

Pamphill Parish Hall – Fire Risk Assessment

Hall Capacity	120
Assessor	David Wright
Date	23-03-26
Building	Pamphill Parish Hall

Section 1 – Fire Hazards

Section	Item	Yes	No	Comments
Fire Hazards	Electrical equipment in good condition	Y		Replaced Hot Water Urn 20-03-26
Fire Hazards	Portable appliances PAT tested	Y		Test done 17-03-26
Fire Hazards	No overloaded sockets or adaptors	Y		
Fire Hazards	Combustible materials safely stored	Y		
Fire Hazards	Kitchen appliances maintained and clean	Y		
Fire Hazards	No unauthorised heaters or equipment	Y		Terms and Conditions
Fire Hazards	Smoking prohibited inside building	Y		
Fire Hazards	Candles/open flames prohibited or controlled	Y		

Section 2 – People at Risk

Section	Item	Yes	No	Comments
People at Risk	Maximum capacity informed and enforced	Y		
People at Risk	Number of exits adequate for capacity	Y		
People at Risk	Layout allows safe movement to exits	Y		
People at Risk	Hirers informed of fire procedures	Y		
People at Risk	Responsible person identified for events	Y		Hirer is person responsible

Section 3 – Means of Escape

Section	Item	Yes	No	Comments
Means of Escape	Escape routes unobstructed	Y		
Means of Escape	Fire exits open easily without keys	Y		
Means of Escape	Exit doors open in direction of travel	Y		
Means of Escape	Escape routes clearly signed	Y		
Means of Escape	Emergency lighting working (if installed)	Y		Replaced 17-03-26
Means of Escape	External routes lead to place of safety	Y		

Section 4 – Fire Detection & Warning

Section	Item	Yes	No	Comments
Detection & Warning	Smoke/heat detectors installed	Y		Meeting room
Detection & Warning	Alarm audible throughout building	Y		
Detection & Warning	Batteries checked/replaced as required	Y		

Section 5 – Fire-Fighting Equipment

Section	Item	Yes	No	Comments
Fire-Fighting	Extinguishers suitable for risks	Y		
Fire-Fighting	Extinguishers correctly located & signed	Y		
Fire-Fighting	Extinguishers serviced annually	Y		05-02-26 The Firepoint
Fire-Fighting	Fire blanket available in kitchen	Y		
Fire-Fighting	Users instructed not to take risks	Y		

Section 6 – Emergency Lighting

Section	Item	Yes	No	Comments
Emergency Lighting	Emergency lighting installed	Y		
Emergency Lighting	Monthly function test completed	Y		
Emergency Lighting	Annual full-duration test completed	Y		17-03-26
Emergency Lighting	Lighting covers escape routes	Y		

Section 7 – Fire Procedures & Training

Section	Item	Yes	No	Comments
Procedures & Training	Fire evacuation procedure displayed	Y		
Procedures & Training	Assembly point identified	Y		
Procedures & Training	Trustees/volunteers briefed	Y		
Procedures & Training	Hirers briefed on fire safety	Y		

Section 8 – Housekeeping & Maintenance

Section	Item	Yes	No	Comments
Housekeeping	No storage in escape routes	Y		
Housekeeping	Waste removed regularly	Y		
Housekeeping	Fuse boards kept clear	Y		
Housekeeping	Fire signage in good condition	Y		

Section 9 – Records & Documentation

Section	Item	Yes	No	Comments
Records	Fire Risk Assessment documented	Y		
Records	Fire logbook maintained	Y		
Records	Emergency lighting tests recorded	Y		
Records	Extinguisher service records available	Y		Fire Service Agent - The Firepoint Wimborne BH21 2BT