



Fire Risk Assessment

Department The Cockpit	Risk Assessment number PM/06/2015	Date. 17 th June 2015
Review due date 17 th June 2016		
Activity: Fire safety risk assessment	Location: The Cockpit	Name of Assessors: Deb Jones Dave Wybrow

Appendix A contains Legislation Considered:

- **Regulatory Reform (Fire Safety) Order**
- **HSE Risk Matrix. Risk rating to be expressed numerically.**

<p style="text-align: center;"><u>Building information</u></p> <p>The Cockpit was built in the 1970's with a steel frame and concrete with brick infill. Solid floor to ground, suspended plank to first floor. Roof is largely of flat construction with felt over stramite boarding. Windows are single glazed with a mixture of timber and metal frame. Main stair to upper floors is of cantilevered terrazzo. Doors to common areas are 30min fire type.</p>	<p style="text-align: center;"><u>Activities information</u></p> <p>The building is used for the rehearsing and production of plays, music, and other public entertainment. As well as in house productions, outside productions companies hire The Cockpit. They are required to conduct their own risk assessments and their manager and technical crew are given a briefing and given copies of the house rules.</p>
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Fire hazards assessed are:

Possible sources of ignition.
Sources of fuel.
Who is at risk?
Means of detecting a fire.
Means of giving a warning.
Means of escape.
Means of fire fighting.
Mandatory signage.

Persons at risk

These are staff, visitors, contractors and anyone else on the premises. Consideration should be given to seating person with mobility disabilities in an area they would not be overwhelmed by a rush to leave the auditorium. It is vital that staff practice evacuations and for helping disabled persons to quickly and safely leave the premises during an emergency evacuation.

Means of Automatic detection

Automatic heat/smoke detectors are situated throughout the building and the existing automatic fire detecting system is audible only. Consideration should be given to upgrading this with a link to a monitoring centre as a fire during the night may cause considerable damage before an alarm is raised. The current system is tested once a week by a member of staff and a record retained.

Means of warning

The alarm sounds at 65 decibels and is audible in every room throughout the building. Appropriate instructions on what to do in the event of a fire is given at staff inductions and fire training. This is reinforced with posters on the inside of all rooms, including; dressing rooms, work areas, studios, and office doors.

Means of Fire Fighting

A programme for training fire wardens is in place. The instructions are: on discovering a fire; raise the alarm by activating a fire call point and warning persons nearby. Only then and providing the person does not place themselves in undue risk should the fire be tackled using the fire fighting equipment provided.

Means of escape

In assessing the means of escape, the following factors have been taken into account:

- Level of protection from fire spread on escape routes
- Number of people using the route
- Mobility of persons using the route
- Width and capacity of escape routes
- Time/distance to reach a place of (reasonable) safety
- Internal or external location of escape route
- Doors on escape routes
- Emergency lighting

Signage

The Safety Signs and Signals Regulations require approved signage, and are at the following locations;

- Manually operated emergency call points
- All fire fighting equipment
- Emergency evacuation routes
- Rooms have an evacuation plan on the inside of the door
- Emergency evacuation exits

<u>Sources of Ignition</u>	<u>Room</u>	<u>Action/Control Measure</u>	<u>SH</u>	<u>LR</u>	<u>RL</u>
Battery charging, electrical switchgear	Battery Room	Regular maintenance and good housekeeping to remove rubbish and other combustibles. Warning signs displayed.	5	3	15
Electrical switch gear and/or fuse board	Workshop, Ground floor intake room and corridor	Continue regular maintenance. Electric isolator to be identified to all visiting production companies technical crew. Warning signs displayed.	5	3	15
Large amounts of electrical	Control Room.	Replace any equipment or leads which show signs of wear or	5	3	15

equipment	Battery switch gear.	damage. PAT testing to be carried out in accordance with the prescribed schedule of testing. Trip barriers to be in place to prevent overloading. Redundant leads to be isolated and removed or boxed in.			
Musical equipment and costume	Store room in Studio 1 and workshop	A water and CO2 fire extinguisher are to be placed in the room. The smoking ban must be enforced by staff or persons hiring rooms.	5	1	5
Large amount of cabling	Technicians office	A regular check by the venue or maintenance technician is to be carried out to reduce the likelihood of a build up of heat in coiled cables which may lead to a fire.	5	3	15

Sources of fuel	Room	Action/Control Measure	<u>SH</u>	<u>LR</u>	<u>RL</u>
Wood, props, paint	Workshop	Carry out a regular check to remove excess stock and to maintain a minimum stock of flammable materials. Store flammable materials in fire proof metal cupboards. Maintain no smoking and no naked flame rules. Any hot work to have written risk assessment and the approval of the Cockpit Manager	5	1	5
Timber props	Basement stores	Remove unnecessary items before they become a hazard	5	1	5
Costume	Basement stores	Deploy water extinguisher	5	1	5
Hydrogen gas being produced during charging batteries	Battery room	Ventilation bricks to be kept free of obstructions, monitoring and maintenance of charger. Comserve (maintenance contractors) to carry out tests and any remedial action required.	5	3	15

<u>Persons at risk</u>	<u>Room</u>	<u>Action/Control Measure</u>	<u>SH</u>	<u>LR</u>	<u>RL</u>
Staff, incoming companies, contractors, visitors, studio hirers	All areas	<p>Include fire safety procedures and rules in staff inductions.</p> <p>Familiarise all occupants with procedures, including practice of emergency evacuations.</p> <p>Provide visitors and contractors with safety information.</p> <p>No more than four wheelchair bound persons to be permitted on site during any performance.</p> <p>Safety literature sent to visiting companies in advance of their arrival, and published on our website.</p>	5	3	15
Members of the public	Toilets, foyer, auditorium and seating area.	<p>Regular maintenance and good housekeeping to remove rubbish and other combustibles.</p> <p>Include fire safety procedures and rules in staff inductions.</p> <p>It is vital that staff practice evacuations and for helping disabled persons to quickly and safely leave the premises during an emergency evacuation.</p>	5	3	15

<u>Means of detection</u>	<u>Data</u>	<u>Action/Control Measure</u>
Automatic fire alarm system	Audible only	Only effective when the building has persons on site. Recommended that the system is extended to a 24 hour alarm centre.
Rooms within rooms	Bar Office Control Box Workshop Studio 2	<p>Maintain visibility through shutter</p> <p>Maintain visibility through vision panel</p> <p>Visible through panels</p> <p>Visible through vision panel</p> <p>Visible through vision panel</p>
Rooms where a fire may remain undetected for some time	Basement Tank room Battery room	Automatic fire detection to be installed at these locations

	Technicians office	View panel to be installed into the door of the technicians room (pending, meanwhile locks changed to avoid entrapment).
Areas where dust may be produced	Workshop	Dust extraction systems to be activated whenever work that produces dust is undertaken within the workshop. This system needs to be tested to ensure the safe removal of airborne particulates. Every technician who works in a dust laden atmosphere must complete an industrial asthma self assessment form every 12 months.

<u>Means of Warning</u>	<u>Room</u>	<u>Action/Control measure</u>
Audible warning	All areas	The system is to be checked each week by a member of the staff and a record kept. The visual emergency alert in the 'Sound Box' is to be tested at the same time.

<u>Means of Fire Fighting</u>	<u>Data</u>	<u>Action/Control measure</u>
Fire extinguishers	See Fire Extinguisher positions document.	To be visually checked each week by a member of staff and a record kept, and to be checked every 12 months by an engineer

<u>Means of escape</u>	<u>Data</u>	<u>Action/Control measure</u>
Listed on the floor plan all the doorways on the routes	Emergency exit width: 1. Downstage left exit from auditorium – 1.25m 2. Push bar exit to car park – 1.2m 3. Boiler room doors – 1.5m	

	4. Workshop exit to car park – 1.1m 5. Backstage corridor to dressing rooms – 1.1m 6. Backstage corridor to workshop/car park – 1.1m 7. Backstage corridor to foyer – 1.1m 8. From basement via male dressing room – 1.1m 9. From basement via female dressing room – 1.1m 10. Downstage right exit – 1.1m 11. Downstage right exit to foyer – 1.2m 12. From auditorium to foyer – 1.5m 13. Auditorium to foyer – 1.5m 14. Bottom of front stairwell – 1.5m 15. Front entrance – 1.4m 16. Gantry entrance – 0.8m 17. Front roof exit – 0.8m 18. east roof exit – 0.8m 19. Racks room roof exit – 0.8m 20. Corridor to front exit – 0.8m 21 Landing to front stairs – 0.8m	
List doors on escape routes that do not open in the direction of travel		Door 10, doors 17 and 18 (roof) when being used for escape from the west side of the building – this route needs to be signed as an alternate emergency exit

<u>Means of escape</u>	<u>Data</u>	<u>Action/control measure</u>
List internal doors on escape routes that do not have smoke seals or intumescent strips	Doors 1, 5, 10, 15	Fit smoke seals
List any holdes or gaps in walls, ceilings and floors, e.g where cables or pipes go through them	Doors 6, 9, 10	Put fire-stopping material in gaps around pipes and cables

Escape routes across roofs	Escape routes across the roof slipper in wet or icy weather	A non slip surface to be provided along the roof escape route
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<u>Signage</u>	<u>Data</u>	<u>Action/control measure</u>
Fire door, keep closed	All fire doors have fire door keep closed sign	Maintain fire door keep closed signs on all fire doors

<u>Management Action Plan</u>	To be completed by:	Completed Date:	Comments
<ul style="list-style-type: none"> First aid training provided to key staff 	October 2015	October 2014	
<ul style="list-style-type: none"> All staff to receive fire warden training 	March 2016	March 2015	To happen on a rolling basis 3 times a year, to ensure inclusion of all staff
<ul style="list-style-type: none"> The ventilation in the battery room is to be checked by Comserve (maintenance company) and any remedial action taken 	Monthly	Monthly	Comserve check monthly
<ul style="list-style-type: none"> Intumescent strips to be fitted into the fire doors identified, and also an audit taken to ensure they're all fitted 	October 2015		
<ul style="list-style-type: none"> View panel to be installed into the door of the technicians office 	October 2015		

<ul style="list-style-type: none"> Put fire stopping gaps above doors 6, 9, and 10 	October 2015		
<ul style="list-style-type: none"> Door 10, doors 17 and 18 (roof) when being used for escape from the west side of the building – this route needs to be signed as an alternate emergency exit 	October 2015		
<ul style="list-style-type: none"> Fire action notice to be placed above all call point and extinguishers 	July 2015		
<ul style="list-style-type: none"> Connection of fire alarm to a monitoring centre 	Ongoing		Pending quotes
<ul style="list-style-type: none"> Procedure put in place to ensure clear fire route along the roof 	July 2014	July 2014	Complete
<ul style="list-style-type: none"> Escape routes across roofs, a non slip surface to be provided along the roof escape route 	October 2015	October 2014	Has been done but needs to be re-done

Assessors

Name: Deb Jones

Signature : Deb Jones

Date 17th June 2015

Name: Dave Wybrow

Signature : Dave Wybrow

Date 17th June 2015

Appendix A

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 which came into effect in October 2006 places the responsibility of fire precaution, fire suppression and detection onto the premises responsible person. The definition of a responsible person is; any person who has to any extent control of the premises.

The order requires implementation of control methods that as far as is reasonably possible reduces risks to an acceptable level for employees, non-employees and those affected by their activities.

Risk of Fire

Good Practice

Good Housekeeping to be carried out.

No unauthorised electrical equipment to be used.

Fire Risk Assessment under RRFSO to be reviewed annually.

Desks and work areas to be kept clear of unnecessary paper.

Vents on computers to be kept clear.

Severity Likelihood	No Injury	First Aid Injury	Lost Time (Over 3 days)	Major Injury or Disabling Disease	Death
Improbable	1	2	3	4	5
Remote	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Very Likely to Occur	5	10	15	20	25
Risk Rating	Action Required				
16 to 25	High risk and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards.				
6 to 15	Medium risk and will require an appropriate level of resources.				
1 to 5	Low risk but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.				