



Boddington Village Hall Fire Risk Assessment

1. Description of Premises

Boddington Village Hall is a registered charity and is run by a Management Committee of local volunteers. Responsibility for complying with the Fire Safety Order (2005) lies with the Boddington Village Hall Management Committee.

The facilities comprise an entrance lobby, Main Hall, a Meeting Room, Kitchen, Bar, Bar area, separate men's, women's and disabled toilets on the ground floor. The Upper floor comprises a lobby area, disabled toilet and toilets, a second Hall incorporating a kitchen area. The Hall is available to hire for both private and public events. The Main Hall can hold up to 200 people and the Upper Hall around 100.

There is a car park to the front of the building, which is partially tarmacked and gravel, and includes one designated disabled space. There are emergency exits leading directly out of the building from the Main Hall through the bar area, and from the Meeting Room, as well as a fire escape and outside stairs from the Upper Hall. The premises meet all the requirements of the current Disability Discrimination Act. The Hall is licensed for entertainments including dance, plays, films and music. The Hall is licensed for the sale of alcohol. Trustees are responsible for carrying out the responsibilities of the license.

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 Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them.

2. Principal Uses of the Village Hall

The Hall is used for a wide variety of functions. These cover, but are not limited to, line dancing, short mat bowling, exercise classes, badminton, dance lessons, plays, quizzes, markets, musical events, weddings, private parties and charity fund raisers.

The Village Hall Management Committee encourages all regular 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.

The Management Committee encourages hirers to make themselves aware of the exit routes, the fire-fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users, is published on the web site and is also on the notice boards.

3. Identifying Fire Hazards

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).	Open to the air
Faulty electrical system on infra-red heaters	Any material close to the source of the fault	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. hob, oven, warming cupboards, water heater, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven, hob or warming cupboards.	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air
Arson	Could be any source	Open to the air

4. Identifying People at Risk

a. Staff

The Village Hall Committee does not employ any staff

b. Volunteers and Management Committee:

The members of the Management Committee and other volunteers from the community may be in the Hall on their own when working in the Hall.

c. Regular Service Providers and Trades People

The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local trades people who are familiar with the building may gain access to the Hall on an arranged basis, while others are always escorted by a committee member.

d. Regular Hall Users

Regular Hall users have access to the Hall without additional supervision. They are all made aware of the general provisions of this Fire Risk Assessment and are encouraged to undertake their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and activities. All regular users also agree to the Hire Agreement and Standard Conditions of Hire that draw the hirer's attention to the health and safety conditions of their terms of Hire.

e. Hall Users

The Hall is also hired for parties, weddings and events. The hirer is required to agree to the Hall's Hire Agreement and Standard Conditions of Hire which draws the hirer's attention to the health and safety conditions of their terms of Hire. It is the responsibility of the Hirer to also ensure that any Trades People that they have engaged for the event are also aware of the risks of fire and the fire exits. It is also the responsibility of the Hirer to ensure that the guests at their event are aware of the layout of the Hall and measures for evacuation.

However, even those unfamiliar with the Hall will find the simple layout easy to navigate and assimilate.

- The lower floor is mostly taken up with the Main Hall and all rooms (Meeting Room, Bar, Kitchen, toilets) lead directly off this large open space. The fire exits are clearly visible and marked.
- The upper floor is again taken up by a large open plan hall, the fire exits are clearly visible and marked.

In all cases emergency lighting is installed over fire doors and around the Hall, and this is tested regularly. There are fire doors fitted with push-bar releases that exit directly outside from the bar, the meeting room and upstairs in the Upper Hall. The main entrance doors to the Hall are kept unlocked whenever the Hall is in use for a function.

Plans for the Hall including the location of all fire equipment and evacuation routes are placed in prominent places around the Hall.

f. Disabled Persons

At any event or function, there may possibly be disabled persons. It is the responsibility of Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. Evacuation of wheelchairs is a particular risk at the Hall as wheelchair users will require assistance to exit out of the fire exits to the side of the Hall and from the Upper Hall.

g. Children

It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. User groups with include children, like football courses, are expected to have carried out their own Fire Risk Assessment.

h. Other Members of the Public (who are not using the Hall)

Members of the public may walk past the front of the Hall and through the car park.

5. Evaluating, removing, reducing and protecting from risk

The Hall has sought to remove and reduce the risk of fire and to protect all those at risk.

What are the hazards?	Level of Risk	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
General – throughout the Hall						
Exit from the site	Low	Staff, hirers, guests may not know where to go to exit the site and continue to be at risk or in the way of emergency services.	<p>A Plan is provided to all hirers and they are encouraged to ensure that their guests are aware of the exits and assembly point. They are also encouraged to undertake their own fire risk assessment.</p> <p>Plans of the Hall are placed at prominent places around the Hall.</p> <p>Exits are clearly marked and illuminated.</p>	<p>Ensure an information pack is provided to all hirers prior to the event.</p> <p>Regular hirers should undertake fire tests.</p>	<p>Committee</p> <p>Regular Hirers</p>	<p>Ongoing</p> <p>Annually or as required by their own Fire Risk Assessment</p>
Fire Extinguishers fail to operate or cannot be found.	Low	Failure of the fire extinguishers or displacement may cause delay in responding to a fire and risk smoke inhalation and burns	<p>Fire extinguishers are checked and serviced by an outside contractor on an annual basis in accordance with regulations. Hall staff undertake a visual check for breakages on a 6-monthly basis.</p> <p>The Plan identifies the location of all the Fire Extinguishers.</p>	Ensure an information pack is provided to all hirers prior to the event.	Committee	Checked bi-annually and serviced by external contractor annually.

Smoke alarms fail to activate	Low	Failure of the smoke alarms may cause delay in responding to a fire and risk smoke inhalation and burns	Failure of smoke alarms and heat detectors triggers the fire alarm. Contractor is then called out to repair as soon as possible.	Call out contractor if failure detected.	Committee	As necessary.
Emergency Exit signs covered or obscured	Low	Will cause confusion in the event of a fire and increase the risk of burns and smoke inhalation.	Ensure that Exit signs remain visible for all events.	None	Committee	Each event
Fire doors warped and difficult to open	Low	Will cause confusion and delay in the event of a fire and increase the risk of burns and smoke inhalation	Maintain the doors and ensure that they can be opened in the event of a fire	Repair or replace doors as necessary	Committee	As necessary
Faulty electrical system in mains power supply, ring mains or lighting circuits	Low	May cause fire hazard endangering staff and hirers as well as property damage.	Tested by an external contractor on a 5 year cycle	Ensure any issues are identified from the tests are repaired asap	Committee	5 years
Faulty electrical wiring on small appliances	Low	May cause fire hazard endangering staff and hirers as well as property damage.	PAT tested annually	Repair and replace appliances as necessary.	Committee	Annually
Faulty electrical wiring on fixed appliances	Low	May cause fire hazard endangering staff and hirers as well as property damage	All appliances are appropriately fitted according to electrical standards and are fitted with fuses. Visually inspected annually.	Repair and replace appliances as necessary.	Committee	Annually

Flammable material dressing of the Hall may increase the spread of fire	Low	May increase the spread of fire endangering staff and hirers as well as property damage	Drapes and the canopy are made of fire-retardant material or are tested.	Test any materials used if not specifically identified as fire retardant.	Committee	Ongoing
General water heaters left on (excl Kitchen Heater see below)	Low	May cause fire hazard endangering staff and hirers as well as property damage.	The water heaters are connected correctly to the electrical system. Committee members are aware and will switch off if left on by hirers.	Committee Members	Committee	After each event
Flammable materials left in the bins	Low	May cause fire hazard endangering staff and hirers as well as property damage.	The Hall has a no smoking policy in all areas and specialised smoking cans have been installed at the main entrance and next to the bar for the safe disposal of cigarette butts. Bins are regularly emptied after events.	Ensure regular hirers are away of the policy. Ensure an information pack is provided to all hirers prior to the event. Check the Hall after each event to ensure that everything is switched off.	Committee	Ongoing
Activity by hirer may pose a fire risk	Low	Hirers and their guests may suffer smoke inhalation and burns.	All hirers are required to agree to the Halls Terms and Conditions of hire. The Hirer is required to ensure that Tradesmen or service providers hired by them are responsible for the safety of their equipment that is brought	Ensure an information pack is provided to all hirers prior to the event. Continue to ensure hirers are aware of the risks	Committee	Ongoing

<p>onto the premises (eg lighting etc)</p> <p>Equipment brought in by hirers are their own responsibility.</p> <p>Candles used as decorations are not allowed.</p> <p>No gas for BBQ etc are allowed in the Hall.</p> <p>The Committee is aware of purpose and activities associated with all hirings.</p>				
Electrical fault or tampering with heating	Low	May cause a fire hazard endangering staff and hirers as well as property damage.	The heaters are all protected from tampering and are connected correctly to the electrical system.	None

What are the hazards?	Level of Risk	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Ground Floor						
Risk of fire during cooking catering	Low	May cause fire hazard endangering staff and hirers, caterers as well as property damage.	<p>Kitchen equipment is properly connected to the electrical system to prevent overheating.</p> <p>Fire procedures are clearly set out for hirers and caterers.</p> <p>Fire blanket is provided in the Kitchen area.</p>	Ensure an information pack is provided to all hirers prior to the event.	Committee	Ongoing
Failure to switch off equipment correctly.	Low	May cause fire hazard endangering staff and hirers, caterers as well as property damage.	<p>Fire procedures are clearly set out for hirers and caterers. The kitchen area is checked and cleaned if necessary after major events.</p> <p>All equipment is isolated and small appliances are PAT tested.</p>	<p>Ensure an information pack is provided to all hirers prior to the event.</p> <p>Check the Hall after each event to ensure that everything is switched off.</p>	Committee	Ongoing
Water Heater in the kitchen left on	Low	May cause fire hazard endangering staff and hirers as well as property damage.	<p>The water heater is connected correctly to the electrical system.</p> <p>Hirers are asked to ensure the heaters in the Kitchen are</p>	<p>Ensure an information pack is provided to all hirers prior to the event.</p> <p>Check the Hall after each event to ensure that everything is switched off.</p>	Committee	Ongoing

			switched off on leaving the premises.			
Fridges	Low	May cause fire hazard endangering staff and hirers as well as property damage.	PAT tested, and switched off when not in use.	None		
Storage of Alcohol (Flammable)	Low	In the event of a fire spreading to the bar area then the flammable liquids could cause additional damage and increase the potential impact of burns and smoke inhalation.	All stored bottles of alcohol are kept in an out of the way, locked cupboard. A small amount of alcohol (mostly in optics) are stored in the bar area. This is locked when not in use.	None		
Gas supply for Drinks (Bar)	Low	Flammable, may increase the severity of any fire, endangering staff and hirers as well as property damage.	Operators are trained in the use of the gas cylinders to ensure they are switched off when not in use.	Continue to ensure only trained Trustees close the bar after an event.	Committee	Ongoing
Chemical cleaning equipment in the housekeeping cupboard	Low	In the event of a fire spreading to this area then the flammable liquids could cause additional damage and increase the potential impact of burns and smoke inhalation.	All chemicals are kept together in an out of the way, locked cupboard which is appropriately labelled.	Continue to ensure that flammable chemicals are not stored elsewhere	Committee Regular Hirers	Ongoing Ongoing
Main Switchboard is kept in the	Low	May cause delay in responding to the impact of the fire.	The cupboard is secured by a child proof catch at the top of the door.	Ensure an information pack is provided to all hirers prior to the event.	Committee	Ongoing

secured cupboard
under the stairs.

The location is identified on the
Plan.

What are the hazards?	Level of Risk	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Upper Floor						
Exit from Upper Floor	Low	Disabled people and children may need support exiting the building	<p>A Plan is provided to all hirers and they are encouraged to ensure that their guests are aware of the exits and assembly point. They are also encouraged to undertake their own fire risk assessment.</p> <p>Plans of the Hall are placed at prominent places around the Hall.</p> <p>Exits are clearly marked and illuminated.</p>	<p>Ensure an information pack is provided to all hirers prior to the event.</p> <p>Regular hirers should undertake fire tests.</p>	<p>Committee</p> <p>Regular Hirers</p>	<p>Ongoing</p> <p>Annually or as required by their own Fire Risk Assessment</p>
Blocking of External Fire Door by activities	Low	Staff, hirers and children may have difficulty exiting the building quickly, suffering smoke inhalation and confusion	Fire exit is to be kept clear at all times.	<p>Ensure an information pack is provided to all hirers prior to the event and regular users.</p> <p>Regular hirers should undertake fire tests.</p>	<p>Committee</p> <p>Regular Hirers</p>	<p>Ongoing</p> <p>Annually or as required by their</p>

						own Fire Risk Assessment
Safety of External Fire Exit	Low	Confusion may occur on exit if lighting is insufficient or if the steps are wet or slippery.	Emergency light on wall outside provides lighting in the event of the fire alarm. Stairway painted with non-slip paint and with bright yellow on the edges	None		
Exit from the bottom of the stairs is impeded	Low	Staff, hirers and children may have difficulty exiting the site.	The area at the bottom of the stairs and to the gateway is kept clear.	Ensure users of this area are informed.	Committee Regular Users	Ongoing Ongoing
Electrical appliances used close to the sink	Low	May cause fire hazard endangering staff and hirers as well as property damage	Keep surfaces clear so that space is available to hirers.	Ensure that the kettle cannot be close to the sink	Committee	Annually
Exit from the toilets difficult due to location of door	Low	Possible that in confusion a hirer may be delayed in exiting building.	Emergency exit lights are in place to direct hirers out to the main door.		Committee	Annually
Security Door at top of stairs is locked blocking exit down the main stairway	Low	May also impede exit down the main stairs causing increased risk of smoke inhalation and burns. May also impede the fire service response to upper hall.	Although a lock exists on the door it is not generally used unless specifically required by the Hirer for their own safety reasons. Alternative exit route at the other end of the Hall.	Needs to be part of the Hirer's Fire Risk Assessment.	Hirer	Annually

<p>Blocking exit down the main stairway</p>	<p>Low</p>	<p>May also impede exit down the main stairs causing increased risk of smoke inhalation and burns.</p> <p>May also impede the fire service response to upper hall.</p>	<p>Main lobby entrance to be kept clear at all times.</p>	<p>Ensure an information pack is provided to all hirers prior to the event and regular users.</p>	<p>Committee Regular Users Hirer</p>	<p>Annually</p>
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6. Record, plan, inform, instruct and train

a. Records

Records will be kept on a regular basis of the checks that are carried out. A pack of information is prepared for all users of the Hall and will be circulated on an annual basis to all regular users at the end of May each year.

b. Planning and Informing Regular Users

All regular users should nominate a responsible person to be taken through all health and safety and risk assessment issues. Users should nominate their responsible person by the end of May each year, and training and information should be provided by the end of June each year.

c. Training Trustees on the use of equipment and evacuation procedures

All Trustees responsible for the Bar will be trained in the location and use of all fire equipment and the procedures for exiting the building. This training should take place by the end of June each year.

7. Fire Assembly Point

The Fire assembly point is in the Car Park to the front of the Hall, and signs identify its location.

8. Plan of the Hall

The plans for the Hall are attached. These show the locations for fire exits, fire extinguishers, alarm call points, fire blankets, fire alarm control panel, first aid kit and the electrical box and trip switches.

The plan also identifies evacuation routes.

9. Review

The Fire Risk Assessment will be reviewed by the Management Committee on an Annual Basis.

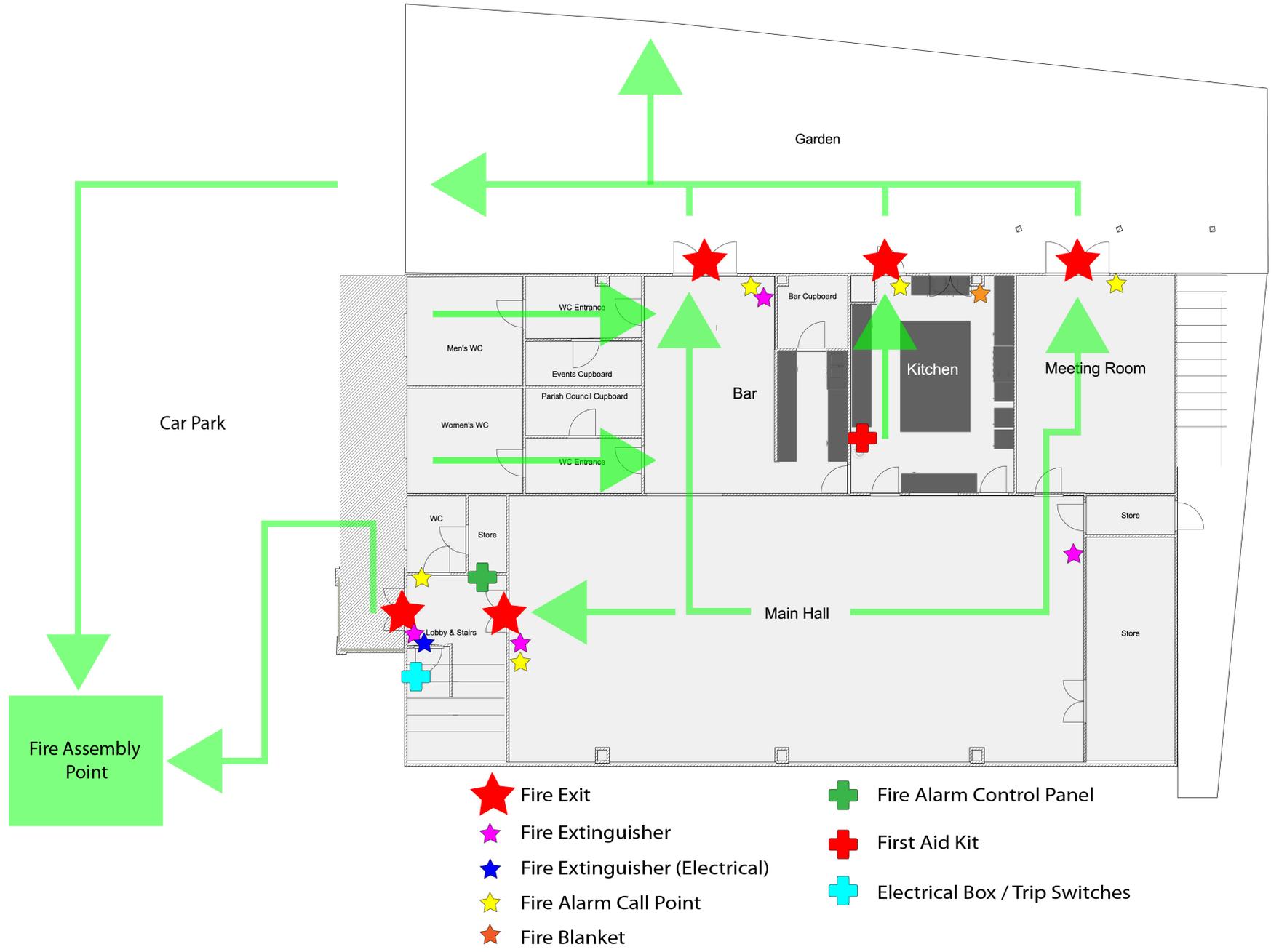
Reviewed and Approved

4 February 2026



Signed

Caroline Sheers, Chairman Boddington Village Hall Committee



- ★ Fire Exit
- ★ Fire Extinguisher
- ★ Fire Extinguisher (Electrical)
- ★ Fire Alarm Call Point
- ★ Fire Blanket
- + Fire Alarm Control Panel
- + First Aid Kit
- + Electrical Box / Trip Switches

