

Document Control

Adopted date: March 2026

Next review date: March 2027

FIRE RISK ASSESSMENT (FRA)

Village Hall Name: Arminghall Village Hall

Address: Arminghall Lane, Norwich, NR14 8SF

Parish Council: Caistor St Edmund and Bixley Parish Council

Responsible Person: Caistor St Edmund and Bixley Parish Council

Assessment Date:

Review Date:

Assessor:

FRA to be carried out at least annually, or after any significant changes, any fire incident or if hazards or risks change. FRA document to be reviewed annually, review date and findings to be recorded in the Fire log Book. To ensure key holders and hirers are aware of any updates affecting evacuation.

Description of Premises

- Single storey building
- Construction type (brick / timber / other):
 - Walls: Timber frame walls, no insulation, clad internally with timber t&g boarding and externally with galvanised, painted corrugated steel sheeting.
 - Roof: Timber roof structure with new VCL insulation between and over the rafters, ply sheathing, battens and new Plastisol coated corrugated roof sheeting and ridges (Jan 2026).
- Approximate floor area (m²): 56m² gross external area
- Maximum occupancy: 60).
- Primary use (e.g., community events, classes, meetings): Meetings, community hire.

Identify Fire Hazards

Tick and comment where applicable:

Sources of Ignition

- Electrical installations: Fire alarm panel installed with mains wired smoke detectors, emergency lights and exit signs throughout and external emergency lighting, all approved by fire assessor, the Council Fire Officer and Building Control (December 2025).
- Portable electrical appliances
- Heating system (type): Ceiling mounted infra-red units
- Smoking (if permitted outside only)
- Candles / decorative lighting
- Contractors' equipment

Fire Risk Assessment (FRA)

Comments:

Sources of Fuel

- Furniture (chairs, tables)
- Curtains / soft furnishings
- Paper decorations / storage
- Cleaning materials
- Waste storage

Comments:

People at Risk

- Hall users (general public)
- Elderly persons
- Children
- Persons with disabilities
- Volunteers / staff
- Contractors

Notes on vulnerable persons:

Evaluate Fire Risk & Existing Control Measures

Fire Detection & Warning

- Smoke detectors installed
- Manual call points
- Audible alarm system
- Weekly alarm test carried out
- Annual servicing in place

Comments:

Means of Escape

- Minimum two escape routes (where applicable)
- Fire exits clearly signed
- Emergency lighting installed
- Routes kept clear of obstruction
- Final exit doors open easily without key

Assembly point location:

Fire Risk Assessment (FRA)

Comments:

Fire Fighting Equipment

- 2 x P50 6ltr PFAS free extinguishers 27A/144B
- Annual extinguisher service
- Equipment clearly signed and accessible

Comments:

Electrical Safety

- Fixed wiring inspection (EICR) up to date
- PAT testing undertaken
- No overloaded sockets
- Damaged equipment removed

Date of last EICR:

Heating Safety

- Boiler serviced annually: Not applicable
- Combustibles kept away from heat sources

Risk Rating (Overall)

Likelihood of fire:

- Low
- Medium
- High

Potential consequences:

- Slight harm
- Moderate harm
- Serious harm

Overall Risk Level: Low

(For most small, well-managed village halls this will be **Low**.)

Action Plan

Action Required Priority (High/Med/Low) Responsible Person Target Date Completed

Emergency Procedure Summary

In case of fire:

1. Activate alarm
2. Call 999
3. Evacuate building
4. Proceed to assembly point
5. Do not re-enter

Hirers are responsible for managing evacuation of their event.

Review

This Fire Risk Assessment will be reviewed:

- Annually
- After building alterations
- After any fire incident
- After significant change of use

Signed (Responsible Person):

Date: