



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

FIRE SAFETY & EVACUATION POLICY

Effective from: 01/09/2026

Review by: 01/09/2027

Fire Safety & Evacuation Policy

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For: Old Farnley & District Community Association trading as Farnley Community Centre

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1. Policy Statement

Old Farnley & District Community Association, trading as Farnley Community Centre, is committed to ensuring the safety of all building users through effective fire safety management and clear evacuation procedures. This policy complies with the Regulatory Reform (Fire Safety) Order 2005.

2. Responsibilities

Trustees will:

- Approve and annually review this policy.
- Ensure compliance with fire safety legislation and guidance.
- Allocate resources for fire safety measures.

The Chair of Trustees (Peter Allison) will act as Fire Safety Lead and will:

- Oversee the fire risk assessment and evacuation plan.
- Ensure fire alarms and extinguishers are maintained and tested.
- Arrange regular fire drills and record outcomes.
- Report fire safety matters to the trustees.

All staff, volunteers and hirers will:

- Familiarise themselves with fire exits and evacuation routes.
- Follow evacuation procedures during drills and emergencies.
- Report fire hazards immediately.
- Support the safe evacuation of service users, particularly those with mobility difficulties.

3. Fire Risk Assessment

A fire risk assessment will be carried out and reviewed annually or sooner if significant changes occur. Control measures will be implemented to reduce risks.

4. Fire Detection & Equipment

- Fire alarm system to be tested weekly.
- Fire extinguishers checked annually by a competent contractor.
- Emergency lighting to be tested monthly.
- Records of all tests and maintenance to be kept in the fire safety logbook.

5. Evacuation Procedure

1. On discovering a fire, raise the alarm immediately by activating the nearest fire call point.

2. Call 999 and request the fire service.
3. Evacuate the building immediately using the nearest safe exit. Do not use lifts.
4. Assist those with mobility needs using evacuation aids if necessary.
5. Proceed to the designated assembly point: [Insert Assembly Point Location].
6. Do not re-enter the building until declared safe by the fire service.

6. Fire Drills & Training

- Fire drills will be carried out at least twice a year.
- All staff and volunteers must take part in drills.
- New staff, volunteers and hirers will be given a fire safety induction.
- Special arrangements will be made for vulnerable service users.

7. Record Keeping

- Maintain a fire logbook recording alarm tests, equipment checks, drills, and incidents.
- Keep records for a minimum of 3 years.

8. Monitoring & Review

This policy will be reviewed annually or sooner if required by changes in legislation, incidents or operational changes.

9. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2026
- Next review due annually.
- Policy owner: Fire Safety Lead (Peter Allison).