



Fire Risk Assessment

Premises: Gamesley Community Centre

Date of assessment: 11/11/2025

Assessor: Helen Thornhill

Review date: 11/11/2026

1. Building Description

- **Use:** Community centre with multipurpose spaces (sports, social, and administrative).
- **Layout:**
 - **Ground floor:** Café area, small kitchen, sports hall with stage, activity room, two offices, storage area, boiler room.
 - **External:** Garden container (used for storage).
- **Construction:** Standard brick and block construction, plastered internal walls, fire doors in key locations.
- **Occupancy:** Variable — typically 10–15 staff/volunteers and up to 100 visitors depending on events.

2. People at Risk

Group	Description	Specific Risks
Staff/Volunteers	Regular occupants	Working near kitchen/boiler

Group	Description	Specific Risks
Visitors/Public	Café users, sports participants, hall attendees	Unfamiliar with layout
Children/Vulnerable Adults	During activities	May need assistance evacuating
Contractors	Maintenance staff	May isolate fire systems accidentally

3. Fire Hazards and Controls

Area	Potential Hazards	Control Measures in Place	Further Action Needed
Café & Kitchen	Cooking equipment, electrical appliances, grease build-up	Fire blanket, CO ₂ and foam extinguishers, regular cleaning, PAT testing	Ensure extraction ducts cleaned regularly; display fire instructions
Offices	Electrical equipment, paper storage	PAT testing, limited combustibles	Keep clear of heaters; avoid overloading sockets
Activity Room	Craft materials, furniture	No naked flames policy	Review storage of flammable materials
Sports Hall & Stage	Lighting, sound equipment, curtains, decorations	Fire-retardant curtains, no smoking, portable extinguishers nearby	Ensure all stage materials meet BS fire-retardant standards
Storage Area	Combustibles (paper, cleaning products)	Kept tidy, fire door fitted	Separate flammables from general storage
Boiler Room	Heat source, fuel	Locked access, clear space around boiler, regular servicing	Confirm automatic shutoff valve present
Garden Container	Stored tools, flammable liquids	Kept locked, minimal quantities	Provide signage; store fuel in approved containers

4. Sources of Ignition

- Electrical faults (offices, kitchen, stage lighting)
- Cooking appliances
- Heating/boiler equipment
- Smoking (restricted to designated area outside)

5. Sources of Fuel

- Furniture and soft furnishings
- Stage curtains and props
- Paper, files, and cleaning products
- Kitchen oils and packaging materials

6. Means of Escape

- Clearly signed escape routes leading to exits from café, sports hall, offices, and kitchen.
- Emergency lighting provided in corridors and large rooms.
- Final exit doors open outwards and are kept unlocked during occupation.
- Assembly point: [Insert location, e.g., far end of car park or garden area].

7. Fire Detection and Warning

- Automatic fire detection system (smoke/heat detectors) covering all key areas.
- Manual call points located near exits.
- Audible alarm tested weekly; records kept in fire logbook.
- Staff trained to call 999 and guide evacuation.

8. Firefighting Equipment

Equipment Type	Locations	Maintenance
Water extinguishers	Hallways, sports hall	Annual servicing
CO ₂ extinguishers	Kitchen, electrical areas	Annual servicing
Foam extinguishers	Café, activity room	Annual servicing
Fire blanket	Kitchen	Visual monthly check

9. Emergency Lighting

- Installed along escape routes and in key rooms.
- Monthly flick-test by staff; annual full discharge test by contractor.

10. Fire Safety Signs and Notices

- “Fire Exit” signs illuminated and visible.
- “No Smoking” and extinguisher location signs displayed.
- Evacuation instructions posted in public areas and offices.

11. Training and Drills

- Fire safety induction for staff and volunteers.
- Annual fire evacuation drill.
- Specific roles assigned:
 - Fire Wardens: [Names]
 - Assembly Point Coordinator: [Name]

12. Records and Maintenance

- Fire alarm tests: Weekly
- Extinguisher checks: Monthly visual / Annual service
- Emergency lighting tests: Monthly & annual

- Electrical testing (PAT/fixed wiring): Annually / every 5 years
- Boiler servicing: Annual

13. Significant Findings

- [List any identified risks requiring action — e.g., poor signage, storage blocking exit routes, untested alarm zone, etc.]

14. Recommended Actions

Action	Priority	Responsible	Target Date	Completed
Clean kitchen extraction duct	High	Twig Manager	—	—
Update fire evacuation signage	Medium	Admin	—	—

15. Assessment Review

- **Next review date:** November 2026
- **Review triggers:** Building alterations, change of use, new equipment, or after an incident.