

Fire Safety Risk Assessment

Lyddington Village Hall

27 Main Street, Lyddington, LE15 9LR. Rutland

www.Lyddington.ogr.uk

This Fire Safety Risk of the village hall will be assessed annually or after any major change.

Reviewed by the committee: 22 June 2026

Next review due no later than: June 2027

INTRODUCTION

Building type: Single storey (except for a small mezzanine storage area) part attached to No 25 Main Street. Built as a school in 1870, It is constructed of stone and brick with slate roof, set in a small court yard behind a stone wall.

Responsible Person: Village Hall Committee (J Horton, Chair)

This Fire Risk Assessment was carried out, in this format in order to meet the requirement of the Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform Order states that it is the duty of a Responsible Person to ensure that general fire precautions are in place to make the premises safe for all person working in or visiting the Village Hall. The Responsible Person may delegate to another to carry out Fire Risk Assessment, but the responsibility for compliance remains with the Responsible Person indicated above.

The Fire Risk Assessment identifies the precautions needed, to comply with the requirements of the Regulatory Reform Order and therefore demonstrates that the Responsible Person is undertaking their duty.

PEOPLE AT RISK

PEOPLE AT RISK	CONTROL MEASURES
People with disabilities, or frail or elderly people	There is one entrance and exit from the hall which is flat and a minimum of one metre wide and suitable for wheelchair uses. There are two other exits, one with an up step and restriction of 65cm, making it unsuitable for wheelchair users. All exits are clearly signed with emergency lighting. There are no trip hazards inside the Village Hall.
Hirers of the hall that are not familiar with the premise	Hirers of the hall confirm their agreement to the conditions of hire and receive a copy of the Fire Safety Policy and Evacuation Procedure, including details and location of firefighting equipment and fire exits.
Trustees and contractor alone of the premises	All Trustees that may work alone in the premises are aware of the procedure in the event of a fire. Contractors are generally let in and accompanied by a Trustee.
Children	Children are always accompanied by a suitable number of responsible adults, when visiting the premise.

FIRE HAZARD AND CONTROL MEASURES

HAZARDS: SOURCE OF IGNITION	LOCATION	CONTROL MEASURES
Electrical Installations	All rooms	Whole building rewired in 2011. Electrical installation testing, carried out every five years, by qualified electrician. Most recent 2022
Lighting	All rooms	All lights are ceiling mounted (some suspended) or wall mounted and not in close proximity to combustible materials
Electrical equipment	All rooms	Annual PAT testing is up to date
Heating	All rooms	All heating is by water radiators fed from a wall mounted gas combi boiler. Annual service and Gas Safety Certificate to be kept up to date.
Cooking activities	Kitchen	Electrical cooker with built in oven and hob, no flame which might ignite materials. No fat fryer, air-fryer or toaster. Approved and inspected fire blanket and CO ₂ extinguisher kept in the kitchen.
Arson and other deliberate action	All rooms	All fire precautions in this document are maintained. The building is always locked when not in use and is visited every two to three days by a Trustee. There are no low-level opening windows and no letterbox.
Smoking	All rooms	No Smoking is permitted anywhere in the building or courtyard, as indicated by no smoking signs

HAZARD: SOURCE OF FUEL	LOCATION	CONTROL MEASURES
Flammable materials	All rooms	All protected routes to be clear of flammable materials and obstructions at all times
Furniture and fittings	All rooms	Curtains in the main hall and chairs are never placed near a source of ignition. No candles left unattended open flames left unattended in the building.
Paper and cardboard	Main Hall	There is no paper or cardboard stored in any user accessible rooms. Limited amount stored in the small mezzanine, not accessible by hirers. Also contains a fire extinguisher.
Waste storage	All rooms	Hirers to remove waste on completion of hire. Bins in the WCs are emptied regularly. "External bins" are outside the building.
Flammable liquids, gas and solids in the village hall	All rooms	No Flammable liquids, gas and solids, or fat fryers are allowed to be brought into the building by hirers, or caterers. Cleaning liquids are kept in a locked cleaner store, with fire door. The gas meter cupboard, in the main hall, is vented to prevent any possible gas build up.

FIREFIGHTING, DETECTION AND FIRE SAFETY PRECAUTIONS

Fire Alarm System

The Village Hall has a fire detection system with a service contract in place with Smiths Fire for annual inspection. It comprises a two-zone fire alarm panel interlinked smoke or heat detectors (kitchen) and sounders in all hireable rooms. It also has four interlinked call points by the emergency exits.

All tests (normally from a call point in rotation) and false alarms (ideally highlighting which sensor was triggered) are recorded in fire alarm log book, together with service record and certificates, which are filed.

Firefighting Equipment

Extinguishers are installed in locations around the building, marked the Village Hall Fire Evacuation plan. As follows: FOAM in the main hall, WATER in the corridor and mezzanine, and CO2 in the kitchen.

There is a fire blanket in the kitchen. There is service contract in place with Smith's Fire for six-monthly inspection of all five fire extinguishers. All fire extinguishers have luminous user instructions beside them.

Emergency Lighting

Emergency lighting is installed over all exit doors, these are checked "in house" by a monthly "flash test" and an annual three-hour test, the latter being recorded along with any changes, batteries, tubes etc.

EVALUATING FIRE SAFETY PRECAUTIONS	YES/NO	ACTION REQUIRED
Are possible ignition sources kept separate from combustible materials?	Yes	
Are possible ignition sources controlled to minimise the risk of fire?	Yes	
Would a fire be discovered quickly and would everybody be warned immediately?	Yes	
Is escape possible in more than one direction?	Yes	
Are fire exits easy to identify and reach?	Yes	
Are escape routes free of obstruction?	Yes	
Do fire doors open outwards?	Yes	
Are fire doors easy to open?	Yes	
Is the fire alarm system tested and maintained correctly?	Yes	
Is the emergency system tested and maintained correctly?	Yes	
Are fire extinguishers tested and maintained correctly?	Yes	

EMERGENCY PLAN AND ESCAPE ROUTES

Signage

All fire route doors have fire exit directional signage. The ones above each door are non-maintained and are “flash tested” each month and three-hour tested annually, the latter being recorded along with any parts changed.

Escape Routes and Protected Routes

The Village Hall has three designated fire escape doors. One is the main entrance door which is always unlocked when the building is occupied. This opens outwards, is level with the building floor and is one metre wide. A double fire door is located in the middle of the main hall and fitted with a push bar opening. This has an up step and the external route to safe space narrows to 65cm. The other fire door is between the kitchen and toilets. It has a push bar and leads into the neighbour’s garden but allows evacuation to a safe distance from the building. The escape distance from all rooms is within the maximum limits set out in Building Regulations.

Hirers are informed to be careful with layout so as not block the main hall fire exit with tables or chairs.

The chair and cleaner stores have fire doors and the kitchen fire door has a self-closing device.

The vestibule forms part of the protected route and should not have any obstructions. There are coat hooks and two table tennis tables in the vestibule but these are well clear of the main entrance/exit door.

Emergency Plan and Evacuation Procedure

There are luminous Fire Action notices placed by each manual call point with details instructions about what to do in the case of a fire.

In the event of a fire, the fire alarm will sound automatically or manually using a call point.

Occupants are to leave the building calmly and quickly using the closest escape route/fire exit.

Wheelchair users must use the main entrance door. Everyone should assemble just outside the hall’s gate and the current hirer of the Village Hall should confirm that everyone is present (hirers to keep a record of the number of people at their event).