

**HARLOW COUNCIL
THE PLAYHOUSE
PLAYHOUSE
SQUARE
Harlow ESSEX
CM20 1LS**

**FIRE RISK
ASSESSMENT**

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Persons With Fire Safety Responsibility

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**Rory Davies – Harlow Playhouse Manager
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HARLOW COUNCIL

FIRE RISK ASSESSMENT PLAN

HARLOW PLAYHOUSE

General Statement

The Regulatory Reform (Fire safety) Order 2005 places statutory duties on employers to implement procedures with regards fire safety at places of work.

In order to help ensure the safety of staff and to comply with current legislation, should a fire occur at the Playhouse, a well-documented risk assessment/safety plan is essential.

It should include a general assessment of the main hazards and details of the control measures put in place to minimise risk in the event of a fire.

The appendices, attached to the fire risk assessment, provide additional information and advice on general evacuation procedures and duties undertaken by specific members of staff and volunteers.

There is an Action Plan within the Fire Safety document; this is in place for either immediate action, planned action or for active monitoring to take place.

Failure to comply with the fire risk assessment will be considered a breach of Harlow Council's health and safety procedures and could result in disciplinary action being taken.

The Playhouse building operates a NO SMOKING policy throughout.

Fire Prevention

The Playhouse consists of many areas and rooms of which are listed below:

Foyer	Basement	Orchestra Pit
Front Of House / Toilets	Battery Room	Electrical Room (Main Intake)
Back Of House	Old LX Workshop	Tank Room
Back Stage	Cellar	Sound Cupboard
Dressing Rooms	Plant Room	Roof
Studio 3	Flys Office	Toilets (M&F) Back Of House
Wardrobes	Theatre 2	Theatre 2 /Control Room
Café Bar	Mezzanine	Galleries (x3) Top/Middle/Bottom
Studio 1	Playhouse Manager	Lighting Box
Studio 2	Ushers room	Theatre 1/Sound Control/Gods
Chambers Room	Theatre 1	Flyfloor & Gentries
Pasquale Room	Costume Store	Main House Plenum
Laundry / Crew Room	Gel Store	Understage/Black Holes
Scene Dock		Yard

The Playhouse was opened in November 1971 as a theatre for the community involving local theatre companies and professional acts.

There is a Theatre 1 which seats 419 people and a studio space on the upper floor. The building consists of 5 floors in total including a basement and a cellar.

The building has access for the disabled and a lift installed to the main and studio floors. There is a loop system installed for the hard of hearing and the Equalities Act have ensured all foyer, café, bar levels are accessible. There are **8** dedicated wheelchair positions in the Theatre 1 on the bar level.

There is a rear courtyard, which is used for storage and deliveries of machinery, props and scenery sets. There is also an outside back stage corridor leading to the courtyard and out to the front of the Playhouse adjacent to the Harvey Centre entrance.

There is a decommissioned vehicle lift in the back yard, which is being used to store containers. There is a goods lift from the ground floor to the bar, not for public use.

Harlow Playhouse houses two theatre venues and three studios, to include the recently launched Studio 3 Aerial Studio home to in-house company Studio 3 Aerial Academy. The Playhouse has a full annual programme of events both on-site and at external locations. In addition to this, it is home to various resident Performing Arts companies including The Pauline Quirke Academy, Hip Hop Pop, Harlow Ballet and the nationally acclaimed inclusive Theatre Group Razed Roof, and is rapidly gaining a reputation as a regional centre for excellence.

For the purpose of the Fire Risk Assessment, the Playhouse was separated into the following areas:

- Front Of House
Bar / Theatre 1 / Theatre 2 / Studio 1 and 2 / Café Bar
Public Toilets
- Back Of House
Back Stage / Studio 3 / Dressing Rooms / Toilets
- Basement
Understage / Wardrobe / Outside Areas / Yard
- Flys and Roof Voids

Fire Prevention

Within the Playhouse the main fire risks are; electricity, rubbish, heating, pyrotechnics, manufacture of scenery, manufacture of costumes, storage of materials and storage of flammable materials. There is the risk of fire spreading through ducts, voids and air handling systems. The audience, i.e. elderly or disabled, who may require wheelchair access, also reflects the type of evacuation.

There may be occasions when special measures need to be implemented with respect to members of the audience, (i.e.; use of oxygen tanks on medical grounds), or because of the nature of the production, (i.e.: use of flames, smoke). In these circumstances, special arrangements should be agreed with the Health & Safety Team.

a) Electricity

The electrical installation of the facility is tested over a five-year period.

An inventory of all portable electrical equipment is maintained and, as the Playhouse have their own PAT testing equipment and certificate labels, they make arrangements for routine testing on a periodic basis. Equipment is tested every year.

Computer equipment is routinely tested, every year, but the maintenance responsibility of Harlow Council IT Services.

A competent member of the Technical Department will ensure that any electrical equipment brought into the Playhouse, by hirers or performers, is safe for its intended use.

The Technical Department will ensure the safety of all temporary installations.

Any obvious faults with electrical equipment or systems, including lighting and wiring, should be reported to the Technical Department immediately.

b) Rubbish

Every effort must be made to ensure that unwanted materials and rubbish are removed from the Playhouse and disposed of as quickly as possible. The rear courtyard must not be used as a general dumping area and the skip is to be emptied on a regular basis.

c) Heating

The building heating system is regularly serviced to ensure that it is safe and does not pose a fire risk.

The main boilers are gas fired and are fitted with cut off valves, which will operate in the event of a problem arising.

The gas supply system is checked on an annual basis by a Gas Safe registered contractor, HTS (Property Services) Ltd.

d) Pyrotechnics and other Special Effects

All pyrotechnics are stored in a metal box, within a designated cupboard, within a locked secure room, and regularly checked to ensure that they are not out of date.

The use of pyrotechnics is only undertaken by competent persons authorised by the Technical Department, and with approved equipment.

e) Manufacture of Scenery/Workshop

Area to the rear of the stage – Any scenery manufactured from wood and wood products pose the greatest fire risk, especially when painted. Management of wood dust should be controlled and disposed of on a regular basis to avoid build up.

Playhouse policies require that waste materials are regularly cleared up and removed, and that wood and paint quantities are limited to what is required. All paints used must be water based.

f) Laundry Rooms

Most of this work is undertaken in the laundry room, located at the back of the house, which contains irons and clothes-washing facilities.

Smoke detectors, linked into the fire alarm system, have been installed in these areas.

g) Storage of Materials

Scenery when not in use is kept in a designated area. (Metal containers located in the rear yard). The workshop is not authorised for general storage. Combustible materials such as props, curtains, wardrobe and decorations etc should be stored appropriately.

The basement has a variety of storage facilities all of which are clearly marked. A sprinkler system and smoke detectors are located in the basement.

A regular check is made of the rear courtyard in order to prevent the build up of materials and rubbish etc.

Pyrotechnics to be kept in secure metal cabinet, flammable liquids to be stored appropriately. Bars on the window of the store room ensure added security. Key code fire door to room must be 60 minute fire barrier, to ensure that the adjacent fire exit route is not compromised.

COSHH Regulations and DSEAR (Dangerous Substances & Explosive Atmosphere Regulations) to be adhered too.

Fire Precautions

In order to minimise the risk from any fire that may occur within the Playhouse, and to ensure safe evacuation, the following control measures have been implemented.

a) Evacuation Routes

The evacuation routes out of the Playhouse are indicated by illuminated exit signs or photo luminescent signage.

To ensure safe evacuation the routes must be kept free of flammable materials and obstructions at all times.

b) Fire Exits

All appropriate fire exits must be unlocked when the building is in use.

They must be kept free of all obstructions, both inside and out, and be available for use when required.

c) Fire Doors

Fire doors are provided to help prevent the spread of smoke and fire and must be kept closed.

On the bar level there is a double set of glass doors on the bar side, and a single set of glass doors on the church side leading to the Concourse. There is also a pair of glass doors leading from the Gallery to the Concourse on the second floor. These doors should act as compartmentalisation of fire in these areas in a fire situation. Therefore the doors need to be shut in an evacuation procedure.

d) Fire Extinguishers

Fire extinguishers are positioned in all parts of the Playhouse, with the type depending on the nature of the fire risk.

There is a rolling programme where all staff and users familiarise themselves with the location and operation of extinguishers, and the types of fire they are suitable for.

Extinguishers must not be removed from their designated location. The extinguishers are maintained and tested yearly.

There are also fire blankets in various locations throughout the building.

e) Emergency Lighting

Emergency lighting has been installed in all parts of the Playhouse and will remain on should there be a power failure.

f) Fire Alarm

The Playhouse has a fire alarm system that incorporates both smoke and heat detectors.

It is only audible in parts of the building where staff and performers are located.

Within the Theatre 1 and Theatre 2 ushers are warned of an alarm operation either by a red flashing light, or by hearing an announcement.

The purpose of the limited audibility is to enable a controlled evacuation of patrons who may not be familiar with the Playhouse layout.

Staff and hirers should familiarise themselves with the location of the alarm operating, or call, points.

The fire alarm is tested weekly.

g) Sprinkler System

Due to the potential severity of a fire in the basement a sprinkler system has been installed. There is also a sprinkler over the stage.

These systems have regular bell and pressure tests carried out. There are sprinkler heads in the scene dock and an asbestos replacement Superlux roof that acts as a fire shield.

h) Fire Drills

There will be a full evacuation drill of the Playhouse once a year. Every effort will be made to carry these out when a significant number of people are in the auditorium and that as many ushers, and other staff, as possible are on duty.

i) Lifts

Whenever there is a need to evacuate the building the lifts must not be used.

There are EVAC chairs on site to be used by trained staff to help evacuate people with mobility impairments if necessary.

The Fire Service has reiterated that lifts should not be used in the event of fire. An attempt should be made to assist anyone with mobility issues, or requiring assistance in leaving the building, as the Fire Service should not be relied upon to get this group out, (they may get delayed in attending).

After staff assessing and offering assistance to members of the public, if it is felt that they need to remain, they should be led to a safe place/refuge and this information be communicated to the Fire Service immediately on arrival.

People with Special Needs

The varied nature of productions at the Playhouse means that it is often difficult to estimate the number of people with disabilities that may be present within an audience.

If it is known that there will be an increase in the number of patrons, with special needs in the audience, then there will be additional numbers of ushers on the premises when available.

If it is also known that an audience will contain a high proportion of patrons who will require assistance, eg: age of audience, then additional ushers will be engaged when available.

To help with the evacuation of people with disabilities an Evac Chair is located near to the main stairway, (outside Theatre 2 on the 2nd floor), and can be used as necessary if safe to do so. (See above)

There are beacons placed around the building, under the Equalities Act, to ensure the hard of hearing/seeing are aware of an evacuation/drill.

Following communication, the Technical Department will assist the Front of House if necessary on particular performances.

Training

Regular fire safety courses are provided as part of Harlow Council's commitment to Health and Safety related training.

Staff are briefed on the use of the Evac chairs.

General

Although every effort will be made to ensure that fire safety standards are maintained within the Playhouse, this can only effectively be achieved with the cooperation of staff and hirers.

A member of the Playhouse management team should always be informed of people who may be present in the building, other than members of the public in the bar or catering areas. Ensure that the Technical Manager, or an authorised technician, carries out a safety briefing prior to performances for promotional tour productions. For hirers, the whole Company will be given a full health and safety briefing.

Deficiencies with any of the fire precautions should initially be referred to Facilities Management.

The fire safety plan, and appendices, will be reviewed on a periodic basis.

The Playhouse potentially has various fire evacuation scenarios:

Theatre 1 Show Evacuation

- Evacuation required before the start of a performance
- Auditorium half full and audience still taking their seats
- During the interval of a show performance
- At the end of a performance

Theatre 2 Show Evacuation

- Evacuation required before the start of a performance
- Auditorium half full and audience still taking their seats
- During the interval of a show performance
- At the end of a performance

Theatre 1 & Theatre 2 Show Evacuation

- Evacuation required before the start of a performance
- Auditorium half full and audience still taking their seats
- During the interval of a show performance
- At the end of a performance

General Evacuations

- During Café operation
- During Studios operations
- During 'Get In's & Get Out's'

It is agreed that the Fire Risk Assessment is effective and fully comprehensive in all these situations, essentially the procedure can be adapted to fit the given state of any evacuation required.

Staff are competent in their roles and the Plan clearly states the steps to be taken that suit these roles.

This risk assessment is in accordance with the Harlow Playhouse Emergency Response Plan.

Health & Safety Team
December 2017

HARLOW COUNCIL

THE PLAYHOUSE

FIRE RISK ASSESSMENT - Appendix A

EVACUATION PROCEDURE

GENERAL INSTRUCTIONS FOR PUBLIC

ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)

1. Raise the alarm by breaking the nearest call point.
2. Call the Fire Brigade (see below for further details).
3. Advise a member of the Playhouse Team.
4. If safe to do so, try to put out the fire by using a suitable fire extinguisher.

ON HEARING THE ALARM

5. Treat every fire alarm operation as if it were a fire.
6. Go to you designated area and await instructions regarding the evacuation.
7. Guide patrons to the nearest safe exit and proceed to the assembly point.
Do not use the lifts – endeavour to assist people with disabilities
8. If possible, close doors and window to help prevent the spread of smoke and fire.

ASSEMBLY POINT – IN FRONT OF ST.PAULS CHURCH (ADJACENT TO PLAYHOUSE)

CALLING THE FIRE BRIGADE

9. Call the Fire Brigade immediately to every fire or on suspicion of a fire.
THEY WILL NO LONGER AUTOMATICALLY RESPOND TO A CALL FROM AN ALARM CENTRE – THE FIRE HAS TO BE CONFIRMED
10. Lift the receiver and dial **112 or 9-999**.
11. When the operator answers ask for Fire and you will be connected to the Fire Brigade.
12. When the Fire Brigade operator answers give the location as:
THE PLAYHOUSE-PLAYHOUSE SQUARE-HARLOW-ESSEX-CM20 1LS
13. Do not replace the receiver until the address has been correctly repeated back to you.

Other groups of staff not specified in the Fire Risk Assessment will make their areas secure and then assist in the evacuation in accordance with the Playhouse evacuation procedures.

HARLOW COUNCIL

THE PLAYHOUSE

FIRE RISK ASSESSMENT- Appendix B

EVACUATION PROCEDURE

HOUSE MANAGER

1. Unless you discover the fire yourself, the House Manager will become aware that there is a problem by the operation of the fire alarm, or being informed by another member of staff.
2. Ensure that the Fire Service has been called.
3. The Duty Technician/Stage Manager will ensure that the panel in the Stage Doorman's office is checked to assess which zone has been activated. This will be done in one minute. The Duty Technician/Stage Manager, in liaison with the House Manager, will make the decision whether to evacuate.
4. All other staff should be notified that the alarm had been activated and to prepare for a possible evacuation.
5. A member of staff must be despatched to the main entrance to meet the Fire Service and advise them on the current situation.
6. Arrange for the house lights to be brought up.
7. Once the safe exit route has been established, the Duty Technician/Stage Manager will make an announcement advising patrons when exits can and cannot be used and will advise them of the meeting points -:

IN FRONT OF ST.PAULS CHURCH (ADJACENT TO PLAYHOUSE) – FRONT OF HOUSE

8. Ensure the ushers are correctly deployed, as their pre show briefing.
9. Double check to ensure that all front of house areas of the Playhouse have evacuated and then go to the assembly point.
10. If there are two shows running at the same time – one in Theatre 1 and one in Theatre 2, the Technician in Theatre 2 will make the announcements to patrons and give instructions to the ushers.
11. Do not allow people back into the Playhouse until instructed by the Fire Officer who confirms that it is safe to do so.
12. The House Manager will liaise with the Harlow Playhouse Manager to determine the next procedure in relation to the performance.

Health & Safety Team
December 2017

HARLOW COUNCIL

THE PLAYHOUSE

FIRE RISK ASSESSMENT - Appendix C

EVACUATION PROCEDURE

INSTRUCTION FOR USHERS

Please read this procedure carefully and ask the House Manager for clarification if there is anything that you do not fully understand.

1. Before commencement of the performance ensure that you are familiar with all of the evacuation routes from the Theatre 1 and/ or Theatre 2.
2. The House Manager will advise you if there are any particular Fire risks to be aware of during the performance. The House Manager to give a full briefing before the House opens.

Theatre 1

3. If you hear the fire alarm, see the internal red light flashing or hear an Announcement.
4. Listen to instructions and act accordingly.
5. Ushers outside the auditorium will go back into the Theatre 1 to take up designated positions to assist in the evacuation. One usher will move to the vom door on both sides to direct patrons towards the fire exit or prevent them from using an exit as appropriate. The other usher will remain at the Theatre 1 doors to assist patrons towards the fire exits.
6. Help patrons to move quickly out through the emergency exits.

Wheelchair users to remain in the designated area of Theatre 1 to await further assistance from the fire service.

The lift must not be used.

Theatre 2

7. If you hear the fire alarm, see the internal red light flashing or hear an announcement.
8. Await instructions from the House Manager or the technician if there are **two shows running at the same time** – one in Theatre 1 and one in Theatre 2
9. Should it be obvious that the audience are aware that there is a problem, arrange for Theatre 2 to be evacuated, as quickly as possible, using the designated fire exits as indicated by the Technician / Ushers.

Wheelchair users to remain in the designated area of Theatre 2 to await further assistance from the fire service.

The lift must not be used.

General

10. During any evacuation, ensure that patrons leave the Playhouse completely and go to the assembly point.

IN FRONT OF ST.PAULS CHURCH – (ADJACENT TO PLAYHOUSE)

11. No one must re-enter the building until advised that it is safe to do so by the Fire Officer.
12. Always assume that the operation of the fire alarm is because of a genuine emergency.
13. In the event of two shows being on the Technical Department will give the Ushers instructions to instigate an evacuation.

Health & Safety Team
December 2017

HARLOW COUNCIL

THE PLAYHOUSE

FIRE RISK ASSESSMENT

FRONT OF HOUSE - EVACUATION PROCEDURE AS PROVIDED TO USHERS

FIRE/EMERGENCY EVACUATION - MAIN HOUSE (T1)

If the red fire beacons start to flash (no alarm sounds Front of House), providing it is safe to do so, you should both take up your designated positions by either Door 1 or 2 respectively and listen to instructions from the HM / Duty Technician – see below. If the decision to evacuate is taken (it could be a false alarm so no need to evacuate) and the announcement has been made, you should help guide patrons out of the building – “Vom” usher via the “Vom” exit and other usher via the main doors. **Should it not be possible to use any particular exit then the HM will inform you.** The “Vom” usher is assigned at the start of the show – as part of the pre-show briefing – this does not change once the role has been assigned.

Patrons should not be told to leave the building until the position and nature of the fire / emergency has been established by the HM / Duty Technician (this is a very quick procedure) as it may be a false alarm.

In summary - if we do need to evacuate and once the Duty Technician / HM have agreed the safe exit routes, the show will be stopped, the House Lights switched on and the patrons told to leave by any **available exit**. It is the role of the ushers to guide patrons out of the closest exit. Should there be a problem that prevents any of the exits being used the HM will inform you before the evacuation is started. You will therefore need to say

“leave by this exit” or “do not leave via this exit – please use....

If safe to do so, Café bar staff will help with the evacuation and then go to the Meeting point with all other members of staff / audience members.

The meeting point for patrons and ushers and all Front of House staff is the front of St Paul's Church – adjacent to the Playhouse.

Nobody should use lifts – if asked tell customers not to do so but we cannot physically stop them.

Patrons in wheelchairs should remain in the Auditorium until the fire service has arrived and can evacuate them safely.

FIRE EVACUATION – T2

If the beacons start to flash the same procedure as that in the Main House (T1) should be followed for T2 shows except, if there are two shows running at the same time (T1 and T2), then the ushers working on T2 would take their instructions from the technician who is running the show. The primary exits are onto the Mezzanine and then down the main stairs, out the front doors and along to the meeting point. Alternatively, the patrons can walk along the Gallery/Concourse and out of the Church side exit by Door 2.

If the Front of House exits cannot be used then there is a rear fire exit that is clearly marked but if at all possible the FOH exits must be used.

HARLOW COUNCIL

THE PLAYHOUSE

FIRE RISK ASSESSMENT - Appendix D

EVACUATION PROCEDURE

INSTRUCTIONS FOR HOSTS

ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)

1. Raise the alarm by breaking the nearest call point.
2. Call the Fire Brigade (see below for further details).
3. Advise a member of the Playhouse Management Team (GOLD).
4. If safe to do so, try to put out the fire by using a suitable fire extinguisher.

ON HEARING THE ALARM

5. Treat every fire alarm operation as if it were a fire.
6. Evacuate Bar and Gallery Area including Toilets, go to you designated area and await instructions regarding the evacuation.
7. Guide patrons to the nearest safe exit and proceed to the assembly point.
Do not use the lifts – endeavour to assist people with disabilities
8. If possible, close doors and window to help prevent the spread of smoke and fire.
9. If safe to do so shut down café area and appliances, secure money.

ASSEMBLY POINT – IN FRONT OF ST.PAULS CHURCH (ADJACENT TO PLAYHOUSE)

CALLING THE FIRE BRIGADE

9. Call the Fire Brigade immediately to every fire or on suspicion of a fire.
THEY WILL NO LONGER AUTOMATICALLY RESPOND TO A CALL FROM AN ALARM CENTRE – THE FIRE HAS TO BE CONFIRMED
10. Lift the receiver and dial **112 or 9-999**.
11. When the operator answers ask for Fire and you will be connected to the Fire Brigade.
12. When the Fire Brigade operator answers give the location as:
THE PLAYHOUSE-PLAYHOUSE SQUARE-HARLOW-ESSEX-CM20 1LS
13. Do not replace the receiver until the address has been correctly repeated back to you.

HARLOW COUNCIL

THE PLAYHOUSE

FIRE RISK ASSESSMENT - Appendix E

EVACUATION PROCEDURE

BACKSTAGE STAFF

1. Unless you discover a fire yourself, backstage staff will become aware of a fire by the operation of the fire alarm, by hearing an announcement or being informed by another member of staff.
2. If it is you who has discovered the fire then follow the procedures in Appendix A General information for Public.
3. On all other occasions await instructions from a Duty Technician.
4. The Duty Technician/Stage Manager will ensure that the panel in the Stage Doorman's office is checked to assess which zone has been activated. This will be done in one minute. The Duty Technician/Stage Manager, in liaison with the House Manager, will make the decision whether to evacuate.
5. Should there be a need to evacuate The Playhouse you will be instructed, by the Duty Technician, when to turn the sound down and raise the house lights.
6. Listen for any other instructions.
7. Turn off all unnecessary electrical equipment, make safe pyrotechnics etc.
8. As soon as any technical requirements have been completed, if appropriate, backstage staff should assist with the evacuation process. On exiting the building, ensure that you have reported your presence.
9. The Duty Technician/Stage Manager will commence a sweep of the building ensuring that all is clear.
10. Ensure that patrons/cast/crew leave the building and go to the appropriate assembly point;

- BACK OF ST.PAULS CHURCH - (ADJACENT TO PLAYHOUSE)
- IN FRONT OF ST.PAULS CHURCH – (ADJACENT TO PLAYHOUSE)

11. No one must re-enter the building until advised that it is safe to do so by a Fire Officer.
12. All backstage staff must keep in communication with the Duty Technician to ensure their locations and movements.
13. Always assume that the operation of the fire alarm is because of a genuine emergency.

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FIRE RISK ASSESSMENT - Appendix F

EVACUATION PROCEDURE

CLEANING / HOUSEKEEPING STAFF

In the event of a fire, (early morning – no classes or persons on premises other than the housekeeping staff).

1. In the event of a fire, The Playhouse **MUST** be evacuated immediately and the Fire Service called.
2. When the alarm trips, it will activate the red beacons at the front of the House, (visual only), and bells at the back of the house, (audible only).
3. Immediately evacuate the building by the nearest fire exit.
4. The assembly point is:

PAVED AREA IN FRONT OF ST.PAULS CHURCH (ADJACENT TO PLAYHOUSE)

5. The Housekeeper will then phone a GOLD member of staff to inform them of what has happened. (Mobile phone numbers displayed in STAGE DOORMANS OFFICE).
6. When the fire brigade arrives, one Housekeeper must meet them and direct into the building and follow instructions of the Fire Officer. The Housekeeper must then use the fire alarm keys to disable the alarm in the Stage Doorman's Office when instructed to do so by the Fire Officers. The other Housekeepers can return to the building **ONLY** when instructed to do so.

ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)

1. Raise the alarm by breaking the nearest call point.
2. Alert staff and other users of the Playhouse.
3. Call the Fire Brigade (**dial 112 or 9-999**).
4. Begin an immediate evacuation of the building – **DO NOT USE LIFTS**.
5. **IF POSSIBLE**, close doors and windows as you leave to help prevent the spread of smoke and fire.
6. If safe to do so, try to put out the fire by using a suitable fire extinguisher.

PRIORITY IS TO SAFELY EVACUATE THE BUILDING

**HARLOW COUNCIL
THE PLAYHOUSE**

FIRE RISK ASSESSMENT - Appendix G

EVACUATION PROCEDURE

DOOR SUPERVISORS (Security)

In the event of a fire, at any time where Door Supervisors are on shift and no show is running in either Theatre Space.

1. In the event of a fire, The Playhouse **MUST** be evacuated immediately and the Fire Service called.
2. When the alarm trips, it will activate the red beacons at the front of the House, (visual only), and bells at the back of the house, (audible only).
3. The Door Supervisor will check all spaces that are known to be in use and all Front of House Areas and ask patrons to evacuate the building by the nearest fire exit.
4. The assembly point is:

**PAVED AREA IN FRONT OF ST.PAULS CHURCH
(ADJACENT TO PLAYHOUSE)**

5. The Door Supervisor will then phone a GOLD member of Staff to inform them of what has happened. (Mobile phone numbers displayed in STAGE DOORMANS OFFICE).
6. When the fire brigade arrives, Door Supervisor must meet them and direct into the building and follow instructions of the Fire Officer. The Door Supervisor must then use the fire alarm keys to disable the alarm in the Stage Doorman's Office when instructed to do so by the Fire Officers. The Door Supervisor can return to the building **ONLY** when instructed to do so.
7. The Door Supervisor must take emergency bag and de-fib from the publicity store to the front of the building in all evacuation situations.

ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)

1. Raise the alarm by breaking the nearest call point.
2. Alert staff and other users of the Playhouse.
3. Call the Fire Brigade (**dial 112 or 9-999**).
4. Begin an immediate evacuation of the building – **DO NOT USE LIFTS**.
5. **IF POSSIBLE**, close doors and windows as you leave to help prevent the spread of smoke and fire.
6. If safe to do so, try to put out the fire by using a suitable fire extinguisher.

PRIORITY IS TO SAFELY EVACUATE THE BUILDING

Health & Safety Team
December 2017

HARLOW COUNCIL

THE PLAYHOUSE

FIRE RISK ASSESSMENT – Appendix H

EVACUATION PROCEDURE

EVACUATION TEAM – EVACUATION TEAM RESPONSIBILITIES / CONTACTS

The Playhouse Evacuation Team / Evacuation Co-ordinators

Call Out List – Monday – Saturday 1000 – 1800				
RL	Name	Title	Contact 1	Contact 2
1	Rory Davies	Harlow Playhouse Manager ext 6750	07583 907430	07802 843115
3	Emily Brown	Technical Manager ext 6747	07845 655434	
4	John Harty	Facilities Manager ext 6753	07870 237253	
5	Brian Palmer	Accounts and Volunteering Manager ext 6701	07967 621177	

Call Out List – Monday – Saturday OUT OF HOURS and Sunday				
RL	Name	Title	Contact 1	Contact 2
1	Rory Davies	Harlow Playhouse Manager ext 6750	07583 907430	07802 843115
2	John Harty	Facilities Manager ext 6753	07870 237253	
3	Emily Brown	Technical Manager ext 6747	07845 655434	
4	Brian Palmer	Accounts and Volunteering Manager ext 6701	07967 621177	

- Overall responsibility for the evacuation process
- Will ensure Fire Brigade has been called
- Liaise with emergency services
- Assess when it is safe to re-enter the building
- Take reports from the assembly point co-ordinators, (member of staff on site) on the state of the evacuation
- Following the controlled evacuation, Patrons and performers are escorted and supervised until Fire Officers allow re-entry into the building.

Health & Safety Team
December 2017

**HARLOW COUNCIL
FIRE RISK ASSESSMENT**

HARLOW PLAYHOUSE

ACTION PLAN

Hazard & Potential Risk	Who Is At Risk	Action Required	By Who	Timescales & Review
<p>Fire Exits & Evacuation Routes</p> <p>Some doors are, and have potential, to be obstructed</p> <p>Obstruction of doorways and exits could become inaccessible in an evacuation situation compromising safety</p> <p>Fire doors to be kept shut and not propped open, (particularly below stage). This action will help to prevent fire and smoke spreading throughout other areas of the building</p>	<p>Council employees</p> <p>Visitors / Patrons</p> <p>Maintenance Staff</p> <p>Other Agencies</p>	<p>Regular checks to be carried out of the building ensuring that all exits and doorways are free from obstructions and not propped open</p>	<p>Playhouse Staff</p> <p>Playhouse Cleaners must ensure that doors are closed following cleaning</p> <p>House Manager ensures a check is carried out prior to every show – checks that fire doors are in good working order</p>	<p>Immediately to clear any obstructions with ongoing inspections</p> <p>Every show / performance</p> <p>ONGOING REVIEWED DEC 17</p>

Hazard & Potential Risk	Who Is At Risk	Action Required	By Who	Timescales & Review
<p>Signage</p> <p>Check signage to exit routes are clear and up to date</p> <p>Additional photoluminescent signage to be displayed in darker areas of the theatre and backstage to assist and guide</p> <p>Confirm assembly point has been agreed and staff are aware of location to ensure nobody is misguided in a possible evacuation and staff are confident of procedures</p> <p>Stairwells and in particular rear backstage stairways are dark and potentially dangerous causing trips and falls</p>	<p>Council employees</p> <p>Visitors / Patrons</p> <p>Maintenance Staff</p> <p>Other Agencies</p>	<p>Additional signage to be provided and displayed</p> <p>Appropriate action will be taken and necessary signage displayed as and if required</p> <p>To make the step edges more easily identifiable they could be painted in photoluminescent paint to highlight stairs and make escape routes safer to use</p>	<p>External Contractor in discussion with Playhouse Staff</p> <p>Duty Manager holds periodic reviews</p> <p>Playhouse Staff/Playhouse Contractor</p>	<p>Signage in place April 2012</p> <p>Hold periodic briefings with staff to ensure their understanding of the Fire Risk Assessment – From April 2012</p> <p>ONGOING MAINTENANCE TO ENSURE IN WORKING ORDER DEC 17</p>
<p>Fire Alarm</p> <p>Alarms should receive a full service and be on a regular maintenance programme to ensure efficiency and reliability in the event of activation in a fire</p>		<p>Confirmation that an external Contractor visits 6 monthly to inspect, service and maintain the fire alarm systems - information recorded and logged in fire book</p>	<p>Playhouse Contractor</p>	<p>Ongoing 6 monthly</p>

Additional Information	Who Is At Risk	Action Required	By Who	Timescales & Review
<p>Staff to have awareness of fire safety and potential hazards</p> <p>Staff to be aware of locations and use of high visibility vests/armbands/torches - Staff not adequately equipped with safety equipment/clothing could affect an efficient evacuation</p> <p>Staff to be trained in the use of EVAC chairs - Less able patrons may need extra assistance with the use of an EVAC chair, an untrained user could cause further risks</p>	<p>Council employees</p> <p>Visitors / Patrons</p> <p>Maintenance Staff</p> <p>Other Agencies</p>	<p>Fire Safety training has been undertaken with all staff, casuals and ushers – ongoing as required</p> <p>Staff to be briefed and informed of locations of equipment/clothing etc</p> <p>Individual sections to carry out their own periodic staff briefings to ensure everyone is aware of their role in an evacuation situation</p> <p>Health & Safety to coordinate more EVAC chair training – (staff previously trained have moved from Authority)</p>	<p>Health & Safety Team</p> <p>Playhouse Staff</p> <p>Playhouse Staff</p> <p>Health & Safety Team</p>	<p>September & October 2011 H&S updates on WIS & as req</p> <p>As per section – weekly/monthly</p> <p>Awaiting progress to move forward – Jan 2015</p> <p>Alternative arrangements in place under ‘lifts’ within the Fire Assessment</p> <p>ONGOING REVIEWED DEC 17</p>

Additional Information	Who Is At Risk	Action Required	By Who	Timescales & Review
<p>Workshop, can build up dust - Potential risk of fire, accumulated dust, wood, related materials – ensure equipment is switched off and stored safely when not in use</p> <p>Electrical equipment to be PAT tested - Faulty electrical appliances could potentially become a fire risk</p> <p>Suggestion to ensure Harvey Centre & Playhouse liaise re drills - Possibility of confusion and needless evacuations of buildings</p> <p>Smoke detector to be linked into laundry room and an additional fire extinguisher required</p>	<p>Council employees</p> <p>Visitors / Patrons</p> <p>Maintenance Staff</p> <p>Other Agencies</p>	<p>General house duties to be carried out daily</p> <p>Workshop is rented out to an independent carpenter. All Health & Safety and fire risk assessments should be carried out by the individual in consultaion with the Facilities Manager. HDC to receive copies for file and to be advised of any changes. Any substances, flammable materials or relevant equipment to be identified and Essex Fire Service to be informed via the Playhouse Facilities Manager – Insurance Section to be advised as necessary</p> <p>All equipment to be PAT tested within the set Council guidelines – some staff trained to carry out onsite testing with own equipment on adhoc basis</p> <p>Regular communication via radio links to ensure all parties aware of actions</p> <p>Following a move around of equipment, and changed use of space/areas, these requirements were deemed necessary to act as further precautions</p>	<p>Playhouse Staff</p> <p>Contractor and Facilities Manager</p> <p>Health & Safety Team & Playhouse Staff</p> <p>Playhouse Staff & Harlow Town Link</p> <p>Playhouse Contractor & extinguisher contractor</p>	<p>Daily – April 2012</p> <p>Approx 3 yearly Last test 9/2012</p> <p>Ongoing – April 2012</p> <p>Completed September 2012</p>

<p>Rubbish builds up from Harvey Centre roof causing a potential fire hazard</p> <p>Drawings of the building have been updated and provided for the purposes of fire prevention and access</p>		<p>Arrangements to be made for the correct disposal, removal and storage of rubbish</p> <p>Recommend more lids on skips and staff and cleaners to be more vigilant when they have been removed</p> <p>Detailed diagrams are accessible from the Playhouse identifying smoke and heat detectors, call points, beacons, alarm bells, fire doors and any relevant information</p>	<p>Technical Department to discuss with Harvey Centre</p> <p>Cleaners and all staff</p>	<p>Some lids on skips July 2012 – on-going continual communication</p> <p>March 2013</p> <p>ONGOING REVIEWED DEC 17</p>
<p>The pyrotechnics room is on a fire exit route and therefore the items stored inside must be secure, separated and contained within the room</p>	<p>Council employees</p> <p>Visitors / Patrons</p> <p>Maintenance Staff</p> <p>Other Agencies</p>	<p>Stored items to be checked periodically to ensure that good housekeeping of the equipment, liquids, flammables, pyros etc is being carried out</p>	<p>Playhouse Staff</p>	<p>Ongoing from April 2012</p> <p>COMPLETE 16</p>