

# Fire Risk Assessment

## 1 - Premises Particulars

Premises Name: **Bourtons Village Hall**

Address: Main Street Great Bourton Banbury OX17 1QW

Telephone Number: Booking Enquiries - 01295 750497

Use of Premises: Village Hall used by regular user groups and ad hoc hirers

Responsible Persons: Bourtons Village Hall Management Committee (BVHMC)

Date of Original Assessment: 21st September 2024

Date of First Review: 12th September 2025

Date for Second Review: On or before 12th September 2026

## Name and relevant details of person carrying out this review.

Paul K Hodges  
1 Manor Close  
Great Bourton  
Banbury  
OX17 1RA

## 2 - General Statement of Policy

### **Statement:**

The building is owned by The Bourtons Parish Council and leased to BVHMC who have overall responsibility for fire safety within the premises.

The BVHMC will give a high level of commitment to Health and Safety including fire safety

They will endeavour to comply with all statutory requirements including the Regulatory Reform (Fire Safety) Order 2005.

**ALL USERS ARE REQUIRED TO READ AND UNDERSTAND THIS DOCUMENT**

**TO READ OR PRINT A FULL COPY OF THIS DOCUMENT ONLINE:-**

Visit the 'Bourtons Village' website on [www.bourtons-cherwell-pc.gov.uk](http://www.bourtons-cherwell-pc.gov.uk) and click the link to 'Village Hall'.

**Alternatively contact Paul Hodges on 07842 299165**

PaulKHodges

Paul K Hodges - Committee Member

Date: 02/09/2025

## 3 - Management Systems

### **Commentary:**

# Fire Risk Assessment

The BVHMC delegated responsibility to Paul Hodges for this Fire Risk Assessment (FRA) who has been assessed to be a responsible person able to carry it out on this occasion.

The significant findings will be delivered to and recorded in the Minutes at a Bourtons Village Hall Management Committee Meeting.

A link to the FRA will be created on the Village Hall page of 'The Bourtons Village' website.

The front page of the FRA with direction on how to obtain a copy of the FRA and how to access the full FRA from the Village Hall web pages will be displayed on the notice boards in the Village Hall.

A copy of the FRA will be made available to all Responsible Persons using or hiring the village hall by direction to the Village Hall web page at the time of invoicing for their hire (or prior to hire or by periodical and at least annual communications to regular hirers or groups).

Hirers and users of the village hall will be referred to the Emergency Action Plan (EAP) displayed on the notice boards in the village hall at the time of invoicing for their hire (or prior to hire or by periodical and at least annual communications to regular hirers or groups).

Responsible Persons should NOT USE or allow others to use the portable fire fighting equipment provided unless they have been trained to by a competent person.

The BVHMC will discuss any fire related issues at their committee meetings.

The FRA will be reviewed on an annual basis by the BVHMC or other nominated person(s).

## 4 - General Premises Description

### **Description:**

The Village Hall is a single storey construction. The main structure was built in 1932 and is of a brick and clay tiled roof construction. There is a single storey extension of a similar construction constructed in 1996.

The building consists of a small entrance lobby, a main hall, a ramped access passage, a utility room (containing an electric hob and separate electric oven), a lobby to the toilets, an accessible wc, a ladies toilet and a gents toilet.

The building is licensed by the Local Authority to be able to be used Sunday to Saturday (inclusive) between 11.00 and 23.00hrs for a maximum of 50 persons in the main hall.

The floor area of the main hall is approx 52sqm and the utility room is approx 12sqm. The maximum travel distance to any exit does not exceed 15m.

## 5 - Fire Safety Systems Within the Premises

### **Fire Warning System:**

There is no automatic fire warning system. There are two exit doors, the main entrance double door at the front of the building and an emergency push pad operated door to the rear of the building. The maximum travel distance within the building is 15m. The alarm would be raised by any user of the Hall in the event of any emergency (including a fire) by giving a clear shout of "FIRE" which would be followed by the implementation of the Emergency Evacuation Plan.

### **Emergency Lighting:**

The Hall has emergency lighting installed above the exit doors and on the Means of Escape route. This system is checked on a monthly basis and if a fault is detected it would be repaired by a competent electrician.

**Other:** A sprinkler system is not necessary or installed.

# Fire Risk Assessment

## 6 - Identify Fire Hazards

### **Sources of ignition:**

The premises are low risk, however due to the wide variety of persons that use and hire the building it is possible that one of them may cause a fire.

Sources of ignition include: Electrical lighting and oil fired heating boiler. Appliances that could cause a fire are the electric hob, separate oven, portable electric fan heaters and kettles in the utility area.

### **Sources of fuel:**

Fuel sources are: Cleaning materials - these are kept to a minimum and in a locked cupboard.

### **Work processes:**

The heating and electrical systems and fire extinguishers are checked/ maintained/serviced on an annual basis by competent persons. Electrical equipment is subject to annual 'Portable Appliance Testing' and a PAT certificate is issued by a competent person.

The Village Hall can be hired for special events of all types. It is a requirement of the hirers to notify the Bookings Secretary of any special requirements ie. Electrical Equipment. The hirer must ensure that electrical any equipment has been tested, and PAT certified, unless it is under 12 months old, before it can be used on the premises.

### **Structural features that could promote the spread of fire:**

The Hall is of a simple design and has a wooden parquet floor in the main hall. The curtains have been fire retardant treated.

No other features are considered high risk.

## 7 - Identify People at Risk

### **Identify and specify the location of people at risk in case of fire, indicating why they are at risk and what controls are or need to be put in place:**

#### Regular user groups:

Bourtons Gardening Club, Bourtons Music Society and the Thursday Coffee Ladies. The occupant numbers are relatively low and generally less than 25. The Groups have leaders who are familiar with the Hall. These leaders must be aware of the fire evacuation procedures and EAP.

#### Public Hire for functions:

For these events there would only be a maximum of 50 persons on the premises that may not be familiar with the building, though in practice larger events tend to be organised from within the village attracting village people as well as the general public. For every event the Hire Conditions require a person to be in control of the premises who has the responsibility for fire safety during the event. That person should make themselves familiar with the Fire Risk Assessment and EAP before the event and understand the fire evacuation procedures.

#### Contractors

All contractors will be allowed access to the premises via a responsible person, usually a member of the BVHMC or the Parish Council. A contractor would be expected to comply with any agreed methods and safe systems of work, provided to the BVHMC or Parish Council, and their own company lone working policy in relation to fire safety whilst on the premises.

#### Unauthorised access

The premises are secure when not in use. There is no history of arson or unauthorised access. No persons sleep on the premises.

No persons are at immediate risk because they are nearby.

# Fire Risk Assessment

## 8 - Means of Escape Horizontal Evacuation

### *Commentary:*

The Village Hall is a single storey building.

Evacuation of the Village Hall after raising the alarm would be swift. This would be via:

- The main entrance double doors
- The Fire Exit Door towards the rear, accessing a public footpath. This is fitted with a 'Push Pad To Open' device..

It is estimated that the Village Hall would be evacuated within 5 minutes.

Disabled persons including those utilising a wheelchair should use ramped access passage leading to the rear push pad operated door. This exits onto an external ramp providing direct access to a public footpath. If this exit is not available due to fire these persons should be assisted out through the main entrance doors and to the Fire Assembly Point.

## 9 - Means of Escape - Vertical Evacuation

### *Commentary:*

Not applicable - single storey building.

## 10 - Fire Safety Signs and Notices

### *Commentary:*

Satisfactory

Fire signs comply with the current standard as they are of the pictogram/symbol type.

Signs are located by each set of fire extinguishers together with the relevant instructions on how to use that particular type of fire extinguisher.

There are illuminated "Fire Exit" signs indicating the Escape Route and over all external and internal doors.

## 11 - Fire Warning System

### *Commentary:*

See Section 5.

## 12 - Emergency Lighting System

### *Commentary:*

See Section 5.

## 13 - Fire Fighting Equipment

### *Commentary:*

Satisfactory.

BVHMC have the Fire Extinguishers annually inspected under contract, currently by Oxford Fire Solutions.

# Fire Risk Assessment

1 x 3 litre water fire extinguishers located in the main hall.  
1 x 6 litre foam and 1 x 2 kg Carbon Dioxide extinguisher located in the utility room.  
1 x 1.2m x 1.2m fire blanket located in the utility room.

## 14 - Management - Maintenance

<b>Is there a maintenance programme for the safety provisions in the premises?</b>	<b>NO</b>
<b>Commentary:</b> Fire safety is placed on the BVHMC committee meeting agenda to review on a regular basis.	
<b>Are regular checks made of fire resisting doors, wall and partitions?</b>	<b>NO</b>
<b>Commentary:</b> Not applicable. None of these exist within the hall.	
<b>Are regular checks made of escape routes and exit doors carried out?</b>	<b>YES</b>
<b>Commentary:</b> The main hall doors are in constant use during events, the rear escape door is checked at least once a month.	
<b>Are regular checks made of the Fire Safety Signs?</b>	<b>YES</b>
<b>Commentary:</b> Form part of the annual service, currently by Oxford Fire Solutions.	
<b>Is there a maintenance regime for the fire warning system?</b>	<b>NO</b>
<b>Commentary:</b> Not applicable.	
<b>Is there a maintenance regime for the emergency lighting system?</b>	<b>NO</b>
<b>Commentary:</b> The system is checked on a monthly basis, any faults recorded and an appropriately qualified electrician is promptly called.	
<b>Is there a maintenance of the firefighting equipment?</b>	<b>YES</b>
<b>Commentary:</b> Form part of the annual service by Oxford Fire Solutions.	
<b>Are records kept and their location identified:</b>	<b>YES</b>
<b>Commentary:</b> The inspection certificates are held with the annual accounts.	

## 15 - Method - Method for Calling the Fire Service.

### **Specify:**

There is no telephone in the Village Hall.

The Fire Service should be alerted by dialling 999 from a mobile phone, or in the unlikely event of no mobile phone being available, alerting a neighbour to make the call.

## 16 - Emergency Action Plan (EAP)

### **Commentary:**

A copy of the EAP is on display on the Notice Board in the rear passageway leading to the rear Fire Escape.

## 17 - Training

### **Commentary:**

Groups/organisations using the Village Hall have brought to their notice the Fire Risk Assessment (FRA) and the Emergency Action Plan (EAP) and are expected to make themselves familiar with these.

## Fire Risk Assessment

Anyone using the fire fighting equipment must have had training by a competent person.

The BVHMC accept no responsibility for persons injuring themselves or causing injury to others whilst using the fire fighting equipment on the premises.

### 18 - Fire Safety Deficiencies to be Rectified

<i>Deficiency/Rectification:</i>	<i>Priority: High/Med/Low</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
Utility Area: <ul style="list-style-type: none"> <li>• Establish system for checking the contents of the First Aid Kit.</li> </ul>	High	Ongoing	Ongoing
Utility Area: Cleaning Items to be kept to a minimum and substituted with non-flammable where possible.	Medium	Ongoing	Ongoing
Ramped Access Passage: <ul style="list-style-type: none"> <li>• Provide a “Push Pad to Open” sign to or adjacent to the Emergency Exit door.</li> </ul>	High	August 2024	Sept 2025
General: <ul style="list-style-type: none"> <li>• A copy of this FRA and the EPA to be accessible to all hirers of the Village Hall (incl. casual hirers).</li> </ul>	High		
General: <ul style="list-style-type: none"> <li>• Note to be added to Conditions of Hire regarding PAT registration of hirers personal electrical equipment.</li> </ul>	High		
General: <ul style="list-style-type: none"> <li>• The Smoke alarms will need replacement in March 2034</li> </ul>	High	March 2034	