

STRAMSHALL VILLAGE HALL FIRE RISK ASSESSMENT

12th June 2026

Responsible Person: Stramshall Village Hall Management Committee

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Signed Chairperson:

Date:

Signed Health & Safety Officer(s)

Date:

Review Date: 8th May 2027

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STRAMSHALL VILLAGE HALL

FIRE RISK ASSESSMENT

DESCRIPTION OF STRAMSHALL VILLAGE HALL

Stramshall Village Hall is a modern (Built 1978), stone-built, community building situated in the centre of the village on Vicarage Drive. (What3words location: **Handy.Massaging.Caked**)

The building comprises two entrance lobbies (the front lobby having a cloakroom on one side), a main hall, a meeting room, a kitchen and separate men's, women's and disabled toilets, two storage rooms.

Outside, there is a 2800 litre heating oil storage tank on the southeast rear corner of the building. There is no gas at the village hall.

Cooking and water-heating is by electricity, and the halls heating system is a ducted hot air oil heater system where the oil heater is housed in the larger of the two storerooms in the east side of the building.

The hall can be partitioned off to provide:

- (1) a meeting room 3.5m x 5m (holding about 38 people standing or 15 sitting or 10 sitting at tables).
- (2) a main hall 16m x 10m (holding about 190 people standing or about 120 sitting or 104 sitting at tables).

All parts, excluding storage areas, are available to hire for both private and public events.

The village hall has parking rights to the small carpark on the west side of the hall. Three emergency exits lead directly out of the building - from the main hall and both front and side foyers. They are clearly lit with emergency lighting.

To the west of the building is a small car park area for local residents which is the designated ASSEMBLY POINT.

The Hall is NO SMOKING area.

No FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES, INGNITED CANDLES or NAKED FLAMES are permitted inside the building.

Fire extinguishers are situated in the two foyers and in main hall. They are routinely inspected. The certificate is displayed at the Village Hall.

Fire Hazard is low, and therefore RISK IS LOW.

PRINCIPAL USES OF THE VILLAGE HALL

The hall is hired by a range of organisations, and private individuals for a wide 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 Booking Form and Rules of Hire draw the hirer's attention to the health and safety and licensing obligations that the Booking places upon them.

The Hall does not hold a premises licence for the sale of alcohol, but where requested, a temporary event notice (TEN) can be obtained as part of the booking procedure. Private Hirers, are responsible for meeting the obligations of the TEN, and must seek permission from the Village Hall committee (bookings secretary) to serve or sell alcohol. A TEN is required for licensable events at the village hall such as sale of alcohol, playing of music or entertainment or provision of food before 08:00am or after 11:00pm.

The Village Hall committee encourage all users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities.

This Fire Risk Assessment has been done by the Village Hall committee to cover all aspects of the Hall, but particularly for those Hirers who are not familiar with the layout and equipment.

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON INCHARGE OF THE HALL DURING THE HIRE PERIOD. It is advisable to take a note of the name of everyone attending your event.

The Village Hall committee encourage Hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment, the escape routes. The plan is available to all Hall users who should also identify the assembly point. The Village Hall committee cover these aspects in a walk-through of the village hall prior to the event. It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied.

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

The Order applies to virtually all premises and covers nearly every type of building, structure, and open space. It applies to community halls and community premises and is relevant, therefore, to Stramshall Village Hall.

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes 5 steps to be taken when carrying out a Fire Risk Assessment:

Step 1 – Identify fire hazards

Step 2 – Identify people at risk

Step 3 – Evaluate, remove, reduce, and protect from risk

Step 4 – Record, plan, inform, instruct and train

Step 5 – Review

The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in Stramshall Village Hall:

1. Main entrance and foyer
2. Main Hall
3. Kitchen
4. Meeting room
5. Disabled & Men's & Ladies' toilets
6. Store cupboards

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, firefighting and precautionary equipment, escape routes, emergency lighting, signs and notices.

The key findings of this assessment are contained on the following pages and key points discussed as appropriate.

FIRE HAZARDS: SOURCES OF IGNITION, FUEL AND OXYGEN

The main sources of ignition are the various items of electrical equipment located in the kitchen e.g. electric hob, ovens, microwave, fridge, water heaters, coffee machine and kettles.

Other sources of potential ignition are electric sockets, portable appliances, and the lighting located throughout the village hall.

The principal external source of fuel is the heating oil tank at the rear of the village hall used for the heating system within the village hall (the heating unit is sited in one of the storerooms).

Other sources of fuel are **plastic seating, wooden tables, wooden floor and fire resistant curtains** all in the main hall and **carpets** used by the indoor bowls group, **crash mats** used by the Ju-jitsu group and various items stored by the scouting group stored in the two storerooms.

The main source of oxygen is the natural airflow through, doors and windows.

PEOPLE AT RISK

People who use the hall and may be at risk if there is a fire include:

- Hirers of the Village Hall
- Contractors
- Volunteer Cleaners
- Village Hall visitors which may comprise:
 - Children (when used as a party venue)
 - Elderly
 - People with disabilities (mobility, hearing or vision impairment)

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

The risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen. Combustible materials are kept away from these sources and equipment, and heating units are maintained in a good state of repair. Elsewhere, electric sockets and lighting are well maintained and portable appliances 'PAT' tested where appropriate.

The risk to people

An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchen, or the main hall.

The main entrance/foyer, the main hall, meeting room, disabled & other toilets and storerooms are all at ground floor level (this is a single storey building) and are open to the various escape routes available being the main entrance and the fire door in the main hall. There is also an alternative side exit from the side foyer which is also lit by emergency lighting and signage.

Removal/reduction of the hazards

The identified potential hazards comprise the range of electrical equipment contained in the kitchen which are an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection, and servicing.

The combustible tables and chairs stored by Stramshall Village Hall are kept around the perimeter of the main hall and in the meeting room away from any heat sources and readily visible by any village hall user and so represent a minimal fire hazard but need to be kept tidy and in the specified areas in this area to avoid trip hazard.

Stramshall Village Hall operates a No Smoking policy in all areas of the building.

Other flammable materials stored by users of the village hall typically; carpet and crash mats are kept in locked storage rooms restricting access from general public and away from potential sources of heat. The main oil heater unit is in one of the store rooms, but strict controls on the tidiness and location of the user items are such as to minimise the fire risk in this area as far as practicably possible.

Removal/reduction of the risks to people

The fire risk to people has been minimised as far as reasonably practical. Adequate fire escape signs are in place as is emergency lighting (replaced June 2023) to assist people in the event of fire and to allow them to escape safely. Emergency lighting services should be annually serviced on a 3 hour "duration" test and a monthly "flash" test.

There are three 6 litre water fire extinguishers in the village hall. One is in main entrance/foyer, another is by the fire escape door in the main hall, and the third is the side exit door which is fitted with a thumb-turn lock to allow ready exit as required. A fourth, CO₂, fire extinguisher is also in the main hall near to the kitchen. All four fire extinguishers have operational instructions and are inspected and serviced annually by an external company with the Certificate of Inspection being displayed in the main entrance/foyer.

A fire blanket, also inspected annually, is located in the kitchen.

There are three main escape routes available and are readily accessible from all parts of the hall. All are independent of each other. The main escape routes are (1) the main entrance (this is the best route for disabled people to take if practical) (2) an external fire door off the main hall & (3) an external door with thumb lock adjacent to the kitchen. On exiting via this route, it is necessary to navigate a set of steps.

Escape routes are marked, all unencumbered and are listed in the accompanying table. Both external fire doors (1 & 2) lead to the outside and provide open space for safe and easy evacuation of the hall.

Escape routes and exits are indicated by appropriate signs as indicated in the accompanying table. Fire exit signs are also detailed in the accompanying table. The fire extinguisher has operating instructions clearly displayed.

Installation, testing and maintenance

All fire prevention and firefighting equipment is maintained in effective working order through periodic servicing and maintenance. Sources of risk are also checked on a regular basis. No fire alarm is present.

Regular checks are made of the water heater, cooker, fridge, fire doors, lights and microwave.

An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on regular basis (5 year electrical inspection).

RECORD, PLAN, INFORM, INSTRUCT AND TRAIN

Significant findings and action taken

The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

Conditions of Hire

The conditions of hire of the village hall state that fire and other exits must not be obstructed. Conditions of hire are provided by the Bookings Secretary during the booking process.

Emergency plan

The village hall is a simple layout with clear well signed fire escapes and fire extinguishers. Conditions of hire state that fire and other exits must not be obstructed.

1) The Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits, and to muster together as soon as possible at the ASSEMBLY POINT – Car park to the west of the village hall (up the hill).

2) A Roll Call should be taken.

3) NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. There is no public telephone in Stramshall Village Hall. If you have a mobile phone, Dial 999 and give this address:

Stramshall Village Hall, Vicarage Drive, Stramshall, Staffordshire. ST14 5DL.

(What3words: **Handy.Massaging.Caked**)

Be prepared when the 999 services put you through to the Fire Brigade to be ready to explain the situation.

4) The Responsible Person should ensure that once the Village Hall has been evacuated, **members of the public do not re-enter the building** to collect personal belongings, etc. under any circumstances.

5) On the arrival of the Fire Brigade, the Responsible Person should report to the Officer in charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing from their last known position.

6) Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If in any doubt, get out of the building.

7) If you have a mobile phone and after you have carried out all of the above, and when circumstances allow it, please phone and advise a member of our committee at the earliest opportunity:

Bookings Secretary

Catherine Wright

07711 916288

Chairman

Peter Wright

07852 750648

Secretary

Pat Cliff

07973 478444

Inform, Instruct and Train

Hirers will be made aware of the fire safety procedures and their obligations through reference in the Hire Agreement to this guidance and the availability of the Competent Person to give any necessary instruction or training to ensure that they understand and can fulfil their obligations.

What not to do

Users should not:

- Prop fire doors or use wedges to hold them open.
- Let rubbish accumulate, clean as you go
- Block fire escape routes
- Smoke
- Bring unsafe or poor condition portable electrical appliances to the Hall
- Cook using deep fat frying
- Try to fight a fire if that creates personal risk
- Use any external cooking appliances such as barbecues in the hall

Before admission of the public

- All fire exit doors are unlocked, any fastenings removed, this check to include the front entrance door and the fire exit door in the main hall
- A thumb turn lock is fitted on both the main door and the side door, so that during a hire these can remain locked for security but easily opened without a key in the event of a fire.
- Escape routes are free from obstruction and available for use
- Any fire doors are closed and not wedged or propped open
- Firefighting equipment is in place and unobstructed
- Exit signs are illuminated
- There is no obvious fire hazard in, or near, the building

End of function

- Search for smouldering fires or cigarettes left burning
- Check that all portable electrical appliances are turned off and ideally unplugged
- Remove all waste materials from the Hall
- Turn off all lights
- Close all internal doors
- Secure all outside doors and windows

REVIEW

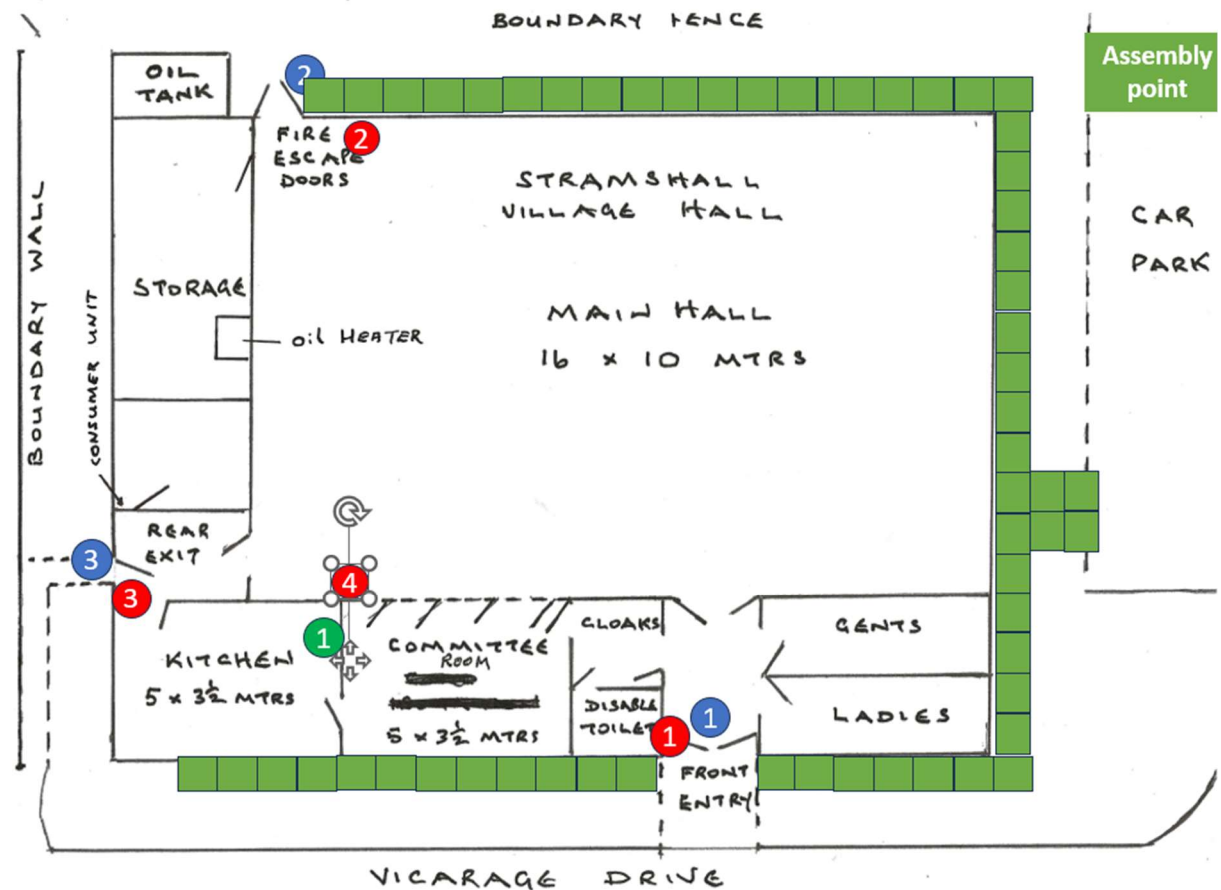
This fire risk assessment has been carried out for Stramshall Village Hall having read the ACRE Information Sheet 37 "Fire Safety in village halls"

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

A plan of Stramshall Village Hall is attached as Appendix I.

APPENDIX I

PLAN OF STRAMSHALL VILLAGE HALL



Notes:

- ① Entrance / Exit points
- ① Fire Extinguisher locations ① Fire Blanket location
- NB ④ is a CO₂ fire extinguisher

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

APPENDIX II

STRAMSHALL VILLAGE HALL FIRE RISK ASSESSMENT TABLE

Location	Sources of ignition, fuel	Firefighting equipment	Escape routes	Emergency lighting, signs and notices
Main entrance hall / cloakroom	Electric lights Electric socket Notices on noticeboards	6l water fire extinguisher in entrance hall	Via main door or fire escape at rear of Village Hall	Emergency lighting Exit sign over front/main entrance
Main hall	Electric lights Electric sockets Chairs & Tables Notices on noticeboards	6l water fire extinguishers in entrance hall and by rear fire escape 2kg CO ₂ fire extinguisher	Via main front door Via rear fire escape	Exit sign over front/main entrance and over rear fire escape
Meeting room	Electric lights Electric sockets Chairs & Tables	6l water fire extinguishers in entrance hall and by rear fire escape 2kg CO ₂ fire extinguisher in main hall	Via main front door Via rear fire escape	Exit sign over front/main entrance and over rear fire escape
Kitchen	Electric hob Electric sockets Lighting Water heater Tea urn Coffee machine Kettles Microwave Electric ovens Fridge Paper towels	6l water fire extinguisher in the side door foyer Fire blanket mounted on kitchen wall 2kg CO ₂ fire extinguisher in main hall	Via main front door Via rear fire escape Via side door	Emergency lighting in kitchen Exit signs over front/main entrance, over rear fire escape and over side door in side foyer
Toilets	Electric lighting Paper towels	6l water fire extinguisher in entrance hall	Via main front door Via rear fire escape	Emergency lighting Exit sign over front/main entrance and over rear fire escape
Small store rooms	Electric lights Consumer unit Carpets	6l water fire extinguisher in side door foyer	Via side door	Exit signs over side door in side foyer
Large store rooms	Electric lights Electric sockets Oil heater Crash mats Various user items	6l water fire extinguisher by rear fire escape	Via rear fire escape	Exit sign over rear fire escape