



Fire Safety Risk Assessment

Version 1.3

17th February 2026

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Version Control / Document History

Version	Date	Author	Comment
0.1	23 Nov 2016	Ben Kemp	Initial document created.
0.2	17 Jan 2017	Ben Kemp	References to Mother and Toddler group removed.
0.3	31 Mar 2017	Ben Kemp	Updated to include recent PAT Certification dates.
0.4	20 May 2017	Ben Kemp	Plan of Building Layout included.
0.5	29 July 2017	Ben Kemp	Control measures updated; PAT Testing stipulated.
0.6	27 Aug 2018	Ben Kemp	COSHH section amended for locked cupboard; New cleaning company engaged; Fire Assembly point signage now in place.
0.7	18 Jun 2023	Ben Kemp	Reviewed by Mike Moulton; amendments as per his comments.
1.0	11 Dec 2023	Ben Kemp	Amended after further discussion with Mike Moulton. Formally adopted on 23 Nov 2023.
1.1	22 Feb 2024	Ben Kemp	Further edits for clarity and cross-reference to Conditions of Hire.
1.2	25 Jan 2025	Ben Kemp	Mike Moulton contact number change; user groups updated.
1.3	17 Feb 2026	Ben Kemp	Annual Review

Management Summary / Purpose of Document

This document is the Fire Safety Risk Assessment for Holybourne Village Hall and supersedes all previous documents of similar name and purpose. It is designed to meet or exceed the legal, ethical and moral obligation of the Trustees of Holybourne Village Hall to perform and record a Fire Safety Risk Assessment.

This Fire Safety Risk Assessment has been carried out per The Regulatory Reform (Fire Safety) Order 2005, effective 1st October 2006 in England and Wales. This order requires the Responsible Person for any non-domestic premises to carry out a fire safety risk assessment, including measures to reduce or eliminate the risk of fire and identify persons at risk. The Trustees of Holybourne Village Hall are collectively the 'responsible person'.

This fire safety risk assessment aims to reduce the risks of fire, and thus protect all users, by:

- identifying the fire hazards.
- identifying the people at risk.
- reducing the risk of those hazards causing harm to as low as reasonably practicable.
- determining the physical fire safety precautions and management policies necessary to ensure the safety of people in Holybourne Village Hall in the event of a fire, by:
 - reducing the probability of a fire starting.
 - ensuring that all Hall users present are alerted and can leave the premises safely.
 - Limiting the effects should a fire occur.

This Risk Assessment is reviewed annually, and a copy is displayed on the premises, accessible to all hirers.

External Documents Referenced

Holybourne Village Hall Health and Safety Policy
Holybourne Village Hall – Conditions of Hire
Holybourne Village Hall Emergency Lighting Test Procedure
Holybourne Village Hall – Information for Contractors

Introduction

A **Hazard** has the potential to cause harm.

A **Risk** is the chance of that harm occurring.

Identifying Fire Hazards

For a fire to start, three things are required:

Fuel For example flammable fluids (solvents) and flammable chemicals (e.g. cleaning products), soft furnishings (e.g. curtains, seating), stationery and rubbish.

A source of **Ignition** For example faulty electrics, light fittings, portable kitchen appliances, hot surfaces, cooking equipment, naked flames, room heaters, central heating boilers etc.

Oxygen Always present in the air.

Fire Loss Experience

Holybourne Village Hall has no recent experience of Fire.

Relevant Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005 is applicable.
Hampshire Fire Brigade enforces the above legislation.

Description of Premises

Holybourne Village Hall is a registered charity, run by a Management Committee of local volunteer Trustees. The committee consists of representatives from the Hall's user groups and elected members of the public.

Location

Holybourne Village Hall is situated near the centre of the Village, adjacent to Number 5 Church Lane, close to the junction with London Road. Its postal address is:

Holybourne Village Hall
Church Lane
Holybourne
Hants
GU34 4HD

Construction Details

The original Main Hall is a single-storey structure dating back to around 1920. A single-storey extension was constructed in 2005. The building consists of a Main Hall, a kitchen with a serving hatch, Ladies, Gents and Disabled Toilets, and store cupboards. There is a small foyer to the emergency exit and a cupboard which houses the gas-fired boiler, installed in January 2015.

The internal finish is of painted timber, plywood, or insulation board throughout. The flooring is varnished timber in the main Hall section and vinyl-covered concrete in the new section.

On the exterior, there is a small car park with space for three cars.

Floor Areas

Main Hall	66.2m ²	Cupboard Store	7.7m ²
Kitchen	9.8m ²	Emergency Exit Foyer	4.6m ²
Entrance Lobby	11.55m ²	Pre-school Store	4.0m ²
Gents Toilets	7.3m ²	Boiler Cupboard	1.5m ²
Ladies' Toilets	9.0m ²	Tables/Chairs Store	6.7m ²
Disabled Toilet	3.4m ²	Total	131.75m ²

The Hall is frequently inspected as the Holybourne Village Pre-School operates from the Village Hall each weekday during School terms.

The Hall is not licensed to sell alcohol for consumption on the premises; however, it is possible to do so with the granting of a Temporary Event Notification (TEN) License. During these events, the Hirer is responsible for meeting the license's obligations.

The Occupants

Number

The Hall is hired by user groups throughout the week. Groups vary in size, but as stipulated by the Hall's insurers, a maximum of 60 persons is permitted on the premises at any one time.

Principal Uses of the Village Hall

The Village Hall is used for a wide variety of functions, some of which may be licensable. These include, but are not limited to Holybourne Village Pre-School, Holybourne Honeys Women's Institute, Holybourne Village Association, Holybourne Theatre, Origin Tai Chi, Yoga, Alton Camera Club, and Alton Dynamic Dancers.

Regular hall users will be familiar with the building's layout. There is only the main hall (plus toilets and kitchen), and users can very quickly familiarise themselves with these areas. The emergency signage is illuminated above the Fire Exit Route doors, and this is tested and logged monthly.

The Trustees will, however, encourage all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas relevant to their own Group(s) of users and their activities.

In addition to the above, the Hall is widely used for discos, parties, presentations, and receptions, as well as other social and fund-raising activities.

A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Booking Form and Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them. The Trustees encourage Hirers to make themselves aware of the exit routes, the fire-fighting equipment, and the hall plan detailing the location of the equipment and the escape routes. The plan is available to all Hall users and is also on the Notice Board.

The Trustees do not usually staff the hall during a booked event unless it is being run by the Trustees themselves.

The Village Hall Management Committee has performed this fire risk assessment to cover all aspects of the Hall, particularly for Hirers who may not be familiar with the layout and equipment.

Who is at Risk of Fire?

Staff

Holybourne Village Hall does not directly employ any staff but has engaged Richard Morando, a contract cleaner, who attends weekly, usually on Friday afternoon.

Cleaning is frequently performed by a pair of workers. This is usually the same team, which is familiar with the hall's layout.

Hall Users

There are a limited number of rooms (the main hall plus toilets and kitchen), and users can rapidly familiarise themselves with these areas. Emergency signage is illuminated above all Fire Exit Route doors. Users may need guidance from the event organisers or the person responsible for the Hall booking.

Disabled Persons

At any function, it is possible that there may be several disabled persons in wheelchairs or with other mobility problems. Numbers are typically low but cannot be predicted in advance. It is assumed these persons may require assistance with evacuation. The Main Entrance Emergency Exit door is level with the path outside the door and is negotiable by wheelchair users. The other Emergency Exit Door has a step down into the lobby and a further step down outside the door. Wheelchair users may require assistance evacuating via this route.

Children

All Children within the Hall are supervised.

The car park (which doubles as an external Play Area) is walled at a level where an adult could lift Children over it, although Holybourne Village Pre-School puts up removable netting as a security measure while their hiring sessions are in progress.

Possible Causes of Fire

The Trustees have identified the following potential causes of fire:

- Main power supply
- Portable electrical appliances
- Kitchen equipment (other than portable electrical appliances)
- The Gas Boiler
- Smoking Policy
- Waste
- Soft furnishings
- Deliberate ignition/arson
- Electric water heaters – Kitchen, Ladies & Gents WC

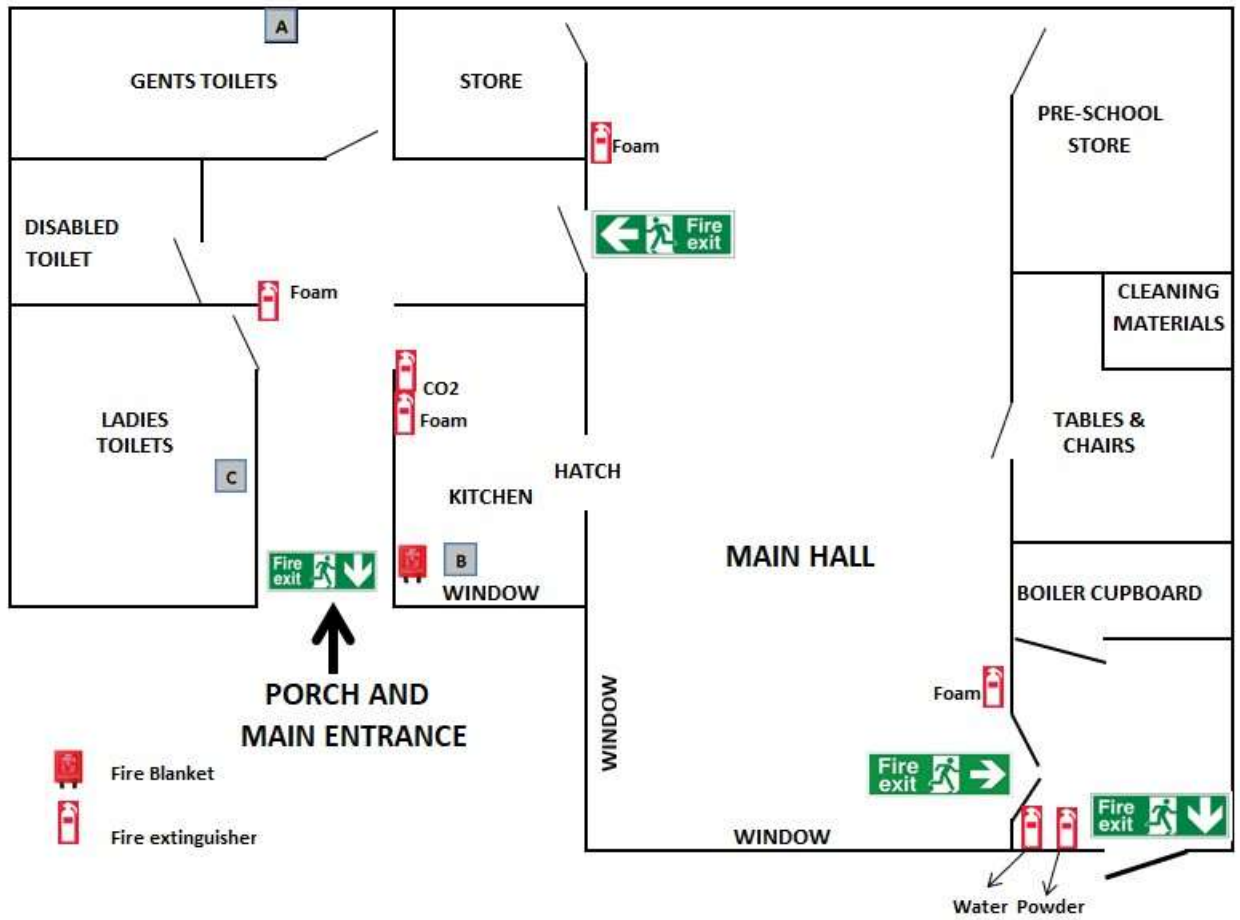
Control Measures

The following control measures have been put in place by the Trustees:

- Adequate, functioning fire-fighting equipment is available and maintained annually. A Certificate of Maintenance is obtained at each inspection. The equipment currently (Jan 2025) consists of the following extinguishers: 1 x 2kg CO₂, 1 x 6-litre Water, 1 x 2kg Powder; 4 x 6-litre Foam, a Fire Blanket and Heat Detector in the kitchen and a Smoke Alarm fitted in the Entrance Lobby. The Trustees will act upon the advice of the inspection practitioner to increase, change or move the location of the fire-fighting equipment.
- The location of the fire-fighting equipment, emergency lighting and escape routes are clearly marked on a plan that is available to all users, Trustees and Contractors.
- All Fire Exit doors are checked for ease of opening and that the Emergency Exit Routes are clear weekly. A test of continued illumination in case of a power failure is performed monthly. A test of the Heat and Smoke Alarms is performed weekly. Records of all checks are maintained.
- Ease of access to and through the escape routes and to the assembly point is tested weekly and the results are logged.
- Portable Appliance Testing is carried out by a qualified practitioner on a biennial basis, and the fixed electrical installation is tested every five years. Certificates of Testing are obtained at each inspection.
- The Gas Boiler is serviced annually.
- Smoking is prohibited throughout the building.
- A record of key holders and of those hirers that have been given temporary access to a key is kept by date and session times.
- All Hirers are made aware of their responsibilities under the Premises Licence via the Booking Form.
- All Regular User Groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the Trustees. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group failing to carry out their own Risk Assessment.

The Assembly Point is outside the vehicle gate to the Village Hall Car Park without straying onto the road. This is clearly marked with appropriate signage.

Plan of Building Layout



Key:

- A Water heater for Gents'/Disabled Lavatories
- B Kitchen water heater
- C Water heater for Ladies' Lavatories

Fire Hazards and their Elimination or Control

1. ELECTRICAL SOURCES OF IGNITION			
No:	Item	Result	Next Due
1.1	Reasonable measures taken to prevent fires of an electrical origin?	Yes	
1.2	Fixed Installation inspected and tested?	June 2021	June 2026
	Portable Appliance Testing?	January 2026	January 2028
	Policy on use of personal electrical appliances ELECTRICAL APPLIANCE SAFETY: The HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and have a valid PAT Test Certificate. Any damage caused to the Village Hall as the result of electrical appliances brought into the Village Hall shall be the responsibility of the hirer.	Conditions of Hire Clause 20	Hirer
	Limitation of trailing leads and adapters All trailing leads and extensions should be covered in a safety trunking, covered with a safety mat, or taped down.	Conditions of Hire Clause 30	Hirer
1.3	Hazards observed		None
1.4	Comment Instructions to hirers regarding proper use and switching off equipment	Conditions of Hire Clause 31	Hirer

2. SMOKING			
No:	Item	Choice	Result
2.1	Reasonable measures are taken to prevent fires as a result of Smoking. The HIRER shall ensure that NO SMOKING is allowed anywhere inside the Village Hall or the Hall Porch area.	Conditions of Hire Clause 7	Hirer
2.2	Smoking Banned in the Building	Yes	
	Approved signage displayed?	Yes	
	Monitor for Evidence of breaches of policy	Yes	
2.3	Hazards observed		None
2.4	Comment		None

3. ARSON			
No:	Item	Choice	Result
3.1	Basic Security against arson by outsiders reasonable?	Yes/No	Yes
3.2	Is there an absence of fire load close to the building or available for ignition by outsiders?	Yes/No	Yes: Storage units
3.3	Hazards Observed	Yes/No	Yes
	Wheelie bins at the front of the Hall placed away from the building.		
3.4	Comment		None

4. PORTABLE HEATERS AND HEATING INSTALLATION			
No:	Item	Choice	Result
4.1	<p>No portable heaters are to be used in the Hall. The Hall's heating is provided by wall-mounted radiators.</p> <p>Hot water is provided by three fixed electrical heaters. The HIRER shall ensure that highly flammable substances are not brought into or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.</p> <p>HEATING: The HIRER shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Trustees.</p>	<p>Conditions of Hire Clause 32</p> <p>Conditions of Hire Clause 28</p> <p>Conditions of Hire Clause 32</p>	Hirer
4.2	Are fixed heating installations inspected/maintained?	Yes/No	Yes
4.3	Hazards observed		None
4.4	Comment		None

5. COOKING			
No:	Item	Choice	Result
5.1	Are suitable Extinguishing appliances available?	Yes/No	Yes
5.2	<p>Is there an absence of fire load close to the building or available for ignition by outsiders?</p> <p>The use of Barbecues on the premises is prohibited.</p>	<p>Yes/No</p> <p>Conditions of Hire Clause 28</p>	<p>Trustees</p> <p>Hirer</p>
5.3	Hazards observed		None
5.4	Comment		None

6. LIGHTNING PROTECTION: NONE

7. OTHER SIGNIFICANT IGNITION SOURCES – Portable Equipment (PAT Testing)			
No:	Item	Tested	Next Due
7.1	Vacuum Cleaner	January 2026	January 2028
7.2	Kettle	January 2026	January 2028
7.3	Urn	January 2026	January 2028
7.4	Microwave	January 2026	January 2028
7.5	Refrigerator	January 2026	January 2028
7.5	AV Equipment: Portable Microphone Receiver	January 2026	January 2028
7.6	AV Equipment: DVD/CD Player	January 2026	January 2028
7.7	AV Equipment: Sound Mixer	January 2026	January 2028
7.8	AV Equipment: Amplifier	January 2026	January 2028
7.9	AV Equipment: Projector	January 2026	January 2028
7.10	Extension lead	January 2026	January 2028
7.11	Extension lead	January 2026	January 2028
7.12	Electric Oven	January 2026	January 2028
7.13	Electric Cooker Hob	January 2026	January 2028
7.14	Check Electrical Inventory and add items as required		

8. HOUSEKEEPING			
No:	Item	Choice	Result
8.1	Is the standard of housekeeping adequate?	Yes/No	Yes
8.2	Are combustible Materials clear from ignition Sources?	Yes/No	Yes
	No unnecessary accumulation of combustible material?	Yes/No	Yes
	Appropriate storage of combustible & Hazardous materials?	Yes/No	Yes
8.3	Hazards observed		None
8.4	<p>Comments</p> <p>Instructions are issued to User groups regarding the use, care and removal of combustible materials used in events.</p> <p>All COSHH items (cleaning fluids, etc.) are stored in a locked cupboard. <i>This to be checked for fire rating, there is an open void above the door</i></p>		Trustees

9. HAZARDS INTRODUCED BY EXTERNAL CONTRACTORS			
No:	Item	Choice	Result
9.1	All contractors are to be made aware of this Fire Safety Risk Assessment.	Yes/No	Yes
9.2	A copy of Fire Regulations is displayed in the Hall.	Yes/No	Yes
	<p>Policy on the use of contractor's electrical appliances</p> <p>ELECTRICAL APPLIANCE SAFETY: The CONTRACTOR shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used safely per the Electricity at Work Regulations 1989. Any damage caused to Holybourne Village Hall as the result of electrical appliances brought into the Village Hall shall be the responsibility of the contractor.</p> <p>See the "Information for Contractors" document.</p>		Trustees Contractors
9.3	Hazards observed		None
9.4	<p>Comments</p> <p>Instructions issued to Contractors regarding the use, care and removal of combustible materials used in jobs.</p> <p>See the "Information for Contractors" document.</p>	Yes	Trustees Contractors

Fire Protection Measures

1. MEANS OF ESCAPE			
No:	Item	Choice	Result
1.1	Premises provided with reasonable means of escape	Yes/No	Yes
1.2	Adequate design of Escape routes	Yes/No	Yes
	Reasonable distance of travel	Yes/No	Yes
	Adequate provision of escape routes	Yes/No	Yes
	Fire Exits open in direction of escape	Yes/No	Yes
	Exits immediately openable	Yes/No	Yes
	Escape routes unobstructed	Yes/No	Yes
1.3	Reasonable arrangements for means of escape for disabled people	Yes/No	Yes
1.4	Hazards Noted		None
1.5	<p>Comment</p> <p>Users are advised about the placement of furniture clear of escape routes.</p> <p>In advance of any form of Entertainment or Play the HIRER shall check the following items:</p> <ul style="list-style-type: none"> All fire exits are unlocked, and panic bolts in good working order. All escape routes are free of obstruction and can be safely used. There are no obvious fire hazards on the premises. 	Conditions of Hire Clause 12	Hirer

2. MEASURES TO LIMIT FIRE SPREAD			
No:	Item	Choice	Result
2.1	<p>Comment.</p> <p>Due to the age, layout, and size of the building, no measures are possible other than the closure of all doors and windows during the evacuation procedure if safe to do so.</p>		

3. ESCAPE LIGHTING			
No:	Item	Choice	Result
3.1	Escape lighting complies with regulations	Yes/No	Yes
3.2	Hazards Observed		None
3.3	Comments		None

4. FIRE SAFETY SIGNS AND NOTICES			
No:	Item	Choice	Result
4.1	Adequate standard of fire safety signs and notices	Yes/No	Yes
4.2	Hazards Observed		None
4.3	<p>Comments</p> <p>All extinguishers and notices have photo-luminescent signage.</p>		

5. FIRE WARNING SYSTEMS			
No:	Item	Choice	Result
5.1	Automatic Warning Systems	Yes/No	Yes
5.2	Comments A heat detector has been fitted in the kitchen and a smoke alarm in the entrance lobby.		Completed

6. MANUAL FIRE EXTINGUISHING APPLIANCES			
No:	Item	Choice	Result
6.1	Reasonable provision of portable fire extinguishers	Yes/No	Yes
6.2	Comments All extinguishers are serviced annually to British Standards BS5306 Pt. 3 and BS6643 Pt. 1 by the contractor: Quality Fire Protection Ltd 43 St. Johns Road Hedge End Southampton Hants SO30 4DQ Mob: 07961 124003 Tel: 01489 787734 All extinguishers are visually inspected weekly, and results are logged.		Next due: December 2026

Management of Fire Safety

1. PROCEDURES AND ARRANGEMENTS			
No:	Item	Choice	Result
21.1	Persons responsible for Fire Safety	Trustees	Trustees
21.2	Competent person(s) available to assist in the implementation of fire safety regulations (as above)	Chairman, Fire Officer	Yes
21.3	Appropriate fire procedures are in place	Yes/No	Yes
21.4	Detailed instructions on fire procedures are issued to all User groups	Yes/No	Yes

2. TESTING AND MAINTENANCE			
No:	Item	Choice	Result
22.1	Regular inspection of premises	Yes/No	Yes
22.2	Annual servicing of fire extinguishing equipment	Yes/No	Yes
22.3	Regular testing routines in place for emergency lighting system	Yes/No	Yes
22.4	Routine checks on final exit doors and security locks	Yes/No	Yes
22.5	Comment The Hall is inspected after each major function and at least weekly to identify any new hazards or deficiencies	Yes/No	Yes

3. RECORDS			
No:	Item	Choice	Result
23.1	A Fire and Building safety Logbook is in place.	Yes/No	Yes

Signed by Fire Officers



Print Name: Michael Moulton

Date: 17/2/26



Print Name: Ben Kemp

Date: 17/02/2026

Appendix A: In the event of fire...

FIRE

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED THE PERSON IN CHARGE OF THE HALL FOR THE DURATION OF YOUR HIRE PERIOD.

It is advisable to take a note of the names of everyone attending your event to be used as a Roll Call.

1. In the event of a Fire, 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 by the vehicle gate in the car park. There is a firebell located in the kitchen which can be rung to gain attention. A Roll Call should be taken.

2. NO MATTER HOW SMALL THE FIRE...

CALL THE FIRE BRIGADE

As there is no longer a public telephone box in Holybourne, please use a mobile phone to dial 999 and give this address:

Holybourne Village Hall, Church Lane, Holybourne, Alton GU34 4HD

3. 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.
4. 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 missing and their last known position.
5. Attempts to extinguish the outbreak of fire using the fire extinguishers should be carried out only if it is considered to be safe. **If in any doubt, get out of the building.**
6. If you have a mobile phone, and after you have carried out all the above, and circumstances allow it, please call 01420 549074 or 07737 369803. All incidents, no matter how small, must be reported to the Booking Secretary.

Trustee Management Committee Contacts

Chairman:	Mike Moulton	07510 982156
Secretary:	Michelle Reid	01420 86282
Booking Secretary:	Vickie Kemp	01420 549074 or 07737 369803
Fire Officer:	Ben Kemp	01420 549074

Appendix B: Short-term hiring – The Temporary Responsible Person’s Legal Duties.

As the Temporary Responsible Person for the event/function, you have legal duties with regard to the safety of those persons assisting or attending your event. **Note: Any electrical appliance brought into the hall must be tested and certified (P.A.T. testing).**

Before the event or function, you should:

1. Gain awareness of the fire protection system present.
2. Identify escape routes and exits
3. Check that all escape routes are clear of obstruction and any combustible materials
4. Locate the firefighting equipment and be aware of its specific use.
5. Be aware of how a fire will be detected.
6. Decide what helpers should do if they discover a fire and brief them
7. Determine how the evacuation of the hall should be carried out.
8. Know the arrangements for calling the Fire and Rescue Services
9. Know where people should assemble after evacuation, and the procedures for checking that evacuation has taken place.
10. Be aware of arrangements for fighting the fire (if safe to do so).
11. Know the procedures for meeting the rescue services on arrival and ensuring easy access.

At the start of the event or function, you should notify all those present about:

1. The ‘No Smoking’ policy.
2. The emergency plan in the event of fire, and the location of the fire bell
3. The location of exits and escape routes
4. Location of the assembly point.
5. The location of fire extinguishers.
6. Care for those with special needs.

During the event or function, you must ensure that:

1. Escape routes and exits do not become blocked.
2. The ‘No Smoking’ policy is properly enforced.
3. Where naked flames are present, e.g. candles, combustible material is kept clear.

At the end of the event or function, you must ensure that:

1. There are no apparent sources of ignition.
2. All electrical apparatus is switched off, and any hot surfaces are allowed to cool before leaving.
(Remember the immersion heater switch under the sink in the kitchen)
3. All portable appliances, e.g. sound equipment, etc., are turned off and disconnected.
4. All accumulated rubbish is removed from the hall.
5. All lights are extinguished and doors properly secured to prevent unlawful entry. Particular attention should be paid to fire exits.