

FIRE RISK ASSESMENT

UNITY HALL
OFF LUTON ROAD
BARTON LE CLAY
MK45 4LQ



DATE : 20TH JANUARY 2026
REVIEW DATE : JANUARY 2029
ASSESSED BY : AMBER MILLER

RESPONSIBLE PERSON	Committee Chairperson
ADDRESS OF PREMISES	Unity Hall Off Luton Road Barton Le Clay Bedfordshire MK45 4LQ
USE OF PREMISES	Community Based Hall mainly used for guiding and scouting. This premises is also used for Sleepovers. It is also hired out to private hirers for parties and events, this includes several regular hirers from NHS, Yoga and Dance.
NUMBER OF FLOORS	1
MAXIMUM NUMBER OF EMPLOYEES/VISITORS	100
<p>Unity Hall is committed to ensuring the safety of all persons who may be affected by its activities, including employees, volunteers, visitors, contractors, and members of the public. This commitment is fulfilled by taking all reasonably practicable measures to prevent fire, to protect life in the event of fire, and to comply fully with all relevant fire safety legislation and guidance.</p> <p>Unity Hall recognises its responsibilities and is committed to maintaining a safe environment through effective fire risk management.</p> <p>The committee of Unity Hall will:</p> <ul style="list-style-type: none"> • Carry out and regularly review a suitable and sufficient Fire Risk Assessment of the premises • Identify fire hazards and people at risk, and implement appropriate control measures • Take reasonable steps to reduce the risk of fire occurring and to limit the spread of fire and smoke • Ensure that adequate means of escape are provided, maintained, and always kept clear • Provide and maintain appropriate fire detection, warning, and firefighting equipment • Ensure emergency lighting and fire safety signage are installed and maintained where required • Provide relevant fire safety information, instruction, and training to staff and volunteers • Develop and communicate effective emergency and evacuation procedures • Maintain all fire safety systems and equipment through routine inspection, testing, and servicing <p>Responsibility for implementing this policy rests with the committee of Unity Hall, who will ensure that sufficient resources are made available to meet fire safety obligations. All volunteers, and users of the premises are expected to take reasonable care for their own safety and that of others and to cooperate with management in maintaining fire safety standards.</p> <p>This policy will be reviewed periodically and whenever significant changes occur to the premises, activities, occupancy, or relevant legislation, to ensure its continued effectiveness and compliance.</p>	

Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years?

Yes No

Building is fitted with Fire Warning System (automatic fire detection, break glass system to BS 5839, other Auto/Manual electric complying to BS 5839. These systems are maintained by Southeast Security who complete annual visits.

Are electrical equipment and appliances periodically inspected and tested?

N/A Yes No

Visual Checks completed before electrical equipment is used as there's no statutory requirement to have electrical items tested annually.

Is the use of trailing leads and adaptors avoided where possible?

N/A Yes No

Smoking

Are adequate measures in place to stop people from smoking on the premises?

Yes No

Discuss with committee a 'designated smoking area' for use for private hirers. No smoking undertaken by regular hirers

Are 'No smoking' signs provided?

Yes No

Are suitable arrangements in place for those who wish to smoke outside the premises?

Yes No

See note above regarding designated area

Arson

Are the premises adequately secured to prevent unauthorised access?

Yes No

Premises is covered by CCTV and the gate is padlocked when not in use. No history of break-ins.

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

Yes No

Bins are kept in designated bin store which is away from the building.

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?

Yes No

Ground source heat pump is serviced annually, records maintained and stored in committee room.

Are portable heaters subject to periodic inspection and used safely?

Yes No

Only 1 portable heater on site which is only used in emergencies in case of heating failure.

Cooking

Are adequate measures taken to prevent fires from cooking?

Yes No

Are filters and ductwork subject to regular cleaning?

Yes No

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

Yes No

Are combustible materials kept separate from ignition and heat sources?

Yes No

Is it ensured that all contractors who undertake work on the premises are competent and qualified?

N/A Yes No

Dangerous Substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?

N/A Yes No

Gas Storage cage away from the main building and kept locked. It's currently near a wooden shed. Consider possibility of relocation. Its not near any drainage system.



Other significant fire hazards

Are there any other significant fire hazards in the premises?

N/A Yes No

Campfire circle

Campfire Location & Setup

- *Campfire to be lit **only in the designated fire circle or fire pit***
- *Area around the fire cleared of dry leaves, grass, and combustible materials*
- *Fire circle is positioned well away from the building, trees, tents, and overhead branches*
- *Fire size kept **small and always controlled***

Supervision

- *A **responsible adult in charge always***
- *Children supervised closely and never left unattended*

- *Clear rules explained before lighting the fire*

Safe Distance

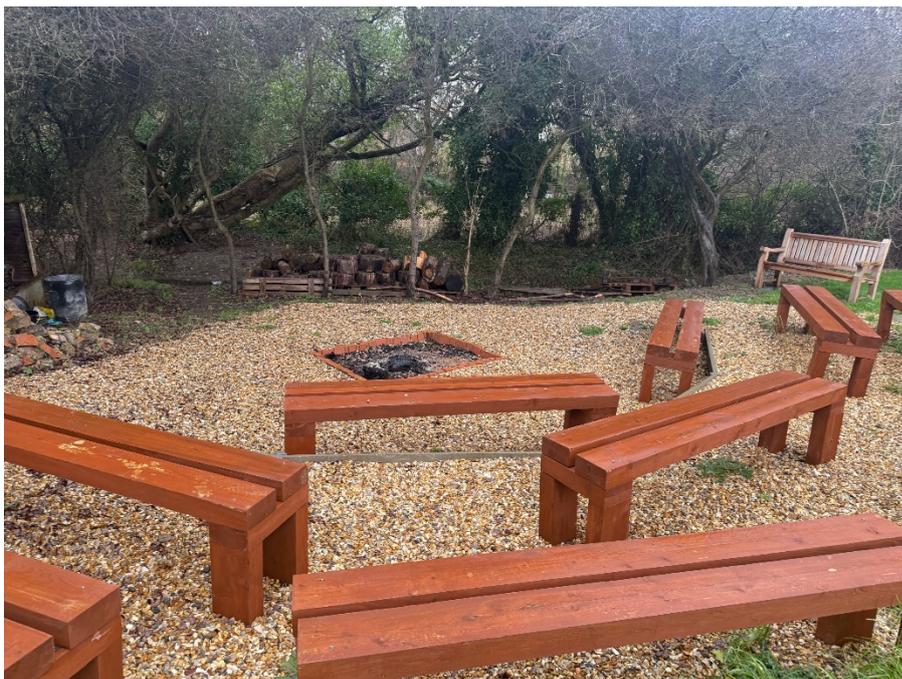
- *Participants to remain seated or standing at a safe distance*
- *No running or playing near the fire*

Materials & Fuel

- *Only approved fuels used (e.g. dry wood)*
- *No accelerants (petrol, spirits, aerosols)*
- *No rubbish, plastics, or hazardous materials burned*

Fire Control & Extinguishing

- *Fire lighting equipment used by trained adults only*
- *Fire always attended while alight*
- *Suitable firefighting means available, such as:*
 - *Buckets of water*
 - *Sand or soil*
- *Fire fully extinguished after use:*
 - *Doused with water*
 - *Stirred and checked to ensure no hot embers remain*



Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely?

Yes No

Are all fire exits easily and immediately openable?

Yes No

Are distances of travel considered reasonable?

Yes No

Are suitable precautions in place for all inner rooms?

Yes No

Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?

N/A Yes No

Single Storey building

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?

Yes No

Means of giving warning in case of fire

Is there a suitable electrical fire alarm system?

Yes No

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?

Yes No

Manual Fire Extinguishers

Is there reasonable provision of fire extinguishers?

Yes No

CERTIFICATE

BE SAFE FIRE PROTECTION LTD
111 MEADWAY
DUNSTABLE
BEDS
LU5 2JT
01582 475843

On the 5th June 2023 have serviced the Fire Appliances
in accordance with BS 5266 Part 1: 2017
As detailed in the Inspection Report.

Unity Hall
Barston Le Clay
Beds

Carbon Dioxide Extinguisher: 2
Water Extinguisher: 1
Fire Blanket: 1

Fire Appliances should be checked at least once every month for signs of discharge/lost pressure if
gauge is blank/damaged/ correct location as measured by British Standards.

Emergency Escape Lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting?

Yes No

Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs?

Yes No

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?

Yes No

Faded signage



Management of Fire Safety

Has someone been appointed to manage fire safety?

Yes No

Are procedures in the event of fire appropriate and properly documented?

Yes No

Are all employees given regular instruction and training on the action to take in the event of a fire?

Yes No

Regular users of the hall required to do one fire evacuation each year to ensure they know what to expect

Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?

N/A Yes No

Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

Yes No

Are monthly and annual testing routines in place for the emergency escape lighting?

Yes No

Better records to be kept

Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors?

Yes No

Better records to be kept

Are fire extinguishers subject to annual maintenance?

Yes No

Are records of testing and maintenance maintained?

Yes No

See note above

ACTION PLAN

ITEM	DEFICIENCY	PROPOSED ACTION	TIMESCALE	PERSON RESPONSIBLE
1	Designated Smoking Area	Discussion with Committee around need for designated area for private hire bookings.	6 months	Committee Chair
2	Gas Storage	Potential relocation of Gas Cage due to being near a wooden shed.	6 months	Committee Chair
3	Faded Signage	New Fire Action signs to be made so they can easily be read	2 months	Committee Chair
4	Records	New Fire record book to be obtained to ensure that records are kept up to date	2 months	Committee Chair