



Shotteswell Village Hall – Fire Safety Risk Assessment

Registered Charity No: 502948

Description of Premises

Shotteswell Village Hall is a stone-built single-storey community building situated in Coronation Lane on the southern edge of the village. The Hall is a registered charity and is run by a Management Committee of local volunteers. The committee consists of representatives from user groups and elected members of the public.

The facilities comprises the Main Hall, two small entrance halls, catering kitchen with a serving hatch and separate men's, women's, and disabled toilets. There is also an equipment storage shed to the rear of the building. The Hall is available to hire for both private and public events. The Main Hall can hold up to 100 people (standing).

There is a small car park surrounding most of the main building with a large flag pole in the corner. There are two emergency exits leading directly out of the main hall into the car park.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement and Standard Conditions of the hire draws the hirers' attention to the health and safety and licensing obligations that the booking places upon them.

Principal Users of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, local elections, a village social evening, a weekly community club, parish council meetings, exercise classes and charity fund raisers.

The Management Committee encourages users and hirers to make themselves aware of the exit routes, the location of emergency equipment and the layout of the Hall. A building plan is available on the notice board in the main Hall.

People at Risk of Fire

Staff: The Village Hall Management Committee does not employ any staff.

Trades People: The committee employs local trades people on both an ad-hoc and scheduled basis for the purpose of safety checks and building maintenance. Local trades people who are familiar with the building and its layout are given the key safe code to access the building, while others are accompanied on site by one or more committee members. Volunteers undertaking cleaning and maintenance.

Hall Users: These will generally be familiar with the layout and its emergency exit routes. Those who are not will find the building and simple layout easy to navigate and assimilate. The Main Hall area is open plan with two easily identifiable fire exits. Emergency lighting is situated over the fire exits and around the Hall, and this is tested regularly. The exits all give a direct, unhindered route of exit into the car park area. The main double doors are fitted with an emergency crash exit bar to aid evacuation through the double doors.

Disabled Persons: At a typical function it is possible for a limited number of disabled persons to be present. It is the responsibility of the Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. Exit doors are on a slightly raised level from the car park surface which is of tarmac construction. There are small ramps available to assist wheelchair users.

Children: It is the responsibility of the hirers and parents to ensure all children are supervised and that they are given adequate assistance in the event of an evacuation. Any future Primary Hall user groups, such as Brownies or a crèche will be expected to carry out their own Fire Risk Assessment.

Other Members of the Public (who are not using the Hall): Members of the public may walk past the front of the Hall or across the car park.

Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Fault in mains power supply, heating ring, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in the kitchen where the consumer unit is located, skirting boards, plasterboard)	Open to the air.
Faulty portable electrical equipment (e.g., kettles, toaster, dehumidifier, floor cleaner etc.)	The device itself and any materials close by.	Open to the air.
Kitchen appliances (i.e. hob, oven, fridge, kettles etc.)	The appliance itself then any material close by.	Open to the air.
A 'No Smoking' policy is enforced throughout the premises.	N/A Smoking not permitted on site.	
Cooking accidents.	Hot oil igniting on the hob or in the oven. Food burning on the hob or in the oven.	Open to the air.
Arson	Any source.	Open to the air.
Candles and other naked flames.	The candles and any combustible materials close to them.	Open to the air.

Control Measures

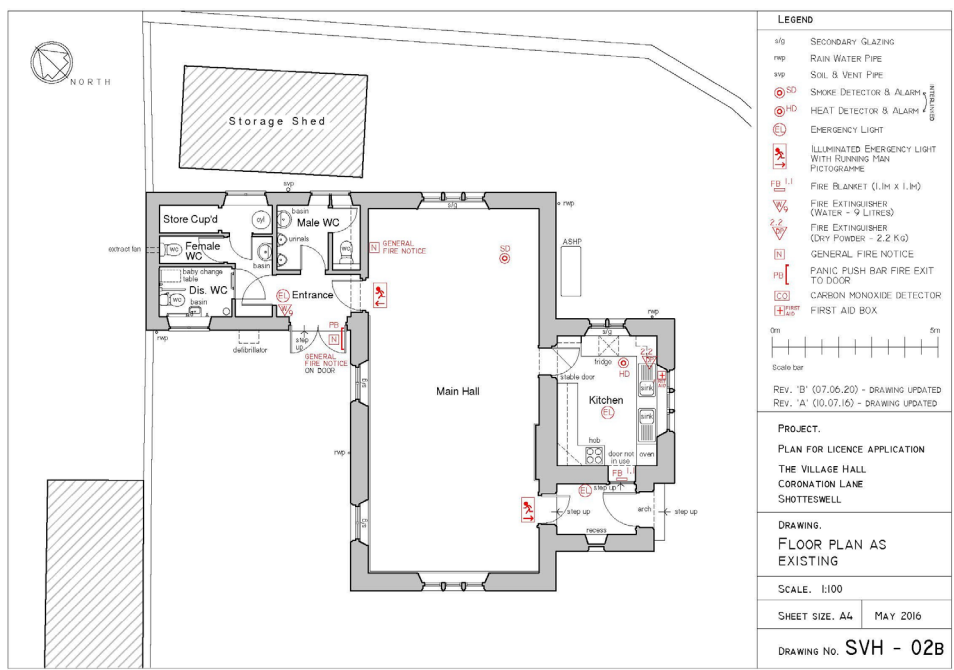
Fire Hazard	Likelihood 1 = Low 5 = High	Risk to people from fire hazard	Measures to avoid or reduce	
			The Hazard	Risk to people
Fire inside the Hall.	2.	Smoke inhalation. Burns. Death.	Ensure sufficient and correct firefighting equipment is available and that it is inspected at least annually. The exits and firefighting equipment are clearly marked on the plan of the Village Hall which is displayed on the notice board. Ensure Village Hall furnishings are made of non-combustible material or a material has been fire proofed. Hall users are asked to remove their rubbish when they vacate the hall (I.e. emptying the bins)	Ensure Hall users/hirers know how to evacuate the building, where the firefighting equipment is located and where the assembly point is. Also ensure users/hirers know that one person must be responsible for checking the building has been evacuated and the Fire Service called. Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit routes are clear. Users will be made aware of their responsibilities under the Premises License (via the booking process and hire agreement)
Fire on the premises outside the Hall.	1	Evacuating people away from the source of the fire.		Ensure users/hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is undertaken safely.
Faulty electrics in mains supply, heating	1	Electrocution while attempting to put out	A qualified electrician checks the fixed wiring once every five years and portable	Ensure suitable (not water) firefighting equipment is available close to the

circuit, lighting circuit, kitchen appliances or portable devices.		the fire with water.	devices are checked every year. A Certificate of Inspection obtained for every inspection and retained. Appliances have PAT stickers on.	likely sources of electrical fires.
Smoking	1	Smoke inhalation. Burns.	A No Smoking policy is enforced throughout the premises.	
Cooking accidents	2	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the oven and how to cope with oil fires. Ensure there is a fire blanket close to the oven for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.		Ensure users/hirers are aware of their responsibility to supervise children while on the premises.
Arson	1	Smoke inhalation. Burns.	Ensure Hall users/hirers are aware of their responsibility for the Hall during their occupation, to take reasonable steps to prevent wilful damage and to ensure the premises is locked on departure.	Wherever possible, locking mechanisms are fitted for ensuring internal safety without comprising emergency exit.

Fire Assembly Point:

Grassed area on the opposite side of Coronation Lane.

Plan of the Hall:



Adopted by Committee: **March 2016**

Last Reviewed: **January 2026**

Review Date: **January 2027**

Signed: *B Jammett* Position: **Chairman**
Claire Jeffrey Position: **Vice-Chair**