

FIRE RISK ASSESSMENT

RECORD OF SIGNIFICANT FINDINGS

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

as amended by the Building Safety Act 2022

LOCATION: DRAYTON VILLAGE HALL, STRATFORD ROAD, DRAYTON, OX15 6EH

AREA: VILLAGE HALL

RESPONSIBLE PERSON: VILLAGE HALL MANAGEMENT COMMITTEE

PERSON RESPONSIBLE FOR FIRE SAFETY: JILL BROWN

DATE: JULY 2025 - to be reviewed annually

OBJECTIVE: The objective is to assess the likelihood of a fire starting, its development and the risk to perso

DESCRIPTION OF THE BUILDING:

Constructed in 1868. Former village school.
Southern part: stone walls; single storey with attic over (accessed by collapsable loft ladder)
Northern part: solid brick walls; single storey with insulated suspended ceiling (void over)
All under a concrete tiled roof.

ACTIVITIES CARRIED OUT: Village Hall

NUMBERS AFFECTED: 96

FREQUENCY OF USE: Intermittent

SOURCES OF IGNITION:

IGNITION SOURCE	PERCEIVED RISK OF FIRE	ELIMINATION OR REDUCTION OF HAZARD
Electrical Equipment: Electrical distribution board in Hall. Electric lighting. Electric radiant heaters in Hall (6 No.) Water heaters in toilets & kitchen (3 No.) Frost heaters in toilets & kitchen (3 No.) Hand driers in toilets (2 No.) Extractor fan in kitchen Electrical appliances in kitchen	Worn, damaged or untested electrical equipment or wiring could start a fire	The fuse board was largely replaced in 2017 and electrical equipment is checked every 5 years by a competent electrician. Portable electrical equipment is PAT tested every 12 months by a competent person.
Smokers (cigarettes): No smoking allowed	Slight possibility this could be ignored. Carelessly discarded or improperly extinguished cigarettes could start a fire.	No Smoking signs displayed
Arson/Vandalism:	Risk of combustable materials being deliberately ignited.	No letter box

SOURCES OF FUEL - COMBUSTIBLE & FLAMMABLE MATERIALS:

COMBUSTIBLE MATERIALS	PERCEIVED RISK OF FIRE SPREAD	ELIMINATION OR REDUCTION OF FUEL SOURCES
Timber panelling to lower part of walls in Hall. Suspended plywood ceiling panels in Hall. Timber floor boards in Hall.	Timber building materials could become ignited & start or aid the spread of fire.	
Wooden card tables Chair cushions.	Extraneous combustible materials could assist in the starting / spread of fire.	Combustable materials kept in their designated areas; clutter avoided.
Curtains In Hall (100% Polyester)	Because of the structure of the fabric and the way it is woven, Polyester is inherently flame retardant & tends to be slow to ignite and self-extinguish. Window curtains are high up & out of the way. Hall is small with ample exits allowing quick exit. Cupboard curtain sited by fire exit and is more assessable.	Considered acceptable. Treated with fire-retardant chemicals
Waste	Minimal	Waste is regularly removed outside
Cleaning materials	Flammable gases & liquids could assist in the spread of fire if not stored correctly.	Small quantities of flammable liquids & gases are stored in a safe manner to minimise risk.

SOURCES OF OXYGEN:

OXYGEN SOURCE	PERCEIVED RISK OF FIRE SPREAD	ELIMINATION OR REDUCTION OF OXYGEN SOURCES
Natural ventilation: Doors, windows	Minimal risk - No sources other than in normal acceptable quantities.	It is not possible to reduce oxygen sources.
Mechanical ventilation:	None	

IDENTIFICATION OF PEOPLE AT RISK:

People who use the Hall	Recommend limiting numbers to maximum of 96 people standing and 65 seated (not at tables)
People with disabilities or special needs	None identified at time of inspection, but should be catered for as and when the need arises.

ELIMINATION OR REDUCTION OF RISK TO PEOPLE:

Are the means of detecting and giving warning of fire adequate for the risk?	No alarm but a verbal (shouted) warning is deemed adequate.	Smoke detector fitted in kitchen
Is there sufficient, well-maintained fire fighting equipment sited throughout the building?	Sufficient extinguishers are provided and these are serviced annually with certificate given.	2 No. 3 litre water extinguishers in Hall. 1 No. 2 kg CO2 extinguisher in kitchen. Signage for extinguishers. Fire blanket in kitchen.
Are the means of escape safe, of sufficient width and numbers and within acceptable travel distance limits?	Yes - Escape from Hall is via 2 No. rear fire doors both with panic bars. (Note: door from Hall to lobby opens inwards)	
Is normal and emergency lighting sufficient for the premises?	Yes - Final exits & Hall to lobby door have illuminated maintained emergency escape route signs.	
Are there enough appropriate signs & notices?	Yes - 'Fire Action' notices sited by each exit door.	
Are maintenance and testing arrangements adequate?	Emergency escape route signs tested monthly & a record kept in Fire Safety Log Book	
Are there fire compartments?	No fire compartments.	
Is means of escape adequate?	There are sufficient fire escape doors.	
Is any training required?	None deemed necessary.	

Are fire procedures adequate for the premises?	On discovering a fire verbal warning to be given to others including those in the toilets. People to leave premises by fire exits. Assembly point is in rear car park.	
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GENERAL COMMENTS:

Seating: minimum clear space between rows to be 305mm. Gangways should be minimum 1.05 metres wide.
 Standing or sitting in gangways or in front of fire exit doors should not be permitted.
 Ensure fire exits are kept clear at all times.
 Persons with mobility issues to be seated within easy access to fire exit.
 Exterior pathway to rear of hall to be kept clear at all times.
 Notice board should be kept tidy.
 Ensure waste bins are emptied regularly
 Cooker to be inspected regularly for damage and kept clean and in good order.

RECOMMENDATIONS:

All portable electrical appliances to be tested annually
 Smoke alarm in kitchen- annual testing & replacement of batteries,
 Cupboard curtain to be retreated with fire-retardant chemicals after it has been washed/dry cleaned

RISK ASSESSMENT:

The risk of fire is considered low but in the event occupants should be able to evacuate safely.

July 2025