I. store	Lights, low wattage heater.
Loft area	Lights.

Table store	None.
Nursery cage store	None.
Boiler room	Gas heating boiler for large hall, lobby, kitchen, toilets. Electric sockets and light.
All areas	Naked lights such as candles.
All areas	Smoking.
All areas	Arson.

1.2. Potential sources of fuel

Lobby	Paper notices and leaflets.
Committee room	Paper, paint, etc, etc in store cupboards. Curtains. Carpet.
Ladies' toilet	Paper towels and toilet tissue (small quantity in dispensers).
Cleaner's cupboard	Paper towels, toilet tissue, cleaning materials.
Disabled toilet	Paper towels and toilet tissue (small quantity in dispensers). Used nappies in disposal bin.
Gents' toilet	Paper towels and toilet tissue (small quantity in dispensers).
Kitchen	Gas supply. Paper towel roll (in dispenser). Packaged foodstuffs in cupboards.
Large hall	Curtains (fire retardant treated).
Stage	Curtains (fire retardant treated). Scenery etc during performances.
Small hall	Curtains (fire retardant treated). Display items (paper, textiles) on walls. Paper and craft supplies in cupboards.
Rear lobby	Gas supply. Paper, wood and board items stored.
Table store	None.
Toddlers store	Paper, plastics, textiles.
Horti store	Paper, plastics, textiles.
W.I. store	Paper, plastics, textiles.
Loft area	Wooden stage accessories etc.
Nursery office	Paper, plastics, textiles.
Nursery cage store	Paper, plastics, textiles.
Boiler room	Gas supply.

1.3. Potential sources of oxygen

Natural airflow through doors and windows.

2. PEOPLE AT RISK

Regular Hall users.	Should be reasonably familiar with Hall layout and fire precautions.
Occasional Hall users.	Unfamiliar with Hall layout and fire precautions.
Children at nursery, toddler group or family events.	At higher risk due to more limited understanding of risks and appropriate responses to fire emergencies.
Disabled, elderly and infirm Hall users.	At higher risk due to mobility problems, increasing time needed to evacuate the building.
Committee members, maintenance workers or cleaners working alone.	At higher risk because of lower chance of detecting a fire when alone in the building.

3. EVALUATION AND RISK REDUCTION

3.1. Risk of a fire occurring

Lobby	Paper or material igniting by contact with naked flames. Electrical faults in lights or plugged-in appliances.
Committee room	Paper or materials igniting by contact with room heaters. Paper or material igniting by contact with naked flames. Electrical faults in heaters, lights or plugged-in appliances.
Ladies' Toilet	Lower risk due to limited fuel and few ignition sources.
Disabled Toilet	Lower risk due to limited fuel and few ignition sources.
Gents' Toilet	Lower risk due to limited fuel and few ignition sources.
Kitchen	Gas leaks igniting from pilot lights. Paper or foodstuffs igniting by contact with naked flames such as gas hob. Electrical faults in boilers, lights or plugged-in appliances.
Large hall	Curtains or event materials igniting by contact with naked flames. Electrical faults in lights or plugged-in appliances.
Stage	Curtains, scenery or event materials igniting by contact with naked flames. Electrical faults in lights or plugged-in appliances.
Small hall	Curtains, display items or event materials igniting by contact with naked flames. Electrical faults in lights or plugged-in appliances.
Rear lobby	Gas leaks igniting from pilot lights. Electrical faults in lights.
Table store	Lower risk due to no ignition sources in store.

Toddlers store	Electrical faults in lights.
Horti store	Electrical faults in lights.
W.I. store	Electrical faults in lights.
Loft area	Electrical faults in lights. Fire from cupboards below.
Nursery office	Electrical faults in lights or plugged-in appliances.
Nursery cage store	Lower risk due to no ignition sources in store.
Boiler room	Gas leaks igniting from pilot lights.
All areas	Arson – flammable materials in most areas.

3.2. Risk to people

Lobby	Generally lower risk, but increased at beginning and end of events due to numbers entering or leaving. Exits through main door, rear lobby or large hall.
Committee room	Usually lower numbers using this room, but only one exit door.
Ladies' Toilet	Generally lower risk, but in the event of fire, ensure vulnerable people using toilets are evacuated.
Disabled Toilet	Generally lower risk, but in the event of fire, ensure vulnerable people using toilets are evacuated.
Gents' Toilet	Generally lower risk, but in the event of fire, ensure vulnerable people using toilets are evacuated.
Kitchen	Greatest area of fire risk, but limited number of people. One exit, but then three escape routes from door.
Large hall	Greater risk due to larger numbers of people in hall during meetings, including children, visitors and disabled. Two exits available at opposite ends of hall.
Stage	Greater risk due to restricted access doors, though these lead to two escape routes. Third route is over edge of stage into large hall, but this is a high drop for children or less agile adults.
Small hall	Greater risk due to larger numbers of people in hall during meetings, including children, visitors and disabled. Two exits available but both on one side of hall only. Two escape routes from exits.
Rear lobby	Usually few people in this area, and immediate access to rear fire door. Alternative escape through main lobby or stage/large hall.
Table store, all other stores in rear lobby.	Usually few people in the store, and easy access through rear lobby to fire door. Alternative escape through main lobby or stage/large hall.
Boiler room	Access restricted to maintenance staff, only entrance from car park area; isolated from remainder of building.

3.3.1. Remove or reduce hazards - sources of ignition

Lobby	Main switch board. Electrics for stair lift. Electric room heaters.	To be checked and tested by a suitably qualified electrician..
Committee room	Electric room heaters.	Convector heaters only – no radiant heaters
Kitchen	Gas hob/electric oven. Gas wall boiler for hot water system. Electric water boiler.	To be serviced and tested annually. To be serviced and tested annually. To be checked and tested by a suitably qualified electrician.
Large hall and stage.	Spotlights for stage illumination.	To be checked and tested by a suitably qualified electrician.
Stage	Temporary electrical equipment.	Responsibility of hirer (no practical way for Hall to test).
Rear lobby	Gas heating boiler.	To be serviced and tested annually. Boiler is housed in locked enclosure. Access restricted to authorised maintenance staff.
Boiler room	Gas heating boiler.	To be serviced and tested annually. Boiler is housed in a separate blockwork room entered from the car park only. Access restricted to authorised maintenance staff.
All areas	Electric sockets and lights.	To be checked and tested by a suitably qualified electrician.
All areas	Naked lights.	Naked lights not permitted, except limited use of candles when authorised and closely supervised.
All areas	Smoking.	Whole building is a non-smoking area.
All areas	Arson.	Keep building locked and secure when not in use.

3.3.2. Remove or reduce hazards - sources of fuel

All areas	Paper, leaflets, other flammable materials.	Keep flammable materials away from heaters and any naked flames or other heat sources in temporary use.
Large hall, stage, small hall, committee room	Curtains.	Treat all curtains with fire retardant.
Kitchen, rear lobby, boiler room	Gas supply.	Restrict access to gas supply system, which is clearly marked.

3.3.3. Remove or reduce hazards - sources of oxygen

Keep doors and windows securely closed when building is not in use.

Keep doors and windows closed to minimise draughts if naked flames are in use.

3.4 Remove or reduce risks to people

3.4.1 Fire detection and warning systems

Fire is most likely in areas in current use, and thus will be noticed. In addition, smoke or heat detectors are in place at appropriate points throughout the building (see plan at end of assessment).

A fire alarm system is in place, with break-glass boxes at the main doors, each fire exit and boiler room, and sounders in all main rooms, plus a flashing beacon in the main hall, loud enough to be heard over the sounds of parties etc. Smoke and heat detectors are connected and will sound the fire alarm if triggered.

3.4.2 Firefighting equipment

Lobby (by committee room door)	6 litre foam extinguisher
Lobby (by stage door)	2 kg CO_2 extinguisher
Kitchen	2 kg CO_2 extinguisher 3 litre foam extinguisher Fire blanket
Large hall (lobby door)	6 litre foam extinguisher
Large hall (fire door)	6 litre foam extinguisher 2 kg CO_2 extinguisher
Stage (lobby door)	2 kg CO_2 extinguisher Fire blanket
Stage (far side)	6 litre foam extinguisher
Small hall	6 litre foam extinguisher Fire blanket
Rear lobby	6 litre foam extinguisher
Boiler room	2 kg CO_2 extinguisher

3.4.3 Escape routes

	Primary escape route	Alternative escape route
Lobby	Main door.	Through large hall or rear lobby to fire exits.
Committee room	Through lobby to main door.	Through large hall or rear lobby to fire exits.
Toilets	Through lobby to main door.	Through large hall or rear lobby to fire exits.
Kitchen	Through lobby to main door.	Through large hall or rear lobby to fire exits.
Large hall	Fire exit.	Through lobby to main door or rear lobby to rear fire exit.
Stage	Through rear lobby to rear fire exit.	Through lobby to main door or large hall to fire exit.
Small hall	Through rear lobby to rear fire exit.	Through lobby to main door or large hall to fire exit.
Rear lobby	Rear fire exit.	Through lobby to main door or large hall to fire exit.
Stores in rear lobby	Through rear lobby to rear fire exit.	Through lobby to main door or large hall to fire exit.
Boiler room	Boiler room door to car park.	-

3.4.4 Emergency escape lighting

Lobby	Fluorescent tube (2, outside ladies toilet and kitchen).
Ladies' Toilet	Luminaire.
Disabled Toilet	Luminaire.
Gents' Toilet	Luminaire.
Kitchen	Luminaire.
Large hall	Fluorescent tube (2).
Stage	Luminaire.
Small hall	Fluorescent tube.
Rear lobby	Luminaire.
Outside	3 luminaires outside main door and fire exits.

All emergency lighting comes on automatically in the event of power failure. Fire exit pictogram signs also illuminate.

3.4.5 Signs and notices

Fire exit signs	Current pictogram signs in place.
Fire extinguisher instruction signs	Current pictogram signs in place.
Fire action signs	Current pictogram signs in place.

3.4.6 Installation, testing and maintenance

Weekly checks	Fire doors open freely. Escape routes are clear and unobstructed. Fire extinguishers are in place and appear in good condition.
Monthly checks	Test fire alarm. Test all emergency lighting is working.
Six-monthly checks	Test endurance of all emergency lighting.
Annual checks	Service fire extinguishers. Service fire alarm system and smoke detectors. Service gas appliances.
Five-year check	Test all electrical systems.

4. RECORD, PLAN AND TRAIN

4.1 Record the significant findings and action taken

Findings	Action	Date completed
Enforce no-smoking and no-vaping ban in whole building.	By copy of this document, inform all regular Hall users, and request that they inform all assistants and helpers. Issue copy of Emergency Plan to other Hall users when they book.	2 October 2006
Keep flammable materials away from any naked flames or other heat sources in temporary use.		
Keep all fire exit routes clear at all times, and main door unlocked when hall is in use.		
Do NOT cover fan heaters, particularly with flammables.		
Keep building locked and secure when not in use to reduce risk of arson.		
Train frequent users (more than twice a week) what to do in event of fire.	Each frequent user group to carry out fire drills, and record this in the log book.	Ongoing from October 2006
Weekly checks of fire doors, escape routes and fire extinguishers.	Maintenance Manager to carry out.	Ongoing.
Monthly test of fire alarm and emergency lights.	Maintenance Manager to carry out.	Ongoing.
Six-monthly duration test of emergency lights	Eurofire to carry out.	Ongoing.
Annual servicing of fire alarms and extinguishers	Eurofire to carry out.	Ongoing
Annual servicing of electrics for stair lift.	Wheelchair lift company to carry out.	Ongoing.
Gas heating boilers.	Restrict access to authorised maintenance staff.	Ongoing.
Annual servicing of gas heating boilers.	Amitec to carry out.	Ongoing
Five-yearly electrical safety check including equipment, sockets and lights.	Qualified electrician to carry out.	Ongoing
Re-treat all curtains with fire retardant.	Carried out by Clean Plan Services.	Curtains cleaned and re-treated August 2015.
Record all tests and maintenance in log book	Log book to be kept in kitchen.	Ongoing.

4.2 Emergency plans

Emergency Plan (copy attached) to be issued to all Hall users.

Fire Action notices and copy of Hall safety regulations displayed near break-glass points and in kitchen.

4.3 Inform and instruct

Hall users	To be issued with a copy of the Emergency Plan when they book.
All assistants and helpers.	To be informed of fire procedures by the person booking the Hall or other designated Hall contact.
Hall Visitors.	Fire action notices and copy of Hall safety regulations displayed.

4.4 Fire safety training

Train frequent users (more than twice a week) what to do in event of fire. Each frequent user group to carry out fire drills.

5. REVIEW

Review this fire risk assessment annually, or more often if significant changes have been made.