

# **Church & Chetwynd Aston Village Hall**

## **Fire Risk Assessment**

**Date: 16<sup>th</sup> JUNE 2025**

**Chairman's signature** *A. Del-Manso*

**Review Date: JUNE 2026**

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## **Introduction:** Fire Risk Assessment.

This Fire Risk Assessment has been carried out in accordance with the requirements in regard to the Government guidance on the 5 Step Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes 5 steps to be taken when carrying out a Fire Risk Assessment:

- Step 1 – Identify fire hazards
- Step 2 – Identify people at risk
- Step 3 – Evaluate, remove, reduce and protect from risk
- Step 4 – Record, plan, inform, instruct and train
- Step 5 – Review

The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in Church Aston & Chetwynd Aston Village Hall:

1. Main entrance, foyer and Corridor.
2. Disabled, Men's & Ladies toilets.
3. Kitchen.
4. Store Room.
5. Electrical Cupboard.
6. Aston Room.
7. Main hall.

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices. The key findings of this assessment are contained on the following pages and key points discussed as appropriate

## **1 Fire Hazards: SOURCES OF IGNITION, FUEL AND OXYGEN**

The main sources of ignition are the various items of electrical equipment located in the:

kitchen: cooker, microwave, fridge, kettles.

Aston Room: Audio Visual Operating System that extends to the Main Hall.

The roof has PV Solar Panels which supply our heating and air conditioning units located in the Main Hall and Aston Room.

Storeroom: houses a separate room containing fuse boards, also batteries storing excess energy generated by our PV Solar Panels.

There is a small boiler situated in the disabled toilets.

Other sources of potential ignition are electric sockets, lights and switches located throughout all the Village hall areas, hand driers in toilets audio.

Principal sources of fuel

The whole building is predominantly a wooden construction consisting of a timber and metal frame and timber cladded with double glazed UPVC window throughout. The foyer is brick built and contains a charity book library.

Gas supply for the small boiler situated in the disabled toilets.

Various wooden objects and stage are stored in the store room.

Other sources of fuel are plastic seating, wooden tables, wooden floor, curtains.

The main source of oxygen is the natural airflow through, doors and windows.

## **2. PEOPLE AT RISK:**

- Hirers of the Village Hall
- Contractors
- Volunteers
- Village Hall villagers
- Children (when used as a party venue)
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

### **3. EVALUATE RISKS:** REMOVE, REDUCE AND PROTECT FROM.

#### **i The risk of fire occurring**

It is considered that the risk of fire occurring is low. The main sources of ignition comprise electrical equipment located in the kitchen and audio/visual equipment. Combustible materials are kept away from these sources and equipment and heating units are regularly serviced and maintained in a good state of repair. Elsewhere, electric sockets and lighting are well maintained and portable appliances 'PAT' tested where appropriate.

#### **ii The risk to people**

An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchen, or hall.

The main entrance/foyer, the main hall, toilets and store room are all at ground floor level (this is a single storey building) and are open to the various escape routes available being the main entrance and the external fire doors lit by emergency lighting and signed. There is also an exit located in the kitchen and Aston Room.

#### **iii Removal/reduction of the hazards**

The identified potential hazards comprise the range of electrical equipment contained in the kitchen which are an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing.

Similarly, the PV Solar Panels heating and cooling and energy storage system in the hall are essential for the comfort and well-being of the users of the hall. Their potential hazards are minimised through their location and servicing as required.

Elsewhere flammable materials are limited to curtains, tables and seating, and are generally kept away from potential hazards.

#### **iv Removal/reduction of the risks to people**

The fire risk to people has been minimised as far as reasonably practical. Adequate illuminated fire escape signs are in place as is emergency lighting to assist people in the event of fire and to allow them to escape safely. Linked Fire Alarms are in place and tested.

Fire extinguishers are located in the building with instructions and are regularly inspected. A fire blanket is also located in the kitchen. There are two main escape routes available and are readily accessible from all parts of the hall. They are independent of each other. The main escape routes are (1) the main entrance (2) an external fire door situated in the Main Hall. Escape routes are marked, they are unencumbered and are listed in the accompanying table. External fire doors lead to the outside and provide open space for safe and easy evacuation of the hall.

#### v Installation, testing and maintenance

All fire prevention and fire fighting equipment is maintained in effective working order through periodic servicing and maintenance. Sources of risk are also checked on a regular basis. Regular checks to the cooker, fridge, fire doors, lights, and microwave. An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on regular basis and passed its last inspection on the 04/05/2022. Annual service of the small boiler situated in the disabled toilets.

## **4. RECORD & PLAN: INFORM, INSTRUCT AND TRAIN.**

#### i Significant findings and action taken.

The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

#### ii Conditions of Hire.

The conditions of hire of the Village Hall state that fire and other exits must not be obstructed. We are also introducing into our condition of hire that all hires and group leaders must familiarise themselves with the fire emergency plan and make it their duty to pass on this life saving information to their students/fellow users.

All equipment used by the users, contractors and volunteers if electrical must have an in date PAT Test, all equipment be in good condition and also be suitable for the task it is intended for. Conditions of hire are shown on the Village Hall web-site.

## **5. REVIEW:**

This fire risk assessment has been carried out for Church & Chetwynd Aston Village Hall Committee having read the 139 pages of HM Government's Fire safety risk assessment small to medium assembly properties.

The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

## **7 FIRE! Emergency plan.**

All hires, group leaders and users must familiarise themselves with the fire emergency plan which is displayed in the main hall.

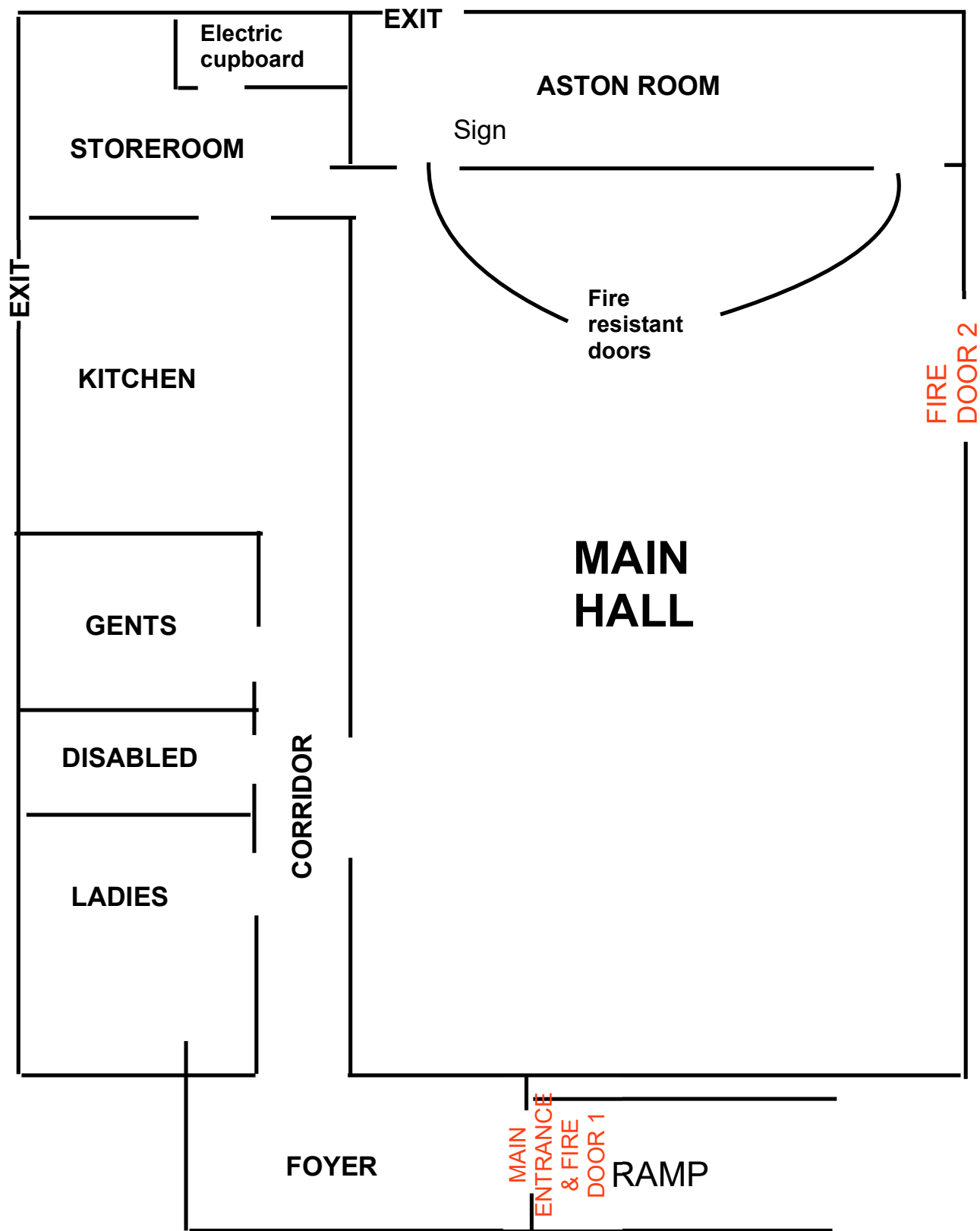
In the event of a fire raise the alarm then leave the building at the nearest safest exit and make your way to the fire roll call point which is the Bus Stop nearest the hall if it is safe to do so.

## ASSESSMENT TABLE:

Location	Sources of ignition, fuel.	Fire protection equipment	Escape routes
Foyer Corridor Toilets	Electric lights, switches, hand driers,	Fire Extinguisher in Foyer	Main door. Fire door 2 Kitchen exit.
Kitchen	Electric lights, switches, sockets, cooker, fridge, kettles, microwave .	Fire Blanket	Main door. Fire door 2 Kitchen exit.
Storeroom	Electric lights, switches, fuse board, batteries.		Main door. Fire door 2 Kitchen exit.
Aston Room	Electric lights, switches, Audio visual equipment	Fire Extinguisher	Aston room exit. Main door. Fire door 2 Kitchen exit.
Main Hall	Electric lights, switches, audio visual equipment.	Fire Extinguishers	Main door. Fire door 2 Kitchen exit.
Disabled Toilet	Gas Boiler	Annual Service	Main Door Fire Door 2 Kitchen Exit.



**FLOOR PLAN:**



# **NOTES.**