

Eastington Village Hall - Fire Risk Assessment

Regulatory Reform (Fire Safety) Order 2005

Premises Details

Premises: _____ Eastington Village Hall & Car Parking _____

Address: _____ Eastington Village Hall, Millend Lane, Eastington, Stonehouse, GL10 3AT _____

Date of Assessment: _____ January 2025 _____

Assessor: _____ Steven Pitcher _____

Review Date: _____ January 2026 _____

1. The Building

Description: Single-storey brick building with pitched roof, comprising a main hall, kitchen, two storerooms, entrance lobby, toilets.

Use: Community meetings, exercise classes, children's groups, parties, polling station, clubs, social gatherings and private hire.

Maximum occupancy 90 seated

2. People at Risk

- Hall users (adults, elderly residents, children)
- Volunteers/cleaner
- Contractors working on-site
- Visitors with reduced mobility or sensory impairments

3. Fire Hazards & Sources of Ignition

Hazard	Likelihood	Existing Controls
Electrical wiring, heaters, appliances	Medium	Fixed wiring tested every 5 years; PAT testing annually
Kitchen appliances (oven, kettle)	Medium	Fire blanket and CO ₂ extinguisher provided; users briefed
Candles or naked flames during events	Low	Policy prohibits candles/open flames without prior approval
Combustible materials (chairs, tables, paper decorations)	Medium	Stored neatly in storerooms away from heaters
Heating system (gas boiler)	Low	Serviced annually by Gas Safe engineer
Arson risk	Low	Secure doors/windows, external lighting at night

4. Fire Detection & Warning

- Mains-powered smoke detectors in hall, kitchen.
- Fire alarm system tested monthly; full system serviced annually.
- Alarm is loud enough to be heard in all areas.

5. Firefighting Equipment

2 x Water extinguishers near exits.
1 x CO₂ extinguisher in kitchen.
1 x Fire blanket in kitchen.
All equipment inspected annually and clearly labelled.

6. Escape Routes

Exits: Three final exits – main entrance and 2x fire doors one either side.
Signage: Illuminated exit signs above exits.
Condition: Routes kept clear, regularly inspected by committee members.
Lighting: Emergency lighting provided, tested monthly and annually.
Assembly Point: Opposite side of road in Millend Lane.

7. Emergency Plan

On discovering a fire: raise alarm, evacuate building, call 999.
Event organiser responsible for guiding guests out and taking roll call.
Wheelchair users to exit via side entrance with wheelchair access ramp
No one to re-enter until fire service gives all clear.

8. Training

Regular hirers receive fire safety information with booking confirmation.
Evacuation drill carried out annually during community meeting.

9. Significant Findings & Action Plan

Finding	Action Required	Responsible Person	Target Date
None Found			

10. Risk Rating & Conclusion

Risk Rating: Low–Medium (with controls in place).

No major risks identified. Continued vigilance, equipment testing, and user awareness will keep risk at an acceptable level.

Assessor Signature: ___Steven Pitcher (electronic signature)_____

Date: ___January 2025_____