

The Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT

Insert Photo of the premises here

Employer or other responsible person	TONY FORDHAM		
Name of Premises	REACH VILLAGE HALL		
Address	FAIR GREEN, REACH, CAMBRIDGE		
Post Code	CB25 0TD	Telephone number	n/a
Name of Assessor(s)	TONY FORDHAM		
Date of Assessment	29 JAN 2024	Date for Review	JAN 2025

Property Use	COMMUNITY USE AND PRIVATE HIRE		
Number of floors	1	No of floors below ground	0
Approx area in m ² of footprint of building	225	Age of building	1900 with addition
Brief details of construction	BRICK AND TILE		
Maximum number of employees/visitors	90 STANDING, 75 SEATED		



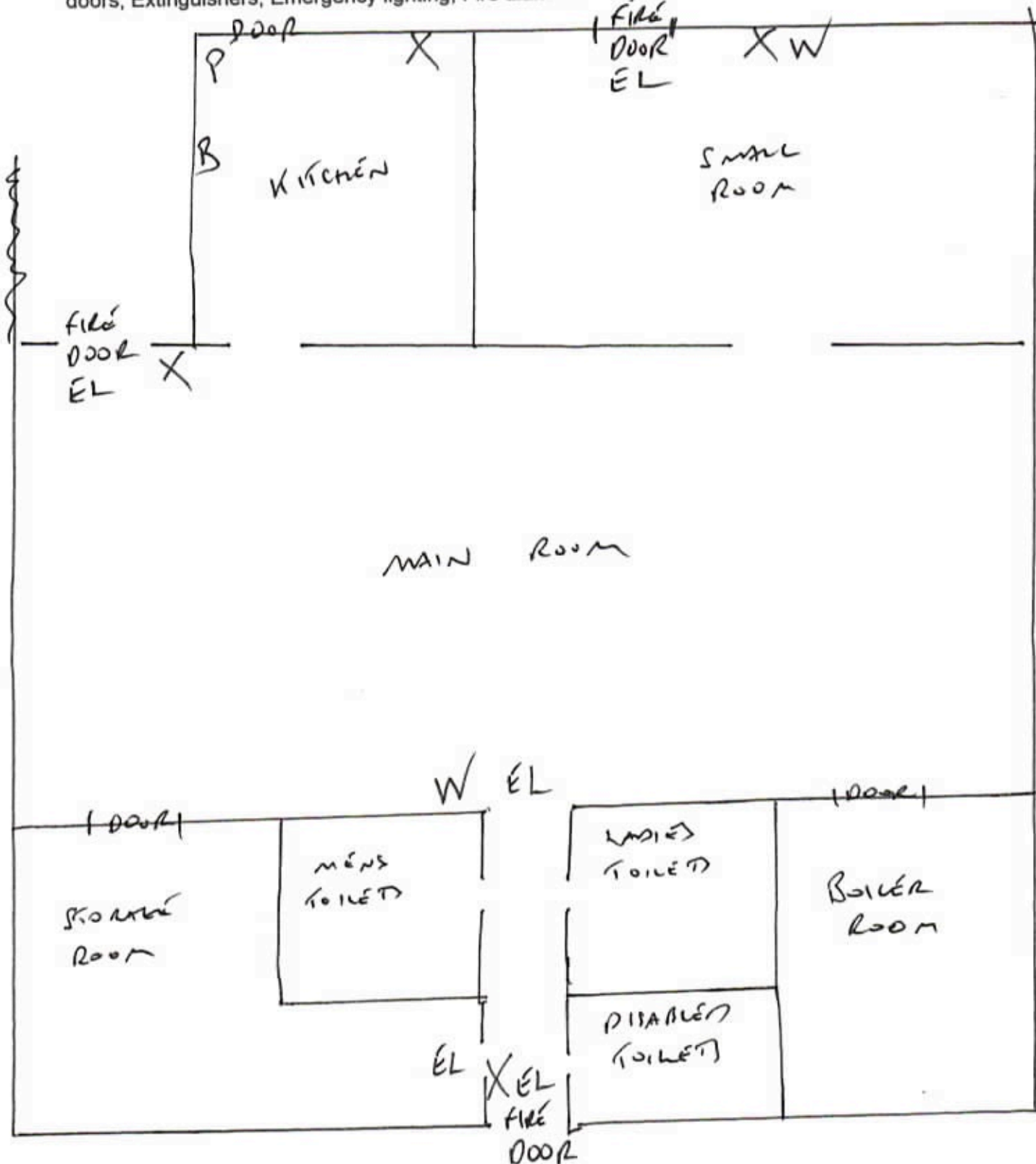
FIRE & RESCUE SERVICE

Premises description & other relevant information

TYPICAL VILLAGE HALL.
TOILETS AND STORAGE TO FRONT
KITCHEN AT REAR

Building Plan

Insert plan of your building here or if you do not possess one, use this space to draw your building floor plan (this does not have to be to scale). **Further guidance can be found in Part 1 Section 4.1 of the appropriate guide.** Mark on all fire precautions equipment e.g. Fire doors, Extinguishers, Emergency lighting, Fire alarm and any fire detection.



X = fire ALARMS
 W = Water fire Extinguisher
 P = Powder
 B = Fire BLANKET
 EL = Emergency Lighting

Form based on:

Fire Hazards

Ignition Sources

Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years?			Yes	✓	No	
Are electrical equipment and appliances periodically inspected and tested?	N/A		Yes	✓	No	
Is the use of trailing leads, extension cables and adaptors avoided where possible?	N/A		Yes	✓	No	
If the answer to the above question is no are they being used according to their safe working limit.?	N/A	✓	Yes		No	
Are e-vehicle charging points provided in accordance with current guidance?	N/A	✓	Yes		No	

Smoking

Are adequate measures in place to stop people from smoking on the premises?			Yes	✓	No	
Are 'No smoking' signs provided?			Yes	✓	No	
Are suitable arrangements in place for those who wish to smoke outside the premises	N/A		Yes	✓	No	

Arson

Are the premises adequately secured to prevent unauthorised access?			Yes	✓	No	
Are combustible materials, waste and refuse bins stored safely clear of the premises or in a purpose-built compound/room?	N/A		Yes	✓	No	

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Are portable heaters subject to periodic inspection and used safely?	N/A	<input checked="" type="checkbox"/>	Yes		No	

Cooking

Are adequate measures taken to prevent fires from cooking?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Are filters and ductwork subject to regular cleaning?	N/A		Yes	<input checked="" type="checkbox"/>	No	

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of rubbish, combustible materials and waste?			Yes	<input checked="" type="checkbox"/>	No	
Are combustibles materials kept separate from ignition and heat sources?			Yes	<input checked="" type="checkbox"/>	No	
Is it ensured that all contractors who undertake work on the premises are competent and qualified?			Yes	<input checked="" type="checkbox"/>	No	
Is a 'hot works permit' system in place?	N/A		Yes		No	<input checked="" type="checkbox"/>

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	N/A	<input checked="" type="checkbox"/>	Yes		No	
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Form based on:

Form based on:

Other significant fire hazards

Are there any other significant fire hazards?		Yes		No	<input checked="" type="checkbox"/>
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If the answer to the above question is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.
If the answer to any of the previous questions is no, include suitable action within the action plan.

n/a

Record brief details of any additional control measures for the fire hazards in the box below

Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely?			Yes	<input checked="" type="checkbox"/>	No	
Are all fire exits easily and immediately openable?			Yes	<input checked="" type="checkbox"/>	No	
If doors on escape routes are to be used by more than 60 people do they open in the direction of travel?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Are suitable precautions in place for all inner rooms?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Is adequate fire protection provided to stairways, including the provision of self-closing, fire resisting doors?	N/A	<input checked="" type="checkbox"/>	Yes		No	
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	N/A		Yes	<input checked="" type="checkbox"/>	No	

Record brief details of the measures in the box below
 If the answer to any of the previous questions is no, include suitable action within the action plan.

Means of giving warning in case of fire

Is there a suitable method for giving warning in case of fire?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	N/A		Yes	<input checked="" type="checkbox"/>	No	

Record brief details of the measures in the box below
 If the answer to any of the previous questions is no, include suitable action within the action plan.

Manual fire extinguishers

Have a reasonable number of fire extinguishers been provided?	N/A		Yes	<input checked="" type="checkbox"/>	No	
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Emergency escape lighting

Are all escape routes, including external routes, adequately illuminated?		Yes	✓	No	
Is there a reasonable standard of emergency lighting in case of mains power failure?	N/A	Yes	✓	No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Fire safety signs and notices

Are there enough signs so that people can find their way to a final exit?		Yes	✓	No	
Is there a reasonable standard of fire exit signage and fire safety signs?		Yes	✓	No	
Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?	N/A	Yes	✓	No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Management of fire safety

Has someone been appointed to manage fire safety?			Yes	<input checked="" type="checkbox"/>	No	
Are procedures in the event of fire appropriate and properly documented?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Is a fire safety policy statement available and displayed?			Yes	<input checked="" type="checkbox"/>	No	
Are all employees given regular instruction and training on preventing fires and what action to take in the event of a fire?			Yes	<input checked="" type="checkbox"/>	No	
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	N/A	<input checked="" type="checkbox"/>	Yes		No	
Are regular checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?			Yes	<input checked="" type="checkbox"/>	No	
Is the fire alarm tested weekly from a different call point each time?	N/A		Yes		No	<input checked="" type="checkbox"/>
Is periodic maintenance and servicing of the fire alarm system and any automatic detectors conducted?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Is the emergency lighting tested monthly?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Is the emergency lighting serviced annually?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Are fire extinguishers subject to annual maintenance?	N/A		Yes	<input checked="" type="checkbox"/>	No	
Are fire evacuation drills conducted to ensure that the emergency plan remains effective?			Yes		No	<input checked="" type="checkbox"/>

Action Plan

If any of the boxes are ticked with a 'No' the deficiencies should be described below along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1	FIRE ALARM TESTED WEEKLY	TO TEST AT EACH VH MEETING	NEXT VH MEETING	TK
2	EVALUATIONS FILED	ANNUAL DRILL	NEXT VH MEETING	TK
3				
4				
5				
6				
7				

Fire Risk Assessment review form

	FRA reviewer	Date
This Fire Risk Assessment was reviewed, and no significant changes were identified, therefore it still remains valid		
	The number of the action point	
The following actions still remain outstanding from the FRA see action plan on previous page(s)		

Have any new minor actions been identified during the review?	Yes		No	
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If the answer to the previous question is yes enter these in the table below

Item	Deficiency	Proposed action	Timescale	Person responsible
R1				
R2				