

Fire risk assessment

The purpose of this report is to provide an assessment of risk to life from fire in these premises, and, to identify the actions needed to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Name: Umberleigh Village Hall

Address: The Station, Umberleigh, North Devon, EX37 9AB

Website: www.umberleighvillagehall.co.uk

Phone number: N/A

Use: *(include information on what the premises is used for)*

Community events, annual garden show, art groups, exercise classes, annual pantomime, school events and productions.

Responsible person (owner/employer/person in control of premises)

Umberleigh Village Hall Committee

Fire safety guidance used for this assessment: Devon & Somerset Guidance
www.dsfire.gov.uk/safety/businesses/five-steps-fire-risk-assessment

Date of risk assessment: April 2026

Date for review: September 2026

1. Risk Assessor's details

The fire risk assessment should be carried out by someone with an appropriate level of knowledge and understanding of fire safety.

Name: Prepared by secretary of Umberleigh Village Hall and reviewed by full committee

Email address: jlaming@hotmail.co.uk

Phone number: 07710 392743

Experience and qualifications: Reasonable knowledge of the premises

Name of anyone consulted by the fire risk assessor: Martin Rich, Devon Communities Together

2. Information about the premises

Relevant fire safety legislation

The Regulatory Reform (Fire Safety) Order 2005

This legislation is enforced by:

Include details of your local fire and rescue service e.g. Devon and Somerset Fire and Rescue Service.

South Molton or Barnstaple

Tel 01392 872200

General description of premises

Include information about age, construction details, features, whether it's part of a multi-occupancy building.

Main building built 1981. Extension on railway side built 2010. Single storey building wooden structure on stone foundations. Felt roof. Wood cladding to all elevations. One open plan loft over whole building.

Occupancy details

- *Time premises are in use:* Sessions from 7am to midnight by pre-booking
- *Maximum number of staff in the premises at any one time:* 1 Cleaner
- *Total number of people who may be in the premises at any one time (e.g. staff, volunteers and customers):* 120 seated, 200 standing

Size

- *Building footprint (metres by metres):* 21.8m x 14.00m
- *Number of floors:* 1
- *Number of basements:* 0
- *Number of stairs:* 0

People especially at risk

Identify and specify the location of people (staff/visitors/customers) at significant risk in case of fire. Outline why they are at risk, and what controls are (or need to be) in place. Make sure you have considered:

- *people who may be asleep on your premises*
- *people with a disability e.g. mobility, hearing or eyesight*
- *people working in a remote part of the premises or when the premises is unoccupied (cleaners, night security, flexi working)*
- *people in other parts of the building if multi occupancy*
- *young persons*
- *others (outside contractors)*

Only disabled and young people.

Comments:

Hirers and their customers and/or visitors. Visitors to events, volunteers, maintenance staff, contractors, other members of the public in kitchen, toilets, main hall, stage area and car park.

3. Plan of premises drawing

Detail the means of escape and other fire safety measures such as the location of fire-resisting walls, fire doors and emergency lighting, location and type of fire fighting equipment and fire detectors etc.

See Plan attached.

4. Fire hazards and the action taken to remove them or reduce the risk.

Source of ignition

For example: electrical, smoking, arson, heating installations, fixed/portable heating, cooking, grinding equipment, and lightning

Smoking

Electrical appliances & heaters

Kitchen Equipment

Comments:

Detail what steps you've taken to reduce the risk or remove the hazard

Smoking – no smoking signs in building. External ash receptacle by entrance door for extinguishing cigarettes. Visitors & contractors made aware of no smoking policy.

Electrical appliances, heaters & kitchen equipment – Ensure all equipment is switched off after use. All electrical items undergo annual Portable Appliance Testing (PAT).

Action required:

Detail what you need to do if you haven't removed or reduced the risk.

None

Source of fuel and storage of combustible materials

For example: general waste materials, furniture and furnishings, storage of stock/packaging, decorations, storage/use of dangerous substances e.g. flammable liquids

Storage of Waste

Comments:

Detail what steps you've taken to reduce the risk or remove the hazard

No flammable liquids stored on premises.

Storage of Waste – bins emptied regularly. Hirers advised to empty bins and take rubbish away.

Action needed:

Detail what you need to do if you haven't removed or reduced the risk. None.

Work processes that create an increased risk of fire impact on general fire precautions

For example: laundry rooms, cutting or welding equipment, dust/cooking extraction systems, oily rags, processes which use hazardous substances. None

Comments:

Detail what steps you've taken to reduce the risk or remove the hazard N/A

Action needed:

Detail what you need to do if you haven't removed or reduced the risk. N/A

Structural features that could promote the spread of fire

For example: open staircases, insulated core panels, open roof voids, laundry chutes, service risers, and false ceilings

Open insulated loft with felted roof.

Comments:

Detail what steps you've taken to reduce the risk or remove the hazard. None

Action needed:

Detail what you need to do if you haven't removed or reduced the risk. None

Hazards introduced by outside contractors and building works

For example: hot works such as soldering, welding, flame cutting; introduction of temporary electrical equipment or heaters

Comments:

Detail what steps you've taken to reduce the risk or remove the hazard

Approved contractors used for any works.

Action needed:

Detail what you need to do if you haven't removed or reduced the risk. None

5. Fire protection measures

a. Means of escape – horizontal evacuation

You should consider how people reach a total place of safety (e.g. not an enclosed yard).

- *Are the escape routes and exits adequate for the number of people who may need to use them? (e.g. consider the number, width and distribution)*
- *How far do people have to travel? Are there any areas where people may have to walk past a fire to get out? (e.g. dead-end corridors, inner rooms)*
- *Can escape routes (including external routes) be used quickly and safely by anyone who may need to use them? (e.g. clear from obstructions, doors can be opened without the use of a key or a code)*

Comments:

Two fire exits on either side of building can be opened without the use of a key, using crash bars. Exits also possible via main doors and side patio doors both operated by key locks. Exits are kept clear at all times. Clear signage in place. Assembly point marked with signage in the car park.

Toilets are at the end of a passage, but people are able to exit via the door in bar area, but a key is required to open the door.

Action needed: None.

b. Means of escape – vertical evacuation N/A

c. Measures to limit fire spread and development – fire-resisting structures

Fire-resisting walls, floors and fire doors (compartments) can help stop fire from spreading as quickly through a building, giving people more time to escape.

Identify the compartment (room) boundaries and the standard of fire resistance required. This could include areas like: separation of basements, protection to stairways or corridors, separation of high-risk areas etc. Are there any areas, which would allow fire to spread?

These are some areas you may need to address:

- *ductwork and services that pass through compartment walls should be fire stopped*
- *door openings should be fitted with fire doors that meet current standards*
- *walls should be the full height of a room beyond any false ceiling.*

Comments:

Fire doors fitted to kitchen, passageway to toilets, caretaker's cupboard and bar.

Action needed: None

Measures to limit flame spread across wall and ceilings

Consider wall coverings, decorations etc., which could promote rapid fire, spread. This may also include materials used in suspended ceilings and lighting diffusers.

Comments: Stage curtains and all blinds are fire retardant.

Action needed: None

d. Emergency lighting system

Premises, which are used during the hours of darkness, will need some form of emergency escape lighting to light up the escape routes both inside and out. You should also consider rooms, which don't have a supply of natural light e.g. windows and rely on mains lighting during the day.

Comments: Emergency lighting in place in Hall and passageway to toilets.

Action needed: None

e. Fire safety signs and notices

Consider how people will find their way to safety by highlighting the escape routes and fire exits with signs.

- *Are there signs to indicate how to use a door opening mechanism? e.g. 'Push bar to open'*
- *Where necessary, are fire doors and fire exit doors clearly marked?*
- *Is there a fire action notice telling people what to do in the event of a fire?*

Comments: Fire exits clearly signed. Fire action notice on noticeboard.

Action needed: None

f. Fire warning system

Consider how a fire will be detected and how everyone on the premises will be alerted (in a small open plan premises shouting 'FIRE!' may be adequate).

- *Is the system suitable for the size and use of the premises and risks present? Will it alert people to a fire and enable them to reach a total place of safety while the escape routes are still clear and free from smoke?*
- *If an electrical fire alarm system has been installed - what is the category?*
- *Was it installed by a competent person and in accordance with the relevant standard? (e.g. BS5839)*
- *Are there any areas where a fire could start and develop undetected?*
- *Does the fire alarm system activate any other fire safety provisions? (e.g. release devices for doors)*
- *Has a fire alarm zone plan been placed next to the alarm panel?*

Comments: Alarm system installed by Independent Fire Services. Fire alarm zone plan is next to alarm panel in entrance hall.

Action needed: Fire alarms tested weekly. Alarm system serviced and certified annually.

g. Fire fighting equipment

Is there a sufficient amount and is it appropriate for the risks? Is it easily accessible and suitably located?

Comments: Fire extinguishers tested and replaced annually and certified.

Fire blanket in kitchen

Action needed: None

h. Other fire safety systems

These could include: a life safety sprinkler system, automatic fire kitchen suppression systems or automatic opening vents) Include details on the type of system, what is it designed for, who installed it and to what standard e.g. BS EN 12845.

Comments: None

Action needed: None

6. Management – procedures and arrangements

Fire safety policy arrangements recorded

Does the policy detail who has overall responsibility for fire safety?

It should include:

- *those nominated to carry out specific tasks*
- *the arrangements for managing fire safety e.g. procedures to monitor and review the fire safety measures which have been put in place etc.*

Overall and final responsibility for fire safety within the building is that of the trustees. It is our policy to:

- Provide adequate control of the fire safety risks arising from our activities.
- Consult with our users on matters affecting their health and safety.
- Provide information and instruction for Hall users.
- Review and revise the policy as necessary at regular intervals.
- Fire Risk assessments are evaluated annually or if a serious incident occurs. It would be reviewed if the building layout altered or the usage changed.

All users are required to:

- Cooperate with the management on fire safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Follow any system of work implemented to protect their health and safety and take care of their own health and safety.
- Report all fire safety concerns to the trustees.

To reduce the risks of fire occurring and ensure a safe and effective response to any incident that should break out, all users should be familiar with the following:

- The location of all exit routes from the building.
- All exit routes to remain unobstructed.
- Arrangements for ensuring full evacuation of the premises.
- Location and use of fire fighting equipment.
- Action to be taken on discovering a fire.
- Report any defects or concern with fire safety to the trustees.
- No smoking policy within the building.
- Report any defective electrical equipment to the trustees and take out of service until an authorised repair has been made.
- Fire assembly point located at entrance to car park.

The following competent person(s) are appointed to assist: (also include any external contractors such as fire alarm engineer etc.)

Annual servicing & maintenance of fire fighting equipment was carried by AFS Fire & Security Ltd in July 2025. However Fyrex Ltd, 4 Cross Tree Centre, Braunton, EX33 1AA should be used in July 2026.

Independent Fire & Security, 12 Riverside Units, Riverside Road, Pottington Business Park, Barnstaple, EX31 1QN, carry out annual servicing & maintenance of fire alarm system.

Comments: The cleaner is responsible for weekly fire alarm testing.

The secretary and booking clerk are responsible for arranging the annual inspection of the fire alarm system and fire fighting equipment.

Action needed: None

Procedures in the event of fire

- *Are the evacuation procedures suitable for everyone who may be in the premises, including people who may need assistance?*
- *Does it provide clear instruction on what to do if a fire is discovered, on hearing the alarm and the action visitors should take?*
- *Has a Personal Emergency Evacuation Plan (PEEPs) been considered for people with a disability?*
- *Has a post-incident plan been created?*

Comments: Detailed in 'emergency plan' section

Action needed: None

Method for calling the fire service

Are these automatic or do you need a person to call the fire service? If you're relying on mobile phones you should think about the strength the phone signal in the local area. You should also think about what people should do if it is a false alarm.

Comments: Mobile phone usage

Action needed: None

Facilities and information for the fire and rescue service

You should detail all the things that will help the fire service in the event of a fire. These could include the facilities you have available on site and having information readily available.

Facilities

- Vehicle access. YES
- Water supplies. YES
- Access to dry/wet riser inlet. NO

Information to have ready for the fire service

- Premises plans
- Details on the location and type of hazardous materials
- Is everyone accounted for?
- Location of shutoff switches (gas, electric, water, etc.)
- Smoke extraction systems, suppression systems (including gas discharge systems).
- Salvage plans

Comments: Premises plan attached showing location of shut off switches, no hazardous materials on site

Action needed: None

Arrangements for routine testing and inspections of fire precautions

This could include weekly fire alarm testing and routine inspection of fire doors etc.

- *Have a sufficient number of people been nominated to do routine testing and inspections?*
- *Have they been provided with sufficient training to do this?*
- *Do staff know how to report defects?*

Comments: Cleaner undertakes weekly fire alarm testing. Booking Clerk also undertakes testing. Fire doors checked annually.

Action needed: None

Nominated trained persons

Think about the number of people who are nominated to have a fire safety role. You should consider:

- *how many people are trained*
- *what times the premises is occupied*
- *what happens when people are on annual leave?*
-

Use of fire fighting equipment

Comments: Currently no one trained in use of fire fighting equipment.

Action needed: Training to be arranged

Assist with evacuation

Comments: None

Action needed: None

Premises emergency action plan

You should include what to do on discovering a fire, on hearing the alarm, details for assembly points, duties and identity of staff with specific responsibilities, any other specific procedures.

Comments:

Action on discovering a fire:

- In a loud clear voice shout, FIRE, FIRE, FIRE to attract attention.
- Evacuate the building via the nearest available route.
- Assemble at assembly point at entrance to car park.
- Call the Fire Brigade using 999, if possible detailing size & nature of incident.
- Tackle the fire only if you are competent and confident to do so.
- Do not put yourself at risk.
- If smoke is seen seeping around any door, or the door feels hot to the touch, DO NOT OPEN the door.

Action on hearing the shout of fire:

- Stop what you are doing.
- Leave the building by the nearest available exit
- Keep calm, do not run
- Go to the assembly point at entrance to car park.

7. Management – training

Employee induction fire safety

Consider the information provided and the arrangements in place for new staff (including temporary and agency staff)

Comments: New committee members should be trained in fire safety

Action needed: New committee members to be trained in fire safety

Regular fire safety training for employees

Consider the information provided and the arrangements in place. Is the extent and frequency of training adequate? Have part-time and shift workers been considered?

Comments: Refresher training needed

Action needed: Refresher training to be planned

Additional training for special responsibilities

Consider the information provided and the arrangements in place. Is the extent and frequency of training adequate? Is the number of nominated staff sufficient to cover annual leave, shift patterns etc.? (E.g. Fire Warden, assisting with evacuation)

Comments: N/A

Action needed: N/A

Fire drills

Consider the frequency and when they are carried out. Does the drill enable adequate evaluation of the fire safety provisions, emergency plan and the training given? I.e. what went well, what didn't work?

Comments: None in place

Action needed: Fire drill to be practised

Sharing information with employees of outside organisations

Consider how and what information is provided e.g. emergency action plan, procedures for fighting a fire and the identity of nominated persons etc.

Comments: N/A

Action needed: N/A

Records of training and drills

Comments: None at present

Action needed: To be recorded

8. Management – maintenance and testing

Is there a maintenance programme for the fire protection measures in the premises by appropriate competent person(s)?

Comments: Yes

Action needed: None

Are regular checks of fire resisting doors, walls and partitions carried out?

Yes

Frequency: Annually **Observations:** None

Action needed: None

Are regular checks of escape routes (including external) and exit doors carried out?

Yes

Frequency: Annually **Observations:** None

Action needed: None

Are regular checks of fire safety signs carried out? Yes

Frequency: Annually **Observations:** None

Action needed: None

Is there a service and test regime for the fire warning system?

Yes

Frequency: Annually **Observations:** None

Action needed: None

Is there a service and test regime for the emergency lighting system?

Yes

Frequency: Annually **Observations:** None

Action needed: None

Is there an inspection and maintenance regime for the fire-fighting equipment?

Yes

Frequency: Annually **Observations:** None

Action needed: None

Is there an inspection and maintenance regime for other fire safety systems?

For example: life safety sprinkler system, kitchen suppression systems, and automatic opening vents?

None present

Frequency: **Observations:** **Action needed:**

Are records kept and the location of fire protection measures/equipment identified?

Yes

Action needed: None

9. Fire risk assessment

Taking into account the fire prevention measures observed at the time of this risk assessment, it is the opinion of the Fire Risk Assessor that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is the opinion of the Fire Risk Assessor that the severity for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

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

Trivial Tolerable Moderate Substantial Intolerable

Risk level action and timescale

- **Trivial** - no action is required and no detailed records need be kept.
- **Tolerable** - no major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

- **Moderate** - it is essential that efforts be made to reduce the risk. Risk reduction measures, which should take cost into account, 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
- **Intolerable** - premises (or relevant area) should not be occupied until the risk is reduced.

Note: 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 any actions identified in this report should be addressed by implementing all recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly. We recommend at least annually.

10. Action plan

To remedy the areas identified in sections 8 to 11, the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Action needed	Priority	Date to be Rectified	Date Rectified	Action taken by
Committee members to receive fire safety training		2026		