



**REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

**FIRE RISK ASSESSMENT**

**VILLAGE HALL, COLD POOL LANE**

**UP HATHERLEY PARISH COUNCIL**  
Cheltenham, Gloucestershire



<b>Responsible Person</b> <i>(Employer or other person having control of the relevant premises)</i>	Kathryn Oakey		
<b>Address of Premises</b>	Village Hall, Cold Pool Lane, Cheltenham		
<b>Postcode</b>	GL51 6JA		
<b>Assessor:</b>	Kathryn Oakey		
<b>Date of Fire Risk Assessment</b>	26.10.2024		
<b>Subsequent Review Dates</b>			
<b>Reviewed by</b>	K. Oakey	<b>Date</b>	23 11 25
Reviewed by	K. Oakey	Date	19/05/2026
<b>Reviewed by</b>		<b>Date</b>	



## General Information

THE PREMISES	
<b>Number of floors in building:</b> <i>(To include basements)</i>	1
<b>Approximate floor area:</b> <i>(To include all floors of responsibility)</i>	12m by 5.4 main hall
<b>Brief details of construction:</b> <i>(Date of construction, brick, timber, purpose built or converted)</i>	Built as a memorial hall in 1925 Brick and timber roof
<b>Primary usage:</b> <i>(eg Hotel, Shop)</i>	Community use
<b>Secondary usage:</b> <i>(eg Kitchen, Bar, Function Room, Offices)</i>	Some office storage

OCCUPANCY PROFILE					
Maximum number of persons in the premises at any one time.	Day			Night	
	variable				0
Description of Occupants	Mobility Issues		Average Mobility		Vulnerability Issues

OCCUPANTS ESPECIALLY AT RISK FROM FIRE	
<b>Sleeping occupants</b> <i>(Details of numbers - public/staff)</i>	0
<b>Disabled occupants</b> <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	Variable
<b>Occupants in remote areas</b> <i>(Lone working/isolated areas)</i>	0
<b>Young person's</b> <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	Variable
<b>Others</b> <i>(Details of Elderly/Infirm/Mental Ability)</i>	Variable



## IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (Every 5 years)		<b>YES</b> next due March 2026
Portable appliance testing carried out on a risk assessed basis?		<b>YES</b>
Suitable policy in place regarding the use of personal electrical appliances?		<b>YES</b> included in hiring conditions
Suitable limitation and management of trailing leads and adaptors?		<b>YES</b>
Electrical equipment has adequate ventilation?		<b>YES</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
CCTV box	CCTV recently installed, under an annual maintenance contract.	
Sound System	Sound system serviced on 2 yearly basis, next will be October 2026	
EV Points	EV points under annual service contract, next due March 2026	
<b>Deficiencies and Comments:</b>		
<b>No current concerns</b>		

SMOKING		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		<b>YES</b>
Smoking permitted in appropriate areas?		<b>YES</b>
Suitable arrangements for those who wish to smoke?		<b>YES</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
	No smoking signs visible in hall	



**Deficiencies and Comments:**



ARSON/DELIBERATE IGNITION	
Basic security against arson by outsiders or other persons appears reasonable.	<b>YES</b>
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	<b>NO</b>
Identified Hazards	Existing Control Measures
	Additional Control Measures Required
<b>Deficiencies and Comments:</b>	

PORTABLE HEATERS	
Portable heaters are used within the premises.	<b>NO</b>
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	<b>YES</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	<b>N/A</b>
Identified Hazards	Existing Control Measures
	Additional Control Measures Required
<b>Deficiencies and Comments:</b>	



FIXED HEATING INSTALLATIONS		
Fixed heating installations such as boilers are used within the premises.		<b>YES</b>
Are fixed heating installations subject to regular maintenance?		<b>YES</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		<b>YES</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Boiler in kitchen	Serviced annually, next due March 2025	
<b>Deficiencies and Comments:</b>		

COOKING		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?		<b>YES</b>
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)		<b>YES</b>
Suitable Shut Down Procedures in place?		<b>N/A</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Cooker and hob	Fire blanket and extinguisher in kitchen, regular cleaning of cooker and hob	
<b>Deficiencies and Comments:</b>		



LIGHTNING		
The building has a lightning protection system.		<b>NO</b>
Is the lightning protection system subject to a suitable maintenance regime?		<b>N/A</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

DANGEROUS SUBSTANCES		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		<b>N/A</b>
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		<b>N/A</b>
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		<b>N/A</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		



HOUSEKEEPING		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?		<b>YES</b>
Appropriate storage of hazardous materials?		<b>N/A</b>
Escape routes kept clear of any combustibles? (Storage /furniture)		<b>YES</b>
Appropriate measures for the safe storage and disposal of waste?		<b>YES</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
none		
<b>Deficiencies and Comments:</b>		

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		<b>YES</b>
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?		<b>YES</b>
Give details: all works involving external contractors require appropriate fire safety control check		
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?		<b>N/A</b>
Give details:		
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		



## OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Are there any other fire hazards that warrant consideration within the premises?

**NO**

Ignition sources may include: -

- Naked flames, e.g. matches, smokers' materials, candles, tealights.
- Hot processes; heat producing, spark, friction generating, chemical and other processes, which have the capacity to ignite, e.g. welding, soldering, ironing.
- Lighting hazards, e.g. bulbs too close to combustible materials.

*This list is not exhaustive.*

Identified Hazards	Existing Control Measures	Additional Control Measures Required

**Deficiencies and Comments:**



## ARRANGEMENTS FOR EVACUATION

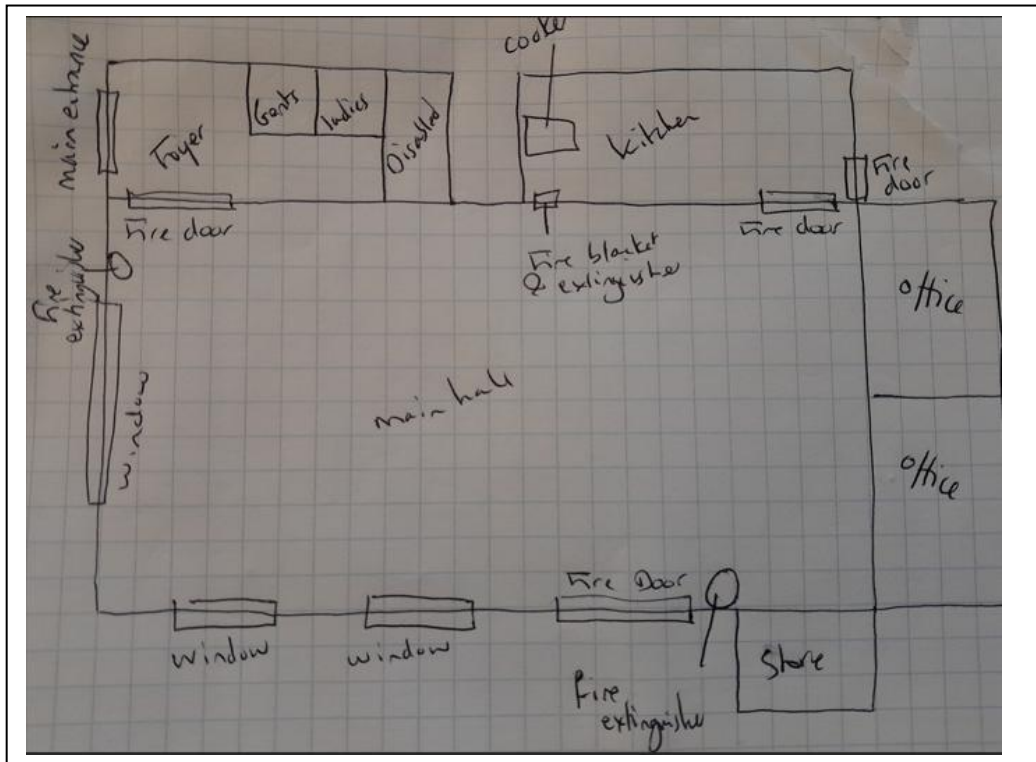
EVACUATION STRATEGY	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p><b>Single stage evacuation</b></p>	
<p><b>SINGLE STAGE EVACUATION</b></p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p><b>YES</b></p>

**Written copies of Evacuation Procedures are located as follows:**

There are 2 fire exit doors, one in the kitchen and one in the main hall. There is also a fire door leading from main hall into the foyer and to escape via the main hall door. All fire exit doors are regularly checked to ensure that they open easily. The doors leading from the hall to the foyer and to the kitchen are fire doors and are regularly checked to ensure that they close properly. A rough plan of the hall is provided below. The hall is small and exits easily identifiable. The fire door from the hall leads to a ramp for the easy access of those in wheelchairs.

Identified Hazards	Existing Control Measures	Additional Control Measures Required
None		

**Deficiencies and Comments:**





## PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

<b>MEANS OF ESCAPE</b>		
It is considered that the premises are provided with reasonable means of escape in case of fire.		<b>YES</b>
Adequate design of escape routes?		<b>YES</b>
Reasonable distances of travel when:		
Where there is escape in a single direction?		<b>YES</b>
Where there are alternative means of escape?		<b>YES</b>
Suitable protection of escape routes? (Fire resisting construction)		<b>YES</b>
Adequate provision of exits?		<b>YES</b>
Exits easily and immediately open-able where necessary?		<b>YES</b>
Escape routes unobstructed?		<b>YES</b>
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?		<b>YES</b>
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		



MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting)		<b>YES</b>
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		<b>YES</b>
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		<b>N/A</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

EMERGENCY ESCAPE LIGHTING		
It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		<b>YES</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

FIRE SAFETY SIGNS AND NOTICES		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		<b>YES</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required



**Deficiencies and Comments:**



<b>MEANS OF GIVING WARNING IN CASE OF FIRE</b>		
Reasonable manually operated fire warning system provided?	<b>NO</b>	
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) .....	<b>NO</b>	
Throughout Premises	<b>NO</b>	
Part of Premises only	<b>NO</b>	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	<b>NO</b>	
Remote transmission of alarm signals to a monitoring station or other?	<b>NO</b>	
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b> The hall is small so automatic fire detection systems are not considered necessary		

<b>MANUAL FIRE EXTINGUISHING APPLIANCES</b>		
Reasonable provision of portable fire extinguishers?	<b>YES</b>	
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	<b>YES</b>	
Is suitable wall signage provided relevant to extinguisher?	<b>YES</b>	
Are hose reels provided?	<b>NO</b>	
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		



<b>RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS</b>		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		<b>NO</b>
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		

<b>OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT</b>		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		<b>NO</b>
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		

<b>FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC</b>		
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?		<b>N/A</b>
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		



## MANAGEMENT OF FIRE SAFETY

<b>PROCEDURES AND ARRANGEMENTS</b>	
Fire safety is managed by:	Village Hall Manager puts in place procedures and ensures that appropriate services are carried out however individual group users are responsible for the safety of their groups whilst using the hall. The Hirer is required to be over 21 years of age and accepts responsibility for overseeing and being on the premises at all times for the duration of the hire, and will become the RESPONSIBLE PERSON, as regards HEALTH AND SAFETY especially acting as the FIRE WARDEN and FIRST AIDER.
Deputy or assistant:	NA
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	<b>NO</b>
State name and responsible element of fire safety	
.....	
.....	
.....	
.....	
Is there a suitable record of the fire safety arrangements?	<b>YES</b>
Appropriate fire procedures in place?	<b>YES</b>
Are procedures in the event of a fire appropriate and properly documented?	<b>YES</b>
Are there suitable arrangements for summoning the Fire and Rescue Service?	<b>YES</b>
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	<b>YES</b>
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	<b>YES</b>
Are there suitable arrangements for ensuring that the premises have been evacuated?	<b>YES</b>
Is there a suitable fire assembly point(s)?	<b>YES</b>
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	<b>YES</b>
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	<b>YES</b>
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	<b>YES</b>
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	<b>YES</b>



**Deficiencies and Comments:**

Each group are responsible for ensuring that they are aware of fire exits and location of fire extinguishers. Conditions of booking ensure:

The Hirer is required to be over 21 years of age and accepts responsibility for overseeing and being on the premises at all times for the duration of the hire, and will become the RESPONSIBLE PERSON, as regards HEALTH AND SAFETY especially acting as the FIRE WARDEN and FIRST AIDER.

The Hirer should ensure that any electrical appliance brought by them to the premises and used there are safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations.

The Hirer should ensure that highly flammable substances are not brought into or used in the hall. Naked flame devices such as Chinese Lanterns, Candles and Tea Lights are not allowed. The hirer should also ensure that no unauthorised heating appliances are used on the premises.



<b>TESTING AND MAINTENANCE</b>	
Testing and Maintenance is managed by:	Village Hall Manager
Deputy or assistant :	
Adequate maintenance of workplace?	<b>YES</b>
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	<b>N/A</b>
Monthly and annual testing routines for emergency escape lighting?	<b>N/A</b>
Annual maintenance of fire extinguishing appliances?	<b>YES</b>
Periodic inspection of external escape staircases and gangways?	<b>N/A</b>
Six monthly inspection and annual testing of rising mains?	<b>N/A</b>
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	<b>N/A</b>
Weekly testing and periodic inspection of sprinkler installations?	<b>N/A</b>
Routine checks of final exit doors and/or security fastenings?	<b>YES</b>
Annual inspection and testing of lightning protection system?	<b>N/A</b>
Other relevant inspections or tests: Give details:	
<b>Deficiencies and Comments:</b>	



PRIORITY	MEANING
<b>High</b>	Immediate priority to be actioned within 24 hours to 8 weeks  <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
<b>Medium</b>	Medium priority to be actioned within 2-6 months  <i>Breaches in legislation that may require medium/long term action to resolve</i>
<b>Low</b>	Low priority to be actioned within 6 months-1year  <i>Items of non urgent priority or for future consideration</i>

**Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.**

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					