

FIRE RISK ASSESSMENT

**Regal Theatre
The Avenue
Minehead
TA24 5AY**



**Date of Assessment: 14th March 2026
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Prepared by Jim Richens MIFSM, L4 DipFRA

The Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT REPORT

Client	Regal Theatre Minehead
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Client Premises	Regal Theatre The Avenue Minehead, TA24 5AY
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Assessment Undertaken by	Optimum Fire Ltd 11 Seaway Gardens Paignton Devon TQ3 2PE
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Name of Consultant	Jim Richens MIFSM, L4 DipFRA
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Date of Assessment	14th March 2026
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Prepared for	Nigel McBrayne
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Date of Review	March 2027
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Section 1**Preface****Legislation**

The Regulatory Reform (Fire Safety) Order 2005 replaced previous fire safety legislation and came into force on 1 October 2006. The legislation covers virtually all workplaces and places to which the public have access, other than a single private dwelling.

The Fire Safety Order applies in England and Wales. It covers 'general fire precautions' and other fire safety duties which are needed to protect people in case of fire in and around most premises. The Order requires fire precautions 'where necessary' and to the extent that it is reasonable and practicable in the circumstances to prevent the outbreak and spread of fire and mitigate the detrimental effects of fire.

Responsibility for complying with the Fire Safety Order rests with the 'responsible person', who must carry out a "suitable and sufficient risk assessment of the risk to which relevant persons are exposed". It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. The fire risk assessment will help to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that are needed to protect people against the fire risks that remain.

Like general health and safety legislation the Regulatory Reform Order is built upon the principles of risk assessment and enhances previous legislation in that it applies not only to persons at work, but to all persons lawfully on the premises as well as those not on the premises but in the vicinity who may be affected by a fire on the premises.

Background

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur, they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly.

The risk assessment carried out will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

The aims of the fire risk assessment are:-

- To identify the fire hazards;
- To reduce the risk of those hazards causing harm to as low as reasonably practicable; and
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

Section 2	Executive Summary
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This building has been rated as a **moderate** risk level (see Section 12 for rating method). Account has been taken of the age of the building and realistic fire precautions. Therefore, it is our opinion that the recommendations in this assessment are necessary and achievable.

As part of the Fire Risk Assessment process, consideration is given to the frequency of the formal review of the fire risk assessment. This will consider any failures found and the seriousness of the failures, the management processes and the managements attitude to fire safety, the type of performances undertaken and the age, layout and structure of the theatre.

The formal completion of the Fire Risk assessment by Optimum Fire Ltd will be completed on either a 12, 18 or 24-month rotation, dependant on the findings. The management should be reviewing the fire risk assessment as and when changes occur or following a significant change, i.e. a show change, to ensure that the Fire Risk Assessment is still valid.

The frequency for completing the fire risk assessment has been assessed and taking the fire safety features found within the theatre, the management control in place it is recommended that the Fire risk Assessment is reviewed in **12 Months**.

The means of escape is suitable and sufficient for the risk, with evacuation possible in two directions in most areas and short initial travel distances where there are dead-end conditions.

The premises, located on The Avenue, was purpose built as a theatre entertainment venue, changes to the buildings use and layout were carried out in the 1980s reducing the size and occupancy levels of the theatre now incorporating what used to be the balcony level as the only level for the use of the theatre with the old stalls level now being occupied as a shop.

The exit routes are very well signed and maintained.

Occupancy factors for relevant areas have been calculated where necessary but as the building has been designed to conform fully to current Building Regulations, means of escape from all parts and relevant capacities are not an issue.

At the time of the assessment ignition sources were found to be a normal risk. The Rear of House is considered at higher risk of ignition than the Front of House - electricity being the main risk. The building's electrical installation is overdue for an inspection, electrical cables (e.g. extension leads) are kept to a minimum.

Other risk areas include working areas, plant rooms, offices, and dressing rooms. All such rooms are generally separated in fire-resisting structure. However, some minor defects were noted, and recommendations are included in later sections of this assessment.

Passive fire protection, in the form of fire-resisting construction, is supplemented by the provision of fire extinguishers. Some minor defects were noted, and recommendations are included in later sections of this assessment.

An addressable fire detection system is installed with automatic fire detection in all areas. Manual break-glass call points are strategically sited.

A maintained emergency lighting system is installed covering all internal circulation areas and escape routes. The power supply for this lighting is from a central battery backup system.

The building is well managed, with delegated staff having a sound understanding of the fire precautionary arrangements, however, further training is required to ensure the knowledge of procedures is sufficient.

Fire safety training for key staff is ongoing, more regular training does need to be implemented ensuring staff members are aware and capable of carrying out their roles.

General maintenance for all fire engineering is carried out and some records are kept, more records are required to be kept available for scrutiny.

Some minor additional controls are recommended and referred to later in this report.

An emergency plan for the premises has been prepared, which will need constant review to deal with changing risks within the premises.

The Emergency Plan contains the management's own specific emergency procedures.

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the residual hazard from fire to staff and customers within this building is **moderate**. It is considered that the residual risk to the continuity of the business is **moderate**.

The time for rectification is judged reasonable for the risk category based upon the guidelines set by the fire authorities with previous legislation, particularly the Fire Precautions Act 1971. However, the rectification should be undertaken sooner whenever possible.

Section 3**Introduction and Overview**

The Fire Risk Assessment was undertaken by our Consultant who is a Member of the Institute of Fire Safety Managers and holds a level 4 diploma in fire risk assessment with over 18 years fire industry experience. The experience and expertise of our Consultant gives him the status of “Competent Person” as described in various articles of The Regulatory Reform (Fire Safety) Order 2005.

With effect from 1st October 2006 The Regulatory Reform (Fire Safety) Order 2005 became the Fire Law with repeal of the previous main and subsidiary legislation.

The Assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to injury of persons working in or resorting to the premises.

There are five aspects that our consultant has used his professional judgement to consider:-

- **Identification of Hazards**
- **Assessment of those at Risk**
- **Evaluation of the Risk**
- **Methods of Control**
- **Further Controls that are Necessary**

Due regard has been given to the standards of fire safety required for the premises and training that is necessary to maintain and wherever possible to improve those standards, and the records to be kept.

The conclusions of the Risk Assessment have been reached by consideration of the HM Government guides Fire Safety Risk Assessment - Theatres, Cinemas and similar premises, Fire Safety Risk Assessment - Means of Escape for Disabled People, and various fire-related British Standards. The standards of the Guide and other documents have been applied reasonably to provide and maintain satisfactory Fire Safety Standards and Fire Safety Management.

Section 4**The Fire Risk Assessment Process**

The main requirements of the Order are:-

- To assess the fire risks within the premises;
- To ensure that a fire can be detected in a reasonable time and that people can be adequately warned;
- To ensure that persons are able to escape from the premises safely; and
- To provide adequate firefighting equipment.

The assessment consisted of a comprehensive tour of all the relevant areas. During this process the Consultant was able to identify and view at first hand (unless otherwise stated) the total work area and its curtilage.

The aim is to identify what could be reasonably expected to cause a danger from fire, who may then be in danger and the measures to be undertaken to reduce to a tolerable level that threat from fire. It is unlikely that hazards can be entirely eliminated; the assessment will be to determine if the remaining hazard is reduced to as low as reasonably practicable or requires additional control measures.

This fire risk assessment records any identified significant findings, remedial actions and explanatory details.

Once the necessary fire safety measures have been established it is a requirement that these measures are maintained at an appropriate level to ensure the continued protection of all persons in and around the premises.

Planning of the assessment and control measures should include consultations with the workforce or their representative. It is essential that the workforce understands and supports the establishment of the control measures and actions to be put in place to minimise the dangers of a fire occurrence.

The fire risk assessment, as per the schematic showed overleaf, focussed on the following:-

- Identifying potential fire hazards;
- Identifying who could be at risk in an event of a fire;
- Evaluating the level of risk from the fire hazard and deciding how effective are the existing controls to eliminate, control or avoid the fire hazards (control measures include: fire safety emergency plan, fire detection and warning system, means of escape, means of fighting fire, fire safety training and fire prevention measures);
- What needs to be done to mitigate the risk;
- Recording the assessment and communicating the information to persons at risk; and
- Confirming that an appropriate process is in place to review and monitor the control measures.

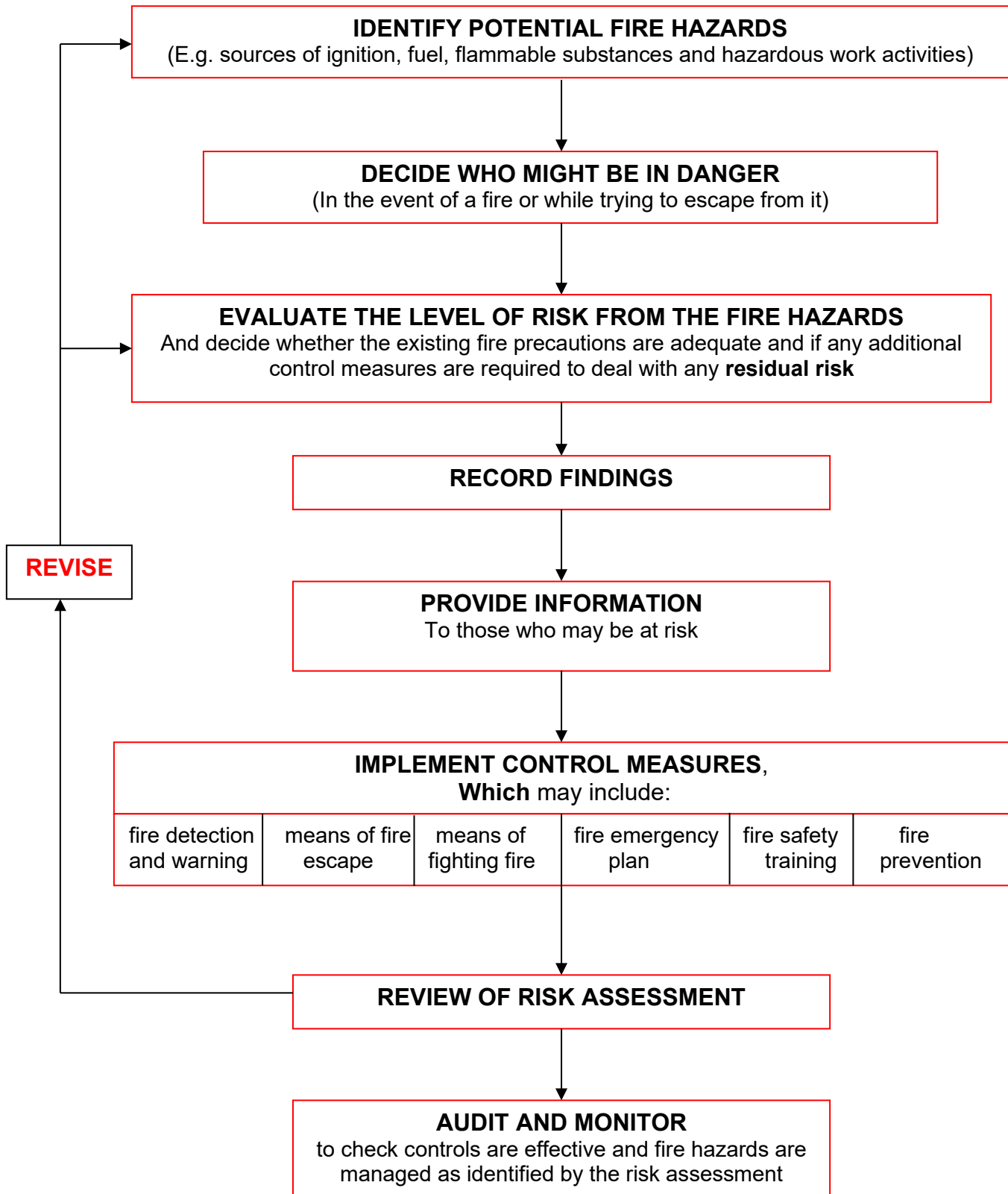
All assessments, no matter how quantitative, will contain an element of subjectivity. The assessment highlights the fire risks as they are perceived to exist by the assessor, after talking to staff and reviewing on-site procedures. It is seldom possible to completely remove the risk of fire, the best that can be expected is to reduce the risk to a level that is acceptable in terms of both life and property protection.

The risk perceived by the assessor has been quantified taking into account the building characteristics and the number of people present, being both staff and visitors. Factors that may provide a degree of mitigation or compensation have also been identified and assessed. Once these compensatory factors have been considered, the initially perceived risk could then be modified to provide a value for the residual risk.

During the course of the assessment, it was assumed that any fire detection or firefighting equipment, emergency lighting, etc., has been supplied, installed and maintained to the current British or European standards and that the premises have been constructed with regard to building control and as detailed under the Building Regulations.

The findings of the fire assessment are recorded in this report.

Fire Risk Assessment



Section 5

Compensatory Features and Precautions Considered

The greater the height of a building the greater the potential risk posed by fire at a lower level. This is due to the extent of vertical travel necessary before a final exit and thus a place of ultimate safety can be reached. Where protected shafts are provided, and the degree of protection is judged as adequate, the height of the building may prove to be less of a risk than previously supposed. A greater risk will be imposed where a building contains basements. The greater the distance below ground level, the greater the risk posed to people working in these areas, due to the fact that the smoke and heat from a fire will rise up through the building and may, in some circumstances, compromise the escape routes from the basement levels.

The adequacy of fire compartmentation within a building will be judged on the likely response of fire on the elements concerned, with regard to integrity, insulation, and where necessary, stability. The assessor will judge the adequacy of the elements based on their knowledge of other structural methods that are known to achieve the desired standard of fire resistance, or which have been tested in accordance with BS 476.

The escape routes, and any routes leading to them, must be available for use at all times that the building is occupied. This is to include the entire route, through to the final exit door and beyond to a place of ***ultimate safety outside the confines of the building***.

To be considered suitable for mitigation an automatic fire detection system must be designed, installed, commissioned, maintained and tested in accordance with the requirements of BS 5839. The system must be fully operational, with all zones/devices operating as intended. The audibility of the sounders must be louder than any significant background noise. The system installed will affect the adequacy and the assessor will use his judgement, as well as good practice benchmarking, to assess the adequacy of the installation.

For the escape or emergency lighting installation to be considered adequate, the system should meet the principles detailed in BS5266. The siting and spacing of luminaires should generally conform to those requirements although it will not be possible to measure the light output from individual luminaires. In this case the assessor will use his judgement to decide on the adequacy of the installation.

All premises are expected to be provided with an adequate number of portable fire extinguishers. These units must be installed and serviced in accordance with BS 5306.

To be effective staff training must be based on an analysis of the training needs within the organisation. Staff must receive training that is adequate for their needs, with refresher or continuation training as necessary. All training must be recorded, with details of the course content and duration, and names of those present.

Management procedures can be instrumental in reducing unacceptable risks to an acceptable, or at least tolerable, level. However, to be considered effective these procedures must be based on accepted current good practice, they must be documented and widely promulgated throughout the organisation and they must be put into practice.

There must be a defined mechanism for the monitoring of the workplace to ensure that the procedures are adhered to. It includes visitor's books and signing in procedures, as well as any permits to work systems.

The provision of protected areas or refuges within the building for use by disabled persons will enhance the firefighting strategy. To be considered adequate, the refuges should be sited adjacent to an escape stair, have an alternative exit and should be constructed using materials having not less than 30 minutes fire resistance. Other facilities may be necessary depending on the nature of the risk and the characteristics of the persons likely to use them.

Access for the Fire and Rescue Service can only be considered adequate when appliances can approach close enough to the building to function effectively and Fire and Rescue Service crews can gain access to the inside of all parts of the building in relative safety.

Section 6**Limitations of the Report**

Optimum Fire Ltd have been instructed to undertake a full Fire Risk Assessment at Regal Theatre, The Avenue, Minehead, Somerset, TA24 5AY.

The report does not include detailed safety procedures or method statements necessary to control and/or eliminate the risks as identified during the assessment. Guidance is provided to allow the responsible person(s) the opportunities to control and/or eliminate the defects on a short-term scale and thereby achieve legal compliance.

The report only addresses those parts of the property which were accessible at the time of the inspection. In general, the structural features of the premises and those that were hidden from open view, e.g. roof and ceiling voids, compartmentation, above ceiling ducts, cabling, separation etc., may not have been subject to inspection.

Additionally, we must stress that the process did not include a detailed review of the installation, suitability and functionality of existing life safety fire systems. We assume that all systems have been installed to the relevant legislation and British Standards. It is further assumed that the life safety systems are being maintained in accordance with the same legislation and British Standards.

It is important to note that the assessment cannot guarantee to cover every aspect of all likely risks. All recommendations included within this report are based solely upon the evidence seen and discussions held at the time of the inspection. No assurances can be guaranteed that any subsequent inspections or routine visits undertaken by a member of an appropriate enforcing authority (with statutory powers) will not result in other areas of non-compliance being reported.

The purpose of the assessment was to address all applicable statutory requirements as imposed by relevant fire safety legislation. The assessments are intended to be suitable and sufficient in identifying the risks to employees and other persons who may be affected in respect of the activities undertaken by the tenant at the property.

Section 7**Fire Safety Summary**

This is a **Moderate** risk building that contains several passive fire protection systems to keep persons using the premises safe from fire. These systems are well maintained, and staff members are familiar with their operation. The building is very well managed and the likelihood of a fire occurring, and persons being adversely affected by fire is low.

All emergency procedures are well practised and enhance the in-built fire safety measures.

Some improvements are needed in Fire Safety Management for the premises to meet with current fire safety standards.

Findings

There were five significant findings:-

SIGNIFICANT FINDING	RISK
Sufficient training for staff and volunteers has not been undertaken recently.	Public in the building for shows could reach 440 persons, without sufficient training for staff, evacuation times could be too long and cause injury or death.
There is no fire curtain, lantern or sprinkler systems installed on the stage.	Fire could spread quickly into the auditorium where 400 persons could be trying to escape with no way of releasing smoke.
The assessor has concerns in relation to the current standard of fire doors provided within the building. Compartmentation issues were also found throughout the building.	In a fire situation, combustion gases may be able to travel beyond the room of origin. Escape for relevant persons could be compromised.
There is a door in the roof space which opens up to a significant void above Poundland below with no restrictions or procedures in place for opening of the door.	Persons in the roof void could unknowingly open the access door and fall to the shop floor below from a significant height likely causing death or serious injury.
There is a section of ceiling in the auditorium which had previously been damaged, a sheet of OSB board has been mounted to the ceiling.	The board does not appear to be safely secured to the ceiling posing a risk of falling on to the public seated below it.

These and all other findings are listed in Section 13 - Further Control Measures Required, along with a recommended time scale for improvement.

Section 8	The Building Description, Means of Escape and Fire Strategy
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Building Description

The premises consist of a purpose-built theatre constructed in the 1930s.

The Regal Theatre is designed as a theatre complex and accommodates all the elements required for productions.

The main auditorium was formerly the balcony level with stalls underneath. In the 1980s the layout was changed to install a stage at balcony level removing the stalls level and previous stage area. These changes reduced the seating numbers to 405. The previous stalls area and stage are now used as a shop forming Poundlands shop and stores areas. The shop areas do not form part of this fire risk assessment.

The fly tower still exists over the shop area, no access was available to this area.

The building construction consists of brick, block and concrete walls and floors with steel framing and reinforcement.

The central core, including the auditorium and main escape staircases and refuges, appears to be structured to resist fire for 60 minutes.

There are three main floor levels – principal rooms, from lower to upper are as follows:

Rear of House**Substage**

Dressing Rooms
Cleaning cupboard
Electrical shut off bottom of south stair
External stores

Stage level

Main Stage
Store rooms
Small stage
Dressing room

Level 2

Dressing Rooms
Flyover passage

Front of House**Stalls**

Sound and lighting booth
Store x2
Seating

Upper levels

Projection and lighting room
Store Rooms
Electrical workshop
Pyro store

The construction together with the fire-resisting doors installed provides nominal one-hour fire-resisting compartments between floors; to main escape stairs; and nominal 30 minutes fire-resistance between the main areas and their escape routes.

The theatre auditorium covers one level consisting of the stalls.

The Regal Theatre has a capacity of 405 seats.

The premises are split into two very distinct areas: the Rear of House and the Front of House.

The Front of House is comprised mainly of the foyer levels, bars, offices, toilets, and the public areas of the theatres.

There is one main staircase.

The Rear of House is comprised of the stage, dressing rooms and other ancillary areas.

Fire Strategy

The Duty Manager, a member of the management team or a senior supervisor will confirm, prior to the admittance of any members of the public that all fire exit routes and doors are available for use as a means of escape.

A maintained emergency lighting system is installed covering all internal circulation areas and escape routes throughout the premises. The luminaires are serviced on a regular basis. The power supply for the secondary lighting is from a central battery backup system.

An addressable fire alarm system is installed with automatic fire detection in all areas. The alarm panel is at Main entrance. There are secondary panels on the landing gents toilet side and at stage door.

The fire alarm system incorporates both smoke and heat detectors, break glass call points, electric sounders, and visual beacons.

The system operates on a "Show Mode" and "Non-Show Mode" basis.

Show Mode

In the event of a fire, the alarm will be raised by either automatic detection or by the discoverer operating a fire alarm call point.

The fire alarm system has a 4 minute acknowledgement timer followed by a 6-minute delay once acknowledged for investigation by staff. Staff utilise a pager system for notification of location in which the detector was activated to ensure the closest member of staff can attend and confirm quickly to determine whether there is a fire.

The Duty Manager will be informed and if evacuation is necessary, an announcement will be made from the stage.

Nominated members of staff will ensure that all patrons, crew and cast members evacuate to the assembly point.

Front of House manager will carry out a roll call and report to the Duty Manager, who will report to the Fire and Rescue Service.

Non-Show Mode

In the event of a fire, the alarm will be raised by either automatic detection or by the discoverer operating a fire alarm call point.

The Duty Manager will be informed and will initiate an investigation, if practicable, at the location of the fire to assess the situation. All other staff will commence evacuating the building.

Duty Manager will carry out the role call and will report to the Fire and Rescue Service. Upon the all-clear from the Fire and Rescue Service, the Duty Manager will have the fire alarm re-set.

Means of Escape

The main staircases provide egress from the auditorium and final exit doors are located around the perimeter of the premises at ground floor level. Patrons will be guided as necessary by members of staff.

It is considered that the travel distances, the exit widths and capacities, the number and the location of the escape routes are sufficient for the type and number of persons likely to use the premises.

Specially trained members of staff ensure admittance and evacuation procedures for disabled or non-ambulant persons are adhered to. All other Front of House staff members are aware of the numbers, general location, and requirement of any persons with special needs.

All final exit doors are equipped with suitable emergency release mechanisms.

All securing devices are removed by the first staff on site prior to occupation of the building and show preparations beginning. This is confirmed by the Duty Manager prior to the public's admittance.

Final exit doors are secured after each show or when the building has been vacated last thing at night by a responsible person.

Staff knowledge of the building regarding means of escape is considered to be of a high standard.

The number of theatre attendants available per show is sufficient to facilitate an effective evacuation of the public should the need arise. All attendants wear readily identifiable clothing and are located in strategic proximity to members of the public at all locations within the auditorium.

Front of House staff should regularly practise emergency procedures to ensure that they are fully aware of their individual responsibilities and the actions to take in the event of an

emergency evacuation becoming necessary, the assessor was made aware at the time of assessment that additional work is required to achieve the standards expected.

Section 9	Means of Escape from Significant Function Areas and Occupancy
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The occupancy capacity is the number of people occupying a building or part of a building to be licensed and is an essential factor in assessing the suitability and adequacy of the means of escape from the premises.

Knowing the occupancy of each area within the auditorium, we have calculated the number of persons that can be accommodated in a room or premises. There has to be provision to get these people from the room in the event of emergency. Therefore, there has to be a sufficient number of doors, each of adequate width, to allow all persons to evacuate the area as quickly as possible.

If the maximum use is to be made of the building, the available exits should be sufficient in number and width to permit safe evacuation of the calculated number of persons within the building.

To calculate the exit capacity, we:

- Identify the number and size of the exits
- Use the size opening guide (see below) to calculate the number of persons who could pass through each exit
- Then assume the worst-case scenario (a fire near the largest exit making it unusable). The remaining exit or exits will give you the exit capacity.

Each door width should be a minimum of 750mm unless risk assessed otherwise. i.e. doors with historic importance (900mm for disabled exit and access).

We measure the usable width of an opening when the door is fully open. The measurement must take into consideration any projections into the doorway or elsewhere around the exit route from the opening in the room.

The number of people who could be expected to exit through a specific size opening within a specified time would be:

- 750mm opening = 100 people
- 1050mm opening = 200 people
- 1500mm opening = 300 people
- 2000mm opening = 400 people
- If a door width is between the above sizes, add 1 person for every 5mm.

Note: No individual exit door should be greater than 2m in width unless risk assessed otherwise. i.e. doors with historic importance.

There are 4 number of main floor levels in the auditorium.

The **stalls** is the only level and has an occupancy of 405 seated.

There are 3 number of fire exits.

Exit 1 Rear stalls – 1400mm

Exit 2 Stalls left – 1350mm

Exit 3 Stalls right – 1350mm

The premises capacity is 405.
The fire exit capacity is 520.

It is therefore confirmed that the occupancy within this area is satisfactory regarding safe emergency evacuation.

N.B It must be noted that the theatre management consider the bar areas have a transient use during performances and recognise that there may be moments due to exceptional demands when the occupancy figures could be exceeded. Exacting control measures are in place and enforced.

Stalls Bar

Escape routes

Primary – To stairs leading to front entrance.
Secondary – Leading to auditorium right.

There is adequate exit width for this floor space to achieve a maximum of 100 people at any one time.

Section 10	Identification of Hazards
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All premises are prone to two categories of hazards; fire hazards and general hazards that may adversely affect persons evacuating from fire.

Fire Hazards

For a fire to start three constituents are needed:-

- A source of ignition (heat);
- Fuel; and
- Oxygen (normally in the air).

If any one of these is missing, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chance of a fire occurring.

It is necessary therefore to consider the sources of ignition within the business and operation, how heat is created and the method of containing it.

Should a fire occur the amount of fuel, its location, its combustibility and its flammability, will all have an effect on the degree of risk to the occupants of the premises. Therefore, the choice of materials and substances for use within the premises or operation should, where possible, be those of least combustibility and flammability. Where combustible materials are necessary, they must be used or stored in a manner that offers the least risk to the occupants.

The survey will identify and examine all potential fuels and their location, including areas such as storerooms, back of house areas, maintenance rooms, cleaner's cupboards, and plant or boiler rooms.

There are various ways in which the risk from hazardous materials can be reduced. These include:-

- Removing the item completely or reducing the amount of material;
- Separating hazardous materials to reduce the potential for the fire to spread to other hazardous materials;
- Ensuring that only the minimum quantities of hazardous materials necessary for the operation of the business is kept on the premises; and
- Storing all hazardous materials in a cupboard or room that has walls, ceilings and doors of fire-resisting construction.

The hazard created by items in everyday use within the premises such as cardboard, plastic film wrapping and discarded promotional material should not be underestimated, and if not removed to a safe storage area represents a significant fire loading.

Ignition Source	Method of Control
Electrical installation.	5 yearly PIR Tests.
Electrical appliances.	Portable Appliance Testing.
Smoker's materials.	No Smoking inside the building.
Naked flames (e.g. candles).	Lantern vents.
Cooking appliances.	Training, Power Isolation.
Heating appliances.	Portable Appliance Testing.
Lighting appliances.	Regular Testing.
Hot work processes.	Contractors vetted for Method Statements.
Arson.	Security, fire management systems.

Fuel	Method of Control
Paper and cardboard products, including stationary, packaging and decorations.	Regular Housekeeping.
Textiles and soft furnishings.	Fire Retardant furnishings.
Plastic, foam, rubber, etc furniture.	Fire Retardant furnishings.

Flammable chemicals and solvents (office and cleaning).	COSHH, segregation and safe storage.
Flammable chemicals and solvents (process).	COSHH, segregation and safe storage.
Gas in the meters and pipelines.	Meter shutoffs.
Flammable gases, explosives.	Training.
Waste products.	Regular Housekeeping.
Stored materials.	Locked store cupboard doors.

Oxygen	Method of Control
Natural ventilation.	Shutting doors and windows.
Air Conditioning.	Power Isolation.
Extract ducts in the premises.	Regular Maintenance contract.
Oxidising agents.	None.
Oxygen supplies.	Training, Labelling, Supervision.

General Hazards

These are the deficiencies in the general fire precautions that can affect safety when a fire has started somewhere in the building and come into the following categories:-

- **Means of escape**

When a fire occurs the occupants of the building will need to escape via the designated fire escape routes provided. There may be little warning of a fire; therefore, it is essential that all escape routes are readily available at all times that persons are within the premises. A fire can occur in any location, and in planning the escape routes it may be essential to create alternative routes away from all possible fire locations.

All persons present within the premises should be considered as being at risk from fire, be they staff, visitors, customers or contractors. It will be necessary to consider any persons who may be particularly at risk - i.e. those in remote parts of the premises, those persons with some form of disability or persons with language difficulties.

Fire resisting doors provide a very important safety function. When they are closed, they hold back the products of combustion such as heat and poisonous smoke and fumes, thereby assisting in keeping escape routes clear. Staff must be aware that holding open fire-resisting doors removes this protection and creates an additional hazard within the building.

- **Fire alarm and detection system**

Occupants can be distributed throughout all parts of a building, and at the moment a fire occurs their safety will be directly related to how quickly they can be made aware of the danger. Early discovery and warning will increase the time available for escape and enable people to evacuate safely, reducing the possibility of their escape being affected by smoke and fire.

When a fire occurs, the person making the discovery must raise the alarm so that the building occupants become aware as soon as possible that a fire is present in the premises.

When checking the fire alarm system, it is essential that audibility of the alarm is above the noise levels normally present.

- **Firefighting equipment**

Fire extinguishers enable suitably trained people to tackle a fire in its early stages, if they can do so without putting themselves in danger.

All workplaces should be provided with a means of fighting fire for use by people in the premises. When deciding on the types of fire extinguishers consideration has to be made to the nature of the materials likely to be found within the building. In smaller premises portable fire extinguishers will probably be sufficient to tackle a fire, however in larger or more complex buildings, or those containing hazardous materials fires can effectively be dealt with by the installation of fixed firefighting systems, such as sprinklers.

The assessment will judge whether existing provision is adequate and that it is maintained and available for use.

- **Maintenance of systems and provisions**

All equipment provided to safeguard the safety of people within the premises should be regularly checked and maintained by a competent person in accordance with the relevant British Standard and the manufacturer's recommendations.

Records of any maintenance and testing of equipment must be kept.

- **Fire Safety and procedures training**

To reduce the risk from fire it is essential that members of staff are aware of the actions to take on discovering a fire and on hearing the fire alarm. All staff members must be made aware of the locations of fire exits, firefighting equipment and fire alarm call points.

This training must be carried out on commencement of employment and repeated as necessary so that staff members remain familiar with the fire precautions within the premises.

Training should also cover suitable methods of assisting persons with a disability.

- **Fire safety management, planning and the Fire Emergency Plan**

In the event of a fire staff will need to know what to do. This is best achieved by having adequate pre-planning procedures in place in the form of an Emergency Plan, which will need to take account of all people likely to be in the premises at any time. Persons are to be trained in line with those procedures, which need to be regularly tested.

Our Consultant applies his professional knowledge and experience to check and assess fire and general hazards in the premises.

Section 11	Assessment of Those at Risk
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The areas where persons may be in the premises are as follows:-

PERSONS WHO MAY BE AT RISK	AREAS WHERE PERSONS RESORT TO
Company employees	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; offices, staircase enclosures, corridors, washrooms. Plant rooms.
Musicians and actors	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; staircase enclosures, corridors, washrooms.
Members of the Public	The front of house areas. General circulation areas; bar, staircase enclosures, corridors, washrooms.
Visitors	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; offices, staircase enclosures, corridors, washrooms. Plant rooms.
Contractors	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; offices, staircase enclosures, corridors, washrooms. Plant rooms.
Lone Worker	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; offices, staircase enclosures, corridors, washrooms. Plant rooms.
Young Person	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; offices, staircase enclosures, corridors, washrooms. Plant rooms.
Disabled Person	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; offices, staircase enclosures, corridors, washrooms. Plant rooms.
Expectant Woman	The Front and Rear of House areas; the stage and dressing rooms. General circulation areas; offices, staircase enclosures, corridors, washrooms.

PERSONS WHO MAY BE AT RISK	AREAS WHERE PERSONS RESORT TO
Young Mother	The Front and Rear of House areas; the stage areas; offices, staircase enclosures, corridors, washrooms.

Note:

In the context of this assessment a person with a disability is a person who will require assistance to leave the premises to a place of safety in the event of a fire. This could include persons who are visually impaired, have hearing deficiencies, or have mobility problems. A generic standard Personal Emergency Evacuation Plan (PEEP) should be prepared to guide staff on how to assist disabled people who are visitors or casual users of the building. Specific individual PEEPs should be prepared for staff and regular visitors to a building, the plan must be tailored to their individual needs.

Our Consultant has assessed the level of risk to persons who were in the premises, and those who may be in the premises at any time.

Section 12

Evaluation of the Risk

Risk is the chance that harm will be caused by a hazard. It is measured in terms of severity, likelihood & population affected.

A simple approach to quantifying risk is to define measures of severity and likelihood, such as the descriptors given below. This allows the construction of a risk matrix which can be used as the basis of identifying acceptable and unacceptable risk.

$$\text{RISK} = \text{Severity} \times \text{Likelihood}$$

MEASURES OF SEVERITY (CONSEQUENCE)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption.
2	Minor	Injury requiring formal first aid treatment causing interruption of work for 3 days or less. Moderate financial loss.
3	Serious	RIDDOR reportable - over 3 day lost-time injuries. Medical treatment required. Moderate environmental implications. High financial loss. Moderate loss of reputation. Moderate business interruption.
4	Major	RIDDOR reportable - major injuries. Permanent Injuries. High environmental implications. Major financial loss. Major loss of reputation. Major business interruption.
5	Fatalities	Single or multiple deaths involving any persons.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be **Major**.

MEASURES OF LIKELIHOOD (PROBABILITY)

LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 - 20%	The event may occur only in exceptional circumstances.
2	Unlikely	21 - 40%	The event could occur at some time.
3	Moderate	41 - 60%	The event should occur at some time.
4	Likely	61 - 80%	The event is expected to occur in most circumstances.
5	Certain	81 - 100%	The event will occur in most circumstances.

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is **Moderate**.

RISK ASSESSMENT MATRIX - LEVEL OF RISK

SEVERITY	LIKELIHOOD				
	Very Unlikely	Unlikely	Moderate	Likely	Certain
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Serious	3	6	9	12	15
Major	4	8	12	16	20
Fatalities	5	10	15	20	25

KEY:  Trivial risk  Tolerable risk  Moderate risk  Substantial risk  Intolerable risk

Accordingly, it is considered that the risk to life from fire at this building is **Moderate**.

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

The time for rectification is judged reasonable for the risk category based upon the guidelines set by the fire authorities on previous legislation, particularly the Fire Precautions Act 1971; however, the rectification should be undertaken sooner whenever possible.

Please note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following sections. The risk assessment should be reviewed periodically.

Section 13

The Existing Methods of Control

CAUSES OF FIRE: SAFE USE & STORAGE / SECURITY

Security against arson by vigilance and security systems will assist the prevention of fire by arson. Such attacks could be by vandals, terrorists or by a disgruntled employee or ex-employee.

Care in the handling, storage and use of combustible and flammable materials is necessary for fire prevention.

No.	Query	Answer	Control/Comment
1	Are the premises secure against unauthorised entry with access doors kept fastened shut?	Yes	
2	Are piped flammable gases used in the premises?	No	No evidence of gas boiler system.
3	Are liquefied petroleum gases or highly flammable liquids used or stored in the Workplace?	No	
4	Is good housekeeping practised with waste cleared, bagged, and safely stored for regular disposal?	Yes	
5	Is access into Plant Rooms and Electrical Riser Ducts restricted to approved contractors and trained employees only?	Yes	

CAUSES OF FIRE: ELECTRICAL INSTALLATION / EQUIPMENT/ GAS INSTALLATIONS			
Correct installation, testing and maintenance of heat producing appliances, and the checking of cables, connectors and procedures will reduce the likelihood of fire due to defect.			
No.	Query	Answer	Control/Comment
6	Does a competent electrician carry out the 5-yearly inspection of the electrical installation and are reported faults rectified?	No	There was no evidence of an EICR being carried out in the last 5 years, some boards show no evidence of an inspection. See further control measures
7	Are portable electrical appliances tested in accordance with the Electricity at Work Regulations?	Yes	PAT testing last completed January 2026, on a rotational basis.
8	Are cables controlled with none across walkways or escape routes to cause a trip hazard?	No	Multiple cables were noted suspended without proper form of mechanical fixing. See further control measures.
9	Are any multi-outlet connectors in use controlled to ensure that the circuit is not overloaded?	Yes	
10	Are any electrical appliances beneath desks and similar areas kept clear of storage that may prevent ventilation and cause overheating?	Yes	
11	Are the electrical riser ducts kept free from storage and rubbish?	No	See further control measures
12	Are employees trained in the safe use of electrical work equipment and in the care of electrical cables, plugs, connectors and adaptors?	Yes	
13	Is there a control procedure for employees to report defects in their equipment and are faults repaired quickly or the equipment isolated from electrical power when necessary?	Yes	Any defects are reported to the management team
14	Are natural gas appliances and machines installed and maintained by GAS SAFE registered contractors.	N/A	
15	Are Permits to Work and Permits to Access utilised for control of contractors and for special processes?	No	Permit to work/access system should be introduced, see further control measures.

CAUSES OF FIRE: SMOKING POLICY

The careless disposal of lighted smoking materials is a major cause of fire. Adequate control will assist to reduce the outbreak of fire from this cause.

No.	Query	Answer	Control/Comment
16	Is the smoking policy enforced with correct information given to all employees, tenants and Contractors that attend the building?	Yes	Smoking outside only.
17	Are there indications of smoking in the Workplace – staff rooms, plant rooms and storage areas?	No	

CAUSES OF FIRE: CLEANERS & CONTRACTORS

The vetting before appointment and fire safety education of contractors is important as their incorrect actions may result in a fire due to accident or ignorance.

No.	Query	Answer	Control/Comment
18	Are cleaning materials kept clear of other storage in a cleaner's cupboard or store?	Yes	
19	Have the Contractors that attend the Workplace been given fire safety advice including the following? • The causes and prevention of fire • The action to take on discovering a fire and how to raise the alarm • The importance of fire-resisting doors • The escape routes from the building • Their evacuation assembly area.	No	Introduce an induction process for contractors and log with annual refresher information.
20	Are records available of the instruction provided?	N/A	
21	Are all contractors vetted for competence and approved adequate Health & Safety standards, including ongoing audit of Fire Safety Training.	N/K	It is not known whether contractors are vetted.

CAUSES OF FIRE: HOT WORK / HOT SURFACES

To identify heat sources where combustible materials coming in contact could result in a fire, to reduce to the most practicable level such likelihood.

No.	Query	Answer	Control/Comment
22	Are Permits to Work used to control hot processes involving flame, sparks and hot surfaces?	No	Permit to work system should be introduced, see further control measures.
23	Are the maintenance workshops kept clean and tidy with segregation of combustible materials from heat producing equipment and surfaces?	No	External workshops were untidy in some areas and a build up of dust was noted. See further control measures.
24	Are the fixed heating appliances suitably guarded and a safe distance from combustible materials?	N/A	
25	Are portable heating appliances in safe use clear from combustible materials?	Yes	

CAUSES OF FIRE: WORK EQUIPMENT / WORK SERVICES

In areas where maintenance is undertaken and in plant rooms with constantly operating mechanical and electrical equipment, there is added need for care to prevent fire from those operations. Additionally, in these areas, small amounts of combustible material such as rags, papers and packaging may accumulate near the sources of ignition. A fire could then start and due to the waste, it may rapidly develop.

No.	Query	Answer	Control/Comment
26	Are automatic and/or manual shutdown controls provided to the gas lines and to the boilers?	N/A	
27	Is access into the Plant Rooms restricted and controlled?	Yes	
28	Are the Plant Rooms free from combustible and general storage?	No	See further control measures.
29	Do the cleaners check the Plant Rooms and remove any accumulated rubbish?	No	Cleaners do not access plant/electrical rooms.
30	Are there suitable and sufficient inspection and maintenance procedures for the work, heating and lighting equipment?	No	There was no evidence of suspended chandeliers being inspected to ensure that the chains were in good condition and suitable to continue suspending the lights. See further control measures.

31	Is the housekeeping of a good standard in all areas?	No	Plant and storage areas require better housekeeping, see further control measures.
FIRE DETECTION & FIRE WARNING			
The fire alarm system is installed and maintained to a satisfactory standard to provide means of manual or automatic detection of fire in its early stages. With adequate sounders providing a suitable level of audibility persons can quickly evacuate from the danger.			
No.	Query	Answer	Control/Comment
32	Is the fire alarm installed in accordance with the relevant part / grade / category of BS5839:2013?	No	Some devices in the external stores were not yet linked to the fire alarm system.
33	Is automatic fire detection installed in the Workplace?	Yes	
34	Is the alarm audible throughout the Workplace?	Yes	It is assumed that the fire alarm system is audible based on conversations with the client. No tests were carried out at the time of assessment.
35	Are fire alarm call points, detectors and sounders free from obstruction, defects and damage?	Yes	
36	Is a digital communicator installed for automatic call to the Fire and Rescue Service via a monitoring station?	Yes	

FIRE-RESISTING STRUCTURES			
The floors, walls, and other compartment areas must be of sufficient fire-resistance for a fire to be contained to a limited area and not to spread and adversely affect the persons working in or resorting to the building.			
No.	Query	Answer	Control/Comment
37	Are all flooring slabs imperforate and a minimum one-hour fire-resisting standard?	Yes	See further control measures.
38	Are the staircase enclosures of a minimum half-hour fire-resisting standard?	Yes	
39	Are the Plant Rooms separated from the remainder of the building by one-hour fire-resisting construction?	Yes	This is assumed based on the building construction being constructed in line with applicable regulations at the time.
40	Are the riser ducts enclosed in a minimum half-hour fire-resisting construction with access panels in place and doors kept locked shut?	Yes	
41	Is the Workplace separated from the adjoining Workplaces in the building by a minimum half-hour fire-resisting construction?	No	It could not be confirmed that the construction provides 30 minutes protection from the shop below, fire alarm systems are linked for early warning.
41a	Have any penetration holes been repaired following work?	No	See further control measures.

MEANS OF ESCAPE & PROTECTION			
The means of escape is the route that a person takes from any point where they may work to the street where they are in safety from fire. The protection to the means of escape is the fire-resisting construction and factors such as directional signs and emergency lighting that make the route safe for employees in a fire situation.			
No.	Query	Answer	Control/Comment
42	Are all fire exit doors easy to open without use of a key?	Yes	
43	Are any electric door locks fitted to secure escape doors closed correctly installed?	Yes	
44	Are break glass switches installed to disable the electric locks and allow the exits to be used?	Yes	
45	Are fire-resisting self-closing doors maintained effectively self-closing?	No	A number of fire doors were showing signs of failure, and non-compliance. See further control measures.
46	Are all fire-resisting doors to cupboards, stores and plant rooms kept locked shut?	Yes	
47	Where fire-resisting doors are held open by electro-magnet door hold-open devices, is smoke detection installed on both sides of the doorway?	Yes	
48	Do inner rooms have either vision panel fitted for visual warning of fire, or smoke detection installed in the outer area for audible warning of fire?	Yes	
49	Are the travel distances to floor exits or to protected routes satisfactory?	Yes	
50	Are there sufficient exit routes of adequate width?	Yes	
51	Are all exit routes maintained free from storage and obstruction?	Yes	

52	Where there is a by-pass escape route, are all doors in the by-pass Workplace easily opened without the use of a key?	N/A	
53	Where there are external structures, are they maintained in good condition?	N/K	The internal/external exit route auditorium left to dressing rooms is technically an external structure, it could not be confirmed that this structure has been inspected.
54	Is escape lighting (normal lighting) and emergency lighting provided to all escape routes?	Yes	
55	Is emergency lighting installed in all plant rooms?	Yes	
56	Are all doors closed as the rooms are vacated at the end of the working day to prevent the spread of fire?	Yes	.

FIRE SAFETY SIGNS			
Signs are installed as instruction, information and warning. They supplement the fire safety installations and protection for persons in the Workplace.			
No.	Query	Answer	Control/Comment
57	Are sufficient FIRE EXIT directional signs installed?	Yes	
58	Do final exit doors have FIRE ESCAPE KEEP CLEAR notices fixed on the outer face?	No	Fire exit keep clear signage required.
59	Are internal fire-resisting doors clearly marked with the appropriate notices?	Yes	
60	Are Fire Action Notices fixed adjacent to each fire alarm call point with detail sections completed?	Yes	
61	Are HAZARD warning notices needed to indicate hazards that are not apparent such as restricted headroom and concealed steps?	No	Hazard signage required for electrical rooms, roof void access, roof access. See further control measures.
62	Do all existing signs comply with the Safety Signs Health & Safety (Safety Signs & Signals) Regulations 1996	Yes	

FIREFIGHTING EQUIPMENT AND INSTALLATIONS			
Firefighting equipment is provided to allow a trained person to tackle a small fire in its early stages. This will prevent the spread of smoke and fire that may affect others directly or by preventing an escape route being used.			
No.	Query	Answer	Control/Comment
63	Are suitable numbers, type and location of portable fire extinguishers and fire blankets in place?	No	There are areas within the building which has require additional fire extinguishers. See further control measures.
64	Where required, are portable fire extinguishers indicated by notices?	Yes	
65	Are there other fire extinguishing systems in the Workplace? E.g. Inergen, fixed deluge purge with water or foam, sprinklers etc?	No	

FIRE SAFETY CHECKS, TESTS & SERVICE

All fire protection, installations and equipment need to be checked, tested and serviced at regular intervals. In such checks and faults will be detected and rectified so that the equipment will operate when needed. The servicing of equipment is to keep it in good condition and to test that it does work.

No.	Query	Answer	Control/Comment
66	Are the escape routes checked daily to ensure they are free from obstruction and can be used?	Yes	
67	Are all exit doors checked monthly to ensure they operate correctly?	No	There are no records that a regular inspection takes place. See further control measures.
68	Is a quarterly check of the fire safety signs carried out to ensure that all are in position and in good condition?	No	
69	Is the fire alarm system tested weekly to ensure the system and sounders operate correctly?	Yes	Records seen.
70	Is a quarterly service of the fire alarm system carried out?	No	No evidence was available at the time to confirm regular servicing is being carried out.
71	Is a monthly test of the emergency lighting carried out?	No	No evidence was available at the time to confirm regular monthly checks are being carried out.
72	Is a six-monthly service of the emergency lighting carried out?	Yes	No evidence was available at the time to confirm regular servicing is being carried out.
73	Are all fire appliances checked monthly to ensure they are in position and with tamper seals in place?	Yes	
74	Are all fire extinguishers serviced annually?	Yes	West of England Fire Protection last serviced the units February 2026.
75	Regular inspection, test and service of other fire safety systems installed?	Yes	
75a	Certification shown for the following, and date; Lantern. Iron Drencher. Sprinkler. Central Batteries Dampers	No	Dimmer racks showed no evidence of regular maintenance. No other elements are in place for the stage.

75b	If a lightning conductor is installed, has it been tested and is there an up-to-date test certificate?	No	No evidence was available to confirm that the lightning protection system is regularly maintained. See further control measures.
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FIRE INSTRUCTION & TRAINING

Instruction and training is fundamental for employees to be aware of the causes of fire, prevention of fire and safe controlled evacuation of the building in the event of fire.

No.	Query	Answer	Control/Comment
76	Is there an Emergency Plan having clearly defined written fire safety and fire evacuation procedures?	Yes	A written procedure is in place, however, this was not available at the time of assessment.
77	Where there is shift work, are control procedures in place?	Yes	
78	<i>Do employees receive first day induction training inclusive of the following?</i> • Action to take on discovering a fire • Locations and method of operation of Fire Call Points • The evacuation procedure to an Assembly Point of safety • Special arrangements and responsibilities for high-risk personnel e.g. disabled persons, contractors, visitors, lone workers etc. • The importance of general fire safety and housekeeping. • The importance and the function of fire doors • Instruction on the type of fire extinguisher and its use including practical use.	Yes	All staff receive induction training. All staff to receive appropriate training on at least an annual basis, all staff should know their responsibilities based on their position in the theatre.
79	Is the training repeated as necessary and at least annually?	Yes	

FIRE EVACUATION & DRILLS			
Fire evacuation drills are necessary to test the procedures and as training for control personnel and employees. Familiarity with the procedures assists automatic reaction in a stressful fire evacuation situation.			
No.	Query	Answer	Control/Comment
80	Is a fire drill organised by a competent person and completed in each period of 6 months?	No	No evidence was available to confirm that a fire drill has been carried out in the last 6 months.
81	Do part time, shift and Saturday workers take part in evacuation drills?	No	No evidence was available to confirm that a fire drill has been carried out in the last 6 months.
82	Is there debriefing of control personnel after the evacuation drill?	No	
83	Do disabled employees take part in the fire evacuation drill?	N/A	
84	Is the co-ordinator clearly identifiable?	Yes	
85	Are there adequate arrangements for calling the fire service from outside of the building and outside of normal working hours?	Yes	Fire alarm system is monitored, responsible persons are also on the key holders list.
86	Is there a "Fire Evacuation Folder" with report sheets, drawings of the premises and information for the fire fighters?	Yes	

CONSULTATION WITH OTHER PERSONS

The Landlord of a multi-occupancy building should ensure that adequate consultation takes place with the Employers of Workplaces in the Building. This is to assist all occupants to comply with a uniform procedure and standards in the building.

No.	Query	Answer	Control/Comment
87	Does the Landlord take an active role in overseeing safety in the building?	Yes	
88	Do persons responsible from the Workplaces consult with the Landlord on matters of fire safety?	Yes	

FIRE SAFETY RECORDS

There are two important reasons for keeping records of the active controls for fire safety equipment and installations, procedures and training:

- a. To act as a reminder of necessary tasks and their frequency
- b. The record would be the main item of a defence if the fire authority were to decide on a prosecution due to contravention taking place!

No.	Query	Answer	Control/Comment
89	Is a copy of the Emergency Plan kept in the Workplace?	Yes	
90	Is a Fire Logbook kept in the Workplace?	Yes	
91	Are correct entries being made in the Fire Logbook?	Yes	

Section 14	Further Control Measures Required
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This section sets out specific defects found and the remedial measures (further controls) needed. The measures are those considered by our Consultant to be necessary to meet a reasonable standard of general fire precautions in the premises.

The Responsible Person should review the measures and initiate action in the recommended time scale as follows:

HIGH PRIORITY	<u>Initiate</u> remedial action immediately**. Completion to be prioritised but may not always be immediate and should be completed within 1 month
MEDIUM PRIORITY	Review within one month*. All work that can be undertaken by site staff is to be progressed with the <u>aim for</u> completion in three months. For all work that needs outside contractor's involvement, obtain quotations for work as soon as possible. Place orders and <u>aim for</u> completion within three months subject to the contractor's availability and the contract extent.
LOW PRIORITY	Review within three months*. All work that can be undertaken by site staff is to be progressed with the aim for completion in not more than six months. For all work that needs outside contractors' involvement, obtain quotations as soon as possible. Place orders and <u>aim for</u> completion within a further six month's maximum.
Note	A note will be placed on the fire risk assessment when control measures have been implemented following the completion of a significant finding. This will usually be for when the non-compliance cannot meet current day standards or restrictions are in place for heritage sites. These notes may have been agreed with the local Fire Authority. The note will stay in the further control measures as they cannot be completed but will be reviewed regularly. If any changes occur, then the control measures should be reviewed, and any further consultation should take place with the Fire Authority if required.

In the following table listing the Further Control Measures Required; the Responsible Person should enter the name of the person or contractor responsible for the rectification in the column headed "BY WHOM" and the date for completion in the column headed "BY WHEN". When a deficiency is completed and signed off no further action is required.

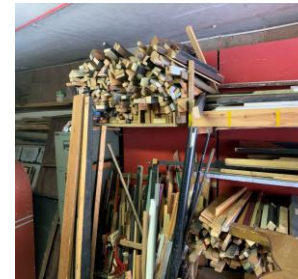
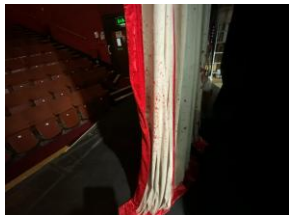
As an item of work is completed and has been checked satisfactory by the responsible person, he/she should sign and date in the last two columns in the correct rows.

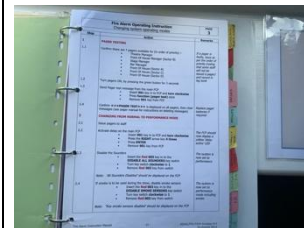
Note: ** If the Consultant considers that there is a need for urgent remedial action, he will specify a date or time for completion.

* Where there are constraints that render the "aimed-for" date of completion impractical the Responsible Person should ensure that the required/recommended actions are included in a programmed schedule of works that involves minimum practical timescales and which demonstrates that the issues are being correctly addressed

	Priority 1(High) 3(Medium) 4(low)	Recommendation	Observation	Location	Completion Signature and Date	Picture
1.	1	Recommend a competent contractor carries out a review of the substage compartmentation to ascertain the amount of work required.	Multiple compartment breaches were noted around the building. The breaches were mostly noted in the staff access areas only above the public spaces.	Building		
2.	1	It is recommended that a fire engineer is sourced to carry out an assessment to determine the measures required to reduce the spread of smoke and fire into the auditorium. A CFD analysis may also be required to determine how a fire would behave should the theatre remain without a fire curtain. It is likely that some form of smoke or fire control measures will need to be implemented.	There is no form of fire stopping from the stage to the auditorium. This would normally be achieved using a fire curtain/Iron that would be dropped in the event of a fire.	Stage/auditorium.		

	Priority 1(High) 3(Medium) 4(low)	Recommendation	Observation	Location	Completion Signature and Date	Picture
3.	1	It is recommended that the door has some form of barrier installed to prevent persons from falling through. Access should be restricted to staff only and strict procedures implemented and in written form with safety assessments in place.	During the assessment of the roof space above the auditorium, it was noted that there is an access door above the stage area that leads directly to a shear drop of approximately 50ft.	Roof space		
4.	1	It is recommended that a full fire door survey is carried out to determine what additional work or replacement is required to ensure the doors perform as required.	Fire doors around the premises were noted to be insufficient to prevent the spread of smoke and fire through the building. Doors are not regularly inspected to confirm their operation and condition.	Building		
5.	1	Full staff training should be implemented including written procedures for staff depending on their role within the theatre and carried out with all staff. Once training has been implemented a full fire drill should be carried out with lessons learned documented.	Staff training and fire drills have not been carried out regularly and the suitability of the previous training was questionable.	Staff		

	Priority 1(High) 3(Medium) 4(low)	Recommendation	Observation	Location	Completion Signature and Date	Picture
6.	3	It is recommend that the board is removed and appropriate plaster repairs are carried out to ensure the safety of persons sat in the auditorium.	OSB board was noted screwed to the ceiling of the auditorium. The fixing type is unknown and the board is starting to bow.	Auditorium		
7.	3	Ensure the electrical system is inspected in line with current regulations.	The electrical installation has not been inspected in the last 5 years. For Theatres the general consensus is to inspect the electrical system every 3 years.	Building		
8.	3	Remove combustible materials where possible. If materials cannot be removed, they should be stored in a room with no/very low ignition risk.	Combustible materials were stored in quantities in various areas including store rooms above the auditorium and in the workshops.	Stores and workshops		
9.	3	All drapes, curtains and other fabrics for use on stage should be treated every 5 years with a flame retardant spray, seating should be treated every 10 years. The show curtain o stage looked	Drapes curtains and seating on stage and in the auditorium have not received flame retardant treatment.	Stage/auditorium		

	Priority 1(High) 3(Medium) 4(low)	Recommendation	Observation	Location	Completion Signature and Date	Picture
		to be in poor condition and should be replaced.				
10.	3	The evac chair should be regularly maintained and. Available for use at all times. Staff should be trained and deemed competent to use the chair in the event of an evacuation. Appropriate signage should also be installed.	The evacuation chair at the top of the stairs has not been maintained and staff have not in its use.	Building		
11.	3	It is recommended that the fire alarm system delays are shortened to ensure that evacuation can start at the earliest possible time when in show mode, acknowledgement of the fire alarm should be no more than 1 minute with a further 3 minutes for investigation. Policies and procedures should regarding the fire alarm should be reviewed and updated.	The fire alarm system options can be confusing, and the delays are excessive for investigation.			

	Priority 1(High) 3(Medium) 4(low)	Recommendation	Observation	Location	Completion Signature and Date	Picture
12.	3	All flammable items should be stored in flame proof cabinets to prevent additional fire loading. The cabinet should be stored in a room with limited ignition sources.	Flammables were noted not stored in flame proof cabinets.	Various areas		
13.	3	It is recommended that a regular cleaning regime is implemented to ensure a build up of dust does not occur potentially creating an explosive atmosphere.	The workshop area contains saws for cutting wood elements for props. An accumulation of dust was noted around these areas.	Workshop		
14.	3	As the structure is external, it may become affected by years of changing weather conditions. It is recommended that the structure is inspected by a structural engineer every 5 years or as deemed appropriate by the engineer.	The route to and from the dressing rooms from the stage area is technically an external steel structure suspended from the building.	External		
15.	3	It is recommended that all life safety systems are serviced and maintained in line with the appropriate British standard and	Life safety systems such as fire alarms and emergency lighting do not appear to be serviced regularly in line with best practice.	Building information		

	Priority 1(High) 3(Medium) 4(low)	Recommendation	Observation	Location	Completion Signature and Date	Picture
		all certification is kept available for scrutiny at any time.				
16.	3	Ensure that all compressed cylinders are stored appropriately so they are not able to be Knocked over, this can be achieved by strapping to a purpose built trolley or the wall of the building.	The organ loft contains multiple compressed cylinders that are not strapped to a trolley or the building fabric.	Organ loft		
17.	4	It is recommended that a Co2 extinguisher is installed with appropriate signage and mounted on the wall.	There was no Co2 extinguisher available near the electrical room that houses the central battery system and electrical boards.	Electrical room		
18.	4	Access to the roof should be managed via a contractor control document, signage should be installed on the door for authorised access and the key should be signed in and out.	Access to the roof of the building is not managed correctly.	External and process		
19.	4	It is recommended that the dimmer lighting racks are maintained on an annual basis by a competent contractor.	Dimmer racks are not being maintained.	Various		
20.	4	Ensure all fire safety signage is up to date and installed in the	Fire safety signage is missing from some areas of the building including manual callpoint	Various building		

	Priority 1(High) 3(Medium) 4(low)	Recommendation	Observation	Location	Completion Signature and Date	Picture
		correct locations as described in the observation	action signs, fire extinguisher signs and fire exit keep clear signs. Electrical rooms do not have electrical hazard signage installed.			
21.	Note	Ensure building control sign off the works carried out 4-5 years ago.	Building control sign off has not yet been achieved for the new dressing rooms on the lower side of the rear of the building	Building		

Rating System for Compartmentation Breaches						
Size of Breach	Risk	Could Be	Potential Product	By Whom?	Quality of Breaches Identified	In all cases, 1 action point per risk – but within the single action, a list of locations noted where breaches found.
0-40mm	Low	Cables	Fire Rated Mastic	Site		
40mm-80mm	Medium	Pipes	Pipe Collars / Batt and Mastic	Contractor		
80mm +	High	Cable Tray / Baskets	Intumescent Pillows / Batt and Mastic	Contractor		
Non-fire rated compartment	Low	Anything	Foam / Mastic	Site		

Section 15**Further Improvements to be Considered & Other Comments****Improvements**

1

When the additional control measures have been introduced, constant monitoring and review will be required to keep the systems and method of recording up to date.

Comments

1

There are a few variations from normal fire safety standards. These must be addressed as soon as possible and are noted as priority 1 in the actions above.

Section 16**Recommended Review****This Fire Risk Assessment**

The Fire Safety Manager should monitor the progress of work undertaken in rectifying the deficiencies reported and should ensure that checks are undertaken at target completion dates.

A final follow-up inspection should be undertaken in three months' time when all of the reported deficiencies should have been corrected (or have become the subject of a planned programme of actions).

Future Fire Risk Assessments

Keep your risk assessment under regular review as over time the risks may change. Sooner or later, you may introduce changes in your workplace which have an effect on your fire risks and precautions.

If you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your assessment and if necessary, revise it.

You should consider the potential risk of any significant change before it is introduced.

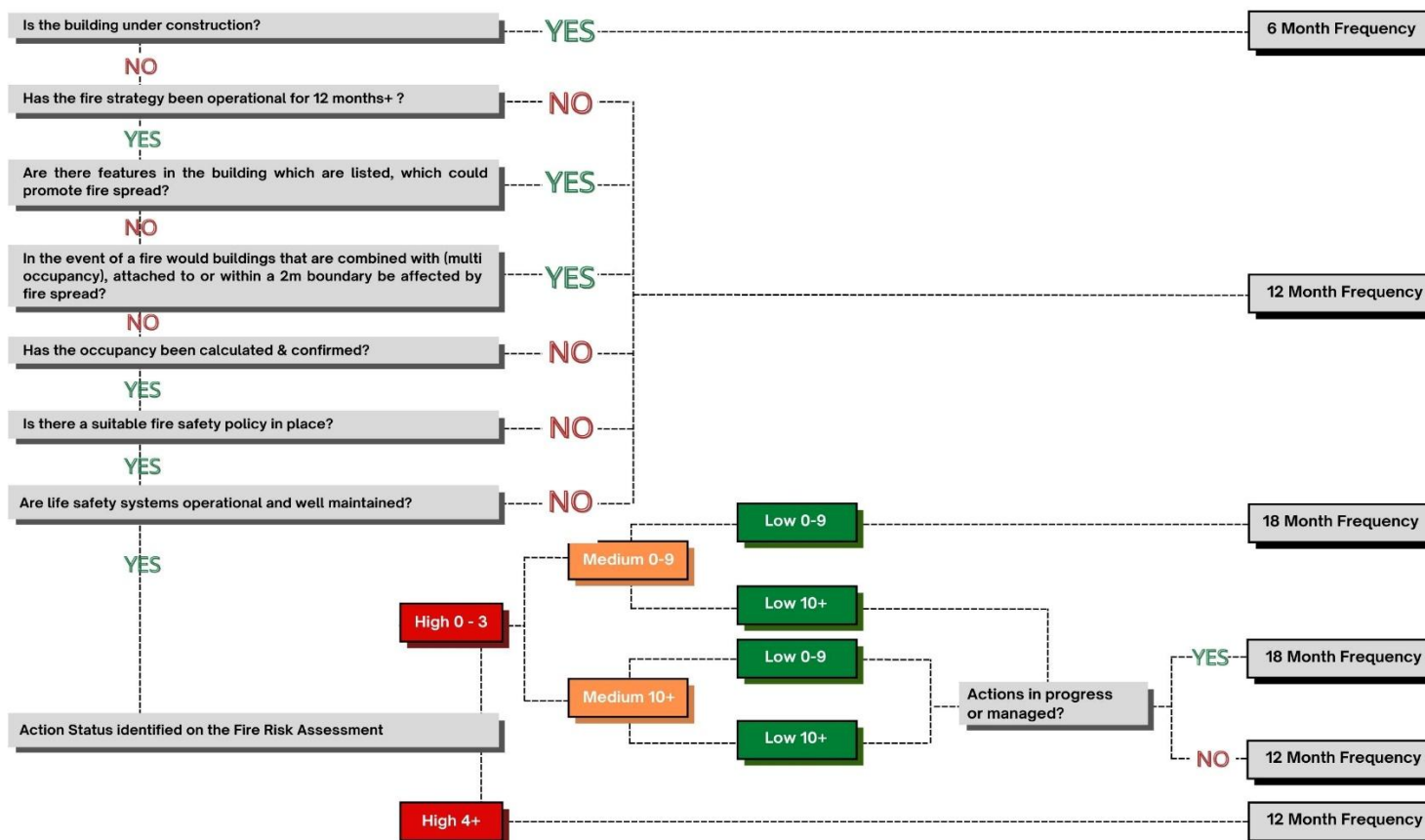
Do not amend your assessment for every trivial change, but if a change introduces new hazards, you should consider them.

It is considered good practice to review the Fire Risk Assessment at least once a year and whenever there have been any structural or material changes to the building.

Appendix I. Fire Risk Assessment Frequency Flow Chart

Fire Risk Assessment

The flow chart below is a guide for the assessor. It's possible that the assessor may deviate from this chart if deemed necessary due to their professional opinion, in which case the assessor must justify the deviation with sufficient evidence.



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