

The Playhouse Theatre, Backwell

Fire Safety and Fire Risk Management Procedure

Revision Record

Revision	Author	Date	Comments
1	I A Thompson	25 June 2012	First Issue
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1. Scope and Purpose

1.1. Scope

These Procedures cover all buildings that constitute the Playhouse Theatre, Backwell, (hereafter called the Theatre) located at
23 Mariner's Drive,
Backwell,
North Somerset.

The Playhouse Theatre, Backwell Management Committee (hereafter called the Committee) will appoint a Fire Protection Officer (FPO), who has responsibility for the Fire Safety and Fire Risk Management (FSFRM) procedures and associated inspections and/or actions.

1.2. Purpose of Procedures

The purpose of these procedures is:

- To ensure the safety and well being of all persons who are on the Theatre premises if a fire starts
- To prevent accidental fires from starting within the Theatre premises and the uncontrolled spread of such fires
- To ensure compliance with existing fire safety legislation
- To minimise damage to Theatre property in the event of fire as far as possible without endangering lives
- Ensure that all users of the Theatre facilities, both members and outside parties, are familiar with the Fire Safety and Fire Risk Management procedures, particularly regarding evacuation of the premises.

Each person's primary responsibility in the event of a fire alarm being raised is to their own safety. No person should deliberately or recklessly endanger themselves in an attempt to follow these Procedures or save the lives of others.

2. Basic Fire Prevention Methods

In order to prevent fire:

- All areas should be kept as clean and tidy as possible
- Where possible, flammables will be stored in separate buildings out with main buildings.
- Where flammable substances need to be stored in buildings, quantities should be minimised and they should be kept in locked storage areas. This storage will preferably be fire resisting.
- Action points identified by a Fire Risk Assessment and subsequently agreed with management must be addressed within an agreed time scale.

3. Fire Risk Assessment

The Theatre will undergo a Fire Risk Assessment on a bi-annual basis, which will be carried out by a suitably trained appointed nominee. A schedule of Risk Assessments will be created by the FPO, and it is the responsibility of the Committee to ensure that this is adhered to.

Following each assessment the Assessor will make recommendations for action. These recommendations will inform a Fire Improvement Action Plan (FIAP) which should be drafted by the FPO and agreed by the Committee to prioritise the actions and release the budget required to execute the Plan. This may be in conjunction with a Health and Safety Action List where appropriate. Progress on executing the Plan will be monitored by the Committee.

A copy of each completed Fire Risk Assessment will be retained by the Secretary for at least three years. Copies of completed Fire Risk Assessments will be distributed to parties deemed appropriate by the FPO and will normally include

- The Committee Secretary
- The Committee Chairperson
- The Committee nominee for Health and Safety
- Theatre Trustees

It is their responsibility to complete the recommendations of the action plan within the agreed timescale.

4. Fire Fighting, Fire Evacuation and Fire Detection Equipment

4.1. Fire Extinguishers

The Committee will appoint a supplier for fire fighting equipment. This supplier will annually service all fire extinguishers within the Theatre and will be authorised to order replacement extinguishers necessary, provided that the fault is identified and recorded. Theatre users or visiting groups may report any defects in or missing fire fighting appliances to any member of the Committee who shall raise it to the attention of the FPO.

All new or additional fire extinguisher purchases must be approved by the Committee.

4.2. *Emergency Light Testing*

Emergency lighting will be tested as part of the planned preventative maintenance regime. This function will be carried out on a bi-monthly basis by any member of the Committee or a contractor appointed by the Committee and will be recorded in the FSFRM log.

Any defects will be reported to the Health and Safety Officer who will ensure that these are addressed as appropriate.

4.3. *Fire Log Book, Maintenance and Testing Records*

The following will define what will be recorded in the Fire Log Book (and may be duplicated where records are required elsewhere for maintenance records).

- Escape routes – Incorporating fire doors – check on access and operation.
- Evacuation drills – briefing of Theatre patrons and simulation test.
- Fire Fighting Equipment.

The FPO will also receive additional reports of periodic servicing from contractors of certain tests and place copies in appropriate Fire log book.

- Fire Fighting Equipment.
- Emergency lighting test records.

The Health and Safety officer will ensure that remedial action is taken to rectify any faults identified.

Copies of all reports relating to the testing and maintenance of fire fighting, detection and evacuation equipment must be retained for a minimum of three years.

5. *Evacuation Procedure - General Responsibilities*

5.1. *Fire Steward Appointment & Responsibilities*

All member groups or external parties must nominate a fire steward for each session that they occupy the Theatre. This appointed fire steward has the responsibility for familiarising themselves with the Theatre Evacuation procedure and ensuring that all persons under their control are made aware of their individual responsibilities under these procedures at the beginning of each session they use the Theatre.

5.2. *Evacuation Procedure*

Upon the raising of a fire alarm, all persons except for the nominated Fire Stewards will evacuate the building by:

- Exiting via the nearest fire exit to themselves
- Proceeding in an orderly manner to their designated assembly point, and remaining until instructed otherwise.

Where possible, all persons should take action to ensure that their immediate environment is left in a safe state before commencing evacuation procedures (close windows and doors switch off equipment).

The designated evacuation point for the Theatre is in the car park at the furthest point away from the Theatre building.

5.3. Duties of Fire Stewards

Fire Stewards will check (sweep) the building to ensure that all persons are evacuating, room doors are closed and rooms are empty and note any hazards. Any person refusing to evacuate without a valid reason (for example, injury or specific duty) should be informed by the Fire Steward that failure to evacuate puts others at risk. Once this warning is given, the Evacuation Steward should finish his sweep and exit the building.

Fire Stewards must not proceed into areas of the building where there are signs of fire or where they feel to do so would place them in immediate danger. In addition, Evacuation Stewards should aim to have checked the building and have evacuated within 4-5 minutes of the fire alarm being raised.

The Fire Steward will ascertain circumstances resulting in the raising of a fire alarm and if safe to do so

- Nominate a person to contact the Fire Service
- Utilise suitable Fire extinguisher to extinguish Fire
- If unable to attempt to extinguish ensure door closed to room then exit the building and liaise with the Fire Service as required.

6. Evacuation of Children (under 16 years of age)

It is expected that children will not normally be allowed on Theatre premises unsupervised. In the event of a fire alarm any person supervising children should lead them to the nearest exit and then to the appropriate assembly point. Where the child's parent(s) are on site it must be made clear to the parent(s) that they are responsible for the supervision of their child (ren) unless other specific arrangements have been made.

7. Contractors

In general Contractors should not be working on the Theatre premises without supervision from a member of the Committee or recognised Theatre group and will therefore become the responsibility of the Fire Steward in the event of the Fire Alarm being raised. However, if an occasion arises where the Contractor is to be left unattended then they must be briefed on the content of the FSFRM procedure and a Fire Steward appointed.

8. Use of Fire Fighting Equipment

Portable firefighting equipment is provided in premises for use. Prompt use of equipment can prevent a small fire developing into a large one.

Do not attempt to fight the fire if you do not think it is safe to do so (for example)

- The fire is large with a large amount of smoke being produced.
- Your escape route may be compromised
- You have not received appropriate training

No person, other than a member of the Fire Service should re-enter the building specifically to fight a fire.

9. First Aid Provision and Evacuation of Casualties

First Aiders should evacuate in accordance with Section 5 of this policy. Casualties should not receive first aid treatment inside the building during a fire alarm unless it is absolutely necessary and it is safe for the First Aider to give this treatment.

Where possible, casualties who are able to walk can be assisted from the building, preferably by a First Aider and treated outside the building. Casualties who are unable to walk should only be evacuated if their life is in immediate danger, otherwise, they should be left inside the building.

No person should risk their health, safety or wellbeing in an attempt to evacuate or treat a casualty. In addition, no person should re-enter the building to attempt to evacuate or treat a casualty. Any person who is aware of a casualty inside the building should report this to the Fire Steward, giving the name, location and condition of the casualty where possible.

10. Fire Drills

Due to the nature and use of the Theatre regular Fire Drills are not considered necessary. However, it is good practice to ensure that the evacuation procedure is effective so a mock evacuation should be undertaken bi-annually, or whenever modifications are made to the Theatre building or infrastructure, whichever is sooner.

11. Control of Site During a Fire Alarm

During a Fire Alarm the Fire Steward will be in charge of the site. It is the responsibility of the Fire Steward to:

- Coordinate evacuation activities as described above
- To ensure a pathway is kept clear for emergency vehicles
- To prevent unauthorised access to the building as far as is possible
- To prevent unauthorised access to the site as far as possible (including all vehicular access except for emergency vehicles who have been called to the scene).

If the Fire Service arrives on the scene the Fire Steward will hand over control of the site to the Senior Fire Service Officer in attendance. The Fire Steward will liaise with this Officer and follow any instructions given.

12. Re-entry to the Building following a Fire Alarm

Once the Fire Steward has satisfied himself/herself that it is safe for people to re-enter the building following a fire alarm he/she will give the "all clear signal". No person unless specifically directed by the Fire Steward or Fire Service must enter the building until the "all clear" signal has been given.

When the Fire Service is in attendance, the Fire Steward must not sound the all clear signal until the Senior Fire Service Officer in attendance is satisfied that it is safe to do so and has handed back control of the site.

If part of the building has been affected but the fire has been extinguished, the "all clear" may still be given if suitable arrangements are in place to prevent unauthorised access to the affected part of the building.

13. Review and maintenance of the FSFRM Procedure

This procedure must be reviewed every two years and/or following a major change to the structure or layout of the site.

14. Training

All persons with roles and responsibilities indicated within this procedure will receive suitable and sufficient training.