

# FIRE RISK ASSESSMENT

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## Rotherfield Village Hall

Date of Assessment	6 <sup>th</sup> February 2023
Recommended Review Date	February 2025
Name of Assessor	Fire Decisions Ltd

## Contents

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Contents .....	1
Introduction .....	2
Fire Risk Assessment .....	3
General Information .....	4
The Premises .....	4
The Occupants .....	6
Occupants Especially at Risk From Fire .....	6
Fire Loss Experience .....	6
Other Relevant Information .....	6
Relevant Fire Safety Legislation .....	6
Fire Hazards and Their Elimination or Control .....	8
Electrical Sources of Ignition .....	8
Smoking .....	9
Arson .....	9
Portable Heaters and Heating Installations .....	10
Cooking .....	10
Lightning .....	11
Housekeeping .....	11
Hazards Introduced by Outside Contractors and Building Works .....	12
Dangerous Substances .....	12
Other Significant Fire Hazards .....	13
Fire Protection Measures .....	14
Means of Escape From Fire .....	14
Measures to Limit Fire Spread and Development .....	15
Fire Safety Signs and Notices .....	19
Means of Giving Warning in Case Of Fire .....	20
Manual Fire Extinguishing Appliances .....	21
Other Relevant Fixed Systems and Equipment .....	21
Management of Fire Safety .....	23
Procedures and Arrangements .....	23
Training and Drills .....	24
Testing and Maintenance .....	25
Records .....	26
Fire Risk Assessment Outcome .....	27
Action Plan .....	29
Fire Safety Legislation .....	30
Disclaimer .....	31
References .....	32
Appendix A Premises Fire Equipment .....	33
Appendix B Exit Capacity .....	35
Review Of Fire Risk Assessment .....	37

## Introduction

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The risk assessment has been produced in accordance with the principles contained in PAS 79 Fire risk assessment. Its purpose is to;

*“provide a suitable and sufficient assessment of the hazards and risks to life from fire at the premises, to determine the risk-proportionate fire precautions required and to make recommendations, if any, to ensure compliance with the relevant fire safety legislation”*

It should be noted that this report does not address the risk to property or business continuity from fire.

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005

### FIRE RISK ASSESSMENT

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Responsible person (e.g. employer) or person having control of the premises: Chair  
Rotherfield Village Hall Management Committee.

Address of premises: Rotherfield Village Hall  
North Street, Rotherfield,  
East Sussex  
TN6 3LX

Person(s) consulted: Mr. Jeff Thomas  
Chair Management Committee

Person carrying out risk assessment: Adrian Brown **FFireE, MBA, ACIEA**  
Fire Decisions Limited  
Email; [firedecisions@btinternet.com](mailto:firedecisions@btinternet.com)  
07731 830363

Date of fire risk assessment: 06/02/2023

Date of previous fire risk assessment: January 2019

Suggested date for review: February 2025

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The building was assessed to be at **MEDIUM** hazard from fire, and the consequences for life safety are considered to be **SLIGHT**.

Therefore, it is considered that the risk to life from fire at these premises is **TOLERABLE**.

In this context a definition of Tolerable is;

Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
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Signed



Date 13/02/2023

## General Information

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### THE PREMISES

Type of premises	Single Storey Village Hall
Use of premises:	Meeting room and village hall for hire, used for parties, stage shows etc.
Number of floors at ground and above.	1
Number of floors entirely below ground	1
Approximate floor area:	496 m <sup>2</sup> Ground floor 64m <sup>2</sup> Basement store
Age of Building	1970's
State parts of building assessed, or not assessed with details. areas not accessed	All areas accessed except roof space
Number of: escape routes final exits stairs	3 5 1
Evacuation Strategy	Simultaneous Evacuation
Description of Building	Pebble dash render on blockwork wall, with brick pillar supports, timber cladding to front and rear shallow pitched roof. Internal walls of brick and block. Raised stage area to rear, due to slope of site, under the main hall is a sliding floor that gives access to a basement under the stage area used for storage. Wooden floor to hall. Kitchen, bar area, toilets and meeting rooms. Rear meeting room and stage is access via a small staircase.

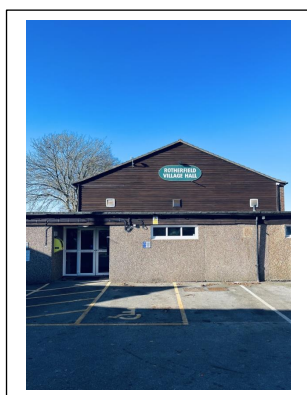


Photo 1



Photo 2

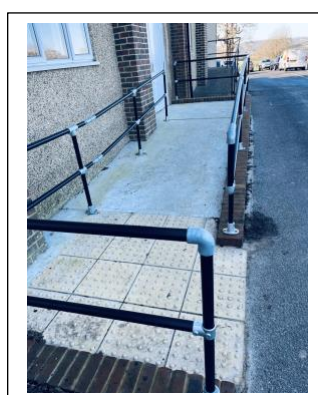


Photo 3

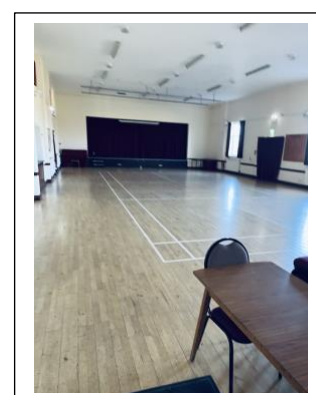


Photo 4



Photo 5

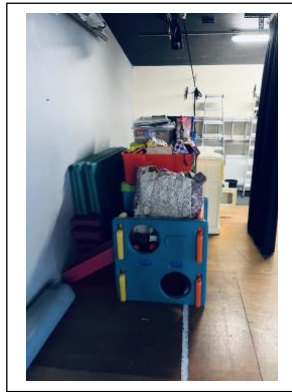


Photo 6



Photo 7

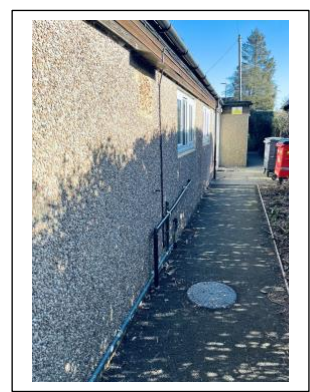


Photo 8

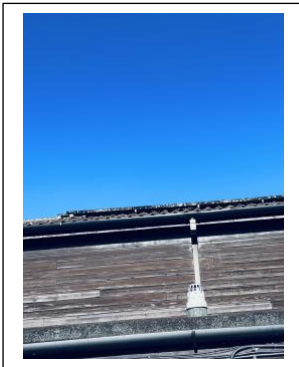


Photo 9



Photo 10

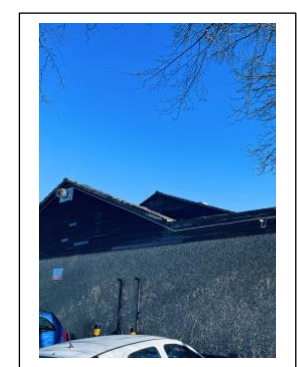


Photo 11

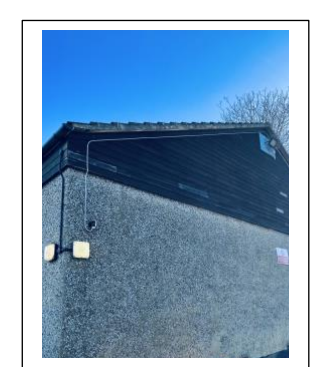
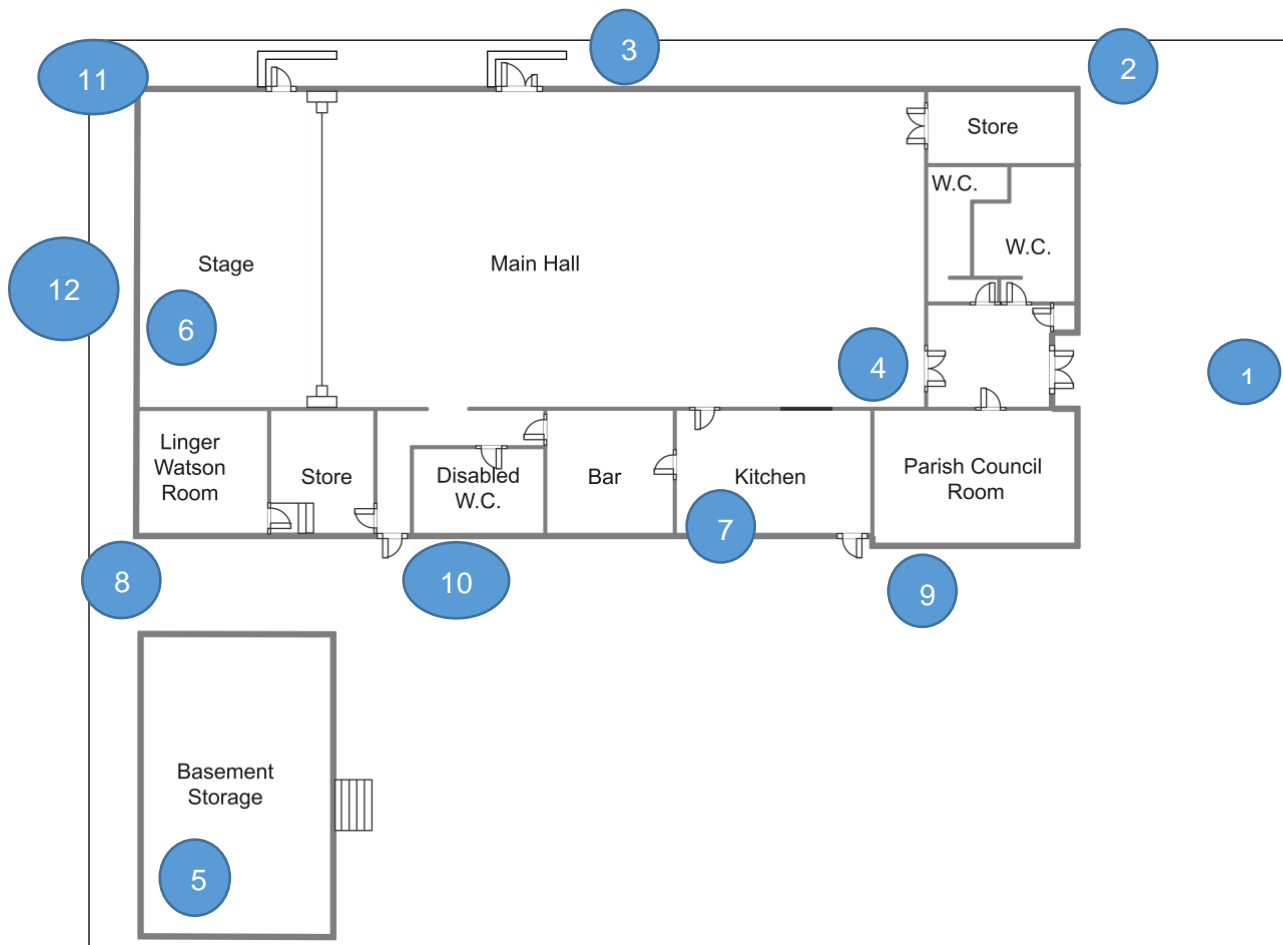


Photo 12



## THE OCCUPANTS

Approximate maximum number of employees at any one time:	None
Approximate number of other occupants at any one time:	200
Approximate total number of people present	200
Associated times/hours of occupation:	08:00 – 24:00

## OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping occupants:	None
Disabled employees	None
Other disabled occupants:	Varies with each hire
Occupants in remote areas and lone workers:	1
Young persons:	None employed, but young children present at events
Other:	Building is let out for private parties so persons under influence of alcohol may be on premises

## FIRE LOSS EXPERIENCE

None.

## OTHER RELEVANT INFORMATION

Village hall managed by Hall management committee. Village hall used for numerous clubs and shows.

## RELEVANT FIRE SAFETY LEGISLATION

The following fire safety legislation applies to these premises:	The Regulatory Reform (Fire Safety) Order 2005
The above legislation is enforced by:	East Sussex Fire & Rescue Service
Other legislation that makes significant requirements for fire precautions in these premises other than the Building Regulations:	Licensing Act 2003
This legislation is enforced by:	Wealden District Council

### Comments:




The premises has a license for public entertainment etc.


The Fire Safety (England) Regulations 2022 do not impact on this building as they only apply to buildings with domestic accommodation.

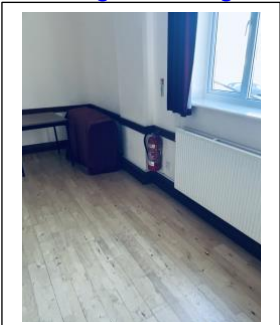
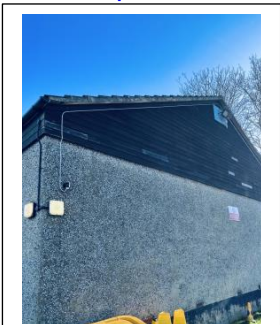
Building Safety Act 2022 not yet in force.







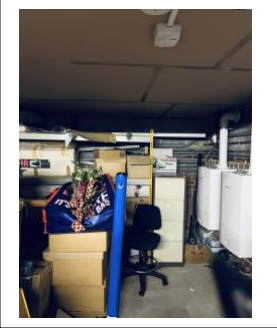
## Fire Hazards and their Elimination or Control

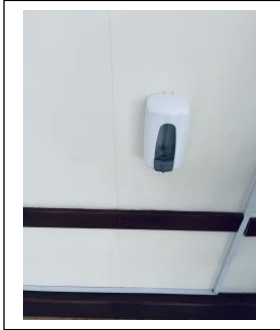
Item	Electrical Sources of Ignition	Observations	Recommendations	Priority
1.01	Reasonable measures taken to prevent fires of electrical origin?	No	Action Required	
1.02	Are fixed installation periodically inspected and tested?	Yes	No action required	
1.03	Is portable appliance testing carried out?	In part, portable electrical equipment in hall area was all marked and in date (31/01/23). There were no signs of PAT testing to the round pin lighting plugs and above the stage there were a number of extension leads that showed a PAT test record of plug leads etc. in lighting area show a test date of 21/10/09.	Ensure all 240-volt stage lighting equipment with plugs is subject to PAT testing, this need not be annual.	Medium
1.04	Is there suitable limitation of trailing leads and adaptors?	Yes, extension leads were in use, but this was for lighting on stage and no leads were "daisy chained" but see comment above regarding PAT testing.	When further work is carried out, provide additional plug sockets above the lighting bar in the rear hall to allow lights to be plugged directly in, similar to the front lighting bar.	Low
1.05	<p>Relevant information (including description of arrangements and deficiencies observed):</p> <div>  <p>Photos 13 a, b &amp; c PAT test records in kitchen.</p>  <p>Photo 14 Stage lights with no test record.</p>  <p>Photo 15 Extension lead above stage with out-of-date test record.</p> </div>			

Item	Smoking	Observations	Recommendations	Priority
1.06	Reasonable measures taken to prevent fires as a result of smoking?	Yes	No action required	
1.07	Smoking prohibited in the building?	Yes	No action required	
1.07	Smoking prohibited in appropriate areas?	Yes	No action required	
1.08	Are there suitable arrangements for those who wish to smoke?	Yes	No action required	
1.09	Did the policy appear to be observed at time of inspection?	Yes	No action required	
1.10	<p><u>Relevant information (including description of arrangements and deficiencies observed):</u>  As a public building smoking is not allowed in the building. Smoking point by front door and smoking bin provided.</p>  <p>Photo 16 Smoking material bin by entrance.</p>			
Item	Arson	Observations	Recommendations	Priority
1.11	Does basic security against arson by outsiders appear reasonable?	Yes	No action required	
1.12	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes	No action required	

1.13	<u>Relevant information (including description of arrangements and deficiencies observed):</u> Examination of the Sussex Police crime map shows no record of Arson in the area of the recreation ground where the village hall is situated.			
Item	Portable Heaters and Heating Installations	Observations	Recommendations	Priority
1.14	Is the use of portable heaters avoided as far as practicable?	Yes	No action required	
1.15	Are fixed heating and ventilation installations subject to regular maintenance?	Yes	No action required	
1.16	<u>Relevant information (including description of arrangements and deficiencies observed):</u> Heating is via a gas boiler and low pressure hot water circulation to water filled radiators. Gas boiler is situated in the basement. <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 17 Heating in hall.</p> </div> <div style="text-align: center;">  <p>Photo 18 Boilers in basement area.</p> </div> </div>			
Item	Cooking	Observations	Recommendations	Priority
1.17	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	No action required	
1.18	Filters changed and ductwork cleaned regularly?	N/A no kitchen ductwork	No action required	
1.19	Suitable extinguishing appliances available?	Yes	No action required	
1.20	Where oils and fats are present, are type F extinguishers available?	N/A no deep fat or cooking oil present	No action required	

1.21	<p>Relevant information (including description of arrangements and deficiencies observed): Carbon dioxide extinguisher and fire blanket in kitchen. Cooking is via electric ovens.</p> <div>   </div> <p>Photo 19 Cookers in kitchen area.</p>			
Item	Lightning	Observations	Recommendations	Priority
1.22	Does the building have a lightning protection system?	No - given the use and location of the building, risk of lightning strike is low.	No action required	
1.23	<p>Comments: No system fitted.</p>			
Item	Housekeeping	Observations	Recommendations	Priority
1.24	Is the standard of housekeeping adequate?	Yes	No action required	
1.25	Do combustible materials appear to be separated from ignition sources?	Yes	No action required	
1.26	Is unnecessary accumulation of combustible materials or waste avoided?	Yes - users of hall keep foam mats in FR storeroom. A small amount of toys for playgroup kept on stage.	No action required	
1.29	How is refuse handled and stored?	Bin store outside of kitchen, bins are within 2 meters of building, but are at furthest extent possible within the site and are not in an obvious position for anyone passing.	No action required	

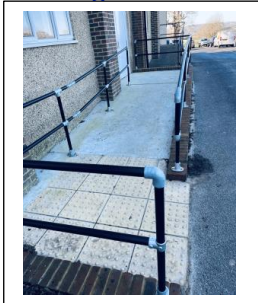

1.30	<u>Relevant information (including description of arrangements and deficiencies observed):</u>  <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 20 a &amp; b Bin area to side.</p> </div> <div style="text-align: center;">  <p>Photo 21 High standard of housekeeping in basement.</p> </div> <div style="text-align: center;">  <p>Photo 22 Toys stored on stage.</p> </div> </div>			
Item	Hazards Introduced by Outside Contractors and Building Works	Observations	Recommendations	Priority
1.31	Are fire safety conditions imposed on outside contractors?	Yes, detailed in Health and Safety Policy and also in conditions of hire.	No action required	
1.32	Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)?	Yes, Health and Safety Policy details control measures including need for hot work permits.	No action required	
1.33	If there are in-house maintenance personnel, are suitable precautions taken?	Yes	No action required	
1.34	<u>Relevant information (including description of arrangements and deficiencies observed):</u> <a href="http://www.rotherfieldvillagehall.org.uk/Documents/Conditions%20of%20hire.pdf">Conditions of hire.</a> <a href="http://www.rotherfieldvillagehall.org.uk/Documents/Health%20and%20Safety%20Policy.pdf">H&amp;S Policy.</a>			
Item	Dangerous Substances	Observations	Recommendations	Priority
1.35	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored.?	Yes – Conditions of hire do not allow highly flammable or other dangerous substances into the building.	No action required	

1.36	<p><u>Relevant information (including description of arrangements and deficiencies observed):</u>  Alcohol hand gel as part of COVID19 precautions in building. Housed in appropriate containers and over a solid floor.</p>  <p>Photo 23 Hand gel dispenser.</p>			
Item	Other Significant Fire Hazards that Warrant Consideration Including Process Hazards that Impact on General Fire Precautions	Observations	Recommendations	Priority
1.37	<p><u>Relevant information (including description of arrangements and deficiencies observed):</u>  No process hazards on site.</p> <p>System in place through conditions of hire and signature of hirer to control significant fire hazards that might be introduced by those hiring the premises, for example use of real flame in stage type shows, of highly flammable material.</p> <p>Candles are allowed when placed on non-combustible surface but only after consent of the hall secretary.</p> <p>Conditions of hire also cover use of theatrical pyrotechnics including need for approval before use.</p>			

## Fire Protection Measures

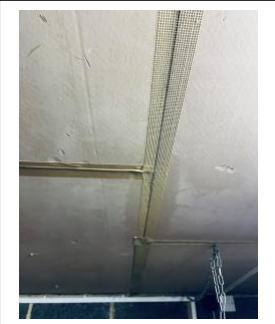
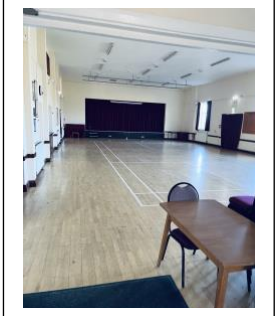
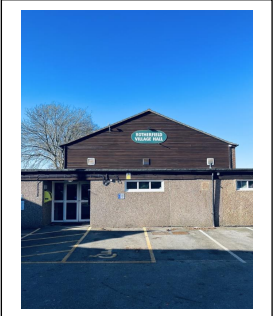
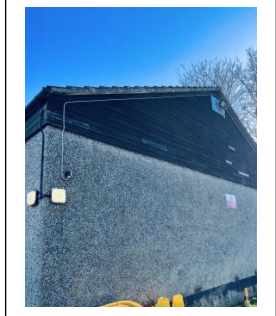
Item	Means of Escape from Fire	Observations	Recommendations	Priority
2.01	Is the design and maintenance of the means of escape considered adequate?	Yes	No action required	
2.02	Do staircases and exits capacities appear to be adequate for the number of occupancies?	Yes - all exits are at least 90° apart.	No action required	
2.03	Reasonable distances of travel:			
2.04	• Where there is a single direction of travel?	Yes - see appendix B for travel distances.	No action required	
2.05	• Where there are alternative means of escape?	Yes - see appendix B for travel distances.	No action required	
2.06	Is there adequate provision of exits?	Yes - see appendix B for occupancy calculations and exit widths.	No action required	
2.07	Do fire exits open in direction of escape where necessary?	Yes	No action required	
2.08	Are there satisfactory arrangements for where sliding or revolving doors are used as exits?	Yes - none present.	No action required	
2.09	Is a suitable standard of protection designed for escape routes?	Yes - see section on fire doors.	No action required	
2.10	Are there reasonable arrangements for means of escape for disabled people.	Yes	No action required.	
2.04	Are the escape routes available for use and suitably maintained.	Yes	No action required	
2.05	Are fire-resistance doors maintained in sound condition and self-closing, where necessary?	N/A	No fire doors required on exit route.	



2.07	Is the fire-resistance construction protecting escape routes in sound condition?	N/A	No action required	
2.13	Are all escape routes clear of obstructions?	Yes - it is a condition of hire that escape routes are kept free.	No action required	
2.11	Suitable protection of escape routes?	Yes	No action required	
2.12	Suitable fire precautions for all inner rooms?	Yes	No action required	
2.15	<p><u>Relevant information (including description of arrangements and deficiencies observed):</u>  Since the last inspection, the recommendation regarding disabled means of escape have been implemented. For the fire exit from the main hall, a new ramp has been constructed, meaning that there is now disabled means of escape in two directions throughout the building.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 24 a &amp; b new ramp and doors for disabled escape from main hall.</p> </div> <div style="text-align: center;">  <p>Photo 25 example of fire exit in building.</p> </div> </div>			
Item	Measures to Limit Fire Spread and Development	Observations	Recommendations	Priority
2.16	Based upon a visual inspection and a degree of sampling as appropriate is the building compartmentation of a reasonable standard.	It was noted that the plasterboard ceiling to the basement storage area has not had the joints taped and sealed from when originally installed. It is normal practice to seal joints to help prevent spread of fire and products of combustion.	When refurbishment of basement storage area is undertaken, ensure that joints are taped and sealed, and screws are covered.	Low
2.17	Reasonable limitation of linings that might promote fire spread.	Yes - the building does not have any external surface that could be considered as having linings that might promote fire spread.		



		<p>Regarding the stage area, the building is equipped with a stage with a number of items of scenery, curtains and drapes. Whilst it was reported that these had been sprayed to provide a limitation on fire spread, there is no system in place to ensure that this is reapplied in accordance with manufacturer's instructions, or guidance given to those hiring the premises for stage shows to ensure protection to the surface finish of curtains and scenery.</p> <p>Limited timber cladding to building. this is above normal reach.</p> <p>Approved Document B places a limit on buildings used for assembly and recreational under 18m and 1000mm away from relevant boundary to have material of class C-s3,d2 or better on the external surface of walls. Note 3 states "timber cladding at least 9mm thick is acceptable."</p> <p>Therefore, the external surface finishes meet the required standard.</p>	<p>This has been considered and is due to be part of the proposed redevelopment of the stage area.</p> <p>No action required.</p>	Low
2.18	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A none fitted	No action required	

2.19	Do the elements of construction i.e. walls, floors, landings, stairwells and ceilings appear from a visual inspection to be in good condition?	Generally, the construction within the building appeared in satisfactory condition.	No action required	
2.20	Is there a roof void? If so, was it possible to gain access?	Yes there is a roof void. Due to the height of the ceiling access was not available	No action required	
2.21	<u>Relevant information (including description of arrangements and deficiencies observed):</u> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 26 example of plasterboard ceiling with edges not sealed.</p> </div> <div style="text-align: center;">  <p>Photo 27 example of surface finish to hall.</p> </div> <div style="text-align: center;">  <p>Photo 28 a &amp; b Timber cladding to building front and rear.</p> </div> <div style="text-align: center;">  </div> </div>			
Item	Fire Doors	Observations	Recommendations	Priority
2.22	Do the Fire Doors appear to offer adequate fire and smoke resistance?	No, the fire doors to the store have dropped so that there are now large gaps around the door.	Arrange for doors to be adjusted so that the gap around the doors is 2 - 4 mm	Medium
2.23	Are the fire doors self-closing and are they fitted with intumescent strips and smoke seals?	Yes	No action required.	
2.24	Are the Fire Doors certified to FD30s standard	As old door certificates not available but appear to be FD30s standard.	No action required	
2.25	<u>Relevant information (including description of arrangements and deficiencies observed):</u> Since the last inspection strips and seals have been added to the fire door for the electrical intake. The doors to the store had been adjusted but have dropped again.			

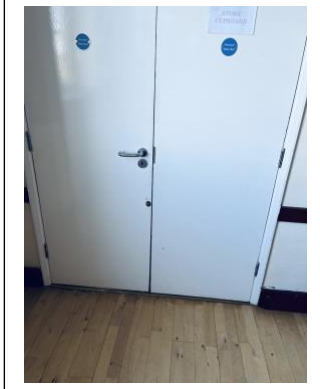
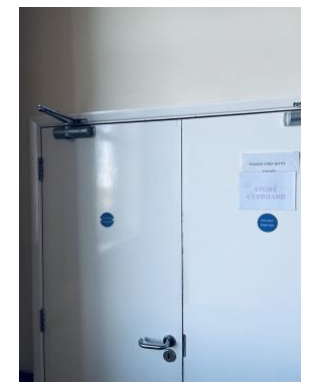
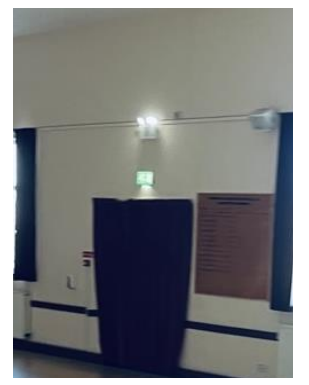


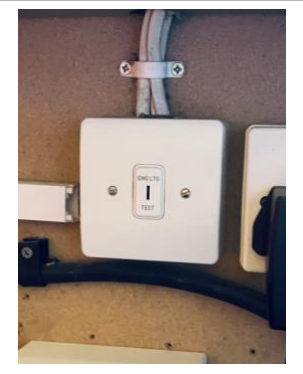


Photo 29 a & b Excess gap to fire door to store in hall.



Photo 30 New strips and seals to door.

Item	Emergency Escape Lighting	Observations	Recommendations	Priority
2.26	Has a reasonable standard of emergency escape lighting system provided?	<p>Yes - there is a reasonable standard with bulkhead lights and spot lamp type emergency lights. Lighting of external route is through borrowed light from surrounding area and some external emergency lighting.</p> <p>At the time of the inspection all lighting units worked effectively.</p> <p>Within the electrical intake cupboard, there is a switch marked "EL test" switch. This switch did not appear to activate the emergency lighting.</p>	At next EL testing and service, arrange to have emergency lighting test switch checked.	Low
2.27	Does the emergency escape lighting include illuminated signage?	Yes in part, where it does not include signage, suitable signage is adjacent	No action required	

2.28	<p>Relevant information (including description of arrangements and deficiencies observed):</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 31 a, b &amp; c Examples of emergency lights throughout building.</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p>Photo 32 EL test switch.</p> </div> </div>			
Item	Fire Safety Signs and Notices	Observations	Recommendations	Priority
2.29	Is there a reasonable standard of fire safety signs and notices?	<p>Exits are suitably indicated including with directional exit signs.  Doors fitted with push bars have appropriate signage.  Firefighting equipment has suitable signage.  Fire alarm call points have suitable signage where required.</p> <p>No Fire Instruction Signs by two exits, rear by Linger Watson room and stage.</p> <p>Consider including location with building details listed by front door, for example by the use of “what 3 words” to assist emergency services with establishing the exact location of the building.</p>	<p>Provide Fire Action notices by each exit.</p> <p>Include “what 3 words” to building details.</p>	<p>Low</p> <p>Low</p>

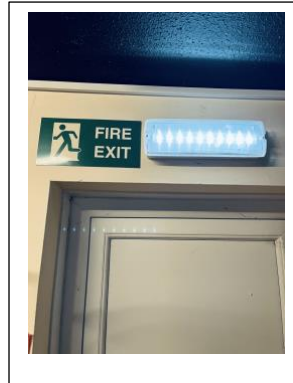
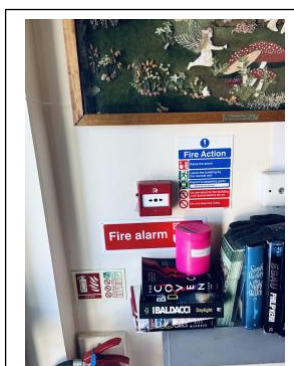



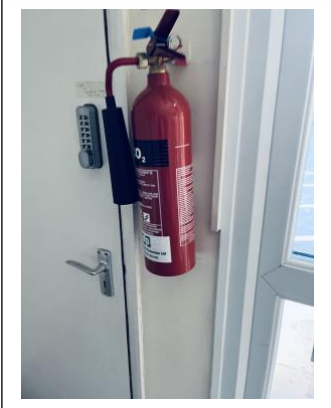

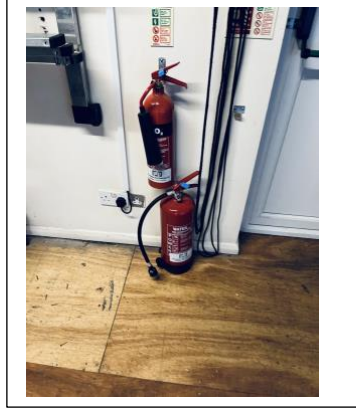
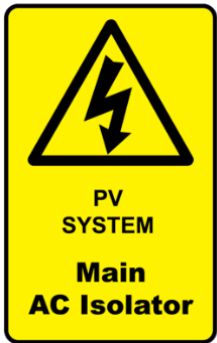
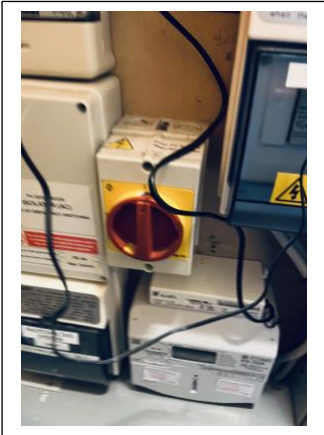



Photo 33 a, b c & d Examples of fire safety signs and notices.

Item	Means of Giving Warning in Case of Fire	Observations	Recommendations	Priority
2.31	Is a reasonable fire detection and alarm system provided?	Yes - manually operated call points throughout building and adjacent to exits, link to indicator panel.	No action required	
2.34	Is there a remote transmission of the alarm signal?	No - only manual fire alarm system fitted. Instructions on calling fire service contained in hirer agreement.	No action required	
2.34	Is a zone plan displayed?	No		
2.35	<u>Comments and deficiencies observed.</u> No comments			
	<div>    </div> <p>Photo 34 a, b &amp; c Examples of fire alarm call points.</p>			

Item	Manual Fire Extinguishing Appliances	Observations	Recommendations	Priority
2.36	Is there a reasonable provision of portable fire extinguishers?	Yes	No action required	
2.37	If present, to what extent and what type is the FSS provided within the building?	N/A		
2.38	What types of appliances are provided? Portable Hose Reels Fire Blankets	Yes - see comments.	No action required	
2.39	Are all fire extinguishers readily accessible?	Yes	No action required	
2.41	Relevant information (including description of arrangements and deficiencies observed):  <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 35 Aqueous spray 21A rated in entrance.</p> </div> <div style="text-align: center;">  <p>Photo 36 CO2 extinguisher by electrical intake.</p> </div> <div style="text-align: center;">  <p>Photo 37 Fire blanket in kitchen.</p> </div> <div style="text-align: center;">  <p>Photo 38 CO<sub>2</sub> and water extinguisher on stage.</p> </div> </div>			
Item	Other Relevant Fixed Systems and Equipment	Observations	Recommendations	Priority
	Type of system			
2.42	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	N/A none fitted.	No action required.	




	<p>Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?</p>	<p>Solar panel fitted to roof, isolation switch in Electrical intake. No signage to electrical intake door, indicating isolation inside.</p> <p>Carbon monoxide detector fitted to basement with warning light in main hall.</p>	<p>Fit a suitable sign to the electrical Intake door indicating PV isolation inside. e.g.</p> 	<p>Medium</p>
2.43	<p>Relevant information (including description of arrangements and deficiencies observed):</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 39 PV switch in Electrical intake.</p> </div> <div style="text-align: center;">  <p>Photo 40 CO detector warning light in main hall.</p> </div> </div>			


## MANAGEMENT OF FIRE SAFETY

Item	Procedures and Arrangements	Observations	Recommendations	Priority
3.02	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Yes	No action required	
3.01	Fire safety is managed by:	Rotherfield Village Hall Management Committee		
3.03	Is there a suitable record of the fire safety arrangements?	Yes - as part of village hall Health and Safety Policy.	No action required	
3.04	Are procedures in the event of fire appropriate and properly documented	Yes - as part of conditions of hire and in Health and Safety Policy.	No action required	
	Are there adequate arrangements for investigating fire alarm signals?	Yes - as part of conditions of hire, responsibility of hirer.	No action required	
3.05	Are there suitable arrangements for summoning the fire and rescue service	Yes - dial 999 and detailed in conditions of hire.	No action required	
3.06	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes - responsibility of hirer.	No action required	
3.07	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes - responsibility of hirer.	No action required	
3.08	Is there a suitable fire assembly point(s)?	Yes - car park.	No action required	
3.09	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes - responsibility of hirer.	No action required	



3.10	Are persons nominated and trained to use fire extinguishing appliances?	Yes - responsibility of hirer.	No action required	
3.11	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes - responsibility of hirer and requirement for supervision included in hire agreement.	No action required	
3.12	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Building does not present a risk from a firefighter safety point of view.	No action required	
3.13	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Requirement of hirer and also included in management of premises.	No action required	
3.14	<p><u>Comments:</u> None.</p>  <p>Photo 41 Fire action notice with location of assembly point.</p>			
Item	Training and Drills	Observations	Recommendations	Priority
3.15	Are all staff given adequate fire safety instruction and training on induction?	No staff employed. Responsibility of those hiring hall to be familiar with firefighting equipment	No action required	

		as no one from the building owner may be present when building in use.		
3.16	<p>Are they trained on induction?</p> <p>Are they all given periodic refresher training?</p> <p>Are they given additional training to cover any Specific roles and responsibilities?</p> <p>Is the content of training adequate?</p>	N/A	No action required	
3.18	Are fire drills carried out at appropriate intervals?	N/A	No action required	
3.19	When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	Yes - forms part of health and safety policy and conditions of hire.	No action required	
3.20	<u>Relevant information (including description of arrangements and deficiencies observed):</u> None.			
<b>Item</b>	<b>Testing and Maintenance</b>	<b>Observations</b>	<b>Recommendations</b>	<b>Priority</b>
3.21	Adequate maintenance of premises?	Yes	No action required	
3.22	Is weekly testing and periodic servicing of fire detection and alarm system?	Yes - as detailed in Health and Safety Policy	No action required	
3.23	Are monthly and annual testing routines for emergency escape lighting?	Yes	No action required	
3.24	Annual maintenance of fire extinguishing appliances?	Yes - last service of fire extinguishers 20/03/22	No action required	
3.25	is periodic inspection of external escape staircases and gangways undertaken?	Yes - as detailed in Health and Safety Policy	No action required	

3.26	Six-monthly inspection and annual testing of rising mains?	N/A	No action required	
3.27	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A	No action required	
3.28	Routine checks of final exit doors and/or security fastenings?	Yes - as part of Health and Safety Policy and conditions of hall	No action required	
3.29	Other relevant inspections or tests:	None	No action required	
3.30	<u>Relevant information (including description of arrangements and deficiencies observed):</u>  			
	Photo 42 Firefighting equipment test date.			
Item	Records	Observations	Recommendations	Priority
	Appropriate records of:			
	Fire drills?	N/A	No action required	
	Fire training?	N/A	No action required	
	Fire alarm tests?	Yes	No action required	
	Emergency escape lighting tests?	Yes	No action required	
	Maintenance and testing of other fire protection systems?	Yes	No action required	
	<u>Relevant information (including description of arrangements and deficiencies observed):</u> None			

## Fire Risk Assessment Outcome

The following simple risk level estimator is based on a commonly used health and safety risk level estimator.

likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low

Medium

High

In this context, a definition of the above terms is as follows:

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

Moderate harm

Extreme harm

In this context, a definition of the above terms is as follows:

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial

Tolerable

Moderate

Substantial

Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

The table above is produced to allow the responsible person a guide to determine which risks should be addressed first and how best to allocate resources. Easy actions, for example closing wedged open fire doors, should be carried out quickly. More difficult actions to resolve that may result in alteration to building fabric etc., should be programmed depending on their severity and difficulty to resolve. The amount of resources allocated to an action is dependent on risk.

The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk may be too high compared to their perception of the risk. These observations should be recorded so that the reasons for not completing It is obviously strongly recommended that the higher risk recommendations are resolved and not just 'justified.'

## ACTION PLAN

It is considered that the following recommendation should be implemented in order to reduce or maintain the level of fire risk.

Item	Recommendations/Actions	Priority (Where applicable)
1.03	Ensure all 240-volt stage lighting equipment with plugs is subject to PAT testing, this need not be annual.	Medium
1.04	Provide additional plug sockets above the lighting bar in the rear hall to allow lights to be plugged directly in, similar to the front lighting bar. When refurbishment work is undertaken.	Low
2.16	When refurbishment of basement storage area is undertaken, ensure that joints are taped and sealed, and screws are covered.	Low
2.17	Review certification for limitations of fire spread for existing curtains and drapes.	Low
2.22	Arrange for fire doors to the store in the main hall are adjusted so that the gap around the doors is 2 - 4 mm.	Medium
2.26	At next EL testing and service, arrange to have emergency lighting test switch checked.	Low
2.29	Provide Fire Action notices by each exit.	Low
2.29	Include "what 3 words" to building details.	Low
2.42	Fit a suitable sign to the electrical Intake door indicating PV isolation inside.	Medium

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the action plan. The fire risk assessment should be reviewed regular.

## Fire Safety Legislation

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### Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on behalf of the named person on page 4 of this Fire Risk Assessment and as Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005, and/or being the person having control, to any extent, of the premises as occupier or otherwise. It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures that it considers necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire.

Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you make arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified within this Fire Risk Assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- (a) You employ five or more employees in your undertaking (regardless of where they are employed);
- (b) A licence or registration under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept.

This Fire Risk Assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance. More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office or freely downloaded from [www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

## Disclaimer

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The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this Fire Risk Assessment (FRA) provides relevant advice on compliance with this statutory requirement.

The observations and recommendations within this Fire Risk Assessment are only pertinent to the conditions at the time of the Assessment. Regular inspections and reviews of this Fire Risk Assessment are required to ensure standards are maintained.

Fire Decisions Limited have been instructed to undertake a Fire Risk Assessment (FRA) of the premises stated in this report and this FRA relates only to those areas visited at the time of the site visit.

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- b) assumes any liability;

with respect to the use of the information or methods contained in this report to any other person or party. The report and the information or methods contained therein may only be used for purposes in connection with this project.

This FRA has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 in respect of the common areas only of the above-mentioned premises. In order to carry out this FRA the Assessors have used their professional expertise and judgement and guidance contained in publicly available specification (PAS 79: 2020) and fire safety risk assessment guides issued by H.M Government. The recommendations made represent our assessment of the minimum fire safety standards considered necessary for the premises.

It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects.

Information for the completion of this assessment was obtained by a physical non-intrusive inspection of the premises.

Changes generally introduced in the workplace may have an effect on potential fire risk and associated precautions e.g. changes to the premises layout, work processes, furniture, plant, machinery, or the number of people likely to be present in the workplace, including those persons with a temporary or permanent disability.

Any of these could lead to a new hazard or increased risk and as such will require this assessment to also be reviewed and/or a new assessment to be undertaken.



## References

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BS 5266-1, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*  
BS 5306-1, *Code of practice for fire extinguishing installations and equipment on premises – Part 1: Hose reels and foam inlets*  
BS 5306-8, *Fire extinguishing installations and equipment on premises – Part 8: Selection and installation of portable fire extinguishers – Code of practice*  
BS 5499-4, *Safety signs – Part 4: Code of practice for escape route signing.*  
BS 5499-10, *Guidance for the selection and use of safety signs and fire safety notices*  
BS 5839- 1, *Fire detection and fire alarm systems for buildings –*  
BS 7671, *Requirements for Electrical Installations – IET Wiring Regulations*  
BS 9997, *Fire risk management systems – Requirements with guidance for use*  
BS 9999:2017, *Code of practice for fire safety in the design, management and use of buildings*  
BS EN 12845, *Fixed fire-fighting systems – Automatic sprinkler system – Design, installation and maintenance.*  
BS EN 50172 (BS 5266-8), *Emergency escape lighting systems*  
BS EN 62305 (all parts), *Protection against lightning*  
BS EN ISO 7010, *Graphical symbols – Safety colours and safety signs – Registered safety signs*  
PAS 79-2:2020, *Fire risk assessment – Part 1: Premises other than housing – Code of practice*

### **Other publications**

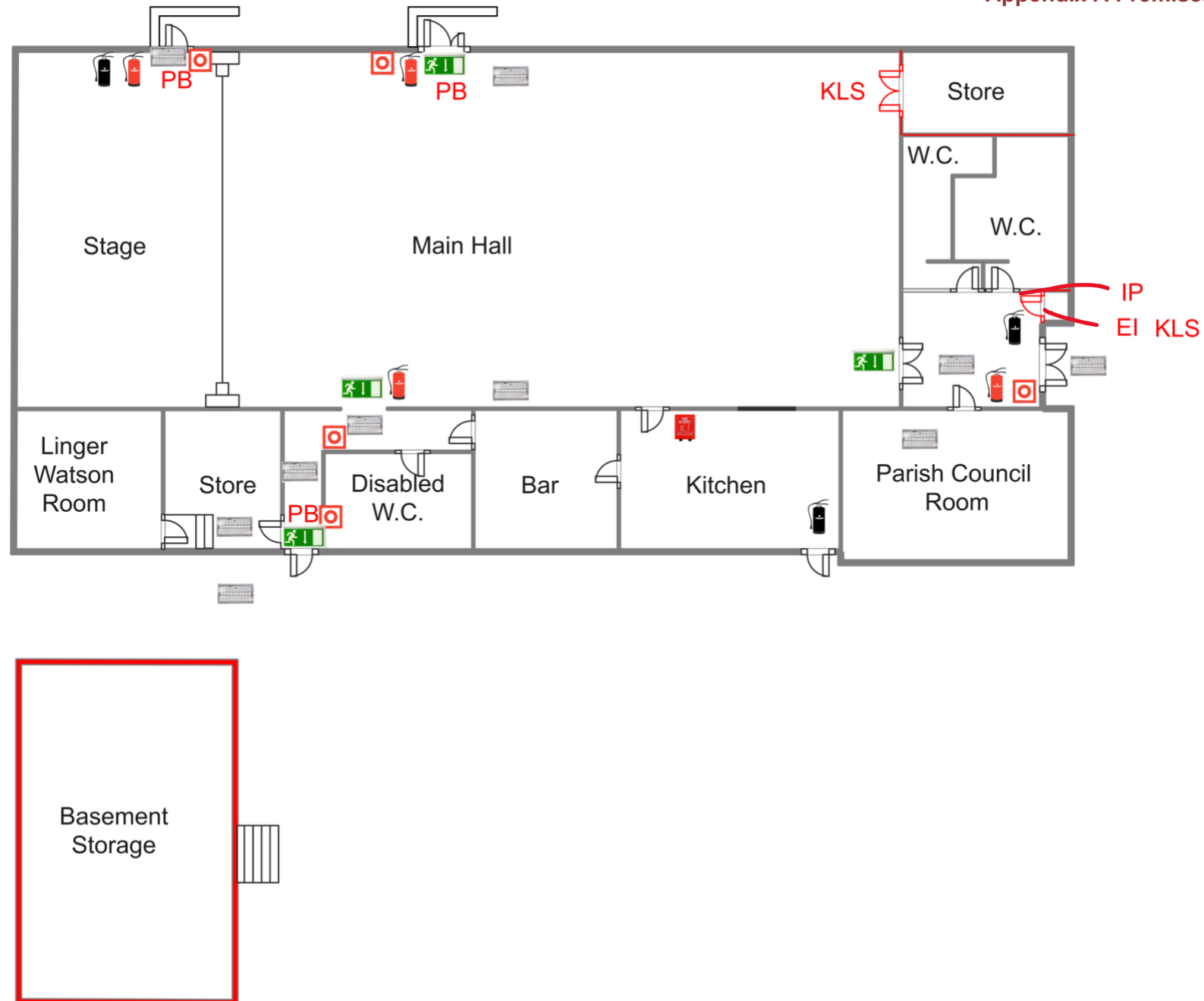
GREAT BRITAIN. Regulatory Reform (Fire Safety) Order 2005.

Building Regulations Approved Document B

HM Government Guides.

*Fire safety – Risk assessment – Offices and shops.*

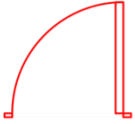
*Fire safety – Risk assessment – Small and medium places of assembly*



# Symbol Sheet



30 Minute Fire Resisting Construction



30 Minute Fire Resisting Construction Fire Door



Fire Alarm Call Point



Non Maintained Emergency Light



Emergency Light with Exit Signage



Carbon Dioxide Type Fire Extinguisher



Spray Foam Type Fire Extinguisher



Fire Blanket

**KLS**

Keep Locked Shut

**IP**

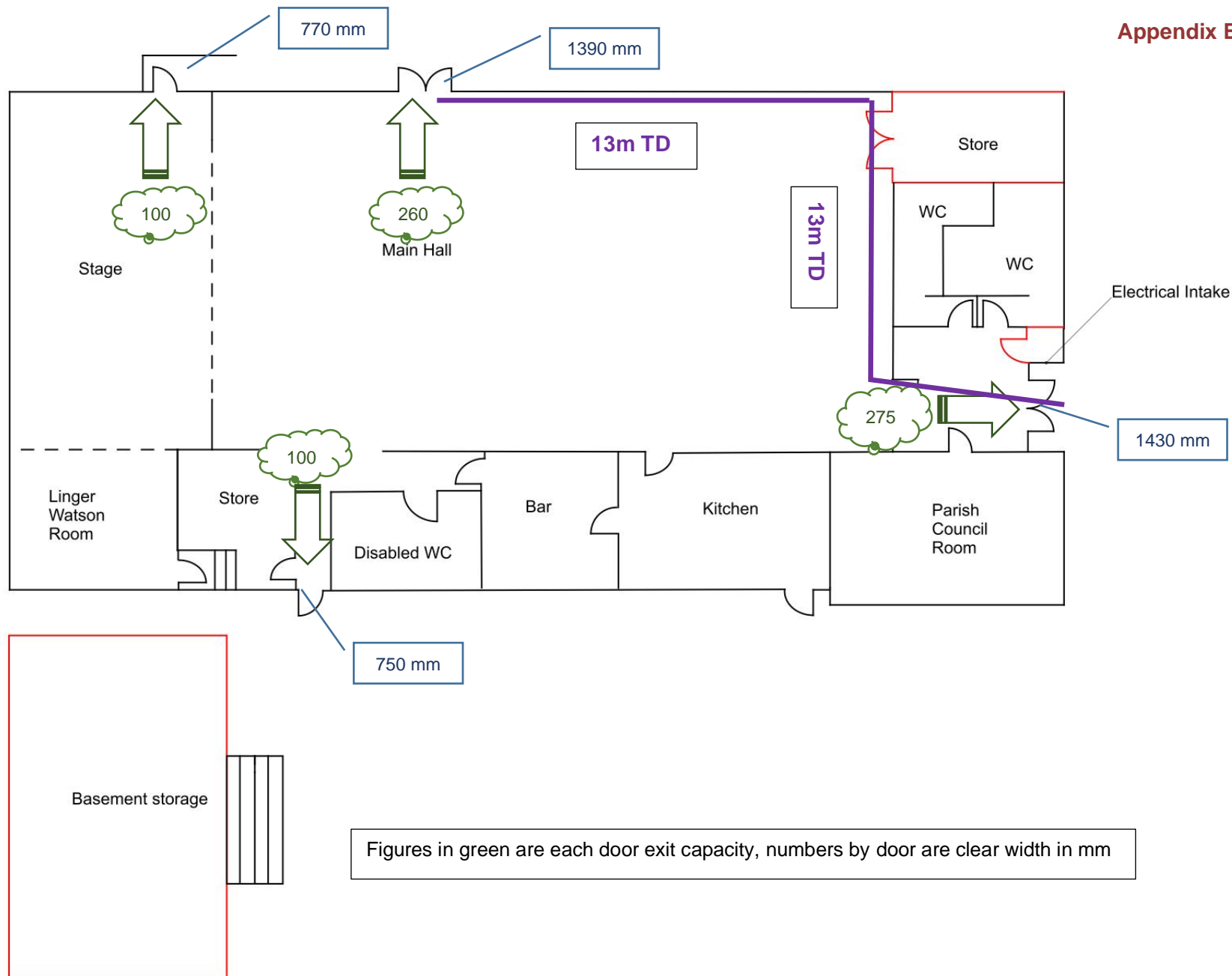
Fire Alarm Indicator Panel

**EI**

Electrical Intake

**PB**

Push Bar Exit Device



## Travel distance and Means of Escape calculations

The Hall has set the following limitations on maximum numbers;

		Floor Space	Exit capacity
Main Hall –	250 Closely seated Audience	440	460
	175 Dances	440	460
	175 Reception with chair and table seating	220	460
Stage –	Not set	60	460
Parish Council Room –	100 persons	30	60
Lingen-Watson Room	Not set	13	460

Floor space factors from Approved Document B Assembly including dance floor, 1 person per 0.5m<sup>2</sup>. dining area and meeting rooms 1 person per 1m<sup>2</sup>

These show that exit capacity far exceeds likely total number of persons

Note parish council has a limit as only 1 door

Largest exit is discounted for means of escape calculations

# REGULATORY REFORM (FIRE SAFETY) ORDER 2005

## REVIEW OF FIRE RISK ASSESSMENT

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Address of Property: Rotherfield Village Hall  
North Street  
Rotherfield  
East Sussex TN6 3LX

Person(s) consulted:

Assessor:

Date of Fire Risk Assessment:

Date of Previous Fire Risk Assessment: February 2023

Suggested Date for Next Review<sup>1</sup>:

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The purpose of this report is to review a previous assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

[Date]

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<sup>1</sup> The original fire risk assessment should be reviewed again by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

## GENERAL INFORMATION

1. Significant changes identified since the time of the previous fire risk assessment in respect of:
  - 1.1 The premises:
  - 1.2 The occupancy:
  - 1.3 The occupants (including occupants at special risk):
  - 1.4 Fire loss experience:
  - 1.5 Application of fire safety legislation:
  - 1.6 Other relevant information:

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

2. Significant changes in measures to prevent fire since the time of the fire risk assessment:

3.1 Are there adequate measures to prevent fire? Yes ☐ No ☐

3.2 Comments and hazards observed:

4.1 Are housekeeping and maintenance adequate? Yes ☐ No ☐

4.2 Comments and deficiencies observed:

-

## FIRE PROTECTION MEASURES

5.1 Significant changes in fire protection measures since the time of the fire risk assessment:

6.1 Are the means of escape from fire adequate?

Yes ☐ No ☐

6.2 Comments and deficiencies observed:

7.1 Are compartmentation and linings satisfactory?

Yes ☐ No ☐

7.2 Comments and deficiencies observed:

8.1 Is there reasonable emergency escape lighting<sup>2</sup>?

Yes ☐ No ☐

8.2 Comments and deficiencies observed:

9.1 Are there adequate fire safety signs and notices?

Yes ☐ No ☐

9.2 Comments and deficiencies observed:

10.1 Are the means of giving warning of fire adequate<sup>3</sup>?

Yes ☐ No ☐

10.2 Comments and deficiencies observed:

11.1 Is the provision of fire extinguishing appliances adequate?

Yes ☐ No ☐

11.2 Comments and deficiencies observed:

12.1 Comments on other fixed fire protection systems?

---

<sup>2</sup> Based on visual inspection only.

<sup>3</sup> Based on visual inspection only.



## MANAGEMENT OF FIRE SAFETY

13.1 Significant changes in management of fire safety since the time of the fire risk assessment:

14.1 Are arrangements for management of fire safety adequate?

Yes ☐ No ☐

14.2 Comments and deficiencies observed:

15.1 Are fire procedures adequate?

Yes ☐ No ☐

15.2 Comments and deficiencies observed:

16.1 Are the arrangements for staff training and fire drills adequate?

Yes ☐ No ☐

16.2 Comments and deficiencies observed:

17.1 Are the arrangements for testing and maintenance of fire protection systems and equipment adequate?

Yes ☐ No ☐

17.2 Comments and deficiencies observed:

18.1 Are there adequate records of testing, maintenance, training and drills?

Yes ☐ No ☐

18.2 Comments and deficiencies observed:

## FIRE RISK ASSESSMENT

On the basis of the criteria set out in the original fire risk assessment, it is considered that the current risk to life from fire at these premises is:

Trivial ☐ Tolerable ☐ Moderate ☐ Substantial ☐ Intolerable ☐

## **ACTION ON PREVIOUS ACTION PLAN**

Have all previous recommendations been satisfactorily addressed?

**Yes** ☐

**No** ☐

Brief details of recommendations not yet implemented.

## NEW ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

**Trivial** ☐

**Tolerable** ☐

Definition of priorities (where applicable):

1.

**Priority  
(where  
applicable)**