

Standlake Village Hall

REGISTERED CHARITY NUMBER 304372

Standlake Village Hall Fire Risk Assessment

Legislative Obligations

Regulatory Reform (Fire Safety) Order 2005
H&S

Description of the premises

Standlake Village Hall is a detached building on the outskirts of Standlake, Oxfordshire. The building is predominantly single storey and comprises a Main Hall, Kitchen, Committee Room, Stage, Storage Areas and separate Male and Female toilets. There is a storage area above the Kitchen which can only be accessed by a ladder.

The building is hired by a number of clubs and societies on a regular basis as well as being hired for parties and other functions on an ad hoc basis. The Village Hall has a no smoking policy within the building.

The Hall has car parking on two of its sides, one side has a large patio area onto which two fire exits from the main hall open and the final side is a grassed area with no external access.

Review date April 2026 or before / following a significant change to the Hall

April 2025

Identify Fire Hazards	Identify People at Risk	Evaluate, Remove, Reduce and protect from Risk.	Significant Findings and any Necessary Action.
Sources of Ignition			
Electric Coil Heaters	All People within the Village Hall are at Risk in the event of a Fire. There is no person or group of people that regularly use the building that are at particular risk. Any people thought to be at greater risk will be dealt with on a case-by-case basis. The Hall is hired by many different groups comprising children, adults and frail elderly people and may include people with disabilities. The Hall is laid out so that people of all ages could be evacuated in the case of an emergency. The Hall is regularly cleaned by a cleaner who will usually be alone on the premises.	The halogen heaters in the main hall are wall mounted and are well out of the reach of all users of the Hall. The risk of party decorations being attached to the heaters is minimal due to their mounting height. The heaters have a grill over their front to ensure that objects cannot hit the elements. The heaters are manually activated and as such should only be in use whilst the Hall is occupied.	
Electric Storage Heaters		The electric storage heaters do not get sufficiently hot to pose a fire risk during normal use although flammable items should not be left on the storage heaters	
Electric Cooker in Kitchen		The cooker in the kitchen is a normal domestic electric cooker. It is used infrequently and will only be in use whilst the Hall is occupied.	
Smoking		The Hall has a no smoking policy, this is stated in the hire agreement	
Arson		The premises are not at any great risk of arson. There is little flammable material on the outside of the building. The waste bin is stored in the car park well away from the building and is emptied regularly. Inside the building there is no store of flammable materials that would	

		attract an arsonist	
Sources of Fuel	Identify People at Risk	Evaluate, Remove, Reduce and protect from Risk.	Significant Findings and any Necessary Action.
Flammable Cleaning Products	All People within the Village Hall are at Risk in the event of a Fire. There is no person or group of people that regularly use the building that are at particular risk. Any people thought to be at greater risk will be dealt with on a case by case basis. The Hall is hired by many different groups comprising children, adults and frail elderly people and may include people with disabilities. The Hall is laid out so that people of all ages could be evacuated in the case of an emergency. The Hall is regularly cleaned by a cleaner who will usually be alone on the premises.	Any flammable cleaning products (e.g. polish) is kept in very small quantities. It is stored in the cleaner's cupboard which is locked for security.	
Flammable Paints and Solvents		Water based emulsion paint is held in the Hall for re-touching paintwork and scenery decoration. No flammable paints or solvents are stored in the Hall	
Soft Furnishing		The curtains used throughout the hall are made from fire retardent material. The cushioned chairs meet current fire retardant regulations	
Drama group costumes, drapes etc.		All costumes and scenery of a flammable nature are stored in the storage area above the kitchen. Access to this area is by ladder via a locked door. There are no sources of ignition in the room.	

Layout of premises.

