

<b>Fire Risk Assessment - Record of significant findings</b>						<b>Assessment undertaken by:</b>	<b>Toby Robinson</b>
<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Address:</b>	<b>Bach Close</b>		<b>Summary: Need to remind all hirers of need to be aware of emergency procedures, call points and extinguishers. and to assess risk based on their activities in the hall. Those that have cupboards need to provide evidence of assessments of them . We need to also remind hirers to unplug appliances when not in use. Chase up Lighting testing. Paperwork in office needs tidying (if not in metal cabinet). Once this is done and we receive the paperwork for the hirers cupboards, I am satisfied that we have made the hall as safe as we can.</b>				
	<b>Basingstoke</b>						
	<b>RG22 4JZ</b>						
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
Please see detailed Tabs for each location within the building							
<b>Step 2 - People at risk</b>							
Members of staff (1), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring - Please see detailed Tabs for each location within the building</b>						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises - Please see detailed Tabs for each location within the building</b>						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire- Please see detailed Tabs for each location within the building</b>						
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire -</b>						
	- Evacuation notices displayed throughout						
	- All hirers required to be aware of emergency procedures, call points and extinguishers and those with cupboards are required to carry out an annual check of those - I keep the paperwork. - Hirers advised of legal duty to assess risk.						
	- All Fire alarm panels tested on a four weekly rotation						
	- Boiler service carried out annually - Last done April 2024 - Due April 2025						
	- 5 Year Wire testing carried out 01/06/2023 due June 2028						
	- Fire Alarm system serviced annually - last done 13/12/2024						
	- Emergency lighting responsibility of council and last checked 25th October 2024 Booked in for Friday 7th Feb 2025						
	- PAT Testing last done 5th April 2024 - Due for April 2025.						
	- Fire Extinguishers last serviced 31st May 2024 - Due May 2025						

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Risk Assessment for:	Hill Rise Hall					<b>Date:</b>	<b>01/02/25</b>
Location:	Meter Cupboard	Use:	Public and Private Hire				
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
Mains Electric Supply	Mains Gas		No additional source				
Mains Gas Supply	Door frame						
<b>Step 2 - People at risk</b>							
Members of staff (1), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Electrical - minimal - full wire test completed every five years - last completed in June 2023 - due June 2028						
	- Gas - minimal - annual service in place						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Anyone in disabled toilet has to pass meter cupboard to exit building						
	- Minimal - Smoke detector in cupboard						
	- New gas meter installed by Southern Gas - 28/10/2009						
	- New smart meter installed in 2023						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- None identified						
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>						
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate						

Fire Risk Assessment - Record of significant findings						Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/25
Location:	Toilets		Use:	Public and Private Hire			
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
Lighting	Waste bins		Warm air ventilation system				
Electrical wall heater in Disabled cloakroom	Paper towels/toilet rolls		Open doors/Windows				
Water heater in ladies	Doors/Window frames						
Hand dryers in both							
<b>Step 2 - People at risk</b>							
Members of staff (1), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
3.1	<b>Evaluate the risk of fire occurring</b>						
	- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.						
	- Waste bins emptied daily						
3.2	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Anyone in the toilets has to pass through the lobby to exit building						
	- Two smoke detectors and sounder + fire alarm call point in lobby						
	- Notice of evacuation procedures clearly displayed						
	- Emergency lighting to identify escape routes - checked monthly by contractor						
	- Escape routes kept clear						
	- Fire system serviced annually by contractor - call points one tested each week by comittee member						
	- Telephone to alert emergency services in lobby						
3.3	<b>Remove and reduce the hazards that may cause a fire</b>						
	- Heaters turned off when buiding not in use						
3.4	<b>Remove and reduce the risk to people from a fire</b>						
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate						
	- Hirers advised of legal duty to assess risk						

Fire Risk Assessment - Record of significant findings						Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/25
Location:	Lobby		Use:	Public and Private Hire			
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>	<b>Sources of Oxygen</b>					
Lighting	Wall Display/Notice boards	Warm Air Ventilation system					
Sockets	Leaflet stand	Front Door					
	Waste bins	Any open door					
<b>Step 2 - People at risk</b>							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.						
	- Wall displays/notice board/leaflet stand - Minimal risk, not adjacent to potential ignition source						
	- Waste bins emptied daily						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Anyone in the toilets has to pass through the lobby to exit building						
	- Two smoke detectors and sounder + fire alarm call point						
	- Fire extinguishers - 1 6 litre water and one Carbon Dioxide - Visually checked weekly, serviced annually by contractor						
	- Notice of evacuation procedures clearly displayed						
	- Emergency lighting to identify escape routes - checked monthly by contractor						
	- Escape routes kept clear						
	- Fire system serviced annually by contractor - call points one tested each week by committee member						
	- Telephone to alert emergency services						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- Heating System turned off when building not in use						
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>						

	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate
	- Hirers advised of legal duty to assess risk, and also to keep lobby area clear at all times

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<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Location:</b>	<b>Cleaners Cupboard</b>		<b>Use:</b>	<b>Public and Private Hire</b>			
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
None	Cleaning Equipment		No additional sources				
	Door/Frame and shelves						
<b>Step 2 - People at risk</b>							
Members of staff (1), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Minimal - no ignition source						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Anyone in disabled toilet has to pass cleaners cupboard to exit building						
	- Minimal - with the exception of toilets all rooms have escape routes						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	-PAT testing on the hoover and cleaning machine carried out annually						
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>						
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate						

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<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Location:</b>	<b>Outside and Surroundings</b>	<b>Use:</b>	<b>Public and Private Hire</b>				
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>	<b>Sources of Oxygen</b>					
<b>Vandalism/Arson</b>	<b>Wooden Cladding</b>						
<b>Road Traffic Accident</b>	<b>Plastic doors</b>						
	<b>Trees/Bushes/Leaves</b>						
<b>Step 2 - People at risk</b>							
<b>Members of staff (1), Members of the public, Volunteers, Contractors</b>							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring - Minimal and beyond our control</b>						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises - Minimal and beyond our control</b>						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- Refuse bin located away from building						
	- Letter box, on external wall mounted - metal and locked						
	- All rubbish removed from premises daily - Bin locked						
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>						
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate						

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<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Location:</b>	<b>Kitchen</b>	<b>Use:</b>	<b>Public and Private Hire</b>				
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
Oven	Kitchen rolls and paper	Windows	Shutters if open				
Lighting	Posters	Doors					
Water Heater	Tea Towels						
Small Appliances							
<b>Step 2 - People at risk</b>							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.						
	- Oven and small electrical appliances						
	- Waste bins emptied daily						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- All electrical items PAT tested annually						
	- Smoke detector - 1 and 2 call points						
	- Fire extinguishers - 1 Carbon Dioxide						
	- Notice of evacuation procedures clearly displayed						
	- Emergency lighting to identify escape routes - checked monthly by contractor						
	- Escape routes kept clear						
	- Fire system serviced annually by contractor - call points one tested each week by committee member						
	- Oven and water heater off when not in use						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- Fire blanket next to kitchen door						



	- Boiler, serviced annually
	- Heating System turned off when buiding not in use
	- Portable appliances turned off and unplugged after use.
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate
	- Regular fire drills
	- Hirers advised of legal duty to asses risk, and also to keep lobby area clear at all times

<b>Fire Risk Assessment - Record of significant findings</b>						<b>Assessment undertaken by:</b>	<b>Toby Robinson</b>
<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Location:</b>	<b>Loft</b>		<b>Use:</b>	<b>Restricted</b>			
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
Electrical Wiring	Rafters		Loft Hatch if open				
<b>Step 2 - People at risk</b>							
Restricted Space - Contractors, Volunteers							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Wiring test completed every 5 years (last in 2023 - due 2028)						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Smoke detector and alarm points in room below						
	- Extinguishers in room below						
	- Notice of evacuation procedures clearly displayed in room below						
	- Emergency lighting to identify escape routes - checked monthly by contractor						
	- Escape routes kept clear						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- None to remove						
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>						
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate						

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<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Location:</b>	<b>Main Hall</b>		<b>Use:</b>	<b>Public and Private Hire</b>			
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
<b>Boiler</b>	<b>Curtains/Blinds</b>	<b>Chairs/tables</b>	<b>Windows</b>				
<b>Electrical Plugs</b>	<b>Notice board</b>	<b>Beams</b>	<b>Doors (open)</b>				
<b>Lighting</b>	<b>Mat</b>	<b>Doors</b>					
<b>Step 2 - People at risk</b>							
<b>Members of staff (1), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors</b>							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.						
	- Wall displays/notice board- Minimal risk, not adjacent to potential ignition source						
	- Waste bins emptied daily						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Smoke alarms - 1						
	- Call point and 1 sounder						
	- Fire extinguishers - 1 - CO2 and 1 water						
	- Notice of evacuation procedures clearly displayed						
	- Emergency lighting to identify escape routes - checked monthly by contractor						
	- Escape routes kept clear						
	- Fire system serviced annually by contractor - call points one tested each week by committee member						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- Boiler, serviced annually						
	- Heating System turned off when building not in use						

	- Portable appliances turned off and unplugged after use.
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate
	- Regular fire drills
	- Hirers advised of legal duty to assess risk and hold own fire drills, and also to keep lobby area clear at all times

<b>Fire Risk Assessment - Record of significant findings</b>						<b>Assessment undertaken by:</b>	<b>Toby Robinson</b>
<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Location:</b>	<b>Small Hall</b>	<b>Use:</b>	<b>Public and Private Hire</b>				
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>				
<b>Boiler</b>	<b>Chairs</b>	<b>Blinds</b>	<b>Shutter</b>				
<b>Lighting</b>	<b>Tables</b>	<b>Doors</b>	<b>Windows</b>				
<b>Electrical plugs</b>	<b>Curtains</b>	<b>Notice board</b>	<b>Open Doors</b>				
<b>Step 2 - People at risk</b>							
Members of staff (1), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.						
	- Wall displays/notice board - Minimal risk, not adjacent to potential ignition source						
	- Waste bins emptied daily						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Smoke alarms -1						
	- Call point - 1						
	- Fire extinguishers - 1 - Co2 and 1 - Water						
	- Notice of evacuation procedures clearly displayed						
	- Emergency lighting to identify escape routes - checked monthly by contractor						
	- Escape routes kept clear						
	- Fire system serviced annually by contractor - call points one tested each week by comittee member						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- Boiler, serviced annually						
	- Heating System turned off when buiding not in use						
	- Portable appliances turned off and unplugged after use.						

<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate
	- Regular fire drills
	- Hirers advised of legal duty to asses risk, and also to keep lobby area clear at all times

<b>Office</b>						<b>Assessment undertaken by:</b>	<b>Toby Robinson</b>
<b>Risk Assessment for:</b>	<b>Hill Rise Hall</b>					<b>Date:</b>	<b>01/02/25</b>
<b>Location:</b>	<b>Office</b>	<b>Use:</b>	<b>Restricted</b>				
<b>Step 1 - Identify the Fire Hazards</b>							
<b>Sources of Ignition</b>	<b>Sources of Fuel</b>	<b>Sources of Oxygen</b>					
<b>Heating</b>	<b>Chairs/Tables</b>	<b>Cleaning materials</b>					
<b>Electrics</b>	<b>Christmas decs</b>	<b>Matches</b>					
<b>Lighting</b>	<b>Paperwork</b>	<b>Curtains</b>					
<b>Step 2 - People at risk</b>							
<b>Members of staff (1), Volunteers, Contractors</b>							
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>							
<b>3.1</b>	<b>Evaluate the risk of fire occurring</b>						
	- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.						
	- Wall displays/notice board - Minimal risk, not adjacent to potential ignition source						
	- Waste bins emptied daily						
<b>3.2</b>	<b>Evaluate the risk to people from a fire starting on the premises</b>						
	- Paperwork mostly away in metal cabinet						
	- Chemicals all in one place - office locked to public						
	-Smoke alarms -1						
	- Notice of evacuation procedures clearly displayed						
	- Escape routes kept clear						
<b>3.3</b>	<b>Remove and reduce the hazards that may cause a fire</b>						
	- Portable appliances PAT tested annually						
	- Portable appliances turned off and unplugged after use.						
<b>3.4</b>	<b>Remove and reduce the risk to people from a fire</b>						
	- Current fire precautions (refer to floor plan and fire procedures) have been assessed with respect to the findings of the fire risk assessment and are considered adequate						

	- Hirers advised of legal duty to assess risk