

Messingham Village Hall

Fire Risk Assessment

1. Identify the hazards

- Ignition sources: Faulty electrical equipment, heaters and naked flames. All electrical equipment should be PAT tested annually.
- Fuel sources: Paper, wood, packaging and flammable items.
- Chemicals require to be safely stored.
- Oxygen sources: Oxidising materials, ventilation fans

2. Identify people at risk

- Consider everyone who enters, or works in the building
- Hirers, Caretaker and Committee Members
- Vulnerable individuals : The elderly, young children and those with physical or cognitive disabilities who may need assistance to escape.

3. Evaluate Remove or Reduce Risks

- Fire detection : Ensure alarms and smoke detectors are operational. Weekly checks completed by the Caretaker and recorded. Annual checks by registered fire protection company. All fire certificates must be displayed in a prominent position.
- Escape routes : Check that corridors and exit doors are clear, unobstructed and clearly signed.
- Equipment: Verify the availability of emergency lighting and correctly maintained fire extinguishers.
- Measures: Safely store dangerous substances and ensure fire doors are in good condition.

4. Record Plan and Train

- Document your findings and weekly checks.
- Emergency Plan : Step by Step guide what to do if a fire breaks out. See at the end of this assessment.
- Training : Recommend that regular hirers are training their users on evacuation procedures and to carry out regularly.

5. Review and Update

Keep the assessment under continuous review.

Update the assessment if the building layout changes, building usage increases or if a near miss or actual fire occurs.

Fire Evacuation Procedures

- **If you find a fire, sound the alarm at the call points.**
- **Person hiring the hall gather everyone together and lead out of the building by the safest exit.**
- **Someone to check that the kitchen, toilets, storeroom have been evacuated.**
- **Ensure all fire doors are closed to prevent further spread of fire.**
- **Lead everyone through the closest and safest fire exit and lead them safely to the GRASS VERGE AT THE REAR OF THE OLD CAR PARK.**
- **Where possible check to make sure everyone has evacuated the building.**
- **Call the fire service 999. Use What 3 words Windmills/Fruits/Chipper**
- **Do not re-enter the building until told to do so by the fire brigade.**

Assessment reviewed 26/06/2026