

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Address:	Bach Close		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 have provided 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 has been tidied and filed away in the metal cabinets. I am satisfied that we have made the hall as safe as we can.				
	Basingstoke						
	RG22 4JZ						
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Please see detailed Tabs for each location within the building							
Step 2 - People at risk							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring - Please see detailed Tabs for each location within the building						
3.2	Evaluate the risk to people from a fire starting on the premises - Please see detailed Tabs for each location within the building						
3.3	Remove and reduce the hazards that may cause a fire- Please see detailed Tabs for each location within the building						
3.4	Remove and reduce the risk to people from a fire -						
	- 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 completed 27/03/26 - Due March 2027						
	- 5 Year Wire testing carried out 01/06/2023 due June 2028						
	- Fire Alarm system serviced annually - last done December 2025 due December 2026						
	- Emergency lighting responsibility of council and last checked 25th October 2024 Booked in for Friday 7th Feb 2025						
	- PAT Testing last completed March 2026 - Due March 2027.						
	- Fire Extinguishers last serviced May 2025 - Due May 2026						

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Meter Cupboard	Use:	Locked. Access for committee members and cleaner only				
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Mains Electric S	Mains Gas		No additional source				
Mains Gas Supp	Door frame						
Step 2 - People at risk							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring						
	- Electrical - minimal - full wire test completed every five years - last completed in June 2023 - due June 2028						
	- Gas - minimal - annual service in place						
3.2	Evaluate the risk to people from a fire starting on the premises						
	- Solar panels installed January 2026. New meters in cupboard. Minimum risk						
	- 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						
3.3	Remove and reduce the hazards that may cause a fire						
	- Box and leaflet from solar panel installation removed. No other risks identified.						
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						

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Lobby		Use:	Public and Private Hire			
Step 1 - Identify the Fire Hazards							
Sources of Ignition		Sources of Fuel		Sources of Oxygen			
Lighting	Wall Display/Notice boards		Warm Air Ventilation system				
Sockets	Leaflet stand		Front Door				
			Any open door				
Step 2 - People at risk							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1 Evaluate the risk of fire occurring							
	- 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						
3.2 Evaluate the risk to people from a fire starting on the premises							
	- 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						
3.3 Remove and reduce the hazards that may cause a fire							
	- Heating System turned off when building not in 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						
	- Hirers advised of legal duty to assess risk, and also to keep lobby area clear at all times						

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Toilets		Use:	Public and Private Hire			
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Lighting	Waste bins		Warm air ventilation system				
Electrical wall h	Paper towels/toilet rolls		Open doors/Windows				
Water heater in	Doors/Window frames						
Hand dryers in both							
Step 2 - People at risk							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1 Evaluate the risk of fire occurring							
- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.							
- Waste bins emptied three times a week							
3.2 Evaluate the risk to people from a fire starting on the premises							
- 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 Remove and reduce the hazards that may cause a fire							
- Heaters turned off when buiding not in 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							

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Cleaners Cupboard	Use:	Public and Private Hire				
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel	Sources of Oxygen					
None	Cleaning Equipment	No additional sources					
	Door/Frame and shelves						
Step 2 - People at risk							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring						
	- Minimal - no ignition source						
3.2	Evaluate the risk to people from a fire starting on the premises						
	- Anyone in disabled toilet has to pass cleaners cupboard to exit building						
	- Minimal - with the exception of toilets all rooms have escape routes						
3.3	Remove and reduce the hazards that may cause a fire						
	-PAT testing on the hoover and cleaning machine carried out annually (Last completed March 2026)						
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						

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Outside and Surroundings	Use:	Public and Private Hire				
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Vandalism/Arso	Wooden Cladding						
Road Traffic Ac	Plastic doors						
Solar Panels	Trees/Bushes/Leaves						
	Solar panels						
Step 2 - People at risk							
Members of staff (2), Members of the public, Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring - Minimal and beyond our control						
3.2	Evaluate the risk to people from a fire starting on the premises - Minimal and beyond our control						
3.3	Remove and reduce the hazards that may cause a fire						
	- Refuse bin located away from building						
	- All rubbish removed from inside premises three times a week - Bin locked						
	- Letter box, on external wall mounted - metal and locked						
	- External wall mounted cigarette bin - designed to ensure cigarettes are extinguished when placed inside						
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						

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Kitchen		Use:	Public and Private Hire			
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Oven	Kitchen rolls and paper		Windows	Shutters if open			
Lighting	Posters		Doors				
Water Heater	Tea Towels						
Small Appliances							
Step 2 - People at risk							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring						
	- Lighting and sockets, minimal risk - full electrical test undertaken every five years and visual checks weekly.						
	- Oven and small electrical appliances						
	- Waste bins emptied three times a week						
3.2	Evaluate the risk to people from a fire starting on the premises						
	- 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 staff member						
	- Oven and water heater off when not in use						
3.3	Remove and reduce the hazards that may cause a fire						
	- Fire blanket next to kitchen door						
	- Boiler, serviced annually						
	- Water heater to be serviced annually (EG to check when last serviced)						
	- Heating System turned off when buiding 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 - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Loft		Use:	Restricted			
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Electrical Wiring	Rafters		Loft Hatch if open				
Step 2 - People at risk							
Restricted Space - Contractors, Volunteers							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring						
	- Wiring test completed every 5 years (last in 2023 - due 2028)						
3.2	Evaluate the risk to people from a fire starting on the premises						
	- 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						
3.3	Remove and reduce the hazards that may cause a fire						
	- None to remove						
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						

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Main Hall		Use:	Public and Private Hire			
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Boiler	Curtains/Blinds	Chairs/tables	Windows				
Electrical Plugs	Notice board	Beams	Doors (open)				
Lighting	Mat	Doors					
Step 2 - People at risk							
Members of staff (2), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring						
	- 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 three times a week						
3.2	Evaluate the risk to people from a fire starting on the premises						
	- Smoke alarms - 1						
	- Call point and 1 sounder						
	- Fire extinguishers - 1 - C02 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 reduce the hazards that may cause a fire						
	- Boiler, serviced annually						
	- Heating System turned off when buiding not in 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 asses risk and hold own fire drills, and also to keep lobby area clear at all times						

Fire Risk Assessment - Record of significant findings						Assessment un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Small Hall		Use:	Public and Private Hire			
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Boiler	Chairs	Blinds	Shutter				
Lighting	Tables	Doors	Windows				
Electrical plugs		Notice board	Open Doors				
Step 2 - People at risk							
Members of staff (1), Members of the public (up to 100 depending on day/time/booking), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring						
	- 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 three times a week						
3.2	Evaluate the risk to people from a fire starting on the premises						
	- 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 reduce the hazards that may cause a fire						
	- Boiler, serviced annually						
	- Heating System turned off when buiding not in 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 un	Emma Gentry
Risk Assessment	Hill Rise Hall					Date:	01.04.2026
Location:	Office		Use:	Restricted			
Step 1 - Identify the Fire Hazards							
Sources of Ignit	Sources of Fuel		Sources of Oxygen				
Heating	Chairs/Tables	Cleaning materi	Windows				
Electrics	Christmas decs	Bunting					
Lighting	Paperwork	Curtains					
	Electrical appliances						
Step 2 - People at risk							
Members of staff (2), Volunteers, Contractors							
Step 3 - Evaluate, remove, reduce and protect from risk							
3.1	Evaluate the risk of fire occurring						
	- 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 three times a week						
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 outside of office						
	- 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 where appropriate						
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						