

FIRE SAFETY REPORT & MANUAL

To be read by all staff, tutors and visiting practitioners of

Theatre Street Performing Arts

And

London College of Performing Arts

January 2018

To be reviewed and revised every 12 months

Assessment Overview

Inspection January 2018

- Fire risk is low. The café area contains no gas appliances. Electrical appliances have all been visually checked, see report at the rear of this document. Electrical safety visual check will be carried out by senior staff every six months at a minimum.
- Kitchen equipment poses the only significant risk for fire, and risk is considered to be low. Notices will be posted above plugs to remind users to switch off when leaving.
- Fire extinguishers are in position and up to date. There are five extinguisher points in the building, located at the front door, rear exit, bottom of the stairs, top of the stairs and in the café. Both types of extinguisher are in place.
- All doors are fire safety doors. At the bottom of the stairs, this door is to become the main point of egress and entry for the Performing Arts Centre. This means the push bar will be removed, and the door will be used as a normal exit. This door can be used as part of an evacuation (see Evacuation Plan) but also this route is part of the exit route to the Emergency Doors on the right. More signage will be added at the bottom of the stairs to clarify both means of escape.
- The new studios upstairs have fire doors. See Evac Plan for all routes.
- The pass door from the Lobby into the Stairwell must be kept unlocked at all times while the building is open, but can be locked at night for security when the building is empty. If anyone is in the building and upstairs while this door is locked, they must be made aware that the escape options are reduced accordingly. Therefore while this door is unlocked, the escape options available are as follows:

Evacuation Plan

- Upstairs – all escape routes lead to the staircase. The Staircase leads to route (A) Main Door or through pass door to route (B) Emergency Exit or route (C) through lobby, through internal doors and turn Right for The Link's emergency exit the far end of the corridor past Arch F.
- In Arch E, the Theatre escape routes are clearly available from either of the main emergency exits at the rear of the venue.
- Office and lobby areas should escape via Emergency Doors in lobby area.

- During a performance all patrons in Arch E should be evacuated through Arch E's exits; all patrons in Arch D should exit through Arch D's escape route options outlined above. All will convene at the safe meeting point at the front of the Link.
- Arch E (theatre) fire risk is also assessed as low, with the Electrical Cupboard posing the only significant fire risk. This undergoes regular safety checks by the Link's fire team as well as TSPA management. The risk from stage lighting is deemed low but should be a consideration for all users.
- It should be noted that the greater likelihood of fire risk in The Link comes from outside of the Performing Arts Centre, due to the kitchen and mechanical workshop in Arch A. Evacuation procedures remain in place in the event of an alarm triggered from outside of our space. Regular alarm tests are carried out by the Link.
- Arch D and E fire extinguishers are in position and intact.

Fire safety assessment carried out by:

Name _____

Position _____

Signature _____

Date _____

Emergency Procedure

1	<p>The action employees should take if they discover a fire:</p> <p>Immediately operate the nearest fire alarm.</p> <p>Attack the fire if possible, with appliances available, without taking personal risks.</p>
2.	<p>How people will be warned in the event of a fire:</p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point from either within our space or elsewhere in the Link.</p>
3.	<p>How the evacuation of the building will be carried out:</p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building. All escape routes in Arch D2 and E are clearly marked and escape options are available once on the ground floor.</p>
4.	<p>Identification of escape routes:</p> <p>NB. All exit doors can be used as escape routes.</p> <p>All routes upstairs in Arch D lead to the staircase evacuation route. The staff member responsible should select the closest safe route for their evacuation plan.</p> <p>It is not necessary to proceed to a push-bar "Fire Exit" door if a closer and safer exit is available, for example when evacuating down the stairs, patrons from upstairs can use the clearly available exit at the foot of the stairs without needing to proceed into the lobby and out through the alternative Fire Exit doors.</p>

	<p>The staircase and routes leading to the front door are protected routes and must be kept clear of obstruction at all times.</p>
<p>5.</p>	<p>Fire fighting equipment provided:</p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p> <p>NB You should only attempt to tackle a fire if it is safe to do so and does not impede the safe evacuation of patrons.</p>
<p>6.</p>	<p>Duties and identity of employees with specific responsibilities in the event of fire:</p> <p>On hearing the alarm:</p> <p>All staff will usher visitors out of the building and assemble at the muster point.</p> <p>Senior Management will ensure:</p> <ul style="list-style-type: none"> • all areas are cleared of people • registers are collected on the way out • the Fire Service is called. • a roll call is made to ensure everyone is out.

7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • visitors: the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit • contractors: must be given information about fire procedures and leave the building at the nearest exit • people with disabilities: specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the senior management team.
8.	<p>How the Fire Service and any necessary emergency services will be called and who will be responsible for doing this:</p> <ul style="list-style-type: none"> • on hearing the alarm, any team member should Dial 999 and ask for the Fire Service or other emergency service as appropriate. • If necessary, this may be best achieved using a mobile phone.
9.	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Any staff/team or other member of TSPA/LCPA and The Link team on duty will liaise with the Fire Brigade on their arrival.

10.

The following arrangements and training is given to staff at the centre:

- all staff – to read this manual
- all staff - fire drill and/or briefing
- record of training/briefing and drills to be kept within fire manual
- training to reviewed on a yearly basis at minimum
- If necessary, separate drills should be carried out for TSPA, LCPA and any long term visitors to the Centre.

Appendix A.

Electric Equipment – visual inspection January 2018.

Location	Item	Condition (Tick for Good)	Action Required Y/N	Completed Y/N
Café	Cash register			
	Toaster			
	Grill			
	Kettle			
	Microwave			
	Fridge			
Studio 1	Stero system			
Studio 2	Stero system			
Office Upstairs	Computer			
	Speakers			
	Telephone base			
	Phone Chargers x2			
	Fan heater			
	Stereo system			
	TV			
Office Downstairs	Photocopier			
	Phone chargers x			
	Extension lead			
	Desk fan			
	Laptop charger			
	Computers x 2			
	Monitors x 2			
	Card machine			
	Ipod charger			
	Extension lead			
	Phone base x 2			

	Speakers			
	TV			
	Printer			
	Shredder			
	Laminator			
Store	Electric Piano x 2			
Arch E ante room	Router			
	Telephone base			
	Peabody Router			
Lobby	Wifi Extender			
Store Cupboard	Stereo system x 3			

Visual Inspection carried out by:

Name _____

Position _____

Signature _____

Date _____