



Eversley Village Hall CIO Registered Charity Number: 1212230

EVERSLEY VILLAGE HALL

Fire Risk Assessment

Document Title: Fire Risk Assessment

Location: Eversley Village Hall

Responsible Person: Secretary – Eversley Village Hall

Date of Assessment: March 2026

Review Date: March 2027

(This document has been prepared in accordance with the Regulatory Reform (Fire Safety) Order 2005)

INTRODUCTION

This Fire Risk Assessment has been completed in accordance with the **Regulatory Reform (Fire Safety) Order 2005**. It applies to Eversley Village Hall as a place of assembly and outlines measures to reduce fire risk and ensure safe evacuation.

Responsible Persons:

Eversley Village Hall Committee

FIRE HAZARDS

Sources of Ignition

- Kitchen appliances (cooker, microwave, dishwasher, fridge, water heater, kettle, toaster)
- Electrical sockets and portable appliances
- Lighting throughout the building
- Air Source Heat Pumps (ASHPs)

Sources of Fuel

- Plastic tables and chairs
- Curtains
- Wooden flooring and stage
- Stored equipment

Sources of Oxygen

- Natural airflow via doors and windows
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PEOPLE AT RISK

- Hirers of the hall
 - Contractors and cleaners
 - Volunteers / Committee members
 - Children
 - Elderly persons
 - People with disabilities
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RISK CONTROL MEASURES

- Electrical equipment is regularly maintained and serviced
 - Portable appliances are PAT tested
 - Combustible materials are kept away from ignition sources
 - Storage areas are kept tidy and well managed
 - No smoking / vaping policy enforced throughout the building
 - Electrical equipment is turned off when the building is vacated
 - Dishwasher is only used when the hall is in use and switched off afterwards
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FIRE SAFETY EQUIPMENT

- Fire extinguishers located throughout the building
 - Fire blanket in the kitchen
 - Smoke detectors installed across key areas
 - Emergency lighting installed
 - Fire exit signage clearly displayed
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ESCAPE ROUTES

There are four main escape routes:

1. Main entrance to the front car park
2. Annexe double doors to the rear car park
3. Garden room exit to rear garden and gate
4. Kitchen rear door to side access (*secondary exit route*)

All escape routes are kept clear, unlocked, and accessible at all times.

INSTALLATION, TESTING & MAINTENANCE

- Fire equipment serviced annually by CHUBB (last service: January 2026)
 - **PAT Testing:** May 2025
 - **Electrical System Check:** 11th May 2025
 - Smoke alarms are tested weekly by Autumn Cottage in line with their contract
 - All users must only use PAT tested electrical equipment
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FIRE ACTION PLAN

In the event of fire:

- Raise the alarm immediately
 - Evacuate via the nearest exit
 - Call 999
 - Do not re-enter the building
 - **Assembly point:** Rear car park or front of building (across the road by the school)
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RULES & RESTRICTIONS

- NO SMOKING / NO VAPING
 - NO fireworks, gas appliances, or flammable substances
 - NO naked flames (including candles)
 - NO electronic cigarettes inside the building
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MANAGEMENT & RESPONSIBILITIES

- Fire exits must remain unobstructed at all times
- Hirers must comply with all fire safety requirements
- Only safe, tested electrical equipment may be used
- All incidents must be reported to the Committee

Contact: eversleyvillagehall@outlook.com

REVIEW

This Fire Risk Assessment will be reviewed annually or sooner if significant changes occur.

All incidents, no matter how small, must be reported and recorded.

REVIEW

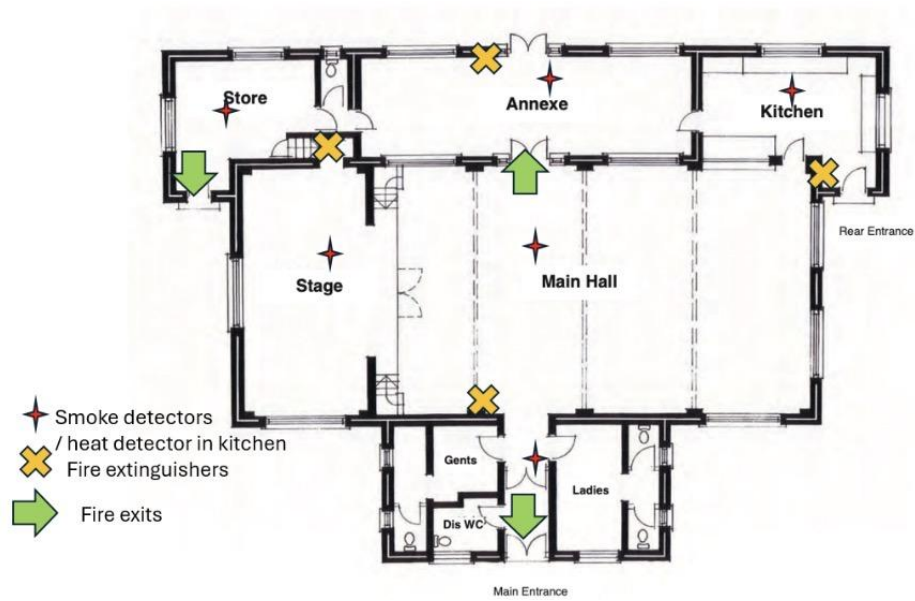
This Fire Risk Assessment will be reviewed annually or sooner if significant changes occur.

The assessment is to be kept under review yearly with regard to any potential new risks and the need to keep them under control, and to ensure that the fire precautions are still working effectively

NOTE: All incidents no matter how small must be reported to the Village Hall Committee at eversleyvillagehall@outlook.com

Eversley Village Hall Plan

This drawing is not to scale but is for information purposes only.



| LOCATION | SOURCES OF IGNITION | FIRE FIGHTING EQUIPMENT | ESCAPE ROUTES | EMERGENCY LIGHTING, SIGNS & NOTICES |
|----------------------|-------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| MAIN ENTRANCE | Electric lights and switches | None | Via main door to front car park | Fire exit Signs above doors , Smoke detector |
| MAIN HALL | Electric sockets, lighting, 2 ASHP in ceiling | 2 x fire extinguishers in main hall | Main doors to front car park, double doors in Annexe | Fire exit sign Smoke detector |
| KITCHEN | Cooker, Electric sockets, fridge, microwave, dishwashers, lighting, kettle, toaster | Fire Blanket and fire extinguisher | Through kitchen door to main hall or rear kitchen entrance door | Fire exit signs |
| TOILETS | Switches and lighting, wall heaters, water heaters, hand dryers (fuse box in Gents) | None | Via front main doors | Fire exit signs |
| STAGE AREA | Electric sockets & lighting – Fuse cupboard, Stage curtains | Fire Extinguisher by fuse cupboard | Via stairs down the back into garden room – or via main hall | Smoke detector |
| UNDER STAGE | Electric sockets, lighting, submersible water pump | None | Via side of stage / or main hall | No signage needed as area only used by committee no other access to anyone |
| ANNEXE & GARDEN ROOM | Electric lights, sockets, water heater, wall heater, ASHP | Fire extinguisher by annexe double doors | Via annexe double doors (ensure chain left unchained) or garden room doors | Fire exits signs and 2 x smoke detector in garden room & Annexe |
| GARDEN AREA | None | None | Through side gate | On garden room fire exit door |