



## **Fire Risk Assessment Policy for the Plaza**

Address	Axminster Drama Club The Plaza, West Street, Axminster, EX13 5NS
Telephone number:	Chairman, Jack Price, 07921290654
Used as:	Workshop, and rehearsal room
Date of initial assessment:	1 February 2018
Name of assessor:	Ashley Roy
Details of assessor:	Committee member.
Review Frequency:	3 Monthly

# **FIRE SAFETY RISK ASSESSMENT** **FOR SMALL TO MEDIUM SIZED PREMISES**

## **Statement of Policy**

The Axminster Drama Club Chairman recognises and accepts ultimate responsibility for the safety of the members of the charity whilst being in and around the premises (The Plaza).

It is the aim of Axminster Drama Club to ensure that we will, so far as is reasonably practicable, comply with the requirements of the Regulatory Reform (Fire Safety) order 2005. We will make provision for the effective planning, organisation, control, monitoring, and review of the preventative and protective measures in relation to fire safety.

**Signed:**

**Name:**

**Jack Price**

**Date:**

## **Management Systems**

Axminster Drama Club is managed by a committee that is made up of a group of unpaid members that are annually and bi-annually elected. The Chairman takes the position of ultimate responsibility of the day to day safety, and running of the club, supported by the committee.

Committee members have keys and access to the club premises and therefore are present when there are Club members in the building, rehearsing, building, and servicing equipment.

The Plaza is solely owned by the Drama Club, and building maintenance is monitored and remedial work completed by competent club members or where necessary by qualified persons.

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<b>Property Description</b>	
<p>The Plaza is a steel framed building, with concrete block infill, cavity wall, that is suspected to have an asbestos corrugated roof.</p> <p>In the building on the Ground floor is a large open workshop space that is full height, flanked to the North and South by rooms over two floors.</p> <p>To the North (main entrance side) is a paint store/toilet to the right, followed by an electrical store. to the left is a set of toilets, and an under stairs store for wigs and hats. Upstairs there is a kitchen/meeting/rehearsal room)</p> <p>To the south (the other end of the building) ground floor is a costume room to the right (looking from the main entrance) and to the left an under stairs cupboard, and a props room. Upstairs are two costume rooms, one large to the right, and one small to the left.</p> <p>There are 4 exits to the ground floor, the entrance, one in the middle of the hall up a set of stairs, and one in the main hall under the shelf at the back of the hall, and finally one at the opposite end to the entrance, there are two further fire escapes on the top floor, one from the rehearsal room, and one from the top of the stairs in between the costume rooms.</p>	
<p><b>Occupancy</b></p> <p>Times premises in use: can be any time from 7am until 11pm on any day, the use is not continuous but sporadic, most days will have someone using it for an hour or two. Max number at work at any time: 5 in the main hall</p> <p>Max number of people:60 on full cast rehearsals and membership at social events./AGM</p>	<p><b>Size:</b></p> <p>Building Footprint: (metres)      <b>13mX25m</b></p> <p>Number of floors: <b>2</b></p> <p>Number of stairs: <b>2</b></p>
<b>Fire Safety Systems</b>	
<p><b>Fire Warning System</b></p> <p>Networked battery alarms are positioned in the front entrance corridor, the club room, both upstairs costume rooms, and in the downstairs corridor leading to the fire escape at the rear of the building. The fire alarm that is triggered has a continuous siren, at which point all other give a high pitched intermittent “bleep”</p>	

# **FIRE SAFETY RISK ASSESSMENT**

## **FOR SMALL TO MEDIUM SIZED PREMISES**

Fire extinguishers are all new (March 2018, with a 10 year warranty, and currently working, they are positioned at the top of the stairs to the club room, in the top costume hallway adjacent to the fire escape, and the end of the hall entrance below the light switches. and at the rear hall next to the fire escape. On discovery of fire/fire alarm activation, to ensure all people on site leave the premises, and take the fire register near the front doors out to the assembly point for checking, and then call the emergency services.

### **Escape Lighting**

There is Escape lighting to the Club Room, by the bulk head light, and by the Fire escape door sign.

The "electrical" store has emergency escape lighting as does the main hallway.

There is emergency escape lighting to both upstairs costume rooms and the hall/stairway between.

### **Other Fire Safety Systems (e.g. sprinklers)**

None.

### **How a Fire Could Start**

The Plaza contains 10 "Rooms" that are used, The building has had an Electrical safety check, and major re-wiring in 2017. All electrical equipment used is PAT checked on a 3 yearly cycle, the last completed in January 2017.

There is a no Smoking policy in place for the building.

To the south of the building there is mainly costume and props stores, the materials within are flammable if ignited, these only have the risk of the dehumidifiers developing an electrical fault (PAT checked), however the dehumidifiers are checked regularly to ensure they are free of obstruction or materials near by.

The main hall contains a lot of dry wood in the set, and props, and a store of wood to be used, these could be ignited by members electrical equipment (tools) developing a fault, sawdust being too close to the propane heater, the propane heater's 47kg gas bottle exploding if exposed to extreme heat, there is also a shelf mounted electrical heater, sparks from work being carried out by a grinder, or on occasions welding equipment is brought in by a qualified welder.

The Electrical store has no equipment plugged in without a person being present so is thought to be low risk, all equipment is PAT checked.

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The paint store is shut when not in use, and all paint tins are sealed, this is located next to the main entrance and fire escape, and so could cause a blockage should the paint store catch fire, however there are many other fire escapes that can be used, so is considered to be low risk.

The toilet area houses the fuse board, which has been completely rewired and safety checked in 2017 and so poses a low risk of electrical fault at this time.

The Wig/hat room houses a dehumidifier which has been PAT checked in 2017

The upstairs club room houses soft furnishings that are not to modern fire safety standards, and has stereo, DVD, Cooker microwave, fridge, and a water heater, and wall heaters. the wall heaters, and water heater were new in 2017, the other equipment have not been PAT checked and pose a higher risk of developing a fault due to their age and having no check.

### **People Affected by Fire**

Club members up to 40 at a time use the club room for rehearsals and meetings, on occasions visitors are accompanied by club members.

In the main hall work takes place by club members, in pairs or up to 10-20 on show weeks where set and props are to be moved into the guildhall next door.

The main hall also is used occasionally for rehearsals.

The other rooms in the building are used occasionally to remove and put back costumes, props or equipment and paint.

There is a fire register for people to sign and out to keep a record of who is in the building in case of fire,

### **Staff Training**

The work in the main hall is undertaken by people that are used to the risks of fire, and members in charge of rehearsals are also trained in the fire routes and what to do in the event of a fire.

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### **Escape Routes**

Each room has a plan of the building and directions to the appropriate route to take to exit the building in the event of a fire.

All fire escape doors are opened by an emergency bar except for the main entrance, which has a handle.

Each fire escape has a FIRE ESCAPE sign above the door that is lit up at all times, with battery backup in the event of a power outage.

The side escape door (main door) is often blocked by set, and so cannot be guaranteed upon, and the side door to the Guildhall is often locked and has no emergency release, so the main hall can only be exited by the main entrance or the rear fire door.

Outside the rear (south) side of the building is clear, the side entrance to the west is often cleared of Ivy, but the ground can be slippery when wet. The Club room fire escape is kept clear from debris and the steps are swept and moss/algae free .

The upstairs fire escape to the south is clear of debris but can be slippery in the wet.

It is recommended that people with disabilities are left at the top of the fire escape stairs in the event of an evacuation but if in a wheel chair they must be taken out last by a club member.

### **Fire Alarm**

There are six networked battery alarms which are positioned in the front entrance corridor, the club room, both upstairs costume rooms, and in the downstairs corridor leading to the fire escape at the rear of the building. The fire alarm that is triggered has a continuous siren, at which point of other give a high pitched intermittent "bleep".

There is one more still to be fitted in the main hall.

### **Fire Extinguishers**

Fire extinguishers are all new (March 2018, with a 10 year warranty), and currently working, they are positioned at the top of the stairs to the club room, in the top costume hallway adjacent to the rear fire escape, and the end of the hall entrance below the light switches, and to the rear hall next to the fire escape. On discovery of fire/fire alarm activation, ensure all people on site leave the premises, and take the

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Fire register near the front doors out to the assembly point for checking, and call the emergency services.

### **Fire Action**

Upon discovery of a fire or the fire alarms going off, raise the alarm to anyone else in the building A Committee member shall raise the alarm by phoning the emergency services by mobile phone (there is no phone connection the building).

Do not attempt to tackle the fire unless it is blocking the only fire escape route available, a fire extinguisher is nearby and you are sufficiently trained in using the fire extinguisher, then it can be used to assist escape, all people should exit the building in a calm and swift manner by their nearest escape route.

A committee member should, where it is safe to do so (and without putting themselves in danger), check the building for any casualties or people before exiting themselves. The committee member shall collect the sign in book by the front door upon exiting the building, then do check each person in the register is present and accounted for at the fire assembly point.

### **Fire Information**

Notice board in the Club room.

Fire register by the front door.

### **Summary of Significant Findings**

A fire is most likely to start in the main hall, there are sufficient exits.

The fire doors to the south (rear), on the top floor in the south of the building and side of the hall are in poor repair, and should be replaced but are functional.

The kitchen in the clubroom should have electrical equipment PAT tested.

The shelf mounted heater, has an overhead mains cable that could be caught, and so should be disconnected.

All fire escapes should be free of obstruction outside of the building) by the main entrance) and the side (west) main hall fire escape should be cleared.

A monthly fire check walk around should be completed.

# **FIRE SAFETY RISK ASSESSMENT FOR SMALL TO MEDIUM SIZED PREMISES**

<b>Action Plan</b>
<p>Review assessment annually,</p> <p>Walk around monthly to check fire escapes work and are clear of obstruction inside and out. Also check fire extinguishers positioning and pressure, and check fire alarms 3 monthly.</p>

<b>COSH Register</b>
<p>The following items are held in the paint store and are reviewed as part of the monthly fire check</p>

<b>Chemical</b>	<b>Location</b>	<b>Data sheet held on website</b>

## **Reviews (to take place every three months)**

<b>Date</b>	<b>Reviewer</b>	<b>Date</b>	<b>Reviewer</b>	<b>Date</b>	<b>Reviewer</b>
1 <sup>st</sup> Feb 2018	Ashley Roy (01.02.18)	Due by 1 <sup>st</sup> January 2019			
Due by 1 <sup>st</sup> May 2018	Ashley Roy walk around 12.04.18 followed by review				
<u>NB Review took place on 14<sup>th</sup> June Following undertaking of works</u>	Ashley Roy (14.06.18)				



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<u>Due by 1<sup>st</sup> Aug 2018</u>					
Due by 1st Oct 2018					

<b>Review Date</b>	<b>Comments on reviews and walk arounds undertaken between required review dates.</b>
1 Feb 2018	Reviewed after external fire escapes cleared of rubbish, and assessment of the emergency lighting adequacy.
12 April 2018	First review after completion of assessment
10 May 2018	Fire alarms checked with out of date pyro in hall, all networked fire alarms went off.
14 June 2018	First assessment after fire extinguishers, signage, and fire alarms purchased and installed. Also all fire escapes now cleared outside and checked for function.
17 June 2018	Hall main walkway still to be marked and cleared as is side fire escape route. Main hall fire alarm to be fitted.

## **Fire Drill Record**

<b>Date</b>	<b>Name</b>	<b>Results</b>

July2018

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## **Fire Check List**

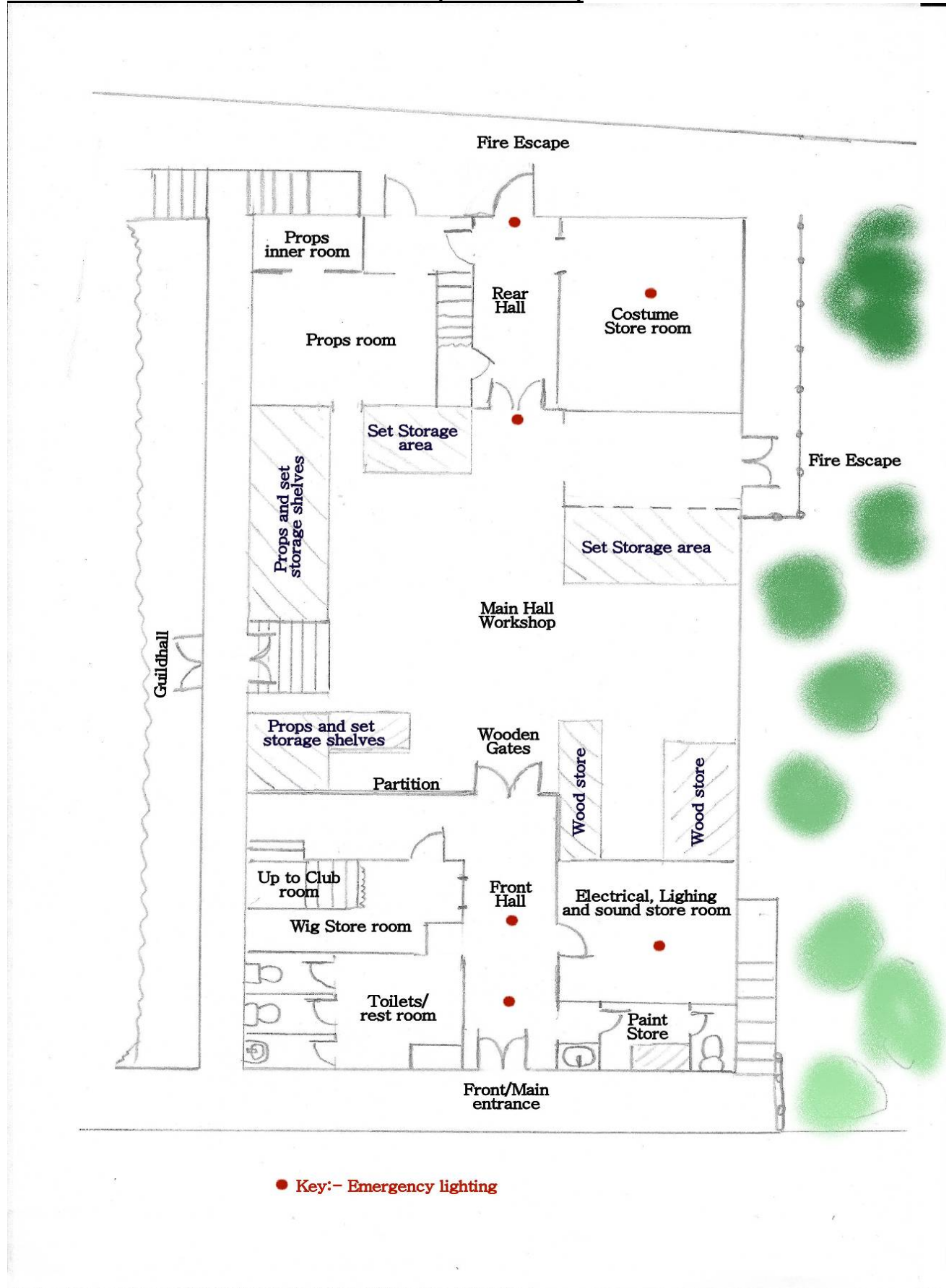
<b>What</b>	<b>Where</b>
Fire doors are operational and clear of obstruction	Ground floor rear, Main doors, hall side door, club room door, door between upstairs costume rooms
Extinguishers are in place and identification stickers are visible	Outside club room (CO2 and Foam) End of entrance hall (CO2 and Foam) Next to ground floor rear fire door (Foam) Next to upstairs costume rooms (Foam)
Check all fire alarms work with smoke and set all others off	Clubroom, main entrance hallway, rear hall downstairs, main hall, upstairs costume room, downstairs costume room
Check emergency light with key	Main hall, club room, rear hall upstairs, rear hall downstairs, props room
Main hall marked walkway clear of obstructions	Main hall
All fire exit signs, no smoking signs (illuminated and reflective) and visible and in good order	All fire escapes, and main entrance hall, and rear downstairs entrance hall
Check all heaters/dehumidifiers are secure and not obstructed by materials and excessive dust/flammable materials	In the clubroom, and the main hall heater
Check paint store and any flammable materials are secure and are registered on the COSH register in this document	Paint store and main hall work area
Check for trip hazards in the main walk ways in all areas	From front main entrance to all fire escapes and across main hall
Check that excessive saw dust is cleared away, and wood is stacked in the wood store	Main hall
Check fire doors are kept shut with a return spring	Clubroom door

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Check main entrance doors can close, and rear hall doors close, and all costume room doors are shut if not in use	Main entrance hall, and rear downstairs entrance hall, and costume rooms upstairs
Check all outside fire escapes are free from debris, obstructions and build-up of moss/algae or any slip hazards	All external fire exits

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Sketch Plan of Premises Ground Floor (Not to scale)



# FIRE SAFETY RISK ASSESSMENT FOR SMALL TO MEDIUM SIZED PREMISES

## Sketch Plan of Premises Top Floor (Not to scale)

