

Fire Safety Risk Assessment

Holybourne Theatre
London Road
Holybourne Hampshire



Regulatory Reform (Fire Safety) Order 2005 as
amended

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premise's name: Holybourne Theatre	Use of Premises: Theatre and Place of Assembly.
Address: London Road, Holybourne, Alton Hants, GU34 4EL	Owner/Employer/ Holybourne Theatre Trust
Tel no: None Available	Person in control of the workplace: premises Trustees. Messer's J Priddle, P Stone and R Yelland Mrs. K McGill
Date of Risk Assessment: 10th December 2020	Date of Review: 10th December 2021

Name and relevant details of the person who carried out the Fire Risk Assessment:
Mr Peter Reading BSc (Fire Safety) M.I. Fire.E
Institution of Fire Engineers number - 00004976

2 GENERAL STATEMENT OF POLICY

Statement:

Holybourne Theatre is operated by trustees.

The Trust takes safety of the public, its members and visitors to the premises, from the dangers of fire very seriously.

This initial fire risk and fire safety assessment has been carried out under the guidance published by HMG in accordance with 'Small and Medium Places of Assembly' specially that the maximum occupancy shall not exceed 180 people.

This fire safety assessment applies to those parts of the building frequented and operated by the Trust. Any significant findings will be communicated to other users of the building in accordance with Article 22 of RR(FS)O as amended.

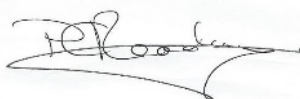
Statement of Truth

This assessment is based upon the circumstance at the time of the survey and the documentation provided by the trustees. In accordance with HMG guidance to the Order, a periodic review should be carried out at 12 monthly intervals.

The survey is based on the buildings use as a theatre by its members, with a closely seated audience used by members of the public. Should the building be used for some other activity, or the number of people change then a review should be carried.

When the significant findings detailed in Section 19 have been addressed, I would assess the overall risk to fire to be Tolerable

Print



Signed:
Name:
Peter Reading

Date:
22nd March 2021

3 MANAGEMENT SYSTEMS

Commentary:

The premises are operated by a Trust and managed by a board of trustees. Following this assessment one of the findings there will be in place.

- a policy for fire preventative, and protective measures.
- a designated member of the Trustees will be assigned the role as specified in the order as 'The Nominated Person'

4 GENERAL DESCRIPTION OF PREMISES

Description:

The main building, Holybourne Theatre has a long-established relationship with the local community providing armature and professional theatre in a purpose-built center constructed of

- 1 A portal concrete framed construction with Marley prefabricated concrete curtain walling. This has subsequently been protected with an exterior corrugated alloy composite sheeting sandwiched with a polyisocyanurate (PIR) insulation core material.
- 2 Internally the original concrete curtain walling has been lined with taped plasterboard sheeting covered in several layers of water-based paint over the last 50 years.
- 3 The floor is traditional concrete with a screed over coved with a wood block flooring in the auditorium. The remaining structure is painted concrete flooring.
- 4 All under a refurbished roof constructed of exterior corrugated alloy composite sheeting sandwiched with PIR insulation material.
- 5 Within the auditoria a mezzanine has been constructed of steel framework with steel meshed flooring with a single stairway covering approximately 25% of the space representing some 5% of the total floor space. There are no other upper levels.

6 Outbuildings

Building A Singing Room Timber Construction under a corrugated bitumen sheet roof
 Building B Store Prefabricated garaging under corrugated asbestos sheet roof see section. 21
 Building C Store Concrete Paneled construction under corrugated asbestos sheet roof

<p>Times the premises are in use: 10:30 am to 10:30 pm</p>	<p>Size: Main Building footprint (30 m x 17 m): Number of floors: 1 + 1 mezzanine. Number of stairs: 1 Out buildings Building A 5 m x 6 m Building B 5 m x 5 m Building C 7 m x 5 m</p>
<p>The total number of persons employed within the premises at any one time:</p>	<p>3 people are employed / self-employed in adult and youth theatre workshops on a part-time basis. On occasions the theatre is sub-let as a community center or commercial training. The tenets are required in their contract of use to provide their own assessment of the risk by fire when they become the responsible person during their tenancy.</p>
<p>The total number of persons who may resort to the premises at any one time:</p>	<p>180</p>

5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

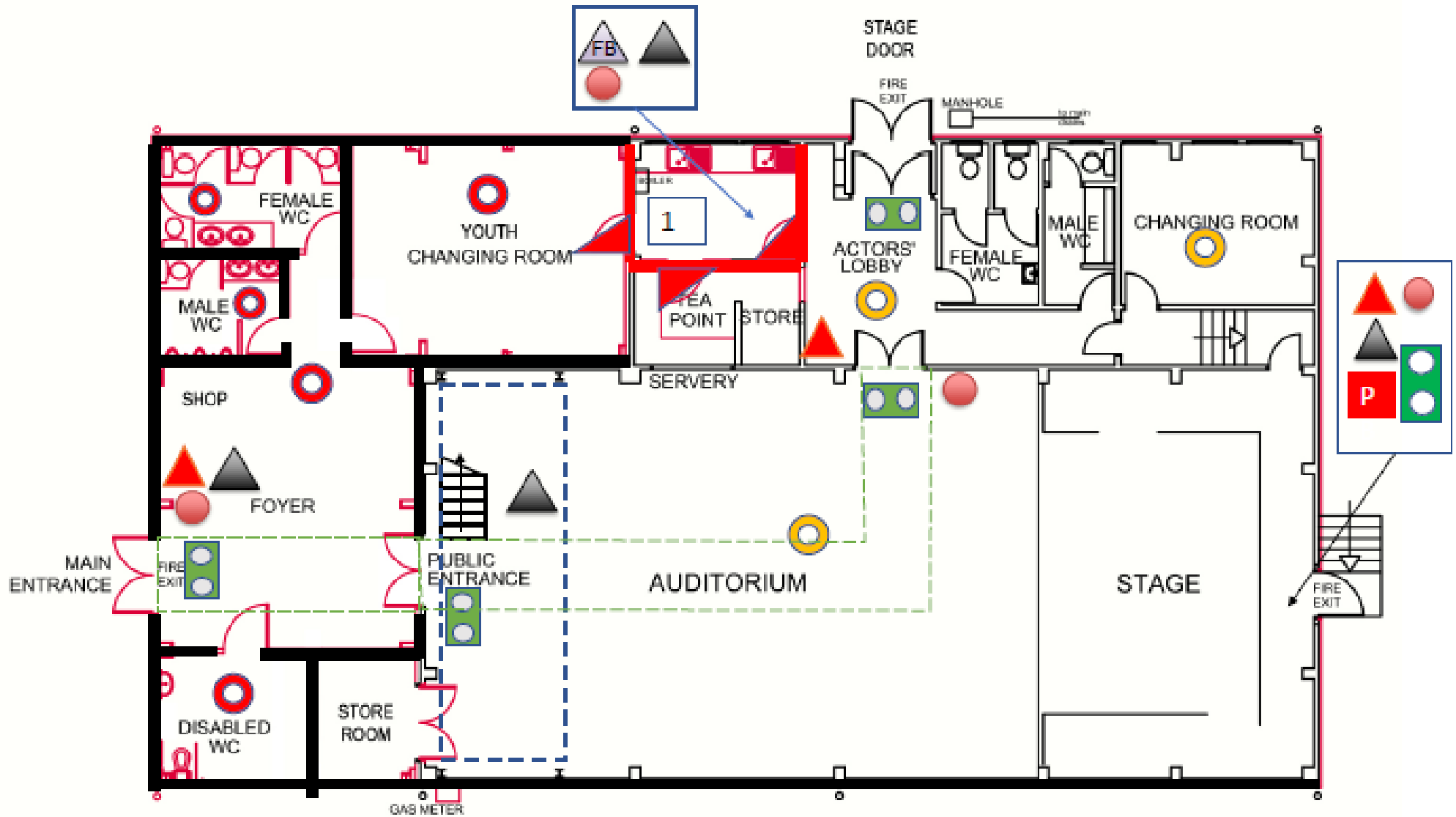
Fire Warning System: (i.e., automatic fire detection, break-glass system to BS 5839, other)

Emergency Lighting: (i.e., maintained/non-maintained, 1hr/3hr duration to BS 5266)

Yes, Maintained systems

Other: (i.e., Sprinkler system to LPC rules BS 5306) None provided
First-aid portable Fire -fighting equipment is provided

6 PLAN DRAWING



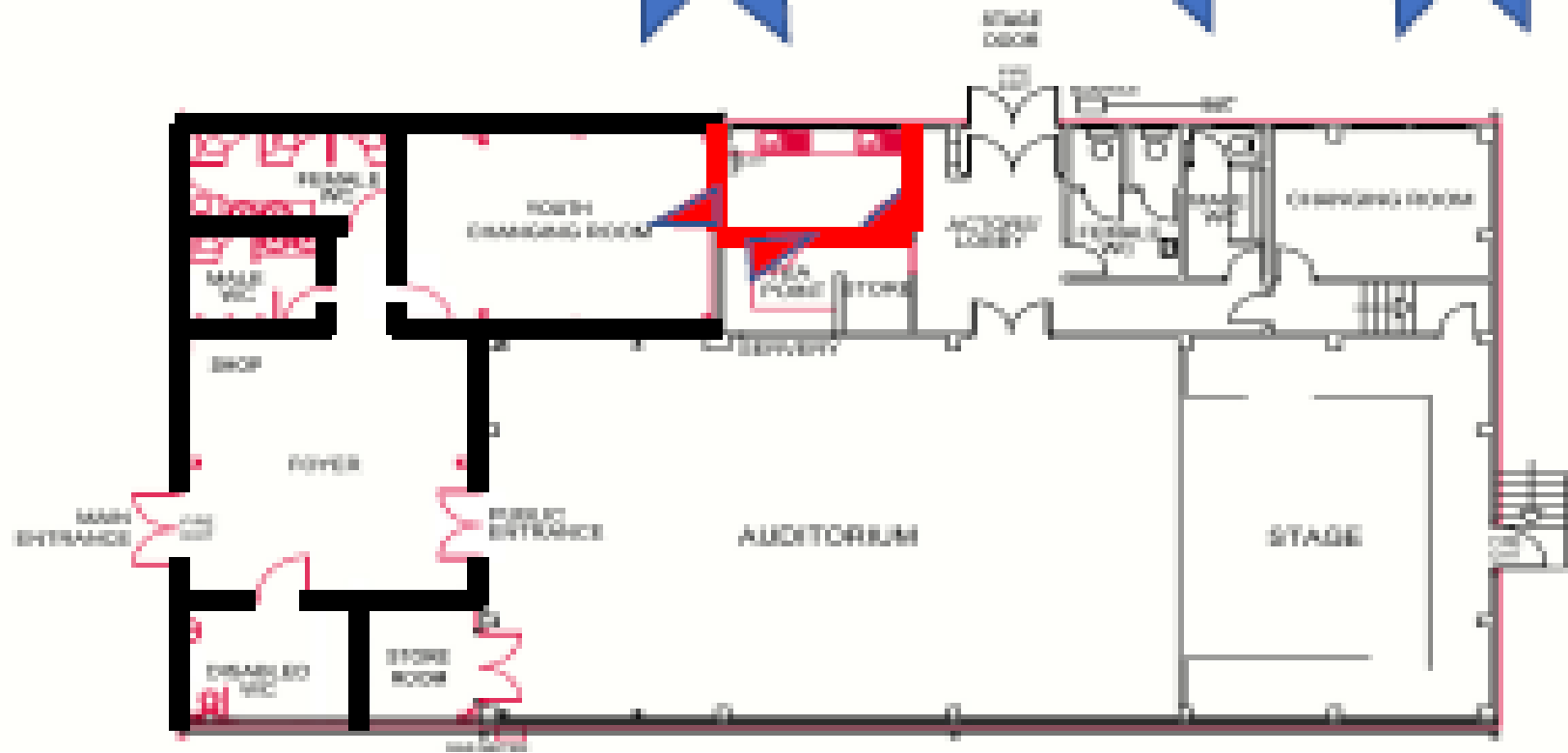
Dwelling

Boundary hedge

Singing Room A

Store B

Store B

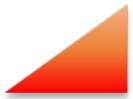




= Non-Fire Doorway



=Break Gals fire alarm call point



= Fire Door 30 or 20 Minutes and self-closing



= Heat detector



= Smoke Detector



= door required to be replaced with a FD30S door or upgraded to FD20S



= Non maintained luminaire in accordance with BS 5266



= 13A rated Fire Extinguisher for Class A Fires



=Area to be provided with emergency lighting in accordance with BS 5266



= 2.2 kg CO² type fire extinguisher



= Illuminated Fire Exit Sign



= A dry powder type fire extinguisher



= Fire Exit Sign



= A foam or AFFF type fire extinguisher



= Panic Bar Opening Device



= Fire Blanket



= Minimum 1m wide passageway to maintained during performance

7 IDENTIFY FIRE HAZARDS

- **Sources of Ignition:**
- **Cooking equipment, hot ducting, flues and filters.**
 - Kitchen area with a small oven, toaster and microwave. The room is maintained clean and tidy, plugs are removed from their sockets and equipment is isolated before closing the building. Risk 'T'.
- **Smokers' material, e.g., cigarettes, matches and lighters.**
 - No smoking policy throughout therefore cigarettes is assessed as 'T'.
- **Electrical, gas or oil-fired heaters (fixed or portable), room heaters.**
 - Electrical A survey condition report was carried out on the 07/03/2017 with an overall unsatisfactory finding due to two C2 hazards and six C3 hazards. The C2 elements require immediate attention and is identified as a significant finding in Section 19. Risk Level 'M'
 - The practice of 'looping' cables from the gallery is not ideal. Within the lighting gallery many cables are laid on the floor, under desks, which make them prone to mechanical damage and subsequent electrical faults. Whenever possible these should be routed in secured cable tidies.
 - The following Heath safety guides provide further additional information on electrical safety for entertainers, places of entertainment and events safety. Risk T to M please see section 19.
<https://www.hse.gov.uk/pubns/indg247.pdf>
<https://www.hse.gov.uk/electricity/information/public.htm>
<https://www.hse.gov.uk/pubns/g50.htm>
- **hot processes, e.g., welding by contractors.**
 - None Carried out.
- **faulty or misused electrical equipment.**
 - The use of portable humidifiers are left operating 24/7 in the costume storage area. The connecting cable is looped over obstacles and not operated in a fixed location.
- light fittings and lighting equipment, e.g., halogen lamps or display lighting.
 - Heat from intense stage lighting lights is a well document source of fire in theatres. There were no unsafe conditions at the time of the inspection, it is though **RECOMMENDED** that this item is included in the 'pre-performance safety check sheet' to be completed prior to the commencement of each performance.
- **hot surfaces and obstruction of**
 - Non present.
- **Equipment ventilation:** None Provided.
- **Central heating boilers.**
 - The central heating and hot water boiler have been recently serviced; however, it was not possible to identify that the equipment is regularly maintained Risk 'Tr' (see section 19)
- **naked flames, e.g., candles or gas or liquid-fueled open-flame equipment.**
 - Not permitted and non-identified
- **flares, fireworks and pyrotechnics.**
 - Pyrotechnics are not carried out in the theatre as a matter of policy.
- **arson.**
 - Arson: the theatre is in a residential area juxtaposition between the town of Alton and the village of Holybourne. The building is covered by CCTV and the locality is not associated with high levels of vandalism or acts of arson. Risk 'Tr'

Sources of Fuel:

The ground floor dressing room stores all the costumes on high level hangers in the above the heads of actors, thus presenting a high surface spread of fire. Risk 'S' see section 19.

Stage scenery that has not been made or treated with a fire-retardant process. Risk 'M' See section 19.

The stage Curtains provides a high vertical surface spread of fire and no documentation was available to verify that the curtains have a non-combustible or fire retarded rating. Risk 'S'. Please see the attached link for further information.

<https://www.youtube.com/watch?v=WdPtbgSbP5Y&t=81s> See section 19.

Dust will add significantly to the combustibility of materials particularly drapes and the spread of fire on flat surfaces such as the cable trays within the lighting gallery. Routine fire safety is, at its first level about regular maintenance and safe storage of materials. See section 19.

Due the limited space available prior to the recent extension the escape routes backstage has been used for the storage of props and stage material. The guidance accompanying the RR(FS)O States "**Class 0: Materials suitable for circulation spaces and escape routes.**

• *Such materials include brickwork, blockwork, concrete, ceramic tiles, plaster finishes (including rendering on wood or metal lathes), wood-wool cement slabs and mineral fiber tiles or sheets with cement or resin binding.*

Note: Additional finishes to these surfaces may be detrimental to the fire performance of the surface and if there is any doubt about this then consult the manufacturer of the finish."

The walls on escape routes particularly backstage and in the auditoria should be clear of all combustible material and be limited to that which is necessary for use for the current performance. Please see Section 19

Work Processes:

Only stage construction and staging of electrical lighting scenarios takes place. Risk Tr to T

Structural features that could promote the spread of fire:

The use of external cladding with PIR sandwich core, when enclosed, in a sound and well-maintained condition the risk is tolerable. However, should there be any material damage to the outer lining or breaches of the internal wall any exposed PIR would be assessed as Intolerable, and the building should not be used until a satisfactory repair has been carried out.

The building is at some risk if an external fire load is applied to the outer skin panels, they will delaminate exposing the combustible PIR core.

The use of these panels is a significant finding that requires regular management attention to ensure the integrity of the panel surface is not damaged. See section 19.

The outbuildings A, B and C see Section 20 Additional hazards.

identify and specify the location of people at significant risk in case of fire, indicating why they are at risk and what controls are or need to be in place:

- In respect of fire only there are no unsafe areas that need to be considered for lone workers,
- Holybourne Theatre operates an inclusive policy providing facilities for people with mobility aids and other members of the public who require assistance. Arrangements are in place and carried through for each performance. Risk is 'T' There is however no stated policy of how this is transacted and the person responsible. This is a significant finding Please see section 19.

9 MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

Means of escape is through three final exits from the main building,

- The Main entrance/exit 2-units of exit width - satisfactory.
- The side entrance/exit 2 units of exit width - satisfactory.
- The stage rear exit 1 unit of exit width - satisfactory

The worst-case scenario is during a performance and with the loss of the largest exit by fire the remaining openings provide sufficient escape capacity for the 120 seated in the auditorium and members and players using the rear exit.

There are inner/access rooms other than cubicles within the toilets.

There are alternative escape routes throughout the ground floor.

The kitchen is an area of fire risk and should be enclosed in 30 minutes fire resisting walls and doorways. The doors are assessed as having 30 minutes capacity, but they lack smoke stopping qualities, which is necessary to maintain the means of escape, please section 19.

The glass panel in the kitchen wall is not fire resisting and therefore a fire in the kitchen can spread with ease onto an escape route, please see section 19.

10 MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

The dead-end travel within the gallery is within the permitted distance set out in the guidance and is assessed as satisfactory provided the work set on electrical safety is completed in section 19

11 FIRE SAFETY SIGNS AND NOTICES

Commentary:

Satisfactory see plan

12 FIRE WARNING SYSTEM

Commentary:

The Evacuator Site Master push button fire alarm currently in use is designed for temporary buildings, premises under construction and camp sites etc. The guidance published by HMG and BSI calls for a more permanent arrangement conforming to BS 5839 Pt 1 and the literature available for the 'Evacuator' does meet this standard. Please see section 19

BS 5839 Part 1 2017 details arrangements for weekly testing and yearly maintenance by a competence engineer. No records are available to verify that this is taking place Please see section 19

13 EMERGENCY LIGHTING SYSTEM

Commentary:

Non maintained lighting is provided within the auditoria and original areas of the theatre but not with the rooms created by the recent extension Additional emergency lighting is necessary in the new children's dressing room, the exit corridor and disabled toilets. Please see section 19

14 FIRE FIGHTING EQUIPMENT

Commentary: Satisfactory

New portable fire fighting equipment has recently been purchased and located in the appropriate locations. Please see attached plan.

15 MANAGEMENT – MAINTENANCE

Is there a maintenance programme for the fire safety provisions in the premises?

Yes X No

Commentary:

Are regular checks of fire resisting doors, walls and partitions carried out?

Yes X No

Commentary:

Are regular checks of escape routes and exit doors carried out?

Yes X No

Commentary:

Are regular checks of fire safety signs carried out?

Yes X No

Commentary:

Is there a maintenance regime for the fire warning system?

Yes No X Weekly Annually

Commentary:

Is there a maintenance regime for the emergency lighting system?

Yes No Weekly Monthly Annually

Commentary: See section 19

Is there maintenance of the firefighting equipment (by competent person)?

Yes No Weekly Annually

Commentary:

Are records kept and their location identified?

Yes No

Commentary: see section 19

16 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE

Specify: No Policy for the arrangement to call the Fire and Rescues Service.

See section 19


17 EMERGENCY ACTION PLAN (EAP)


Commentary: Non available for inspection Please see Section 19

18 TRAINING

Commentary: No policy or records available Please see Section 19

19 SIGNIFICANT FINDINGS – FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

Deficiency/	Rectification/ Control Measure	Priority	Date to be Rectified	Date Rectified
Electrical C2 hazards set out in report dated 07/03/2017	Repair electrical deficiencies	M	June 2021	
The practice of 'looping' cables from the gallery is not ideal. Within the lighting gallery many cables are laid on the floor, under desks, which make them prone to mechanical damage and subsequent electrical faults. Whenever possible these should be routed in secured cable tidies.	Wherever possible follow the guidance set out in the Health and safety Guide listed in Section 7 'Electrical safety for entertainers, Electrical Safety in places of entertainment and Electrical safety at Events	T to M	December 2021	
The ground floor dressing room stores all the costumes on high level hangers above the heads of actors, thus presenting a high surface spread of fire. This method of storage presents the opportunity for rapid surface spread of flame and fire spread.	The trustees have already begun to make arrangements for the costumes to be moved stored in a cupboard thus limiting the amount of oxygen and exposure to flame spread.	S	July 2021	
Stage scenery that is not inherently fire resistant or not been treated with a fire-retardant process.	Should be reviewed and appropriate action taken, as necessary.	M	December 2021	
The stage Curtains provides a high vertical surface spread of fire and no evidence of non-combustible rating could be found. Having not been cleaned for some time they are likely to contain surface dust and contaminates which significantly increases combustibility.	Curtains, drapes, and other soft furnishings should be fire-retardant, or have been treated with a proprietary fire-retardant treatment.	M	2022	
The kitchen is an area of fire risk and should be enclosed in 30 minutes fire resisting walls and doorways. In the event of a fire the doors will not stop smoke spreading onto the escape routes.	To maintain the escape routes. The doors marked  should be fitted with intumescent fire a smoke stopping seals.	M	December 2021	
The glass panel in the kitchen wall is not fire resisting and therefore a fire in the kitchen can spread with ease onto an escape route.	It is necessary to infill the hatchway to the same standard as the surrounding wall or use fire resisting glazing in frames fixed shut.	M	December 2021	

<p>Fire Warning Systems. The Evacuator Site Master push button fire alarm currently in use is designed for temporary buildings, premises under construction and camp sites etc. The guidance published by HMG and BSI calls for a more permanent arrangement conforming to BS 5839 Pt 1 and the literature available for the 'Evacuator' does meet this standard.</p>	<p>The fire warning system should conform to the standard specified in BS 5839 Pt1 2017. The system currently in place whilst not conforming to the standard; the MICC cabling (red wire) can be utilised when upgrade work takes place, provide that cables are routed and secured correctly by a qualified engineer.</p>	M	2022	
<p>The accumulation of dust adds significantly to the combustibility of curtains and drapes and the surface spread of fire on flat surfaces.</p>	<p>The routine maintenance check sheet should indicate that periodic cleaning and removal of dust from stage curtains, electrical trays, and flat surfaces</p>	M	December 2022	
<p>Emergency Lighting Non maintained lighting is provided within the auditoria and original areas of the theatre but not the rooms created by the recent extension Additional emergency lighting is necessary in the new areas</p>	<p>It is necessary to provide Emergency lighting in accordance with BS 5266-1 in the areas marked </p> <ul style="list-style-type: none"> • in the childrens dressing through to the corridor leading to the main entrance • the new disabled toilet. 	M	December 2021	
<p>Management Central heating boilers: The central heating and hot water boiler has been recently serviced; however, it was not possible to identify that the equipment is regularly maintained Risk 'Tr</p>	<p>Include in the yearly maintenance routine</p>	TR	2022	
<p>The use of polyisocyanurate (PIR) has an improved fire rating compared to some blown-foam composite panels it will however continue to burn when heat is applied. In this building design and activity, the panels are assessed as a significant finding.</p>	<p>The trustees should ensure the panels are regularly checked to ensure the integrity of the surface, and this task is included in the fire safety check sheet. Please see appendix A for additional guidance.</p>	No Risk currently	July 2021	

<p>Holybourne Theatre operates an inclusive policy providing facilities for people with mobility aids and other members of the public who require the assistance of others. Arrangements are in place and carried through for each performance. Risk is 'T'. There is however no stated policy of how this is transacted and the person responsible. This is a significant finding Please see section 19</p>	<p>Management Policy and the fire Routine should set out the necessary arrangements for the safety of people with disabilities. This should include.</p> <ul style="list-style-type: none"> • how they will be hosted, and • the necessary arrangements for evacuation in the event of fire. • The naming of a responsible person for ensuring their evacuation. 	<p>No Risk currently</p>	<p>July 2021</p>	
<p>The RR(FS)O sets out a statutory duty <i>in Article 11.— (1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.</i></p>	<p>In accordance with HMG guidance for the types of premises and activity it is considered necessary to meet this duty and the responsible person(s), the Trustees, should implement a management programme and put into effect those items suggested in Appendix B</p>	<p>S</p>	<p>July 2021</p>	
<p>* Insert additional pages if required</p>				

21 ADDITIONAL HAZARDS

Specify:

During the survey it was noted that outbuildings B and C are roofed with, what it is assessed from a visual inspection, is corrugated asbestos sheeting. These two stores are full of combustible materials and in the event of a fire asbestos sheeting will fragment, flake and be carried on thermal currents into the grounds of the surrounding dwellings. It is likely in that event the Fire and Rescue Service and the Environmental Health officer will designate this as polluted ground requiring specialist removal. It is RECOMMENDED that you consult with your insurers to confirm your policy covers these risks.

It is RECOMMENDED that a sample of the roofing is tested and if confirmed you will need to record this in an asbestos register. The following links can provide further information

<https://www.hse.gov.uk/asbestos/managing/records.htm>

<https://www.hse.gov.uk/pubns/guidance/a14.pdf>

Buildings A, B and C are located 2 m from the boundary with a dwelling house. The boundary hedge of dead pine and yew hedging is easily combustible when ignited and in the event of a fire in one of the outbuildings the hedging will ignite by direct burning radiated heat will ignite the soffits and fascia of the neighboring dwelling. Its RECOMMENDED that

1. The area to the rear of the outbuilding remains clear of any debris and refuse material with grass kept low.
2. The outbuildings continue to remain securely locked when not in use.
3. You continue to isolate all electrical power supplies when not in use.
4. If at any future time you wish to retain hazardous or highly flammable materials, they should be stored in a suitable fire resisting cabinet in the prefabricated concrete store.

Need to consult Fire and Rescue Service? Yes No X

22 Risk Levels

Likelihood of Fire	Classification of Fire Risk		
	Likely Consequences of Fire		
	Slight Harm	Moderate Harm	Extreme harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

RISK LEVEL	ACTIONS & TIME SCALES <i>That may be considered as reasonable by the enforcing authority</i>
Trivial (Tr)	No action is required, and no detailed records need be kept. <i>Suggested time scale: 24 months plus.</i>
Tolerable (T)	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost. <i>Suggested time scales: 12 to 18 months</i>
Moderate (M)	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. <i>Suggested time scale: 6 to 9 months</i> NB: 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 (S)	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. <i>Suggested time scale: 2 to 3 months</i>
Intolerable (I)	Building (or relevant area) should not be occupied until the risk is reduced. <i>Suggested time scale: Immediate action or area/process taken out of use until addressed</i>

23 Appendix A

Composite Panel Management

Where composite panels are installed either internally or as part of the building structure and: are not categorically identified as non-combustible (under large scale testing conditions) or are not 'Approved' (see last section of this guide for an explanation of the term Approved): the following precautions / controls should be in place:

- Ensure there is a policy to require use of Approved materials when panels are replaced or repaired. A long-term programme of Un-Approved panel replacement should be considered.
- Remove the arson risk – combustible materials should not be stored within 10m of the building. Note this should be the general rule for any building, with exceptions given on a case-by-case basis.
- Formally inspect the condition of panels for signs of damage at least monthly.
- Actively encourage all members to report panel damage as soon as it happens or is seen.
- Put in place an easily accessible reporting system to do this.
- Any damage / exposed material should be promptly repaired.
- No hot work to be done on composite panels e.g., cutting, grinding. The proximity of composite panels should be a consideration for any hot work carried out within 10m.
- Control cold work extremely closely e.g., rotary saw cutting, drilling.
- Any work on panels should be controlled using a permit to work system. Do not mount

electrical equipment directly on panels. If this is necessary, fix a non-combustible panel to the wall first that extends at least 600mm around the extremities of the electrical equipment. The exception to this is where the electrical equipment enclosure already has a fire rating.

- Ensure any electrical cable penetrations are sheathed, collared and sealed to prevent exposure of the panel insulation and also to eliminate the risk of contact with sharp edges of the panel.

24 Appendix B

In accordance with HMG guidance - demonstrating managerial competence it is necessary to provide and maintain,

A policy document that includes.

- Naming a member of the Society to be 'the nominated person' having direct responsibility for the preventative and protection measures for fire within Holybourne Theatre.
- The nomination of a specific person for the summoning of the Emergency Services in the event of an incident during performances.
- A specific policy for people with mobility needs to include such things as to where are seated and the specific arrangements to ensure their safe evacuation.
- A specific policy and Emergency Action Plan (EAP) of how the society intends to alert audiences to a fire and an evacuation strategy that enable members of the public to swiftly and safely to exit the premises.
- A pre-performance safety check sheet which is signed by the responsible person on the premise prior to each performance.

A compendium logbook of:

- Staff training undertaken yearly, setting out the names of the person attending, the duration and type of training provided.
- Testing of fire warning systems weekly
- Yearly maintenance of the fire warning systems by a competent engineer
- Testing of the self-closure and door release mechanism
- Regular checks of fire extinguishers.
- Yearly maintenance of the portable firefighting equipment by a competent engineer.
- Regular checks of Emergency lighting
- Yearly maintenance of the Emergency Lighting by a competent engineer.
- Evacuation drills
- The logbook should remain on the premises for inspection by the Fire and Rescue Authority.