

Control Room and Dressing Rooms 1 – 4 Escape Route 65

Task/Activity/Environment: Fire escape route being obstructed when, The Loft, Dressing Rooms, Control Room and Landing areas are in use. Contain Spread of smoke and fire from dressing room into fire corridor.	Location: Loft Level/Dressing Rooms and Control Room	Date of Assessment: 09.09.18	Date for Review: January 2019																																				
Identify Hazards which could cause harm: <table border="1"> <thead> <tr> <th>No.</th> <th>Hazard</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Doors Propped/wedged left open and unattended.</td> </tr> <tr> <td>2</td> <td>Storage of item/s in Escape Route (fire corridor)</td> </tr> <tr> <td>3</td> <td>Artist/s and Crew leaving items of clothing & props, over the top of fire doors left in piles on the floor in Escape Route (fire corridor)</td> </tr> </tbody> </table>	No.	Hazard	1	Doors Propped/wedged left open and unattended.	2	Storage of item/s in Escape Route (fire corridor)	3	Artist/s and Crew leaving items of clothing & props, over the top of fire doors left in piles on the floor in Escape Route (fire corridor)	Identify risks = what could go wrong if hazards cause harm: <table border="1"> <thead> <tr> <th>No</th> <th>Risk</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Spread of smoke and fire from dressing room into fire corridor /compromising the escape route from the Control Room and Dressing Rooms 1 - 4</td> </tr> <tr> <td>2</td> <td>Obstruction of Escape Route (fire corridor), compromising the activation of door closers and the users of Dressing Rooms 1- 5, Control Room and The Loft.</td> </tr> <tr> <td>3</td> <td>Obstruction of Escape Route (fire corridor), compromising the activation of door closers and the users of Dressing Rooms 1- 5, Control Room and The Loft.</td> </tr> </tbody> </table>	No	Risk	1	Spread of smoke and fire from dressing room into fire corridor /compromising the escape route from the Control Room and Dressing Rooms 1 - 4	2	Obstruction of Escape Route (fire corridor), compromising the activation of door closers and the users of Dressing Rooms 1- 5, Control Room and The Loft.	3	Obstruction of Escape Route (fire corridor), compromising the activation of door closers and the users of Dressing Rooms 1- 5, Control Room and The Loft.																						
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List groups of people who could be affected: Employees, Hirers, Artists, Crew and Public (including apprentices)	What numbers of people are involved? 1 to 100																																						
What existing precautions are in place to reduce risks? <table border="1"> <thead> <tr> <th>No.</th> <th>Precaution</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Signage stating FIRE DOOR PLEASE KEEP DOOR SHUT AT ALL TIMES. All fire doors are fitted with self-closers, smoke seals and 1hr fire doors</td> </tr> <tr> <td>2</td> <td>Signage stating FIRE EXIT KEEP CLEAR</td> </tr> <tr> <td>3</td> <td>Signage stating FIRE DOOR PLEASE KEEP DOOR SHUT AT ALL TIMES. All fire doors are fitted with self-closers, smoke seals and 1hr fire doors</td> </tr> </tbody> </table>	No.	Precaution	1	Signage stating FIRE DOOR PLEASE KEEP DOOR SHUT AT ALL TIMES. All fire doors are fitted with self-closers, smoke seals and 1hr fire doors	2	Signage stating FIRE EXIT KEEP CLEAR	3	Signage stating FIRE DOOR PLEASE KEEP DOOR SHUT AT ALL TIMES. All fire doors are fitted with self-closers, smoke seals and 1hr fire doors	Score the risk with these precautions in place: <table border="1"> <thead> <tr> <th>No.</th> <th>L</th> <th>X</th> <th>S</th> <th>=</th> <th>RS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3</td> <td>X</td> <td>4</td> <td>=</td> <td>12</td> </tr> <tr> <td>2</td> <td>3</td> <td>X</td> <td>4</td> <td>=</td> <td>12</td> </tr> <tr> <td>3</td> <td>3</td> <td>X</td> <td>4</td> <td>=</td> <td>12</td> </tr> </tbody> </table>			No.	L	X	S	=	RS	1	3	X	4	=	12	2	3	X	4	=	12	3	3	X	4	=	12				
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What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further? <table border="1"> <thead> <tr> <th>No.</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hold backs on the doors that release when alarms sound.</td> </tr> <tr> <td>2</td> <td>Hirer, Visiting artist/s and crew to be made that items MUST NOT be stored or left in escape route/s and must be left clear of obstructions at all times.</td> </tr> <tr> <td>3</td> <td>A copy of this risk assessment to be given to Hirer/s, Visiting artist/s and crew/s to read and sign understanding exactly what is been signed for. That Dressing Room and Loft Doors must be shut <u>at all times</u> even when occupied. Should any part of this risk assessment be compromised the venue staff will stop the rehearsal /sound check or performance straight away.</td> </tr> </tbody> </table>	No.	Action	1	Hold backs on the doors that release when alarms sound.	2	Hirer, Visiting artist/s and crew to be made that items MUST NOT be stored or left in escape route/s and must be left clear of obstructions at all times.	3	A copy of this risk assessment to be given to Hirer/s, Visiting artist/s and crew/s to read and sign understanding exactly what is been signed for. That Dressing Room and Loft Doors must be shut <u>at all times</u> even when occupied. Should any part of this risk assessment be compromised the venue staff will stop the rehearsal /sound check or performance straight away.	What is the remaining risk after additional actions completed? <table border="1"> <thead> <tr> <th>No.</th> <th>L</th> <th>X</th> <th>LS</th> <th>=</th> <th>RS</th> <th>X</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3</td> <td>X</td> <td>1</td> <td>=</td> <td>3</td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>X</td> <td>3</td> <td>=</td> <td>6</td> <td></td> </tr> <tr> <td>1- 3</td> <td>2</td> <td>X</td> <td>3</td> <td>=</td> <td>6</td> <td></td> </tr> </tbody> </table>			No.	L	X	LS	=	RS	X	1	3	X	1	=	3		2	2	X	3	=	6		1- 3	2	X	3	=	6	
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Who will be responsible for implementing these actions: Technical Manager / Duty Technician	By When: on going																																						

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Score	Likelihood	Score	Severity	Total Score	Level of Risk	Action Required
0	Almost impossible	0	No injury	0-1	I=Insignificant	No action
1	Very Unlikely	1	First aid	2-6	L=Low	Review controls to remain effective
2	Unlikely < than 50/50 chance	2	< 3 days absence	If greater than 7, identify additional actions		
3	Likely > than 50/50 chance	3	> 3 days absence	8-16	M=Medium	Identify additional actions to reduce
4	Very Likely	4	Long term injury/ill health	20	H=High	Seek further advice
5	Virtually Certain	5	Death or disabling	25	C=Critical	STOP seek further advice

Completed by Geoff Soltau
Signed:
Completed by Angus Allan
Signed
Completed by Scott Knowles
Signed
Manager Authentication
PRINT NAME: Lee Rothwell

Signed: