

<b>Work Activity / Task:</b>	<b>General Fire – All Zones</b>
<b>Location:</b>	<b>The Blakehay Theatre</b>
<b>Date:</b>	<b>16th November 2016 – Reviewed 05/12/17</b>

Potential Hazard	Who is at Risk?	Existing Control Measures	Risk Rating	Additional Controls to reduce risk rating	Residual Risk Rating
Fire from flammables, electrical sources of ignition, arson,	Employees, Volunteers, Hirers and General Public	<ul style="list-style-type: none"> <li>• <b>External doors are kept shut and locked</b> at all times and are fitted with a <b>Security alarm System</b> that is activated when the building is unoccupied. The external doors are only to be left open when there is a presence of employees or volunteers in the foyer. All doors are fitted with either a push bar or drop handle for opening out from the inside.</li> <li>• <b>Smoke alarm and Heat detectors</b> are fitted throughout the foyer and are linked to a <b>Fire Alarm System and an external monitoring system</b>. This is tested every week in-house and also every 6 months by external contractors and recorded in the Fire Log Book that is kept in the Fire Cupboard in the Foyer by the main front door.</li> <li>• <b>Fire Routes</b> to be kept clear from any obstruction at all times and clean from any trip hazards and debris.</li> <li>• 30 Minute Fire Doors are fitted to all</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Fire Doors</b> are Kept Shut at all times and are not to be propped open.</li> <li>• <b>Fire Routes</b> checked regularly on a daily basis by Cleaner in the morning and by Box Office Administrator before opening the doors to the general public and by the Duty Manager before any public Performances.</li> </ul>	2

		rooms that are in the foyer these were all replaced between the period of 2010 & 2014			
<b>Flammable Cleaning Materials</b>	Employees Volunteers	<ul style="list-style-type: none"> <li>• Cleaning materials are stored in the Locked Metal cupboard in the Kitchen.</li> <li>• Smoke Detectors are fitted.</li> <li>• Fire Alarm fitted and checked weekly by H&amp;S Administrator and Recorded.</li> <li>• Fire alarm system checked every 6 months.</li> <li>• Carbon Dioxide Extinguisher in place.</li> <li>• Break glass points fitted and checked weekly by H&amp;S Administrator and recorded.</li> <li>• Fire doors and exits checked and kept clear.</li> <li>• Little or no flammable materials to be purchased</li> </ul>	12	<ul style="list-style-type: none"> <li>• Any Flammable and Hazardous Cleaning chemicals are stored in a locked metal cabinet.</li> <li>• Staff to have training to use fire extinguishers proficiently.</li> </ul>	6
<b>Storage of Waste</b>	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>• Skip used for storage of waste in outside area.</li> <li>• Regular collections of bin at rate to avoid overflow</li> </ul>	6	<ul style="list-style-type: none"> <li>• Skip is kept locked to avoid anyone putting in any flammable materials.</li> <li>• Designated staff to have training in the use of fire extinguishers.</li> </ul>	3
<b>Electrical Source of Ignition</b>	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>• All items are PAT tested annually by an approved contractor annually.</li> <li>• Smoke Detectors.</li> <li>• Fire Alarm fitted and checked weekly by H&amp;S Administrator and Recorded.</li> <li>• System checked twice a year by contractors.</li> <li>• Fire extinguishers in place and</li> </ul>		<ul style="list-style-type: none"> <li>• Confirm the fixed wiring/periodic inspection is fit for purpose and suitably comprehensive. Including checks for load capacity on extension leads and fuses.</li> </ul>	

		<p>checked weekly by H&amp;S Administrator and annually by contractors.</p> <ul style="list-style-type: none"> <li>• Approved contractors are used who have completed and signed a Health &amp; Safety agreement with the Town Council.</li> <li>• Break glass points fitted and checked weekly by H&amp;S Administrator.</li> </ul>		<ul style="list-style-type: none"> <li>• Employees, volunteers and hirers are prohibited from bringing in personal electrical equipment.</li> <li>• Relevant information in Employee Safety Handbook.</li> <li>• Staff to have training to use fire extinguishers proficiently.</li> <li>• Theatre equipment to be PAT Tested</li> <li>• The regular hirers store cupboard have a list of electrical equipment and for these to be PAT tested yearly.</li> </ul>	
<b>Smoking</b>	<p>Employees</p> <p>Volunteers</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Smoking prohibited in the building, a designated courtyard is available with cigarette extinguishers.</li> </ul>	2		
<b>Arson/Deliberate Ignition</b>	Employees	<ul style="list-style-type: none"> <li>• CCTV fitted to cover front and back of premise.</li> </ul>	8	<ul style="list-style-type: none"> <li>• Staff to have training to use fire extinguishers proficiently.</li> </ul>	2

	Volunteers Visitors				
<b>Fixed Heating Installations such as boilers</b>	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>Approved contractors are used who have completed and signed a Health &amp; Safety agreement with the Town Council.</li> </ul>	5	<ul style="list-style-type: none"> <li>Check that inspection of boiler has taken place by appropriate person at yearly frequency.</li> <li>Staff to have training to use fire extinguishers proficiently.</li> </ul>	3
<b>Cooking – using microwave, oven, hobs</b>	Employees Volunteers Hirers	<ul style="list-style-type: none"> <li>Carbon Dioxide fire extinguisher in place</li> <li>Fire blanket in small kitchen</li> <li>Smoke Detectors, call points, Fire Alarm and Fire Extinguishers.</li> <li>Fire Doors and Exits.</li> <li>Annual PAT test for all equipment</li> </ul>	3	<ul style="list-style-type: none"> <li>Confirm the fixed wiring/periodic inspection is fit for purpose and suitably comprehensive. Including checks for load capacity on extension leads and fuses.</li> </ul>	1
<b>Storage of Alcohol</b>	Employees	<ul style="list-style-type: none"> <li>Alcohol stored in a locked cellar and locked fridge.</li> <li>Alcohol only out on display when member of staff is in attendance.</li> </ul>	3		
<b>Hazards Introduced by Contractors and Building Works</b>	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>Only approved contractors are used who have completed, read and signed a Contractors Health &amp; Safety Rules and The Health &amp; Safety Code of Practice.</li> </ul>	8	<ul style="list-style-type: none"> <li>Monitor contractor's compliance with fire safety requirements of the code of practice and safety rules.</li> </ul>	4

<b>Evacuation of vulnerable People</b>	Employees Volunteers	<ul style="list-style-type: none"> <li>• Evacuation plan discussed with staff and volunteers as well as regular hirers.</li> <li>• Evacuation for a show discussed and walked through with staff</li> </ul>	6	<ul style="list-style-type: none"> <li>• A plan needs to be confirmed and rehearsed regarding assisting vulnerable people, staff and visitors in evacuating the premises</li> <li>• Visitors need to be informed of the evacuation procedure.</li> <li>• Signs are in place showing the evacuation route.</li> <li>• Review of Evacuation/Fire plan and designated muster point</li> </ul>
<b>Compartmentation of Premises</b>	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>• Fire Doors in place partitioning each independent space</li> <li>• Fire Door checking on open/closing procedures</li> </ul>	6	<ul style="list-style-type: none"> <li>• Review of the doors into the Auditorium at both ends to ensure these are fire doors.</li> </ul>

Author of assessment: <b>Sally Heath</b>	Signature:		Date:	
Manager: <b>Sally Heath</b>	Signature:		Date:	

**Review:**

A review of this risk assessment is due for completion within 12 months of the last review or when a situation, equipment or employee changes. The review must be recorded below and if necessary a new assessment should be completed.

To be completed by person conducting review:					
Name:	Sally Heath	Signature:		Date:	05/12/17
Any comments regarding risk assessment:					

