

Fire Risk Assessment – Farnley Community Centre



This fire risk assessment has been completed for Farnley Community Centre, a facility that provides services to a wide range of community users including elderly luncheon club members, children (0–5 years) attending sessions with Farnley Children’s Centre, and members of the public at the weekly community café.

1. Building Details

The building comprises the following areas:

- One main hall
- Kitchen
- One meeting room
- Small office
- Storage cupboard (used by the Children’s Centre)
- Disability Accessible Toilet
- Toilet lobby, gents W/C & Ladies W/C

2. People at Risk

The following groups of people have been identified as being at risk in the event of fire:

- Elderly service users (frail, mobility difficulties)
- Children aged 0–5 years
- Staff, volunteers, and parents/carers
- General public attending community café
- General public attending meetings, events & activities
- Contractors and visitors

3. Fire Hazards Identified

- Electrical equipment (office equipment, kitchen appliances, portable heaters)
- Cooking in the kitchen (hob, oven, microwave, toaster, kettle, fryers, hotplates etc.)
- Combustible materials (paper, furniture, cleaning products, children’s toys)
- Storage cupboard containing supplies and resources
- Portable heaters (if used in colder months)
- Gas Boiler in Cupboard in Kitchen
- Electrical Cupboard in Toilet Lobby
- Solar Inverter
- Bins (Kitchen, Hall, Offices, Toilets)

- General waste bins & storage of waste outside of building.

4. Control Measures in Place

- Fire extinguishers provided throughout the building and serviced annually
- Fire alarm system with smoke detectors and manual call points
- Fire exits clearly signed, unobstructed, and regularly checked
- Fire doors fitted and kept closed when not in use
- Emergency lighting installed in hallways and exits
- Kitchen staff trained in safe cooking and emergency shut-off
- No smoking policy enforced throughout the premises
- Regular PAT testing of electrical appliances
- Flammables & combustible materials not to be stored in electrical cupboard
- Free open space to be maintained around solar inverter in middle office
- Annual service of Gas boiler & gas appliances
- Waste management plan to include regular waste bin collections & disposal of bulky items.

5. Emergency Procedures

- Fire evacuation procedure displayed prominently in all rooms
- Weekly fire alarm tests carried out and recorded
- Weekly, monthly & annual emergency lighting tests
- Evacuation drills to be conducted twice per year (including with Farnley Children's Centre)
- Personal Emergency Evacuation Plans (PEEPs) developed for elderly service users requiring assistance
- Assembly point located on Farnley Village Green away from the building

6. Significant Findings / Action Plan

- Ensure all staff and volunteers receive fire safety training
- Carry out evacuation drills specifically tailored for children and elderly users
- Monitor storage cupboard use to ensure it does not become overloaded with combustibles
- Keep kitchen fire blanket and extinguisher easily accessible
- Review accessibility of fire exits for users with mobility aids
- Appoint fire wardens during busy sessions (café, children's centre, luncheon club, events/activities)
- Ensure all bins are emptied daily and not allowed to build up throughout the day
- Weekly waste collections and removal of bulky waste items as soon as practicable.

7. Review

This fire risk assessment should be reviewed annually, or sooner if there are significant changes to the building layout, use of the premises, or type of service users.

Completed by:

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Chair & Trustee of Old Farnley & District Community Association

Date: **01/04/2025**

Next Review Date: **01/04/2026**