

The Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT



Employer or other responsible person	B J McCabe (Chair of trustees) W Lee (Safety Officer)		
Name of Premises	Comberton Village Hall		
Address	7 Green End, Comberton, Cambridge		
Post Code	CB23 7DY	Telephone number	07435 324408
Name of Assessor(s)	B J McCabe (trustee) W Lee (trustee)		
Date of Assessment	03 Oct 2025	Date for Review	01 Oct 2026

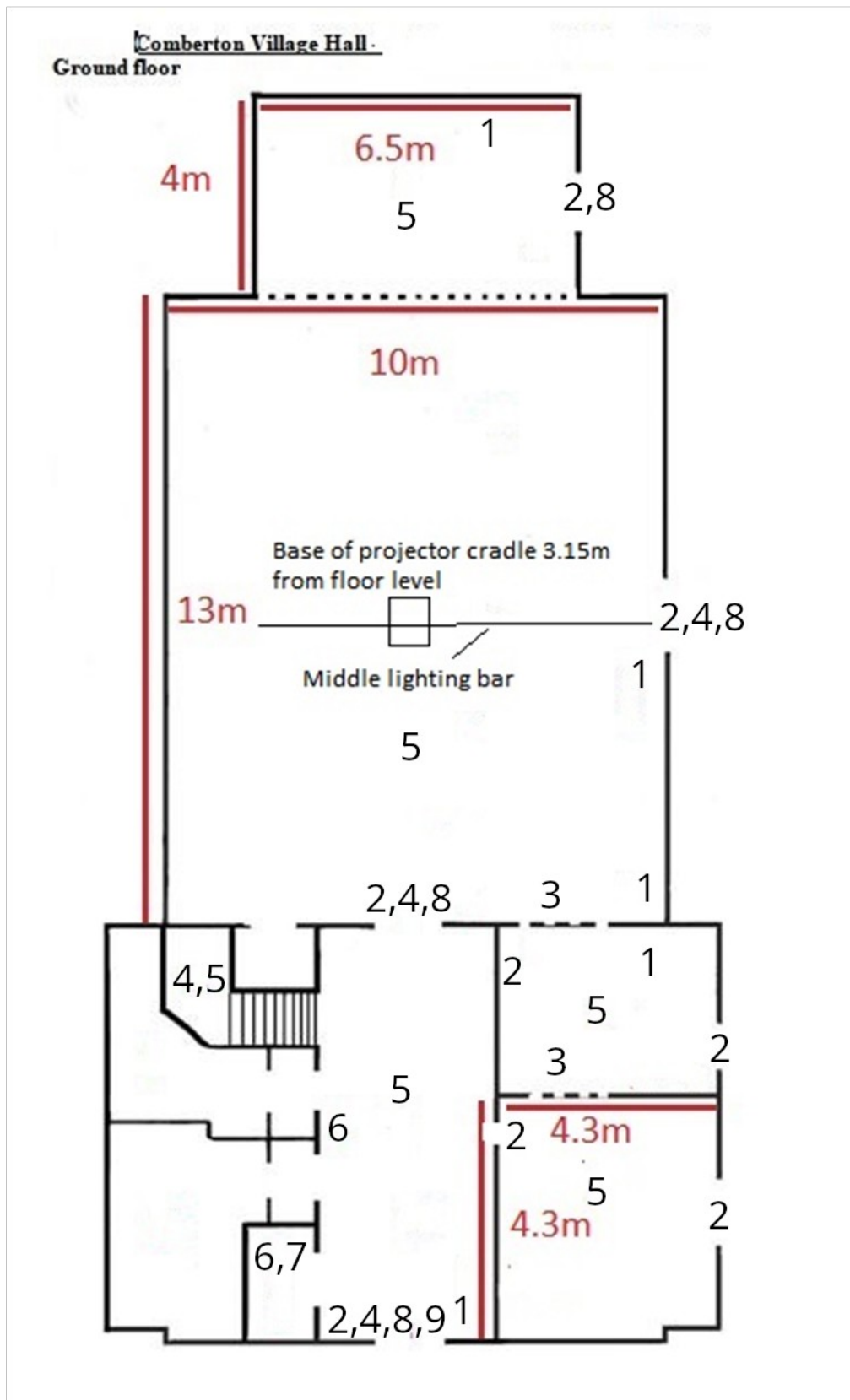
Property Use	Community use by hirers		
Number of floors	2	No of floors below ground	0
Approx area in m² of footprint of building	250	Age of building	19 years
Brief details of construction	Brick base, steel frame, wood cladding		
Maximum number of employees/visitors	150		



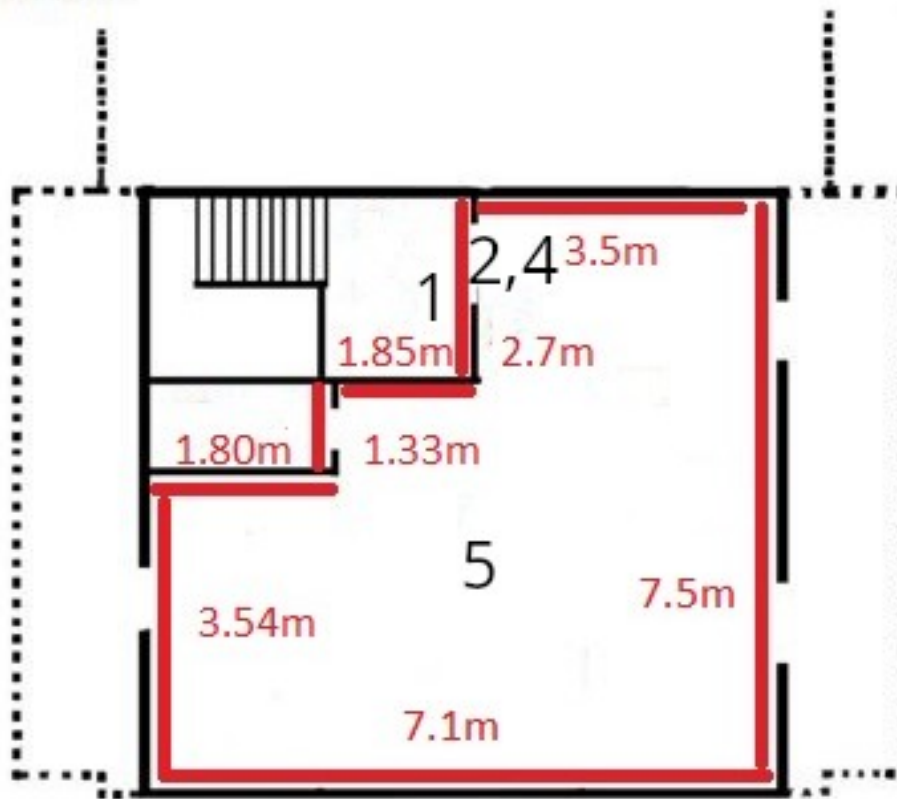
Premises description & other relevant information
Village Hall and car park, used for community activities, managed by trustees. Three part-time employees (Administrator, Caretaker, Cleaner). Heated by electricity and oil.

Building Plan

Insert plan of your building here or if you do not possess one, use this space to draw your building floor plan (this does not have to be to scale). **Further guidance can be found in Part 1 Section 4.1 of the appropriate guide.** Mark on all fire precautions equipment e.g. Fire doors, Extinguishers, Emergency lighting, Fire alarm and any fire detection.



First Floor



Key

- 1 Fire extinguisher
- 2 Fire door
- 3 Metal fire-retardant shutter
- 4 Emergency lighting
- 5 Smoke detector
- 6 Fire alarm klaxon
- 7 Fire alarm flashing light in disabled toilet
- 8 Break-glass fire alarm call point
- 9 Fire control panel

Fire Hazards

Ignition Sources

Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years?			Yes X		No	
Are electrical equipment and appliances periodically inspected and tested?	N/A		Yes X		No	
Is the use of trailing leads, extension cables and adaptors avoided where possible?	N/A		Yes X		No	
If the answer to the above question is no are they being used according to their safe working limit.?	N/A X		Yes		No	
Are e-vehicle charging points provided in accordance with current guidance?	N/A X		Yes		No	

Smoking

Are adequate measures in place to stop people from smoking on the premises?			Yes X		No	
Are 'No smoking' signs provided?			Yes X		No	
Are suitable arrangements in place for those who wish to smoke outside the premises	N/A		Yes X		No	

Arson

Are the premises adequately secured to prevent unauthorised access?			Yes X		No	
Are combustible materials, waste and refuse bins stored safely clear of the premises or in a purpose-built compound/room?	N/A		Yes X		No	

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?	N/A		Yes X		No	
Are portable heaters subject to periodic inspection and used safely?	N/A		Yes X		No	

Cooking

Are adequate measures taken to prevent fires from cooking?	N/A		Yes X		No	
Are filters and ductwork subject to regular cleaning?	N/A		Yes X		No	

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of rubbish, combustible materials and waste?			Yes X		No	
Are combustibles materials kept separate from ignition and heat sources?			Yes X		No	
Is it ensured that all contractors who undertake work on the premises are competent and qualified?			Yes X		No	
Is a 'hot works permit' system in place?	N/A X		Yes		No	

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	N/A X		Yes		No	
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Other significant fire hazards

Are there any other significant fire hazards?		Yes		No X	
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If the answer to the above question is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.
If the answer to any of the previous questions is no, include suitable action within the action plan.

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Record brief details of any additional control measures for the fire hazards in the box below

Flammable material (e.g. sanitizer, paint) stored in metal trunk in separate shed.

Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely?			Yes X		No	
Are all fire exits easily and immediately openable?			Yes X		No	
If doors on escape routes are to be used by more than 60 people do they open in the direction of travel?	N/A		Yes X		No	
Are suitable precautions in place for all inner rooms?	N/A		Yes X		No	
Is adequate fire protection provided to stairways, including the provision of self-closing, fire resisting doors?	N/A		Yes X		No	
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	N/A		Yes X		No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Stairlift available
Wheelchair available
Internal fire doors released automatically by sound of fire alarm

Means of giving warning in case of fire

Is there a suitable method for giving warning in case of fire?	N/A		Yes X		No	
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	N/A		Yes X		No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Smoke detectors present in all rooms.

Manual fire extinguishers

Have a reasonable number of fire extinguishers been provided?	N/A		Yes X		No	
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Emergency escape lighting

Are all escape routes, including external routes, adequately illuminated?			Yes X		No	
Is there a reasonable standard of emergency lighting in case of mains power failure?	N/A		Yes X		No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Exits labelled continually by illuminated signs. Exits illuminated by emergency lighting in event of power failure; batteries tested every 6 months.

Fire safety signs and notices

Are there enough signs so that people can find their way to a final exit?			Yes X		No	
Is there a reasonable standard of fire exit signage and fire safety signs?			Yes X		No	
Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?	N/A		Yes X		No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Hirers are required to appoint four identified adult stewards and are instructed on action to be taken in the event of fire and/or fire alarm activation. Fire alarms alert four trustees by text message and email, and trigger reaction of a call centre, which informs trustees on a call-out list by telephone, email and text message, plus the Fire Brigade. The trustees on the call-out list can check the premises remotely via CCTV and inform other trustees as necessary.

Management of fire safety

Has someone been appointed to manage fire safety?			Yes X		No	
Are procedures in the event of fire appropriate and properly documented?	N/A		Yes X		No	
Is a fire safety policy statement available and displayed?			Yes X		No	
Are all employees given regular instruction and training on preventing fires and what action to take in the event of a fire?			Yes X		No	
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	N/A X		Yes		No	
Are regular checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?			Yes X		No	
Is the fire alarm tested weekly from a different call point each time?	N/A		Yes X		No	
Is periodic maintenance and servicing of the fire alarm system and any automatic detectors conducted?	N/A		Yes X		No	
Is the emergency lighting tested monthly?	N/A		Yes X		No	
Is the emergency lighting serviced annually?	N/A		Yes X		No	
Are fire extinguishers subject to annual maintenance?	N/A		Yes X		No	
Are fire evacuation drills conducted to ensure that the emergency plan remains effective?			Yes X		No	

Action Plan

If any of the boxes are ticked with a 'No' the deficiencies should be described below along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1				
2				
3				
4				
5				
6				
7				

Fire Risk Assessment review form

	FRA reviewer	Date
This Fire Risk Assessment was reviewed, and no significant changes were identified, therefore it still remains valid		
	The number of the action point	
The following actions still remain outstanding from the FRA see action plan on previous page(s)		

Have any new minor actions been identified during the review?	Yes		No	
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If the answer to the previous question is yes enter these in the table below

Item	Deficiency	Proposed action	Timescale	Person responsible
R1				
R2				