

# ***Fire Risk Assessment and Procedures***

Version 1.0 April 2010

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**The Regal Theatre**

**The Avenue**

**Minehead**

**Somerset**

**TA24 5UQ**

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## Fire Risk Assessment Specific to the Regal Theatre

### The Risks

- Smoking
- Electrical fires
- Maintenance work
- Flammable substances
- Combustible materials
- The storage and use of Pyrotechnics
- Arson and malicious behaviour

### Who is at risk

#### Performance Times

- All box office, front of house and bar staff.
- All performers on stage
- All performers in the dressing rooms
- All technicians
- The audience

#### Non-Performance Times

- Box office staff
- Members of the public purchasing tickets
- Set construction staff
- Technicians working anywhere in the building
- Maintenance staff

### Mitigation

- The building has a strict NO SMOKING policy. This applies to all interior areas.
- Electrical equipment is regularly maintained and cleaned. PAT testing is carried out annually by a qualified person and records are kept.
- No flammable substances are kept on the premises. All paint used, on stage, is water based. All scenery, curtaining and props are fire proofed.
- A regular removal of stored combustible materials (cardboard packaging etc) is carried out. The Regal has its own dedicated skip for these materials. This is sited well away from the building and is emptied, under contract, on at present, a fortnightly basis.
- The use of pyrotechnics is strictly controlled. They are only handled by the technical crew. Storage of these materials is under review and the purchase of a dedicated cabinet for this purpose is to be carried out before the next performance, requiring pyrotechnics, is held.
- All set construction is carefully monitored to ensure that no naked flames or any possible causes of ignition are used.
- If outside contractors are working in the building, especially if welding etc is being carried out, special care is taken to limit the possibility of fire.

- Arson, and malicious behaviour, is an ever present risk. When the building is occupied solely by the box office staff, they are able to continuously monitor all entrances via a closed circuit television system. When the building is in use for performances, the Front of House staff are ever watchful for inappropriate behaviour. They also ensure that the no smoking policy is adhered to, especially on the external balcony adjoining the bar area. One of the Theatre Manager's responsibilities is to check all areas, rooms, toilets and accessible cupboards to ensure that no one is (accidentally or by malicious design) in the building before locking up after a performance. During a performance, the Theatre Manager is able to monitor all entrances by the CCTV.

### **Fire Alarm System**

**Detailed information about the operation of this system is to be found in a separate folder, entitled 'FIRE ALARM INSTRUCTION MANUAL'.**

The Fire Control Panel (FCP) is located on the 1<sup>st</sup> floor adjacent to the box office. There are 2 fully functional repeaters, one located at the main entrance and one located in the lighting control box. Access to the control functions for FCP and repeaters is restricted by a standard 901 fire key.

In normal mode, the detection system operates as a conventional fire panel. Any activation of an automatic fire detector or manual call point will initiate the following :-

- Alternating Tone from all fire sounders
- Flashing Red beacons

The following will also happen :-

- The fire doors will be released
- The house lights and all emergency lighting will be activated
- Theatre and Cinema PA systems will be muted

### **Evacuation Procedures**

There are two main entrances. The front one is a straight staircase, exited via the front door, which leads directly onto the pavement in front of the theatre; the rear one is a straight staircase, with one small landing, exited via double doors fitted with panic bolts. This leads into an alleyway which then leads into Summerland Road.

Following any emergency evacuation of the building, everyone will be instructed to make their way to the **MUSTER POINT**, which is the large pavement area in front of the **RED CROSS SHOP** adjacent to the front entrance of the Regal Theatre.

If the fire alarm is initiated during normal operation (i.e. during **non-performance** times), then all staff/performers must respond accordingly.

### **Action Required**

1. If the alarm is initiated, the following will occur :-
  - The sounders will make an alternating tone in the alarm zone
  - The sounders in all other zones will make an intermittent tone
  - All RED fire beacons will flash
  - The auditorium house and secondary lighting will be turned on
  - The PA systems will be disabled
  - The fire doors will be released

2. All staff should stop what they are doing and make safe their work

3. Staff should proceed to the muster point via the nearest safe exit

STAFF SHOULD NOT STOP TO COLLECT PERSONAL BELONGINGS

If it is safe to do so, the key holder should take the signing-in book to the Muster Point.

4. If there is a fire, the key holder should telephone the fire service.

5. Staff should wait at their muster point until it is safe to return to the building. The nominated person will advise when this is the case.

DO NOT ASSUME THAT WHEN THE FIRE ALARM HAS BEEN SILENCED THAT IT IS SAFE TO RETURN TO THE BUILDING.

If the fire alarm is initiated **during a performance** then the nominated person (Theatre Manager) must respond to the alarm, as detailed in the Fire Alarm Instruction Manual.

If it is deemed necessary to evacuate the building, the following procedure should be followed:

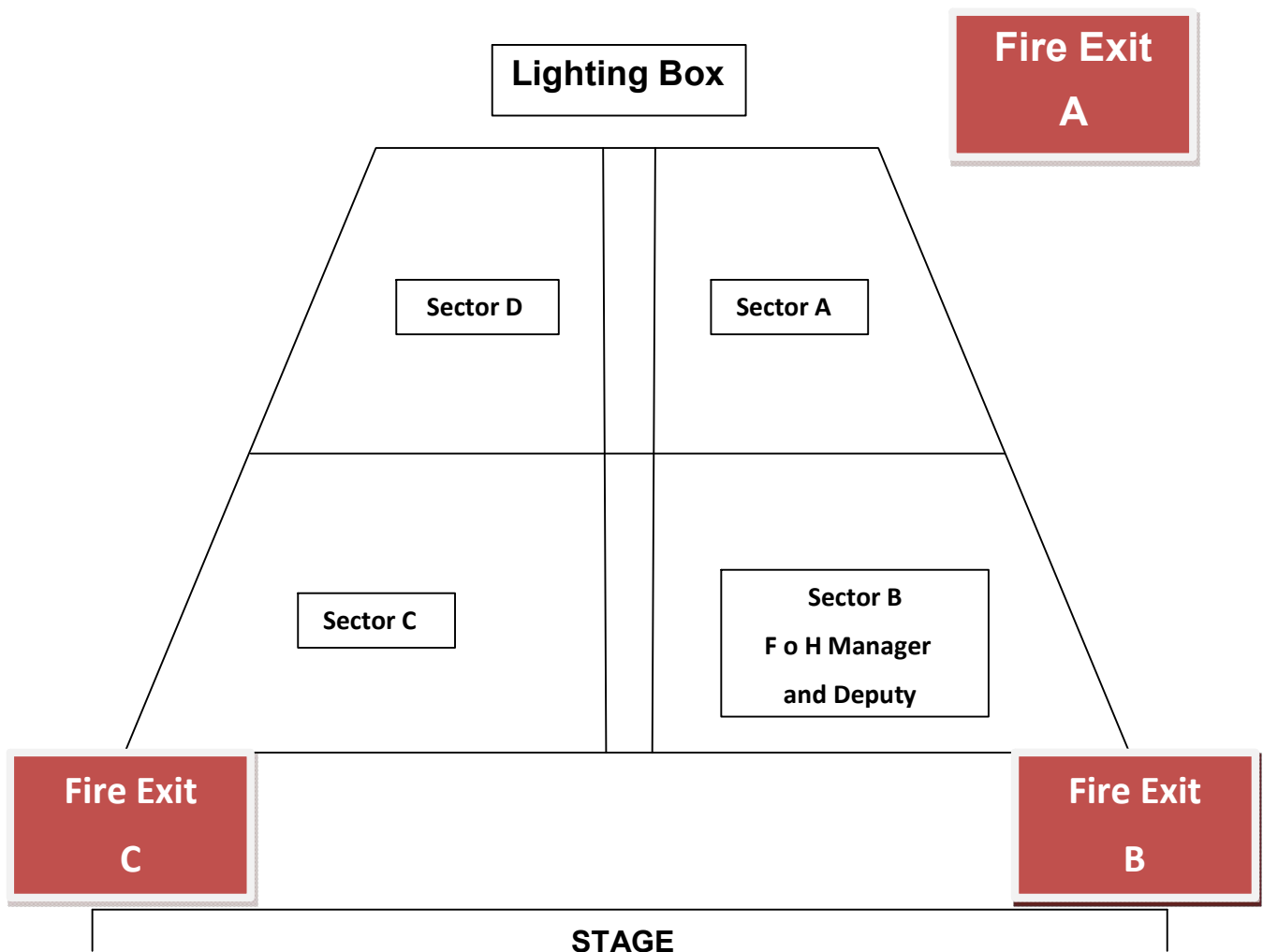
1. The Theatre Manager will inform the Front of House Manager, who will then oversee the evacuation. During the evacuation, the Theatre Manager will telephone the Fire Service and, if safe to do so, will wait to direct the Fire service to the fire.
2. The Front of House Manager will go onto the stage to address the audience, telling them that an evacuation is necessary; asking anyone who needs assistance to raise their hand.
3. Having ascertained, from the Theatre Manager, the source of the fire the Front of House Manager will then ask the audience to leave in an orderly fashion via the nearest safe fire exit (constant **GREEN** light above the door), and to congregate at the Muster Point.
4. The Stage Manager will supervise the evacuation of the cast and back stage crew, ensuring that no one is left on stage or in the dressing rooms. They will also ensure that all doors, in the area, are closed.

The **Duties of the Front of House Staff** are as follows:

The **Front of House Manager** will supervise the evacuation whilst standing on the stage.

The **other members of the Front of House Staff** do as follows:

1. Organise assistance for people requiring it in their sector
2. Appoint members of the audience to hold open exit doors (any of A, B or C)
3. Check that their sector is clear and report to the Front of House Manager who will, on the way out, organise a check of the lighting box, all toilets, and closure of all doors
4. The Front of House Manager will appoint two Front of House Staff to guard the outside exits, front and rear, to prevent anyone re-entering the building.
5. Should an evacuation need to be carried out during the **interval** of a performance, then having ordered the Front of House manager to oversee the auditorium evacuation, the Theatre Manager, or an appointed member of the Front of House Staff, will oversee the evacuation of the bar area.
6. At the Muster Point, an appointed member of the Front of House Staff will make an announcement explaining the situation to the best of their knowledge. Although it will not be feasible to do a roll call, they should ask if anyone is known to be missing.



The Regal Theatre is a 1930's concrete and steel frame multi layer building. It is split in to two sections, the lower, being the original stage, fly tower and lower auditorium being inhabited by a supermarket, and the upper 3 floors constituting the theatre in its present form.

### **Sprinklers**

Sprinklers are not installed

### **Means of escape**

The means of escape (MOE) is via a number of final exit doors. The main entrance, dressing room door and projection room door are secured by mortise locks, the main fire exit is secured by panic bolts. The projection room exit is via a steel flight of stairs onto the roof of Iceland.

Fire doors in the bar and auditorium are held open magnetically and close automatically in an emergency, or are closed as required by pressing a green button.

### **Fire alarm &. Automatic fire detection**

The Automatic Fire Alarm and Detection System, installed within the Regal Theatre, has been designed and installed broadly in accordance with BS5839:2001 (as amended) and BS9999 as an L3 system. The system incorporates features that deviate from the above regulations. These deviations are due to the special nature of the building and have been considered as part of the risk assessment process.

See page 14 for further details of the system.

### **Emergency lighting**

A semi-automatic emergency lighting system is installed covering all parts of the building complying with BS5266 Part 1: 1988.

The system is configured to automatically energise on the loss of electrical supplies to the building (un-maintained mode), and is turned on (maintained mode) when the building is occupied. If a fire is detected when the building is occupied, additional emergency lights, and the auditorium lights, will illuminate automatically.

### **Signs and notices**

Fire exit signs are sited in abundance giving clear guidance to anyone having to evacuate the building in an emergency. All of these signs are photo luminescent.

### **Fire fighting equipment**

Adequate extinguishers are provided and are located on escape routes and risk areas. Their maintenance is carried out under contract (West of England Fire Protection Ltd, Barnstaple) with a record kept by the maintenance engineers, and also on the service record affixed to each piece of fire fighting equipment.

### **Staff training**

Knowledge: All staff are expected to read the policies so that they are fully conversant with the procedures required to operate the theatre. Policy documents are in a folder at the box office and fully accessible. A web based library of all documents will be available shortly.

Skills and Competencies: A training session delivered twice a year simulates fire procedures and evacuation. This is open to all volunteers but essential for front of house teams, stage, bar and theatre managers.

Specific training: e.g. working at heights, computer for box office, is provided as required. Records are kept of all training attended.

Mentoring: During their first engagements as volunteers these new staff are assigned mentors so they can carry out their duties under close supervision. These staff are supernumerary to the team during this period.

### **Control of access to the building**

The building is accessed by a number of people. There is a book for signing in and out. People using the theatre are becoming used to having to sign in and out, but the system is not 'fool proof'.

### **Electrical equipment**

A new electrical supply network is being fitted to the theatre. There are new distribution and control boards, fitted with the latest type of circuit breakers, and new high capacity distribution cabling. A new higher capacity electrical supply is due, shortly, to be installed by Western Power Distribution Ltd.

The existing electrical installation is periodically inspected and tested by an authorised electrical contractor, and a certificate issued. Portable electrical equipment is periodically tested.

### **Pyrotechnics**

The theatre makes use of pyrotechnic material during performances. The storage of this material will soon be controlled by the installation of a specific locked storage container. There is a risk assessment on file.

### **House keeping**

There are a lot spaces and storage areas within the theatre. A concerted effort is made to keep these areas free from material that may give rise to a hazard (e.g. fire or obstructing escapes).

It is noted that sometimes it is difficult to control some material storage. The theatre management board needs to make persons aware of their responsibilities with regards to keeping areas tidy and minimising waste build up. A bin is provided at the rear of the access lane. It is labelled 'MATA Regal Theatre'. Thought should be given to increasing capacity to encourage persons to use it.

### **Smoking**

The building is a no-smoking venue in accordance with the Smoke-free (Premises and Enforcement) Regulations 2006. The bar balcony is also a no smoking area, reducing the risk of fire.

The only areas available for smoking are outside the stage door (installed ash trays are provided), and outside of the front of the building.



# FIRE SAFETY RISK ASSESSMENT

## 1 Identify fire hazards

### Identify:

Sources of ignition  
Sources of fuel  
Sources of oxygen

## 2 Identify people at risk

### Identify:

People in and around the premises  
People especially at risk

## 3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring  
Evaluate the risk to people from fire  
Remove or reduce fire hazards  
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

## 4 Record, plan, inform, instruct and train

Record significant finding and action taken  
Prepare an emergency plan  
Inform and instruct relevant people; co-operate and co-ordinate with others  
Provide training

## 5 Review

Keep assessment under review  
Revise where necessary

**Remember to keep to your fire risk assessment under review.**

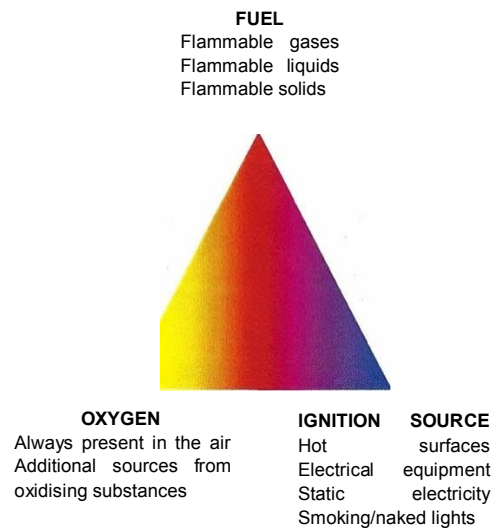
## **IDENTIFY FIRE HAZARDS**

For a fire to start, three things are needed:

- a source of ignition;
- fuel
- oxygen.

If anyone of these is missing, a fire cannot start. Taking measures to avoid the three coming together will therefore reduce the chances of a fire occurring.

The remainder of this step will advise on how to identify potential ignition sources, the materials that might fuel a fire and the oxygen supplies that will help it burn.



*The fire triangle*

## **Identifying sources of ignition**

These sources could include:

- faulty or misused electrical equipment (including projectors, lasers, rewinding machines), including equipment brought in by visiting companies;
- luminaires and lighting equipment, e.g. halogen lamps, display lighting or projectors;
- hot surfaces and obstruction of equipment ventilation;

- naked flames, e.g. candles or gas or liquid-fuelled open-flame equipment;
- special effects, such as fireworks and pyrotechnics;

- cooking and catering appliances and equipment;

- smokers' material, e.g. cigarettes, matches and lighters;

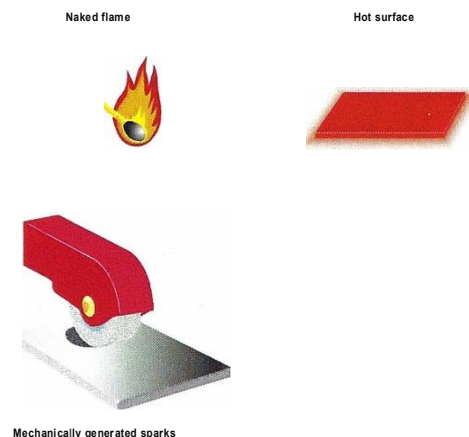
- electrical, gas or oil-fired heaters (fixed or portable), room heaters;

- hot processes, e.g. welding by contractors;

- external fires e.g. from the supermarket

below

- arson



*Sources of ignition*

### **Identifying sources of fuel**

Some of the most common 'fuels' that could be found in the Regal Theatre are:

- flammable-liquid-based products, such as paints, varnishes, thinners and adhesives;
- flammable liquids and solvents, such as alcohol (spirits), white spirit, and disposable cigarette lighters;
- flammable chemicals, such as certain cleaning products, photocopier chemicals and dry cleaning products that use hydrocarbon solvents;
- displays and stands;
- costumes, untreated drapes and hangings, scenery and banners;
- packaged foodstuffs;
- packaging materials, stationery, advertising material and decorations;
- plastics and rubber, polyurethane foam-filled furniture and polystyrene-based display materials;
- upholstered seating and cushions, textiles and soft furnishings;
- litter and waste products, particularly finely divided items such as shredded paper and wood shavings, off cuts, and dust accumulation on hot objects, such as stage lights;
- fireworks and pyrotechnics;
- carpeting, and
- externally stored cardboard 'rubbish', not necessarily belonging to the Regal (other businesses use the common back alleyway).

### **Identifying sources of oxygen**

The main source of oxygen for a fire is in the air around us. In an enclosed building this is provided by the ventilation system in use. In the Regal, this falls into one of two categories: natural airflow through doors, windows and other openings, or the mechanical air heating system.

Additional sources of oxygen can sometimes be found in materials being used or stored such as:

- oxygen supplies from cylinder storage e.g. oxygen used in welding processes, and
- pyrotechnics (fireworks etc used on stage) which contain oxidising materials. These need to be treated with great care.

### **Evaluating the risk of a fire occurring**

The chances of a fire starting will be low if the premises have few ignition sources and combustible materials are kept away from those sources.

In general, fires start in one of three ways:

- accidentally, such as when smoking materials are not properly extinguished or when curtains or drapes are pushed against hot luminaires;
- by act or omission, such as when electrical equipment is not properly maintained, or when waste packaging is allowed to accumulate near a heat source; and
- deliberately, such as a vandalism or arson attack involving setting fire to external rubbish bins placed too close to the building.

### **IDENTIFYING PEOPLE AT RISK**

As part of the fire risk assessment, it is necessary to identify those at risk if there is a fire. To do this it is necessary to identify where people are working, either at permanent locations or at occasional locations around the building, and to consider who else may be at risk, such as audiences, visitors, visiting companies, including visiting contractors, children etc., and where these people are likely to be found.

It is necessary to consider all the people who use the theatre but particular attention should be paid to people who may be especially at risk such as:

- employees who work alone and/or in isolated areas, e.g. cleaners, maintenance staff, security staff, projection technicians and production crew;
- people who are unfamiliar with the premises, e.g. visitors and customers (audience),

### **EVALUATING, REMOVING, REDUCING AND PROTECTING FROM RISK**

It is necessary to look critically at the theatre in order to try to identify any accidents waiting to happen and any acts or omissions which might allow a fire to start. Situations that may present an opportunity for a vandal or arsonist must also be considered.

The management of the premises and the way people use it will have an effect on the evaluation of risk. Management of the Regal Theatre is, ultimately, the responsibility of the MATA Board. Because it is a multi-occupied building, all those with some control must

- people who may have some other reason for not being able to leave the premises quickly, e.g. elderly customers, pregnant women or parents with children;
- sensory impaired due to alcohol, drugs or medication;
- people with language difficulties;
- other persons in the immediate vicinity of the premises;
- people in the box office and other visitors;
- Unaccompanied children and young persons, particularly at performances for children or where children comprise a large percentage of the audience;
- People with disabilities (including mobility impairment, or hearing or visual impairment, learning disability etc.

In evaluating the risk to people with disabilities, it may be necessary to discuss their individual needs with them.

co-operate and it is necessary to consider the risk generated by those in other parts of the

building although, by definition, they are not part of the theatre (e.g. the supermarket below and the retail premises adjoining the Regal front entrance).

### **Evaluating the risk to people**

While determining the possible incidents, it is also necessary to also consider the likelihood of any particular incident; always being aware that some very unlikely incidents can put many people at risk.

To evaluate the risk to people in the theatre, it is necessary to understand the way fire can spread. Fire is spread by three methods:

- Convection
- Conduction
- Radiation

#### **Convection**

Fire spread by convection is the most dangerous and causes the largest number of injuries and deaths. When fires start in enclosed spaces such as buildings, the smoke rising from the fire gets trapped by the ceiling and then spreads in all directions to form an ever-deepening layer over the entire room space. The smoke will pass through any holes or gaps in the walls, ceiling and floor into other parts of the building. The heat from the fire gets trapped in the building and the temperature rises.

#### **Conduction**

Some materials, such as metal shutters and ducting, can absorb heat and transmit it to the next room, where it can set fire to combustible items that are in contact with the heated material.

#### **Radiation**

Radiation transfers heat in the same way as an electric bar heater heats a room. Any material close to a fire will absorb the heat until the item starts to smoulder and then burn.

Smoke produced by a fire also contains toxic gases which are harmful to people. A fire in a building with modern fittings and materials generates smoke that is thick and black, obscures vision, causes great difficulty in breathing and can block the escape routes.

It is essential that the means of escape and other fire precautions are adequate to ensure that everyone can make their escape to a place of total safety before the fire and its effects can trap them in the building.

In evaluating this risk to people it is necessary to consider situations such as:

- fire starting within a large auditorium where very many people could be affected;
- fire starting on a lower floor affecting the escape route(s) for people on upper floors or the only escape route for people with disabilities;
- fire on the stage affecting people at a high level;

- fire developing in an unoccupied space that people have to pass by to escape from the building;
- fire spreading through the building because of combustible structural elements or linings;
- fire or smoke spreading through a building via routes such as vertical shafts, service ducts, ventilation systems, poorly installed, poorly maintained or damaged walls, partitions and ceilings;
- fire and smoke spreading through a building due to poor installation of fire precautions, e.g. incorrectly installed fire doors or incorrectly installed services penetrating fire walls;
- fire and smoke spreading through the building due to poorly maintained and damaged fire doors or fire doors being wedged open; and
- fire starting in a service room and affecting hazardous materials (such as pyrotechnics or stocks of solvent-based cleaning products) which then create an additional hazard for people.

### **Removing or reducing the hazards**

Having identified the fire hazards in, it is now necessary to remove those hazards if reasonably practicable to do so. If the hazards cannot be removed, then reasonable steps should be taken to reduce them. This is an essential part of fire risk assessment and as a priority this must take place before any other actions.

It is also important to ensure that any actions taken to remove or reduce fire hazards or risk are not substituted by other hazards or risks.

### **Removing or reducing sources of ignition**

There are various ways that the risk caused by potential sources of ignition can be reduced, for example;

- Wherever possible replace a potential source by a safer alternative.
- Avoid the use of portable heaters and ensure that fixed heaters, especially radiant heaters, are properly guarded. Ensure that heaters are not covered in any way.
- Restrict and control the use of naked flames, e.g. candles, matches, lighters etc
- Operate a safe smoking policy in designated smoking areas, ensuring sufficient ashtrays are provided and cleaned appropriately and prohibit smoking elsewhere.
- Ensure that sources of heat are kept away from flammable materials such as curtains, scenery and displays.
- Ensure electrical, mechanical and gas equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions.
- Ensure cooking and catering equipment is installed, used, maintained by qualified persons, and protected in accordance with the manufacturer's instructions.
- Ensure that flares and fireworks are not brought into the premises by members of the public.

- Ensure that all pyrotechnics, fireworks and other special effects are used, protected and stored in accordance with the Explosives Regulations and Technical Standards and the manufacturer's instructions.
- Check all areas where hot work (e.g. welding) has been carried out to ensure that no ignition has taken place or any smouldering materials remain that may cause a fire. Control hot work by operating a permit to work scheme.
- Control or prevent introduction of portable electrical or gas heating and/or cooking equipment by anyone in the theatre.
- Ensure that no one carrying out work on gas fittings which involves exposing pipes that contain or have contained flammable gas uses any source of ignition such as blow-lamps or hot-air guns.
- Ensure that no one uses any source of ignition while searching for an escape of gas.
- Take precautions to avoid arson or vandalism.

### **Removing or reducing sources of fuel**

There are various ways that the risks caused by materials and substances which burn can be reduced, for example:

- Ensure that all upholstered furniture, curtains, drapes and other soft furnishings, are fire retardant, or have been treated with a proprietary fire retardant treatment designed to enhance their fire performance.
- Ensure that display materials, scenery, props and exhibition stands, are fire retardant, or have been treated with a proprietary fire retardant treatment designed to enhance their fire performance.
- Reduce amount of flammable materials, liquids and gases on display in public areas to a minimum. Keep remaining stock in dedicated storerooms or storage areas, preferably outside, where the public are not allowed to go, and keep the minimum required for the operation of the business.
- Do not keep flammable solids, liquids and gases together.
- Ensure flammable materials, liquids and gases, are kept to a minimum, and are stored properly with adequate separation distances between them.
- Ensure that large deliveries of stock are stored away quickly and are not left in public areas.
- Develop a formal system for the control of combustible waste by ensuring that waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of, particularly at the end of the day.
- Ensure that foam used for seating, props or similar equipment is combustion-modified and is in good repair.

- Do not keep scenery or props which are not in current use on a stage other than in an approved scenery store or property store.
- Ensure that quantities of all materials introduced by visiting companies are kept to a minimum.
- Ensure that all pyrotechnics, fireworks and other special effects are kept to a minimum and carefully controlled.
- Take action to avoid parts of the premises, particularly storage areas, being vulnerable to arson or vandalism. Storage cupboards etc. should be kept locked when the public has access to the theatre.

### **Removing or reducing sources of oxygen**

It is possible to reduce the potential source of oxygen supplied to a fire by:

- closing all doors, windows and other openings not required for ventilation, particularly when the theatre is empty;
- shutting down ventilation systems out of hours and when not required for the function of the premises;
- not storing oxidising materials near or within any heat source or flammable materials;
- controlling the use and storage of pyrotechnics and fireworks; and controlling the use and storage of oxygen cylinders.

### **Removing or reducing the risks to people**

The fire extinguishers and signage have been examined by a qualified person (from West of England Fire Protection Ltd) and any shortfalls made good (as at April 2010). In addition, regular training sessions are held for Front of House personnel and a record is kept of those attending. For details of the types of extinguishers available see appendix A.

Having evaluated and addressed the risk of fire occurring, it is now necessary to reduce any remaining fire risk to people to as low as reasonably practicable by ensuring that adequate fire precautions are in place to warn people, in the event of fire, and allow them to escape safely.

To this end, the Regal Theatre has installed a smoke and fire detection system, together with a sophisticated system of warnings to enable swift awareness of a possible fire risk, and to be able to evacuate the building in an as efficient way as possible.

## **Appendix A**

The Regal Theatre has two types of Fire Extinguisher:

WATER for use on wood, paper, textile and solid material fires. NOT TO BE USED on liquid, electrical or metal fires.

These are situated as follows:

- 1 x To right of the top of the main entrance stairs
- 1 x Public bar; behind the freezer area
- 1 x Public bar; by the exit to the ladies toilet corridor
- 4 x Auditorium; one in each corner
- 1 x Stage left; at the bottom of the stage entrance stairs
- 1 x Dressing rooms; at the top of the stairs
- 1 x Dressing rooms; at the bottom of the stairs
- 1 x Garage; just inside garage door, on the left

CARBON DIOXIDE for use on liquid and electrical fires. NOT TO BE USED on metal fires.

These are situated as follows:

- 1 x Public bar; next to door leading to kitchen
- 1 x Kitchen; next to door leading to bar
- 1 x Old projection room
- 1 x Top floor projection room; in locked maintenance room
- 1 x Projection room; on wall behind projector
- 1 x Auditorium; in sound & lighting control box
- 1 x Stage left; at the bottom of the stage entrance stairs
- 2 x Stage right; one in the corner, one next to main stage curtains to be used as a 'roaming' extinguisher for special occasions e.g. orchestra pit.etc
- 1 x Dressing rooms; by electrical panel

There are also some FIRE BLANKETS situated as follows:

- 1 x Stage right; next to CO<sub>2</sub> extinguisher
- 1 x Stage left; next to CO<sub>2</sub> and water extinguishers

There is also one FIRE BUCKET on stage right to douse pyrotechnics, candles, matches etc which may have been used solely during a performance. Additional arrangements must be made if an exit, with any of these risks, is made via stage left.

## **Appendix B.1 – Eurospar building damage (October 2011)**

### **Risk**

In addition to the risks identified in the Fire Risk Assessment, building damage has been observed in the Eurospar property that compromises the building structure and hence the fire barrier between the two properties.

#### **The Risks**

- Reduced segregation between the two properties in the event of a fire breaking out

#### **Who is at risk**

##### Performance Times

- All box office, front of house and bar staff.
- All performers on stage
- All performers in the dressing rooms
- All technicians
- The audience

##### Non-Performance Times

- Box office staff
- Members of the public purchasing tickets
- Set construction staff
- Technicians working anywhere in the building
- Maintenance staff

#### **Mitigations**

The lease holder of the property has been informed (October 2011) and have been requested to repair the defects in an expedient time scale.

The fire alarm system in the Eurospar is connected to the Fire Alarm in the Regal Theatre, so will give early warning in the event of a fire. The integrity of this link is tested on a monthly basis as part of the Regal Theatre maintenance schedule for the automatic fire detection system.

As the Eurospar is currently unoccupied, and the building secured, the residual risk is considered low if the repairs are effected in a timely manor, and the usage of the Eurospar continues in its current format.

**This will continue to be reviewed**

## **Appendix B.2 – Eurospar Fire Alarm fault (December 2011)**

### **Risk**

In addition to the risks identified in the Fire Risk Assessment, A fault has occurred on the Eurospar fire detection system as a result of water ingress. This has rendered Zone 3 (Roof Voids) inoperable until it is repaired.

### **The Risks**

- Reduced detection capability in the event of a fire breaking out

### **Who is at risk**

#### Performance Times

- All box office, front of house and bar staff.
- All performers on stage
- All performers in the dressing rooms
- All technicians
- The audience

#### Non-Performance Times

- Box office staff
- Members of the public purchasing tickets
- Set construction staff
- Technicians working anywhere in the building
- Maintenance staff

### **Mitigations**

The lease holder of the property has been informed (December 2011) and have been requested to repair the defects in an expedient time scale.

The fire alarm system in the Eurospar is connected to the Fire Alarm in the Regal Theatre, so will give early warning in the event of a fire. The integrity of this link is tested on a monthly basis as part of the Regal Theatre maintenance schedule for the automatic fire detection system.

The faulty zone detects for smoke in roof voids. The main risk for fires initiating above the roof space is from faulty lighting. The lighting is currently turned off unless someone is in the building, which is an abnormal event. The other detection zones remain available. As the Eurospar is currently unoccupied, and the building secured, the residual risk is considered low if the repairs are effected in a timely manor, and the usage of the Eurospar continues in its current format.

**This will continue to be reviewed**