Fire Risk Assessment	- Record of signification	ant findings				Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/2
Address:	Bach Close		Summary: Need to rer	nind all hirers of need to b	e aware of eme	gency procedures, call points	and extinguishers, and to
	Basingstoke		assess risk based on	their activities in the hall.	Those that have	cupboards need to provde evi	dence of assesments of ther
	RG22 4JZ		needs tidying (if not ir		is done and we	in use. Chase up Lighting test receive the paerwork for the h	
Step 1 - Identify the Fi	re Hazards						
	Sources of Fuel		Sources of Oxygen				
Please see detailed Ta	he for each location	within the built	dina				
Step 2 - People at risk		i within the built	unig				
ntep 2 - reopie at risk							
lembers of staff (1), N	lembers of the publ	ic (up to 100 de	pending on day/time/boo	oking), Volunteers, Contra	ctors		
Step 3 - Evaluate, rem	ove, reduce and pro	tect from risk					
3.1	Evaluate the risk of	f fire occuring -	Please see detailed Tab	s for each location within	the building		
3.2	Evaluate the risk to	people from a	fire starting on the prem	ises - Please see detailed	Tabs for each lo	cation within the building	
3.3	Remove and reduc	e the hazards th	hat may cause a fire- Ple	ase see detailed Tabs for o	each location wi	thin the building	
	Remove and reduc						
	- Evacuation notices	-	•				
			nergency procedures, call f of legal duty to assess ris		nd those with cup	boards are required to carry out	an annual check of those - I
	- All Fire alarm pane	ls tested on a for	ur weekly rotation				
	- Boiler service carri	ed out anually - l	ast done April 2024 - Due	April 2025			
	- 5 Year Wire testing	g carried out 01/0	06/2023 due June 2028				
	- Fire Alarm system	serviced anually	- last done 13/12/2024				
	- Emergency lighting	responsibilty of	council and last checked	25th October 2024 Booked i	n for Friday 7th F	eb 2025	
	- PAT Testing last do	one 5th April 2024	4 - Due for April 2025.				
	- Fire Extinguishers						

Fire Risk Assessment - Re	ecord of significant findin	gs				Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/2
Location:	Meter Cupboard		Use:	Public and Priv	ate Hire		
Cton 4 Idoutify the Fire II	a-cuda						
Step 1 - Identify the Fire H			0				
Sources of Ignition	Sources of Fuel		Sources of Oxygen				
Mains Electric Supply	Mains Gas		No additional s	ource T			
Mains Gas Supply	Door frame						
Otan O. Branda at dal							
Step 2 - People at risk							
Members of staff (1), Mem			on day/time/boo	oking), Volunteer	s, Contractors		
Step 3 - Evaluate, remove,	<u> </u>						
3	8.1 Evaluate the risk of fir						
	- Electrical - minimal - fu	ull wire test com	pleted every five	years - last comp	leted in June 202	3 - due June 2028	
	- Gas - minimal - annua	ıl service in plac	e				
3	3.2 Evaluate the risk to	o people fro	m a fire starti	ng on the pre	mises		
	- Anyone in disabled toi	let has to pass	meter cupboard to	o exit building			
	- MInimal - Smoke dete	ctor in cupboard	d				
	- New gas meter installe	ed by Southern	Gas - 28/10/2009	)			
	- New smart meter insta	alled in 2023					
3	3.3 Remove and reduc	ce the hazar	ds that may c	ause a fire			
	- None identified						
3	8.4 Remove and reduc	ce the risk to	people from	a fire			
	- Current fire precaution considered adequate	ns (refer to floor	plan and fire pro	cedures) have be	en assessed with	respect to the findings of the fire ri	sk assessment and are

Fire Risk Assessment - Record of significant	findings					Assessment undertaken by:	Toby Robinsor
Risk Assessment for:	Hill Rise Hall					Date:	01/02/2
Location:	Toilets		Use:	Public and Pri	vate Hire		
Step 1 - Identify the Fire Hazards							
Sources of Ignition	Sources of Fuel		Sources of Oxy	/gen			
Lighting	Waste bins		Warm air ventil	ation system			
Electrical wall heater in Disabled cloakroom	Paper towels/toilet r	olls	Open doors/Wi	ndows			
Water heater in ladies	Doors/Window fram	es					
Hand dryers in both							
Step 2 - People at risk							
Members of staff (1), Members of the public (u	ıp to 100 depending o	on day/time/book	ing), Volunteers,	Contractors			
Step 3 - Evaluate, remove, reduce and protect	from risk						
3.1	Evaluate the risk	of fire occuri	ng				
	- Lighting and sockets	s, minimal risk - fu	II electrical test ur	ndertaken every	five years ar	nd visual checks weekly.	
	- Waste bins emptied	daily					
3.2	Evaluate the risk	to people fro	m a fire startii	ng on the pre	mises		
	- Anyone in the toilets	has to pass throu	ugh the lobby to e	xit building			
	- Two smoke detector	rs and sounder + f	fire alarm call poir	nt in lobby			
	- Notice of evacuation	n procedures clear	rly displayed				
	- Emergency lighting	to identify escape	routes - checked	monthly by cont	ractor		
	- Escape routes kept	clear					
	- Fire system service	d annually by cont	ractor - call points	s one tested eacl	n week by co	omittee member	
	- Telephone to alert e	mergency service	s in lobby				
3.3	Remove and red	uce the hazard	ds that may ca	ause a fire			
	- Heaters turned off w	hen buiding not ir	n use				
3.4	Remove and red	uce the risk to	people from	a fire			
	- Current fire precauti			cedures) have be	en assesse	d with respect to the findings of the	fire risk
	- Hirers advised of leg	gal duty to assess	risk				

	tecord of significant fin	dings		1		Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/2
Location:	Lobby		Use:	Public and Priv	ate Hire		
Step 1 - Identify the Fire	Hazards						
Sources of Ignition	Sources of Fuel		Sources of Oxy				
Lighting	Wall Display/Notic	e boards	Warm Air Venti	lation system			
Sockets	Leaflet stand		Front Door				
	Waste bins		Any open door				
Step 3 - Evaluate, remove	e, reduce and protect from 3.1 Evaluate the ris		ing				
	- Lighting and socke						
			an cicotinoai test a	indertaken every ti	ve years and visu	ial checks weekly.	
	- Wall displays/notic				-	•	
		e board/leaflet sta			-	•	
	- Wall displays/notic	e board/leaflet standard daily	nd - Minimal risk,	not adjacent to po	tential ignition sou	•	
	- Wall displays/notic	e board/leaflet sta d daily k to people fr	nd - Minimal risk, om a fire starti	not adjacent to po	tential ignition sou	•	
	- Wall displays/notic - Waste bins emptie 3.2 Evaluate the ris	e board/leaflet sta d daily k to people from	om a fire starti	not adjacent to poing on the presexit building	tential ignition sou	•	
	- Wall displays/notice - Waste bins emptiee  3.2 Evaluate the rise - Anyone in the toile - Two smoke detect	e board/leaflet stand daily <b>k to people fro</b> ts has to pass thro  ors and sounder +	nd - Minimal risk,  om a fire starti  ough the lobby to e  fire alarm call poi	not adjacent to poing on the presexit building	tential ignition sou	•	
	- Wall displays/notice - Waste bins emptiee  3.2 Evaluate the rise - Anyone in the toile - Two smoke detect	e board/leaflet stand daily <b>k to people fro</b> ts has to pass thro  ors and sounder +  - 1 6 litre water ar	om a fire startiough the lobby to efire alarm call poid one Carbon Dio	not adjacent to poing on the presexit building	tential ignition sou	urce	
	- Wall displays/notice - Waste bins emptie  3.2 Evaluate the ris - Anyone in the toile - Two smoke detect - Fire extinguishers	be board/leaflet stand daily <b>Ik to people fro</b> Its has to pass thro  Ors and sounder +  - 1 6 litre water ar  on procedures cle	om a fire startion by the lobby to efire alarm call point on the control on the c	not adjacent to point adjacent to point adjacent to point and a series of the present and a series of the present adjacent to point adjace	nises  cked weekly, serv	urce	
	- Wall displays/notice - Waste bins emptiee  3.2 Evaluate the rise - Anyone in the toilee - Two smoke detected - Fire extinguishersed - Notice of evacuation	te board/leaflet stand daily <b>Ik to people fro</b> Its has to pass thro  ors and sounder +  - 1 6 litre water ar  on procedures cle  g to identify escap	om a fire startion by the lobby to efire alarm call point on the control on the c	not adjacent to point adjacent to point adjacent to point and a series of the present and a series of the present adjacent to point adjace	nises  cked weekly, serv	urce	
	- Wall displays/notice - Waste bins emptie  3.2 Evaluate the ris - Anyone in the toile - Two smoke detect - Fire extinguishers - Notice of evacuation - Emergency lighting	be board/leaflet stand daily <b>ik to people fro</b> Its has to pass thro  Ors and sounder +  - 1 6 litre water are  on procedures cle  g to identify escap  ot clear	om a fire starticular the lobby to effire alarm call poid one Carbon Dioarly displayed e routes - checked	ing on the present building nt xide - Visually che	nises  cked weekly, serv	viced annually by contractor	
	- Wall displays/notice - Waste bins emptie  3.2 Evaluate the ris - Anyone in the toile - Two smoke detect - Fire extinguishers - Notice of evacuation - Emergency lighting - Escape routes kep - Fire system service - Telephone to alert	te board/leaflet stand daily <b>Ik to people fro</b> Its has to pass throors and sounder +  - 1 6 litre water are on procedures cle  Its to the company of the	om a fire starticular the lobby to effire alarm call point done Carbon Dioarly displayed eroutes - checked	not adjacent to po	nises  cked weekly, serv	viced annually by contractor	
	- Wall displays/notice - Waste bins emptie  3.2 Evaluate the ris - Anyone in the toile - Two smoke detect - Fire extinguishers - Notice of evacuatice - Emergency lighting - Escape routes kep - Fire system service - Telephone to alert  3.3 Remove and re	te board/leaflet stand daily <b>ik to people fro</b> Its has to pass throors and sounder +  - 1 6 litre water are on procedures cle  Its to identify escape to clear  ed annually by comemergency service  duce the haza	om a fire startic bugh the lobby to e fire alarm call point on a carbon Dio arly displayed e routes - checked on tractor - call point es	not adjacent to po	nises  cked weekly, serv	viced annually by contractor	
	- Wall displays/notice - Waste bins emptie  3.2 Evaluate the ris - Anyone in the toile - Two smoke detect - Fire extinguishers - Notice of evacuation - Emergency lighting - Escape routes kep - Fire system service - Telephone to alert	te board/leaflet stand daily  ik to people from the has to pass through the has to procedures clear to the has to pass the has to pass the has to pass the has to pass the has	om a fire starticular to the lobby to end fire alarm call point and one Carbon Dioparly displayed the routes - checked intractor - call point the start may call ing not in use	not adjacent to poing on the present building nt xide - Visually ched monthly by controls one tested each cause a fire	nises  cked weekly, serv	viced annually by contractor	

	- 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
ſ	- Hirers advised of legal duty to assess risk, and also to keep lobby area clear at all times

Fire Risk Assessment - Re	ecord of significant findir	gs				Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/2
Location:	Cleaners Cupboard	1	Use:	Public and Priv	ate Hire		
Step 1 - Identify the Fire H	 lazards						
Sources of Ignition	Sources of Fuel		Sources of Ox	ygen			
None	Cleaning Equipment		No additional	sources			
	Door/Frame and shell	/es					
Step 2 - People at risk							
Members of staff (1), Mem	bers of the public (up to	100 depending o	on day/time/bool	king), Volunteers,	Contractors		
Step 3 - Evaluate, remove	, reduce and protect from	risk					
3	3.1 Evaluate the risk of fi	re occuring					
	- Minimal - no ignition s	ource					
3	3.2 Evaluate the risk t	o people fron	n a fire startin	g on the premi	ses		
	- Anyone in disabled to	ilet has to pass cl	eaners cupboard	to exit building			
	- MInimal - with the exc	eption of toilets a	Il rooms have eso	cape routes			
3	3.3 Remove and redu	ce the hazard	s that may ca	use a fire			
	-PAT testing on the hoo	over and cleaning	machine carried	out annually			
3	Remove and redu	ce the risk to	people from a	a fire			
	- Current fire precaution are considered adequate		lan and fire proce	edures) have been	assessed with re	spect to the findings of the fire risk	assessment and

Fire Risk Assessment - Re	cord of significant find	ings				Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/25
Location:	Outside and Surrou	idings	Use:	Public and Priv	rate Hire		
Step 1 - Identify the Fire Ha	azards						
Sources of Ignition	Sources of Fuel		Sources of Ox	ygen			
Vandalism/Arson	Wooden Cladding	•					
Road Traffic Accident	Plastic doors						
	Trees/Bushes/Leave	s					
Step 2 - People at risk							
Members of staff (1), Memb	pers of the public, Volu	nteers, Contracto	ors				
Step 3 - Evaluate, remove,	reduce and protect fro	m risk					
3.	.1 Evaluate the risk of	<b>fire occuring -</b> Mi	nimal and beyor	d our control			
3.	.2 Evaluate the risk to	people from a fir	e starting on the	e premises - Minin	nal and beyond o	ur control	
3.	.3 Remove and reduce	the hazards that	may cause a fi	re			
	- Refuse bin located a	way from building					
	- Letter box, on exterr	nal wall mounted -	metal and locke	d			
	- All rubbish removed	from premises da	ily - Bin locked				
3.	.4 Remove and reduce	the risk to peop	e from a fire				
	- Current fire precauti are considered adequ		plan and fire pro	cedures) have bee	n assessed with r	espect to the findings of the fire ris	sk assessment and

Fire Risk Assessment -	Record of significant	findings				Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/25
Location:	Kitchen	<b>T</b>	Use:	Public and Priva	ate Hire		
Step 1 - Identify the Fire							
Sources of Ignition	Sources of Fuel		Sources of Ox	ygen			
Oven	Kitchen rolls and pa	aper	Windows	Shutters if oper	1		
Lighting	Posters		Doors		1		
Water Heater	Tea Towels						
Small Appliances							
Step 2 - People at risk							
Members of staff (2), Me	embers of the public (	up to 100 depen	ding on day/time	e/booking), Volunt	eers, Contracto	rs	
Step 3 - Evaluate, remo	ve, reduce and protec	t from risk					
3.	1 Evaluate the risl	k of fire occur	ing				
	- Lighting and socket	ts, minimal risk - f	ull electrical test i	undertaken every fi	ve years and visu	ıal checks weekly.	
	- Oven and small ele	ctrical appliances					
	- Waste bins emptied	d daily					
3.	2 Evaluate the risl	k to people fro	om a fire start	ing on the prer	nises		
	- All electrical items F	PAT tested annual	ly				
	- Smoke detector - 1	and 2 call points					
	- Fire extinguishers -	1 Carbon Dioxide	9				
	- Notice of evacuatio	n procedures clea	arly displayed				
	- Emergency lighting	to identify escape	e routes - checke	d monthly by contra	actor		
	- Escape routes kept	clear					
	- Fire system service	d annually by cor	tractor - call poin	ts one tested each	week by comittee	e member	
	- Oven and water he	ater off when not	in use				
3.	3 Remove and red	luce the hazar	ds that may o	cause a fire			
	- Fire blanket next to	kitchen door					

	- Boiler, serviced annually
	- Heating System turned off when building not in use
	- Portable appliances turned off and unplugged after use.
3.4	Remove and reduce the risk to people from a fire
	- 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

Fire Risk Assessment - R	Record of significant findings			Asse	ssment undertaken by:	Toby Robinsor
Risk Assessment for:	Hill Rise Hall			Date:		01/02/2
Location:	Loft	Use:	Restricted			
Step 1 - Identify the Fire	 Hazards					
Sources of Ignition	Sources of Fuel	Sources of	f Oxygen			
Electrical Wiring	Rafters	Loft Hatch	if open			
Step 2 - People at risk						
Restricted Space - Contr	actors, Volunteers					
Step 3 - Evaluate, remove	e, reduce and protect from ris	k				
3	8.1 Evaluate the risk of fi	re occuring				
	- Wiring test completed ever	ry 5 years (last in 2023 -	due 2028)			
3	Evaluate the risk to po	eople from a fire sta	rting on the pren	nises		
	- Smoke detector and alarm	points in room below				
	- Extinguishers in room belo	W				
	- Notice of evacuation proce	dures clearly displayed i	n room below			
	- Emergency lighting to iden	tify escape routes - chec	ked monthly by contra	ctor		
	- Escape routes kept clear					
3	Remove and reduce t	he hazards that may	y cause a fire			
	- None to remove					
3	8.4 Remove and reduce t	he risk to people fro	om a fire			
	- Current fire precautions (reand are considered adequate		procedures) have bee	n assessed with respect t	o the findings of the fire ris	sk assessment

Fire Risk Assessment - F	Record of significant	findings				Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/25
Location:	Main Hall	-1	Use:	Public and Priv	ate Hire		
Step 1 - Identify the Fire	 Hazards						
Sources of Ignition	Sources of Fuel		Sources of Oxy	rgen			
Boiler	Curtains/Blinds	Chairs/tables	Windows				
Electrical Plugs	Notice board	Beams	Doors (open)				
Lighting	Mat	Doors					
Step 2 - People at risk							
Members of staff (1), Me	mbers of the public (ı	up to 100 depend	ing on day/time/l	oooking), Volunte	eers, Contractor	s	
Step 3 - Evaluate, remov	e, reduce and protect	from risk					
3.	1 Evaluate the ris	k of fire occur	ing				
	- Lighting and socke	ts, minimal risk - fu	ull electrical test u	ndertaken every fi	ive years and vis	ual checks weekly.	
	- Wall displays/notice	e board- Minimal r	isk, not adjacent t	o potential ignition	source		
	- Waste bins emptie	d daily					
3.:	2 Evaluate the ris	k to people fro	m a fire starti	ng on the prei	mises		
	- Smoke alarms - 1						
	- Call point and 1 so	ounder					
	- Fire extinguishers						
	- Notice of evacuation	•					
	- Emergency lighting	• •	e routes - checked	I monthly by contr	actor		
	- Escape routes kep						
	- Fire system service	ed annually by con	tractor - call point	s one tested each	week by comitte	e member	
	Domove and	da. 4b.a. la.a	.da 46a4				
3.	Remove and red		us that may c	ause a tire			
	- Boiler, serviced and	-					
	- Heating System tu	ned off when buid	ing not in use				

	- Portable appliances turned off and unplugged after use.
3.4	Remove and reduce the risk to people from a fire
	- 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 hold own fire drills, and also to keep lobby area clear at all times

Fire Risk Assessment - Re	ecord of significant fi	indings				Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall					Date:	01/02/25
Location:	Small Hall		Use:	<b>Public and Priv</b>	ate Hire		
Step 1 - Identify the Fire H	azards						
Sources of Ignition	Sources of Fuel		Sources of Oxy	gen			
Boiler	Chairs	Blinds	Shutter				
Lighting	Tables	Doors	Windows				
Electrical plugs	Curtains	Notice board	Open Doors				
Step 2 - People at risk							
Members of staff (1), Mem	bers of the public (u	p to 100 dependi	ng on day/time/b	ooking), Volunte	ers, Contractors	3	
Step 3 - Evaluate, remove,	reduce and protect	from risk					
3.1	Evaluate the risk of fire occuring						
	- 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						
3.2	Evaluate the risk	to people fro	m a fire starti	ng on the prer	mises		
	- 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						
3.3	Remove and red	uce the hazar	ds that may c	ause a fire			
	- Boiler, serviced ann	ually					
	- Heating System turr	ned off when buid	ing not in use				
	- Portable appliances	turned off and un	plugged after use	).			

3.4	Remove and reduce the risk to people from a fire
	- 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

Office					Assessment undertaken by:	Toby Robinson
Risk Assessment for:	Hill Rise Hall				Date:	01/02/25
Location:	Office		Use:	Restricted		
Step 1 - Identify the Fire	Hazards					
Sources of Ignition	Sources of Fuel		Sources of Oxy	gen		
Heating	Chairs/Tables	Cleaning materials				
Electrics	Christmas decs	Matches				
Lighting	Paperwork	Curtains				

## Step 2 - People at risk

Members of staff (1), Volunteers, Contractors

Step 3 - Evaluate, remove,	, reduce and protect from risk				
3.1	Evaluate the risk of fire occuring				
	- 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				
3.2	Evaluate the risk to people from a fire starting on the premises				
	- 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				
3.3	Remove and reduce the hazards that may cause a fire				
	- Portable appliances PAT tested annually				
	- Portable appliances turned off and unplugged after use.				
3.4	Remove and reduce the risk to people from a fire				
	- 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