

# FIRE RISK ASSESSMENT



## Fire Risk Assessment Template

*In accordance with the Regulatory Reform (Fire Safety) Order 2005*

### 1. Premises Details

| Item                | Details   |
|---------------------|---|
| Name of Premises    | Skidby Village Hall and Institute   |
| Address             | 70 Main Street, Skidby, HU16 5TJ  |
| Use of Premises     | Community use – village hall  |
| Number of Floors    | 1 (one) single floor  |
| Approx. Floor Area  | 185m <sup>2</sup>   |
| Occupancy           | Total: 182 maximum occupancy  |
| Responsible Person  | Skidby Village Hall Management Committee                                      |
| Fire Risk Assessor  | A Faichney, D Matthews, Skidby Village Hall Trustees, c/o Skidby Village Hall |
| Assessment Date     | 1 <sup>st</sup> August 2025   |
| Date of Next Review | 1 <sup>st</sup> August 2026   |

### 2. General Description of Premises

Provide a brief overview of:

- Construction – single storey, 3-room community hall of brick construction. 3 x escape routes (two from main hall and one from small hall) identified by emergency lighting.(materials, compartmentation, escape routes)
- Community users of various ages and vulnerability.Occupancy type and any vulnerable occupants (disabled, elderly, children)
- Kitchen, boiler room.Any dangerous substances or high-risk areas (e.g. server rooms, kitchens)

### 3. Fire Hazards Identification

| Hazard Area | Sources of Ignition                 | Sources of Fuel   | Sources of Oxygen                            | Risk Level (L/M/H) |
|-------------|-------------------------------------|-------------------|--|--------------------|
| Kitchen     | Electric (stand alone) hob and oven | Cooking oil       | Mechanical extractor and natural ventilation | Medium             |
| Boiler Room | Gas fuel heating boiler             | Piped natural gas | Natural ventilation                          | Medium             |

#### 4. People at Risk

| Group                | At Risk Where/Why                             |
|----------------------|---|
| Hall users           | Throughout premises in the event of fire      |
| Visitors             | Accessible only to function rooms and kitchen |
| Cleaners/Contractors | Dedicated cleaner – familiar with premises    |
| Disabled persons     | Limited mobility in emergency escape routes   |

#### 5. Fire Protection Measures

##### a) Detection and Warning

- Fire alarm system type: L2, manual call points, smoke/heat detection
- Regular testing schedule – weekly HSE check
- Last service date: [DD/05/2025]

##### b) Means of Escape

- Are escape routes clear and adequately signed? [Yes]
- Are emergency exits easily openable? [Yes]
- Emergency lighting installed and maintained? [Yes]

##### c) Fire Fighting Equipment

| Type              | Location               | Last Serviced |
|-------------------|------------------------|---------------|
| CO2 extinguisher  | Small Hall, Kitchen.   | 05/2025       |
| Foam extinguisher | Small Hall, Main Hall, | 05/2025       |
| Fire blanket      | Kitchen                | 05/2025       |

##### d) Maintenance & Housekeeping







- Electrical checks up to date (PAT and fixed wiring)? [Yes] 03/06/2025
- Combustibles stored correctly and safely? [Yes]
- Rubbish removed regularly? [Yes]

#### 6. Fire Safety Management

| Aspect                       | Notes   |
|------------------------------|---|
| Fire safety policy in place? | [Yes]   |
| Staff fire training          | [No] No permanent trustees on site during opening times                 |
| Fire drills                  | [No] Hall users given evacuation instruction (displayed on noticeboard) |

Fire wardens assigned? [No) No permanent trustees on site during opening times  
Evacuation plan displayed? [Yes) On noticeboard in main entrance

## 7. Significant Findings & Action Plan

| Finding / Issue      | Risk Level | Recommended Action  | Responsible Person                    | Target Date  | Complete ?   |
|----------------------|------------|---|---------------------------------------|--------------|--|
| Fire drills not held | High       | Bring evacuation procedure to the attention of all hall users | Management Committee<br>Booking Clerk | Ongoing      | [  /<br> ] |
|                      |            |   |                                       | [DD/MM/YYYY] | [  /<br> ] |
|                      |            |   |                                       | [DD/MM/YYYY] | [  /<br> ] |

## 8. Review and Sign-Off

| Name               | Role       | Signature | Date       |
|--------------------|------------|-----------|------------|
| Fire Risk Assessor | A Faichney | AF        | 01/08/2025 |
| Responsible Person | A Faichney | AF        | 01/08/2025 |

## 9. Attachments (Optional)

- Fire alarm and emergency lighting maintenance records (See H&S File)
- Floorplans showing escape routes and extinguisher locations
- Fire drill and training logs
- PAT and electrical inspection certificates (See H&S File)

**End of Fire Risk Assessment**