

Fire Risk Assessment – Kings Worthy Community Centre

Name of premises: Lionel Tubbs Hall & Kings Worthy Community Centre, Fraser Road, Kings Worthy, Winchester, Hampshire, SO23 7PJ

Designated Responsible Person/Body: Christopher Read (Parish Clerk & RFO) & Finance, Administration & Remuneration committee

Person undertaking assessment: Christopher Read

Date of assessment: 30/06/2026

Building Construction	The building comprises a brick and block structure under a tiled roof and is single storey. The building is heated with radiators served by a gas fired boiler. The internal walls are a mix of studwork and block construction. There is also a loft that extends the full length of the building with no sub-divisions.
Approximate Area	235m2
Considered level of Risk	Low

A fire zone plan of the building is attached and displayed within the building.

Use of the Hall and if any of the users have mobility issues	The hall is used for various types of events which are attended by all generations of people and some of whom may have some form of mobility issues. The Community Centre complies with the Disability Discrimination Act and is fully accessible for people with disabilities who are using the hall, including ramped electrically operated entranceway and low thresholds to allow easy access for wheelchair users. The hall is often unoccupied but may be used at any time of the week, between 7.00am and 11.00pm (approximately), depending on any particular event being held. It is not possible to state the maximum number of people who would be in attendance on any particular occasion, other than to say that the hall's maximum allowed capacity is 40.
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1: Fire Hazards and Control methods

Sources of Ignition	Location	Control Measures	Suitable (Y/N)	Actions required	Who is responsible	Date of Completion
Cooking facilities	Kitchen	Electric cooker used with no naked flame to reduce source of ignition. Use of deep fat fryers is prohibited Fire extinguisher and fire blanket (with instructions) installed in the Kitchen. Signage on both doors reminding users to turn off all appliances (except the fridge)	N			
Heating	Accessible Toilet	Heating is provided by gas fuelled system boiler. This boiler (and associated hot water tank) is serviced annually by a suitable qualified heating engineer.	Y			
Fixed electrical equipment	All Rooms	Fixed electrical inspections carried out every 5-years by a qualified electrician. With adequate power sockets provided, trailing of cables across floorspace is limited.	Y			

Lighting equipment	All rooms	All lights are fixed to the ceiling or wall and not in proximity of combustible material	Y	None		
Smoking materials	All rooms	As an enclosed premise open to the public, smoking is prohibited within the building and clear signage is displayed accordingly.	Y	None		
Use of candles/naked flames	All rooms	Use of naked flames of prohibited except for a limited number (16) of standard birthday candles. This is included in the Terms & Conditions of hire (a copy of which is displayed in the building)	Y			
Use of portable heaters	All rooms	Use of portable heaters is prohibited	Y			
Arson	Whole building	External vents are fitted with covers and an arson resistant letterbox has been installed. Hirers are advised to ensure all door and windows are locked when they leave (including signage on both doors reminding users) to reduce risk of intruder.	Y	None		

Source of fuel (what might burn)	Location	Control Measures	Suitable (Y/N)	Actions required	Who is responsible	Date of Completion
Paper/Cardboard etc.	Kitchen & Cupboards in main hall	Items are stored on suitable shelving or in filing cabinets. Only Parish Council staff have access to items located within Council areas. No paper or cardboard is to be stored near sources of ignition and appropriate bins are provided to allow disposal. Bins to be emptied whenever full.	Y			
Soft fabrics etc.	Kitchen & Cupboards in main hall	Tea towels are not provided and paper roll is used for the drying of crockery/glasses/cutlery.	Y			
Furniture/ fittings	Main Hall	Chairs are provided and certified as fire retardant. Curtains are located away from sources of ignition	Y			

Portable electrical equipment	All rooms	Private users are advised in the general building risk assessment to undertake a visual check for damage. Commercial users must have all equipment brought on to the site PAT tested before use. Copy of the risk assessment above will be available in the building and the Terms & Conditions of hire include a requirement to adhere to said risk assessment	Y			
Flammable liquids/gases (e.g. oils/paints s/solvents)	Main Hall (inc. cupboards) & Kitchen	Cleaning has been outsourced to reduce number of flammable materials kept on-site. No flammable materials to be stored in these areas.	Y			
Waste materials	Kitchen	Covered bins located in the kitchen for disposal of normal waste materials (excluding glass). All other materials (including glass) must be taken off-site. Main waste bins are locked in an external metal storage unit and only taken out ahead of	Y			

		collection and returned once collected.				
Arson	Whole building	External vents are covered with suitable cover. Letterbox is designed to be arson resistant.	Y			

2: People at Risk

What is the risk	Location	Control Measures	Suitable (Y/N)	Actions required	Who is responsible	Date of Completion
People with disabilities Including mobility, hearing, vision impairment	All rooms	The hall is used for various types of events which are attended by all generations of people and some of whom may have some form of mobility issues. The Community Centre complies with the Disability Discrimination Act and is fully accessible for people with disabilities who are using the hall, including ramped electrically operated entranceway and low thresholds to allow easy access for wheelchair users. The hall is often unoccupied but may be used at any time of the week, between 7.00am and 11.00pm (approximately), depending on any particular event being held. It is not possible to state the maximum number of people who would be in attendance on any particular occasion, other than to say that the hall's maximum allowed capacity is 40.	Y			

Staff working alone	All rooms	Parish Council staff are trained fire marshals and are aware of the procedures in the event of a fire. Staff present when contractors are operating on-site. If this is not possible, the procedures will be communicated to said contractor(s).	Y			
Visitors unfamiliar with the building	All rooms	Fire safety signage (including action plan) is displayed by both entrances to the building.	Y	None		
Contractors	All rooms	Contractors are only permitted on-site when Parish Council staff are present. If this is not possible, the procedures will be communicated to said contractor(s).	Y	None		

3: Evaluate, Remove, Reduce and Protect

Evaluate your fire safety precautions	Y/N	Notes
Are possible ignition sources kept separate from combustible materials	Yes	
Are possible ignition sources controlled to minimise the risk of fire	Yes	
Would a fire be discovered quickly? Will everybody be warned of the fire immediately	Yes	Alarms system is in place with detectors in every area (including loft). Instructions on what to do if user discovers fire is located by both entrances.
Is escape possible in more than one direction	Yes	

Can everyone escape (with or without assistance)	Yes	Self-closing fire resistant doors are located on the likely sources of fire (Kitchen & Accessible Toilet). Fire shutter connected to alarm is fitted in kitchen. Building is single storey and building is wheelchair accessible.
Are the exits easy to identify and reach	Yes	Emergency escape lighting is throughout the building (inc. outside the fire exit). Emergency lighting is also located within all areas of the building (excluding the loft which is not accessible by the public).
Are escape routes free of obstruction	Yes	Ongoing checks are undertaken to ensure fire escape routes are clear. Obstructions are removed when discovered.
Are Fire Escape doors easy to open	Yes	Front door is electrically operated and in the event of a power failure reverts to a low resistance standard door. In the unlikely event the door has been locked (which can only be done from the outside), there is an override in place to allow the door to be unlocked from the inside. Rear fire door is operated by push bar and has been adjusted to allow operation whilst retaining self-closing ability. Doors are checked as part of recorded fire safety checks.
Do Fire Escape doors open outwards	Yes	
Is the alarm system tested and maintained in accordance with the relevant British Standard	Yes	
Are fire extinguishers tested and maintained in accordance with the relevant British Standard	Yes	

4: Record, plan and train

Procedures & Training

How will people be warned if there is a fire The person discovering the fire should raise the alarm by shouting, 'Fire'	The person discovering the fire should raise the alarm by shouting, 'Fire'. Instructions are located by both exits to the building advising of the procedures in the event of discovering a fire.
What should users do if they discover a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'. Instructions are located by both exits to the building advising of the procedures in the event of discovering a fire.
Who are the Fire Wardens	Both Parish Clerks are trained fire marshals. For building users (when Parish staff are not on site) - Instructions for hall users are included by both exits of the building.
Where should people assemble and how will evacuation be checked	The Assembly Point is adjacent to the benches approximately away from the nearest part of the building, it is not in the car park because this may cause a hazard when emergency vehicles are attending. Signage is located by both exits stating where the fire assembly point is.
How often are Fire Drills carried out	6-monthly and recorded.

Fire Safety Records

Do you have records of staff instruction and Training	Yes
Where are those records kept	In the fire safety folder in the Parish Office
Who is responsible for maintaining them	Parish Clerk & Deputy Clerk

5. Review

This fire safety risk assessment will be under regular review and revised as appropriate and/or to accommodate:

- Any changes to the building, inside or out.
- If a fire of issue of concern should occur.
- Any changes in working practices.