



EYNSFORD VILLAGE HALL – FIRE RISK ASSESSMENT

1. Introduction:

This Fire Risk Assessment has been undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005 and associated documents in respect of the property.

In accordance with the legislation, it is necessary to inspect the property on an annual basis which is diarised for further inspection for continuing assessment.

2. Description:

Date of construction: 1905
Use of property: Village hall
Floors: Ground floor only

3. Fire hazards:

Hazard	Type	Yes/no/not appl.	Comments
Electrical sources	Fixed installation	Yes	
	Portable appliances	Yes	
	Trailing leads/adaptors	Yes	
	Lighting	Yes	Inspected by qualified electrician every five years. Next inspection 2024.
Smoking	Prohibited	Yes	
	Prohibited in areas	Yes	
	Arrangements for smoking	Yes	
	Breaches of legislation	No	Designated smoking area in car park outside hall
Arson	Security to building	Yes	Key pad access requiring door entry code
Portable/fixed heating	Is portable heating used	No	
	Heaters (radiant bar/lpg etc)	Yes	



	Regular maintenance	Yes	
	Appliances in fixed position	Yes	Fixed gas heaters in main hall, wall mounted electrical heaters in Darenth Room and common areas
Lightening protection		Yes – on roof	
Flammable liquids		Yes	Small number in locked cleaner's room
Ignition sources		Yes	Gas boiler (water only) and gas cooker in main kitchen, three fixed gas heaters in main hall (with guards)
Furniture		Yes	Folding tables and chairs in main hall and Darenth Room, stage props and stage extension in River Room (no public access)
Floor coverings		No	All either solid timber (block), tiles or lino – no carpets. Bare concrete in cleaner's room
Combustible materials		Yes	Small amounts in cleaner's room and paint in rear store room
	Cupboards	Yes	No combustible materials stored
Housekeeping	Materials separate from ignition source	Yes	
	Cleaning (unnecessary accumulation)	Yes	
	Certification (electrical, gas)	Yes	Separate cleaner's room. Electrical inspection every five years, gas annually.



4. Fire protection:

Design and provision of fire escape	Satisfactory for occupancy	Yes	
	Distance to travel safe	Yes	
	Protection of construction adequate	Yes	
	Doors satisfactory (proper protection etc)	Yes	
	Unobstructed routes	Yes	
	Alternative exits (roof, secondary)	Yes	
	Lifts	No	Double fire escape doors to main hall, two further fire exits at rear plus main entrance doors
Fire alarm	Installed	No	
Fire fighting equipment	Portable equipment (blankets, extinguishers)	Yes	
	Fixed installations (sprinklers etc)	No	
	Regular maintenance	Yes	
	Records maintained	Yes	All extinguishers maintained annually. Fire blanket in kitchen
Lighting	Emergency lighting	Yes	
	Maintenance	Yes	
	Records maintained	Yes	Tested at time of fire risk assessment. Inspected every five years as part of electrical inspection.
Signage		Yes	All fire exits marked (with emergency lighting)



5. Fire Risk Assessment:

The above is a simple risk level estimator based on a general health and safety risk level estimator contained in BS8800.

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is LOW.

Taking into account the nature of this building and the occupants as well as the fire protection observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be SLIGHT HARM (minimal).

Definition of 'slight harm' - in case of fire, unlikely to result in serious injury or death

6. Action plan:

Bearing in mind the observations seen during the fire risk assessment, it is considered the the following action be taken: No action necessary.

This policy will be reviewed annually at the AGM for Eynsford Village Hall.

Last Reviewed: 26th September 2024 AGM

Next Review: 2025 AGM