



ASTON VILLAGE HALL FIRE RISK ASSESSMENT

Date of Report: 1st November 2025

Compiled by: Jenny Johnston

Introduction

The following Fire Risk Assessment was completed on 1st November 2025 on behalf of Aston Village Hall in accordance with the Regulatory Reform (Fire Safety) Order 2005, and ACRE Guidance (Fire Safety in Village Halls, No 37). In October 2024, we considered the new requirements which came into force on 1 October 2023 (which apply to all non-domestic premises) under amendments made to the Fire Safety Order by Section 156 of the Building Safety Act 2022. No amendments to our Risk Assessment are required in this regard.

The Fire Risk Assessment is designed to evaluate the current protection measures in place, determine shortfalls and recommend remedial action as necessary. To this end the assessment is divided into three sections:

- Section 1: Assessment and recommendations
- Section 2: Action plan
- Section 3: Guidance

Risk Assessment is an ongoing process. The law requires the assessment to be reviewed specifically:

- Where there is reason to suspect the assessment is no longer valid.
- Where significant change has occurred.
- Periodically, set by the committee as annually.

The assessment in whole or in part may become no longer valid should the activity within the organisation change significantly.

Significant change would include the introduction of new activities or equipment/processes/alterations to the building and increasing the number of persons in the premises during hiring out of the premises.

The AVH management committee have agreed that a review should be undertaken at least annually unless other factors dictate sooner.

Background

The Regulatory Reform (Fire Safety) Order 2005 introduced a new approach towards fire safety: Risk Assessment. The radical overhaul of fire safety legislation saw over 60 sets of fire safety laws consolidated into a single piece of legislation.

The Government's aim was to introduce a new, simpler fire safety regime for England, Scotland and Wales under which Fire Authorities would validate fire safety measures taken by an employer, owner or occupier in high-risk premises.

A new duty of care would be placed on the 'responsible person' - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions. The responsible person would be required to carry out an assessment of the fire risks in the premises and ensure that they meet satisfactory fire standards.

This Fire Risk Assessment document records:

- The fact that a Fire Risk Assessment has been completed for the premises.
- The methodology used in carrying out the Fire Risk Assessment.
- The significant findings of the Fire Risk Assessment.

The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

The Fire Safety Action Plan compliments the Fire Safety Risk Assessment. The Fire Safety Action Plan is designed to:

- Identify key action points established during the Fire Risk Assessment process.
- Provide information in support of recommended action points.
- Provide a basis for the organisation to plan and achieve action points.

Key Action Points

A brief description of each action point is provided.

Assessor Comments / Target Action Date

Assessors comments and recommendations appear in this column.

The Target Action Date will be agreed with the AVH Management Committee along with the person to complete the action.

STAGES OF THE FIRE RISK ASSESSMENT

1. Identify the Fire Hazards

Sources of ignition

Sources of fuel

Sources of oxygen

2. Identify People at Risk

People in and around the premises

People especially at risk

Visitors and contractors

3. Evaluate, Remove, Reduce and Protect from Risk

Evaluate the risk of a fire occurring

Evaluate the risk to people from fire

Remove or reduce the fire hazards

Remove or reduce the risks to people:

- Detection and warning
- Fire fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4. Record, Plan, Inform, Instruct and Train

Record significant findings and action taken

Prepare an emergency plan

Inform and instruct relevant people, co-operate and co-ordinate with others

Provide training

5. Review

Keep assessment under review

Revise where necessary

Smoke machines

The use of smoke machines is not permitted as per the terms and conditions of our hire agreement.

FIRE HAZARDS

Sources of Ignition	
	RISK HIGH/MED/LOW
Portable electrical appliances	LOW
Mains electrical system	LOW
Smoking	LOW
Gas boilers	LOW
Cooking equipment in the kitchen	LOW
Lighting system	LOW
Direct sunlight	LOW
Arson	LOW
Storage of items by regular hirers	MED

Sources of Fuel	
	RISK HIGH/MED/LOW
Flammable liquids in hall / out buildings with hirer responsibility / Cleaning materials	LOW
Flammable upholstered seating, Christmas decorations, wooden stands and tables	LOW
Furniture and wall coverings in hall, carpets and floor tiles	LOW
Waste products, general waste, recycling build up in car park areas	LOW

Persons at Risk	
	RISK HIGH/MED/LOW
Hall Committee Members	LOW
Visitors (Hirers) to the premises	LOW
Maintenance / Cleaning Staff who may be alone in the premises	LOW
Hirers not familiar with the premises	LOW
People attending parties where alcohol is consumed and may have impaired senses	LOW
People with disabilities, or frail elderly people	LOW
Children and Vulnerable Adults	LOW
Emergency services staff	LOW
Neighbours in the immediate vicinity to the hall	LOW

Evaluation of Risk of Fire Occurring
LOW
<p>The property is a Village Hall on a single storey comprising a large room with side room (concertina doors), kitchen, storage area and toilets opening off it. There are 4 fire exits plus one additional exit from the building.</p> <p>AVH Management Committee will request from hirers who have storage facilities on the premises to provide details of any stored flammables (including quantities and how stored) to the AVH Management committee at least on an annual basis detailing any storage of ignition sources and any outdoor only fire related activities planned.</p>

Evaluation of Risk to People

LOW

The users of the village hall are aware of fire exits. No activities are undertaken which have an intrinsic risk of fire. Cooking facilities comprise electric oven and hob, used occasionally by hirers. There is a central heating system run from a gas combi boiler which is serviced annually.

In the event a regular hirer carries out an activity involving fire, a risk assessment must be provided to the village hall committee for review to ensure it meets with the requirements of the fire risk assessment as detailed below.

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
1.	Fire Protection – Active						
1a.	Gas flooding					LOW	No action required Gas Boiler maintained annually by SBS (Last serviced Dec 2026) Carbon Monoxide Alarms have been installed in the boiler cupboard
	▶ Maintained by competent person?	Yes			No		
1b.	Voice/manual alarm					LOW	Fire Alarm procedure located on wall in Kitchen and in the vestibule, detailing how to call the Fire Brigade
	▶ Could be heard by all occupants?	Yes			No		
2.	Fire Protection – Passive						
2a.	Fire doors					LOW	All fire exits are to the outside of the building
	▶ Fire exit doors.	Yes			No		
2b.	Fire retardant materials					MED	Curtains to be replaced during maintenance schedule
	▶ Compliant with fire safety standards?	Yes			No		

Area Of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
3.	Fire Fighting Equipment					
3a.	Fire extinguishers					
	▶ Suitable and sufficient?	Yes			No	<p>LOW</p> <p>No action required</p> <p>(Fire Extinguishers and Fire Blanket last inspected May 2025)</p>
	▶ Areas of high risk?	Yes			No	
	▶ Appropriately labelled and positioned?	Yes			No	
	▶ Accessible?	Yes			No	
	▶ Inspected/tested within last 12 months?	Yes			No	
3b.	Fire blankets	Yes			No	<p>LOW</p> <p>No action required</p>
	▶ Accessible? Inspected/tested within last 12 months?					
4.	Means of Escape					
4a.	Escape routes					
	▶ Unobstructed?	Yes			No	<p>LOW</p> <p>No action required</p> <p>Escape routes all ok,</p> <p>Fire Assembly point is on the front carpark by the Royal Mail Post Box.</p> <p>Details of how to raise the alarm / call the fire brigade are in the window of the kitchen</p>
	▶ Well lit?	Yes			No	
	▶ Wide enough for usage?	Yes			No	
	▶ Fire exit signage (compliant with current standard)?	Yes			No	
	▶ Fire action notices completed and displayed?	Yes			No	
	▶ Emergency plan and evacuation procedure clearly displayed?	Yes			No	

4b.	Emergency lighting					LOW	No further action required
		Yes			No		

Area of Review	Applicable?		Requires Action?		Assessment	Recommendation
	Yes	No	Yes	No		

4. Means of Escape Cont...

4c.	People on site					LOW	No action required
			No		No		
		Yes			No		
			No		No		
		Yes			No		
		Yes			No		
		Yes			No		

4d	Rescue/evacuation special arrangements					LOW	No action required
		Yes			No		
	<ul style="list-style-type: none"> ▶ Booking in/out system for staff, contractors and visitors? 					Booking in an out system for contractors. AVH Hire Agreement details the fire arrangements for	

							the hall. In the event of evacuation, the last person out MUST close all doors and windows
4e	Emergency Services ▶ Adequate access?					LOW	No action required
		Yes			No		

5.	Potential for Fire						
5a.	Processes involving heat/naked flames ▶ Safe working methods in place? ▶ Contractors controlled by permits to work?					LOW	No action required Note in hire agreement, that there is to be no naked flames within the hall
			No		No		
			No		No		
5b.	Electrical ▶ Portable appliances tested by competent person annually? ▶ In house portable appliance inspections?					LOW	No action required All AVH equipment is PAT tested and labels clearly visible (Last completed July 2025) Hire agreement states that hirers to only use PAT tested equipment
		Yes			No		
		Yes			No		
5c.	Combustible					LOW	No action

	materials / waste? <ul style="list-style-type: none"> ▶ Limited accumulation of materials? ▶ Waste (internal/ external) stored and disposed of correctly? 	Yes			No		required Wheelie bins emptied regularly Casual hirers to remove own waste and take away, not to use bins To note: Potential combustible: WI Wall Hanging
5d.	Lighting <ul style="list-style-type: none"> ▶ Good condition? ▶ Clear of combustible materials? 					LOW	No action required
		Yes			No		
		Yes			No		
5e.	Static		No		No	LOW	No action required
5f.	Heaters <ul style="list-style-type: none"> ▶ Clear of combustible materials? ▶ PAT tested? 					LOW	No action required
		Yes			No		
			N/A		No		
5g.	Arson <ul style="list-style-type: none"> ▶ Adequate security measures? ▶ Waste bins stored securely / away from building? 					LOW	No action required
		Yes			No		
		Yes			No		
5h.	Smoking <ul style="list-style-type: none"> ▶ No smoking policy in place? ▶ Suitable units for dispensing smoking materials? 					LOW	No action required
		Yes			No		
		Yes			No		

5i.	Gas <ul style="list-style-type: none"> ▶ Inspected by competent person in the last 12 months? ▶ Clear of combustible materials? 					LOW	No action required Gas Safety Record and Boiler checks completed Annually (see 1a)
		Yes			No		
		Yes			No		
5j.	Lightning		No		No	LOW	No action required
5k.	BBQ's (Strictly outdoor only, on rear carpark) <ul style="list-style-type: none"> ▶ There must be a means of extinguishing the fire ▶ Only authorised persons are to do the cooking ▶ Food is to be cooked adequately and in accordance with instructions ▶ The BBQ is to be attended until cold ▶ The ashes are to be disposed of in a metal container or bin with separate bins for the disposal of other waste material ▶ The BBQ is to 	Yes		Yes		MED	In the event that a regular hirer wishes to host a BBQ outdoors as per the details opposite, the hirer MUST firstly provide a suitable risk assessment to AVH Management Committee

	be sited on level ground away from other property						
6.	Fire Loading						
6.1	Combustible materials		No		No	LOW	No action required
6.2	Flammable liquids and gases					LOW	<p>Contents of storage units sent to AVH committee annually</p> <p>Details received from regular hirers (Aston Scout Groups, Aston Guide Groups, Velocettes, Toddlers, WI) regarding storage of flammable items annually</p>
	▶ Kept to a minimum?		No		No		
	▶ Adequately and securely stored?		No		No		
	▶ Storage of flammable liquid by regular hirer	Yes		Yes			
7.	Training						
7.1	Emergency Arrangements					LOW	<p>No action required</p> <p>Fire Action signs are located in the kitchen and by the front door main entrance</p> <p>Fire Assembly point is located</p>
	▶ AVHC aware of action to take in the event of a fire starting?	Yes			No		
	▶ AVHC aware of action to take in the event of the fire alarm sounding?	Yes			No		

	▶ Visitors/ contractors also aware of the above?	Yes			No		by the AVH post box / main hall sign on the front car park.
8.	General						
8.1	Records					LOW	No action required
	▶ Maintenance, testing and inspection records kept?	Yes			No		Records are maintained and kept by AVH chair person / AVH
	▶ Monthly hall inspections (to include fire) kept?	Yes			No		monthly maintenance schedule

Action Summary

Item Number	Area of Review	Action Required	Assessor Comments/ Actions	Target Date
6.2	Regular Hirer storage arrangements – potential fire hazard	Request annually regular hirer details with regards to any potential ignition sources /outdoor fire related activities to ensure compliant with AVH Fire Ra	Information received from Aston Guides, Aston Scout Group, Velocettes, Toddlers & WI All noted as part of the Fire Risk Assessment	Nov 2026
5k	Potential for small BBQ's outside on carpark	In the event that a hirer wishes to have a small BBQ outside, the hirer must provide their risk assessment in advance of activity.		Ongoing
2b	Curtains	Replace all curtains with fire retardant materials		Aug 2026

Note: Shaded areas to be completed by member of Aston Village Hall Committee