Version 5 – January 2020

Fire Risk Assessment

University of BRISTOL

General Information		
Address of premises:	**17-21 Park Row, Bristol, BS8 1UP (Theatre / Theatre Collection)**	
Assessor / job title:	**Amy Warburton – Senior Facilities Manager**	
Date of fire risk assessment:	**22 March 2024**	
Date of previous fire risk assessment:	**March 2022**	
Suggested date of next review: (based on risk level indicator)	**22 March 2026**	
Building risk profile (A, B, Ci, Cii)	**AB2 / AB3**	
Risk Level Indicator		**Total points score**

	0-99	100 – 399	400 – 699	700 – 999	1000+	
(a) Hazard(s) total =	**Trivial**	**Tolerable 2**	**Moderate 18**	**Substantial**	**Intolerable**	**370**
(b) Points award	**1 point**	**5 points**	**20 points**	**50 points**	**100 points**	
Points total (a x b)		**10**	**360**			

Systems	Last Test Date	Systems	Last Test Date	Systems	Last Test Date
5 year electrical	11/02/2020	Fire alarm system	02/04/2024	Fixed Wire testing	11/02/2020
Dry risers	n/a	Fixed appliance testing	09/02/2023	Fire Dampers	02/07/2024
Emergency lighting	14/05/2024	Lightning conductors	n/a	Sprinklers	n/a
Fire drill		PAT testing	Aug 23 (Theatre dept) May 23 (TC)	Public Liability electrical test	10/01/2024
Fire fighting equipment	24/04/2024	Gas service visit	21/03/2024	-	-

Guidance notes on completing the template

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed. This document should be used in conjunction with the relevant building regulations and associated guidance.

- The **building risk profile** is established from the guidance in BS9999. A = Occupants who are awake and familiar with the building; B = Occupants who are awake and unfamiliar with the building; Ci = long-term individual occupancy (individual flats without 24 h maintenance and management control on site) and Cii = long-term managed occupancy (serviced flats, halls of residence, sleeping areas or boarding schools). Combine this with a fire growth rate of 1) slow 2) medium 3) fast 4) ultra-fast to create the profile e.g. A2 (occupants awake but unfamiliar with a medium fire growth rate)

- The '**total points score**' box on page 1 should be 'filled' with the appropriate colour indicating the level of risk. In the example below, 500 points = Moderate (400-699) which is orange.

- The '**Total Points Score**' is calculated from the hazards identified in the action register at the end of the document. Total up the number of hazards assessed as 'trivial', 'tolerable', 'moderate' etc and insert into the table (below, for example, there are 10 actions recorded as tolerable, 15 as moderate and 3 as substantial). This enables you to produce a point score for each range which, totalled, is the 'Total Points Score'.

Risk Level Indicator										Total points score
	0-99		100 – 399		400 – 699		700 – 999		1000+	
(a) Hazard(s) total =	Trivial		Tolerable	10	Moderate	15	Substantial	3	Intolerable	500
(b) Points award	1 point		5 points		20 points		50 points		100 points	
Points total (a x b)			50		300		150			

- The '**Suggested date of next review'** is based on the risk level indicator. In the example above, a score of 500 means the risk is 'Moderate' requiring a review every six months.

Trivial (1)	Every two years or when there is a significant change affecting fire precautions
Tolerable (2)	Every two years or when there is a significant change affecting fire precautions
Moderate (3)	Every six months until the risk reduces to tolerable (or when there is a significant change affecting fire precautions)
Substantial (4)	Every month until the risk reduces to moderate (or when there is a significant change affecting fire precautions)
Intolerable (5)	Every week until the risk reduces to substantial (or when there is a significant change affecting fire precautions)

In addition, you should continually review the action log in order to see that the fire risk is being progressively reduced.

Fire Risk Level Indicator

Likelihood of fire	Classification of fire risk		
	Likely consequences of fire: Slight harm	Moderate harm	Extreme harm
Low	Trivial risk (1)	Tolerable risk (2)	Moderate risk (3)
Medium	Tolerable risk (2)	Moderate risk (3)	Substantial risk (4)
High	Moderate risk (3)	Substantial risk (4)	Intolerable risk (5)

In the process of every fire risk assessment, an assessment should be made of the fire risk in the building. It is usual and acceptable for the fire risk to be expressed in terms of one of a number of predetermined categories of risk (e.g. “trivial”, “tolerable”, “moderate”, “substantial” or “intolerable”).

Definitions

Risk level	Action and timescale
Trivial (1)	No action is required and no detailed records need be kept.
Tolerable (2)	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate (3)	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial (4)	Considerable resources might 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.
Intolerable (5)	Building (or relevant area) should not be occupied until the risk is reduced.

Background	
Provide an outline of the building, its location and its use	17-21 Park Row was constructed circa 1900 as a print works. It is built on a sloped site, with an entrance on Park Row (predominantly used by the Theatre Collection staff and visitors), and an entrance on Cantocks Close at the rear of the building, which is used as the main entrance for staff, students and visitors accessing the academic department (Theatre) and performances in the Wickham Theatre. The building houses the Department of Theatre and contains a 200-seat theatre (usually used for a maximum of 120) Wickham Theatre; a smaller 40 seat theatre (White); a 49 seat cinema (Brandt), teaching & rehearsal rooms; the Theatre Collection Museum, offices and common room facilities. The building is used for teaching, live theatre, public events evenings and weekends. Theatre Collection museum – public access. 3rd party film crews and theatre groups including visits from local primary schools in the past but not in recent years. There is student access to the two theatre suites out of hours, managed by risk assessment and departmental lone working policy The building is effectively comprised of two separate buildings that have been joined on level 3. As the building is built on a sloped site each floor is sized and configured uniquely, occupancy as below: Lower ground floor (Park Row elevation): small vehicle entrance/loading bay (not used) from Park Row only, steps/ramp to Park Row entrance, external access to boiler room. Level 1: Park Row entrance, Theatre collection store rooms and staff offices, storage area for theatre props, stairs to 2nd floor, passenger lift to level 2, teaching room, W/Cs, final exit to Park Row. Boiler house/plant room access externally. Level 2: Theatre Collection: comprising strong rooms (storage of collections), 2 x reading rooms, offices, library, project spaces, archive, (disused) Cinema, rehearsal room, 1 x passenger lift 1 x accessible W/C, final exit to side path, and refuge. Plant room access externally or via Comms Room 2.2.E3 Level 3: Largest part of building comprising foyer/seating area, Wickham Theatre (seating approx 120), undergraduate and postgraduate study spaces, lecture room, seminar room, room, 3 x project spaces, staff offices, costume and prop design room, prop, costume and lighting stores, staff tea room, W/Cs, dressing room, concrete stair to cleaners' room, passenger lift to level 4, passenger lift to levels 2 and 1, laundry room, cross an external bridge to the theatre area, workshop, rehearsal room 3 and theatre 2 (White Theatre), wooden stairway to roof access (air-conditioning units) final exits to side path and Cantocks Close, and refuge. 4th floor: Cantocks Close entrance, Estates Assistants' lodge and alarm panel, refuge master panel, stairs to 3rd floor, lift lobby, sound room, stationery/copier/post room, toilets, offices, recording room, stairs to fly floor above Wickham Theatre, theatre balcony access
Materials used	Stone frontage with brick built extensions to the rear. A few internal walls constructed from studwork (such as the mezzanine on level 2 and subdividing offices), the majority of internal walls are blockwork and brick. Floors and stairs are a mix of concrete and timber construction.
Roof construction	Various. Some areas of flat roofing, some tiled and significant sloped areas fitted with Northlights.
Cladding (ACM, HPL?) Detail location and type	None
Lifts	2 x passenger lifts. One serving floors 1 - 3. One lift serving floors 3 - 4 only
Number of floors	4

Number of basements	None
Total floor area	3,552 sq m GIA
Number of staircases	8: 1 x open staircase leading from level 4 entrance to lower foyer (level 3) 1 x concrete staircase leading from level 4 to final exit at level 2 1 x staircase leading from level 3 to level 2 2 x staircases leading from level 2 to level 1 1 x staircase to the mezzanine floor on level 2 1 x open spiral metal staircase access from 3rd floor to mezzanine level (maintenance access only) 1 x staircase proving access to fly floor above theatre
Number / location of any lightning control devices	None
Occupancy (staff/visitors)	Staff, students, visitors and contractors. Assuming all teaching rooms, practice spaces, theatres, museum facilities, edit suites and offices are in use and at capacity there could be up to 400 people in the building although peak usage would usually be 200 as not all spaces are used at capacity or simultaneously
Fire history	2009 not a fire but one incident where gels taped to lights began to smoulder. 2013___ Small electrical fire in the White theatre – overhead on a projector plug which had shorted and started to smoke. Theatre manager isolated power and used CO2 to put out the fire. Alarm not activated. No significant damage.
Assessment Review history (include details/dates of previous reviews)	March 2016 March 2018 March 2020 March 2022

A1 **GENERAL FIRE PRECAUTIONS**			
LIMITATION OF FIRE SPREAD	**COMMENTARY** Provide an outline of the building's structural provisions ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing these structural provisions. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Structural provisions and standards they have been installed to meet. *Is the integrity of fire-resisting compartmentation maintained (wall and ceiling linings, roof spaces and ducts through fire-resisting partitions)?* *Are all exits and staircases protected from ingress of smoke and fire?* *Are escape routes protected for a minimum of 30 minutes?* *Are fire doors in good condition, functioning correctly and not wedged open?* *Are lifts in protected shafts?* *Higher risk areas sufficiently separated with fire-resistant construction?* *What about separation between adjacent buildings?* *Look at any cladding on the building, its composition and potential to spread fire externally.*	Walls are a mixture of stone, brick, block and stud – internal walls predominantly being of block or studwork. Roofs are part flat, part sloped and covered with corrugated roofing, with significant Northlights including in corridors. It is unlikely that the corrugated roof covering and the glass in the Northlights is fire resistant. **It is not clear where lines of compartmentation are and a survey by a competent person is required.** **The escape route stair from the library on level 2 down to level 1 is compromised and the space beneath is in need of work to prevent fire spread.** The staircase from the entrance down to the theatre foyer is open and this foyer therefore acts as a double height space and any smoke / fire could travel up to circulation spaces in level 4. 17-21 Park Row adjoins Lunsford House, which is currently empty and is subject to a separate risk assessment. They are separated by fire resisting construction Offices throughout the building have plasterboard ceilings or suspended ceilings with ceiling tiles A number of cross corridor fire doors have electromagnetic hold open devices linked to the Fire alarm system. There is wooden cladding lining part of the main entrance (cantocks close) externally but as this the top floor and covering a minimal area, the risk of fire spread is minimal, as are sources of ignition. Work has been carried out to improve fire doors and fire compartmentation although there are still non compliances throughout.	Physical works to the building fabric are closely controlled by the University Estates team and no drilling or penetration of compartment walls is allowed without the areas being adequately fire-stopped after work is complete. Any works that may pass through compartment walls are inspected as part of the sign-off process for project works, in theory. There is a fire door inspection regime in place. Estates Assistants are responsible for carrying out 6 monthly inspections and log any remedials required with the reactive maintenance team. There is not currently a testing regime for approved hold open devices but on power failure these fail closed. Although there are issues with fire doors and compartmentation noted, there is an L2 fire alarm system therefore occupiers would be given early warning of a fire and previous fire drills show an evacuation time of around 3 minutes. High risk areas generally appear to be sufficiently separated by fire resisting construction (areas of non compliance noted). Ducts passing through walls of plant rooms have fire dampers, which are tested annually, according to BS9999:2017.	No

A1 GENERAL FIRE PRECAUTIONS			
	The lifts appear to be within protected shafts. The lift serving 3rd and 4th floors lift is lobbied on both levels to prevent fire spread between floors The 4th floor corridors have a suspended ceiling with ceiling tiles and open grid tiles therefore smoke and fire would spread into the void above, should a fire occur, however the void appears to be fire stopped in various places to avoid spread and provide lines of compartmentation, along with cross corridor fire doors at floor level. There is detection in the void. In the post / copier room (4.7) there is evidence of cables running into the Wickham theatre and a glass screen. This room is likely part of the same fire compartment as the Theatre, as was previously a technical booth (or such like) for the Theatre. The room is separated from the corridor by fire resisting construction and fire doors. There are vents within fire doors on 4.8 (sound room), 2.7, 2.8 & 2.9 .This should be intumescent standard to avoid fire spread into the escape routes and maintain the integrity of the doors. The rooms adjacent to the theatre on 4th floor have fire doors, whereas other rooms do not. This suggest rooms 4.7 an 4.8 are part of the same fire compartment as the Theatre. The door on room 4.1 has fire door signage but only has 2 hinges, no self closer or strips/seals therefore would not provide fire resistance. Door should be upgraded or remove signage if not required to provide fire resistance. Doors into store cupboard 3.22b have no strips or seals. Door on foyer side does not close flush. Signage should say 'fire door keep locked'. The fire door separating the theatre on 3rd floor from lift lobby (B.3.007) does not self close flush. There is no fire door on the laundry room (area of high risk).		

A1 GENERAL FIRE PRECAUTIONS			
	Fire door on 2nd floor from stairwell into exit lobby B.2.001) catches on floor Fire door between 2.9 and 2.8 does not self close flush Door on 2.9 does not have fire door keep shut signage on both sides of door. Fire door leading into plant room from comms room 2.2E3 is not locked. Does not have fd keep shut signage. Plant rooms do not have suitable fire doors (areas of high risk). Fire door by toilets on 3rd floor does not self close flush Penetration of compartment walls – strong rooms. There are holes visible within the walls of 2.7/ 2.8 /2.9 and service penetrations which have been fire stopped with foam. Unclear if this is suitable intumescent foam and within recommended thickness for it's use. This should be checked by a competent person Large hole in ceiling above room 3.8 therefore smoke / fire would spread between the mezzanine and escape route outside 3.8, should one occur.		

A2 **OCCUPANTS AT RISK**	**COMMENTARY** Provide an outline of the people who use the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: All people who use the building, paying particular attention to people who may be especially at risk. Is there a risk for people in the vicinity of the building? These could be sleeping persons, disabled persons, lone workers, non-English speaking persons, contractors or visitors.	The building is predominantly used by staff (up to 40), students (lecture theatre capacity for 150 people), people visiting the Theatre Collection, during weekdays. The theatres and foyers on levels 3 & 4 are occasionally used for external events during the week, on week nights and at weekends, where there would be visitors unfamiliar with the building. Numbers attending could be up to 200 people but would more usually be a maximum of 120. The Theatre dept have advised that they currently rely on Estates Assistants to manage evacuations for events. This should be the responsibility of the dept to manage fire evacuations and provide sufficient fire wardens so a robust procedure needs to be implemented to manage this. The department would not necessarily know about accessibility requirements of people attending performances in advance however they would state, during advertisement, if the location was not in an accessible part of the building. There is currently no procedure to manage the evacuation of visitors requiring assistance to evacuate. The Theatre Collection has visitors accessing the collection and reading rooms. There is a staff member present at all times when visitors are present, who would assist in evacuation. The TC do not ask visitors in advance, whether they have accessibility requirements and even so, visitors occasionally attend without prior booking, so the TC would not necessarily know if a visitor would require assistance to evacuate. A staff member is present at all times when public are using the facilities so would assist in the evacuation. There are currently no disabled staff and students who regularly use the building, including those in wheelchairs, who would require assistance to evacuate. There are no sleeping facilities within the building and little overnight activity although occasional staff lone working	Students receive a fire safety briefing as part of their introduction to the UoB. In normal hours fire wardens and staff ensure that students leave the building. With the adoption of hybrid working, there is less likely to be adequate provision of fire wardens on site and fire drills have reflected this, although students and staff do still evacuate in good time. The UoB have sent out guidance to all staff to advise of the reduction in fire warden coverage and reminded people of the requirement to leave the buildings immediately upon hearing the fire alarm, taking a ‘good citizen’ approach and encouraging / assisting people to evacuate as necessary. All UoB staff are required to complete online mandatory H&S training which includes a basic fire safety awareness module. The department carries out inductions for all new staff which includes general H&S information including fire safety. Fire action notices are in place at key locations including exits, to notify visitors and occupiers of the actions to take on discovering a fire or hearing the alarm. Students attending the UoB are required to have a basic level of English. Departments have Lone Working / out of hours working Policies and Risk Assessments in place. The fire detection system is automatic, with L2 detection coverage, and linked to the main building system, therefore the alarm will be activated automatically if a fire is detected in the building and people therefore given early warning if a fire was to occur. The FAS is also linked to UoB security 24/7 who would be notified of an activation and attend as a matter of priority.	Yes

	can and does take place in the building. The departments have procedures and RA's in place to manage this. Theatre students are granted out of hours access to the Theatres and rehearsal rooms. The dept have a process and RA in place. This includes a specific induction including fire procedures. Generally speaking UoB staff and students should be able to speak and understand basic English and there are generally not non-English speaking persons in the building. It is unlikely there would be children in the building, however, as a publicly accessible performance venue and library collection, there is the possibility of children being in the building, however they would be accompanied by an adult who would assist in their evacuation. Outside of normal working hours there is limited coverage by fire wardens unless provided for an event. This is managed by departmental risk assessments for out of hours use.	There is a University PEEP policy in place for disabled staff and students and this is generally well-managed. Central teaching space, and accessibility of such, is managed by the Timetabling team and disabled students are timetabled into rooms accordingly. There is policy and induction requirement in place for staff and students using the building out of hours. Out of hours access is managed by the individual schools (LUCA's) to ensure staff working out of hours are controlled, and they can be given sufficient guidance to work safely OOO / alone. UoB policies ensure that all Contractors are pre-approved and must book in with the contractors' office at 1-9 Old Park Hill prior to working on site. All contractors working on site are required to attend a contractors induction which includes fire safety information. This ensures that contractors on site have the necessary approvals, inductions and H&S requirements including fire safety procedures. Contractors are also required to book in with reception staff on arrival, where applicable. Fire drills are undertaken in order for staff to practice evacuating the building safely. Feedback is given to occupiers by the FM who observes drills.	

A3 EMERGENCY PLAN AND PROCEDURES	
Outline your emergency plan and evacuation drills. State the person nominated to implement those drills	The building fire alarm is connected to the university system and monitored 24/7 by University Security Services. The evacuation strategy for the whole building is: single stage evacuation. In the event of a fire activation the emergency plan is as follows: On activation, the building is fully evacuated and users congregate at the assembly point which is ca park at the rear of Chemistry building In theory, Fire Wardens would sweep the floors and report to a chief Fire Marshal/warden (usually the first fire warden to take control) at the front of the building. They would also assist in making sure people do not re-enter the building/s. As the UoB is now operating hybrid working, there are significantly less staff on site and therefore likely to be less fire wardens. All staff have been asked to take a good citizen approach, leaving the building promptly on hearing a fire alarm, encourage others to do the same as they go, and report anyone not leaving, or unable to leave, to fire wardens and / or security officers who will attend. Upon activation of the alarm, the security control room are alerted and despatch officers to attend as a priority. They are trained in fire investigation and, on arrival, will investigate and confirm if it is a real fire or false alarm. The general advice given to staff and students is to evacuate the building on hearing a fire alarm. They are also advised to call 999 if they discover a fire, as well as activating the nearest MCP. Evacuation drills are carried out once per term by the Senior / Facilities Manager / Facilities Coordinator in collaboration with the Estates Assistants. Minimal users are notified in advance, to ensure people are practicing the drill in as ‘normal’ (i.e. unexpected) circumstances as possible. The FM Team observes and provides feedback to occupiers on the drill, suggesting any improvements if necessary. Drills typically see the building being evacuated in under 4 minutes.

A4 **COMPETENT PERSONS**	
Identify any person who is responsible for the day to-day fire management of the premises and any levels of competency they may hold	The University has a fire safety policy which outlines the responsibilities of those responsible for day to day fire management. The policy is available online and is paraphrased below: The Chief Property Officer will, so far as is reasonably practicable, ensure that a fire risk assessment is undertaken, and appropriate control measures are put in place. In practice this means the fire risk assessment is undertaken by the Facilities Manager. Management of active and passive fire safety measures come under the remit of the larger Campus Division team and are managed by the Hard FM Compliance team. Day to day monitoring of the fire panel and the weekly fire alarm test is carried out by Estates Assistants. The monthly emergency lighting test is also undertaken by Estates Assistants and Maintenance for plant room areas. Deans, Directors, Heads of School and Service will, so far as is reasonably practicable, ensure that all activities and processes falling under their control that present a safety risk are risk-assessed under the MHSW Regulations and brought to the attention of the Facilities Manager for inclusion in the fire risk assessment where appropriate. The Senior / Facilities Manager or Coordinator (where appropriate) is responsible for carrying out the Fire Risk Assessment at the required intervals indicated by the previous FRA. The SFM / FM / FC is responsible for initiating and assigning the recommended actions by, for example, logging jobs or projects and requesting information or giving advice, as identified in the action plan. The appropriate department is responsible for carrying out the actions assigned to them within the recommended time scales. Facilities Managers and Coordinators have completed Fire Risk Assessment Training to a minimum of level 3 and are members of the Institute of Fire Safety Managers (IFSM) or equivalent professional body.
Identify any person who is responsible (at area or regional level) to assist the local manager and any levels of competency they may hold in that area	The UoB has a Specialist Fire Safety Advisor who specialises in fire safety, provides fire safety training (training for fire wardens, including fire safety awareness, fire alarm investigation, safe use of fire extinguishers, operation of evacuation chairs/mats, operation of evacuation lifts), information, and advice or help to Facilities Managers carrying out fire risk assessments and general advice on fire safety to staff, students or anyone requesting the information. The Fire Safety Advisor is an ex-fire service Inspecting officer, who has received training at the Fire Service College in Moreton-in Marsh (Level 4 diploma in fire safety, and numerous fire behaviour qualifications) with 26 years practical experience in fire safety advice, guidance, training and risk assessment.
Identify where fire marshals or wardens are provided, the level of training received and specific roles	Departmental staff throughout the building have been trained to undertake the role of fire wardens. Training is provided by the Specialist Fire Safety Advisor prior to taking on the role. Fire Warden training is up to date. The University Safety and Health office records dates of training and reminds fire wardens (3 months in advance) to book refresher training every 2 years.

A4 **COMPETENT PERSONS**	
Identify any other person (including anyone who provides training or advice) with their relevant level of competency	The University has an approved contractor and competent person, currently Plexus, who carries out all University fire alarm and firefighting equipment maintenance. System Hygienics carry out fire damper testing and remedials. Significant refurbishment work is carried out under the advice and recommendations of Building Control where necessary and signed off as required before practical completion is achieved. The UoB Fire Safety Advisor is also available for consultation and advice on building alterations.
Outline the procedures you have in place for working with others who have responsibilities for coordinating fire safety measures for the building.	The School / Service Safety Advisors are responsible for all aspects of Health & Safety within the department including fire safety. The SSA will bring to the attention of the Facilities Manager/Coordinator any concerns relating to fire safety. There are clear lines of demarcation and it is understood that passive and active firefighting systems are managed by the Campus Division team (for which the Facilities Manager/Coordinator acts as point of contact), and that issues / hazards arising from the activities of the Professional Service or school are managed by the Service Manager / Safety Advisor under authority of the Head of the Service. Routine maintenance and checks are carried out by a combination of onsite staff, Estates Assistants, in-house maintenance staff and contractors. These activities are co-ordinated between the Soft FM team, Compliance team, Hard FM and Facilities Manager who liaises with the occupiers to ensure that testing and maintenance does not impact negatively on department activities. Where the wider Campus Division (CD) team carry out activities (generally refurbishments) within the building these are managed by a University surveyor or contract / project manager and work is carried out to meet modern building regulations. Planning and co-ordination meetings are held between the CD and occupier for all project work and these meetings cover all aspects of health and safety, not just fire safety. The FM holds regular occupier meetings with occupiers of UoB areas to discuss and coordinate wider H&S issues including fire safety. The FM updates, and discusses with, relevant occupiers in the building regarding any issues that arise on a day to day basis regarding fire safety, escalating issues where required with senior managers, SSA's and the relevant members of the CD Compliance team. The CD compliance team notify the FM of any planned activity relating to Fire Safety (i.e. planned maintenance visits and testing)

A5
MANAGEMENT OF DANGEROUS SUBSTANCES / PROCESSES

Outline the procedures and policies in place to: a) Manage dangerous substances or processes b) Deal with incidents involving dangerous substances or processes. Remember to provide details of training and information given. Remember to spot check that policies / procedures are being followed in labs, offices etc.	Cleaning materials and chemicals are stored securely, and all cleaning staff have been trained on how to manage and use any hazardous or flammable substances, although generally not used as standard. Training records are held by the Site Services team administrators There are no maintenance supplies stored on site at present. All maintenance team have undertaken relevant training to correctly manage and use any hazardous or flammable substances. Training records are held by the Hard FM Team Administrators. The School of Arts follows the guidance documents and policies provided by university Safety and Health Services. These policies/guidance notes can be found on their website (http://www.bristol.ac.uk/safety/). All substances that may be described as hazardous are kept in locked, steel cabinets in the workshop. Substances include Plasti-dip: 2x400ml tins White spirit: 3x 2l bottles, 2x 750ml bottles Methylated spirit: 2x 750ml bottles Paraffin oil: ~ 2 litres Flame gel: 2x bottles Anti-static foam: 7x40ml spray cans Polish: 1x750ml spray can Isopropyl alcohol cleaner: 2x1l bottles Spray mount: 2x400ml spray cans WD40: 1x60ml spray can, 1x400ml spray can Stain remover: 4x 200ml bottles The use of flame gel in performance / on stage is always assessed on its own and precautionary measures taken. It is not stored on site and rarely used. There were flammable substances (AC-90 lubricant and Filmcleaner) found within Theatre Collection Workspaces 2.2E2 that were not within fire resisting cabinets. Ironing is carried out in the Design and Costume room. There is a risk assessment in place. Occupiers are advised to inform the building Facilities Manager if there are any changes relating to dangerous substances or processes and UoB policies ensure that departments have robust procedures in place when dealing with such.

B1 **PRINCIPLES OF PREVENTION**			
IGNITION SOURCES (a) **Smoking**	**COMMENTARY** Explain how smoking is managed ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing smoking If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Is smoking restricted to safe locations? Is there good housekeeping in these areas? Is there a no smoking policy?	The UoB Smoking Policy applies for all University buildings and property and prohibits smoking in any building as well as the areas immediately outside buildings and windows within the curtilage of University property. However there is evidence of smoking within the courtyard linking the 2 sides of the 3rd floor (outside room 3.34)	UoB has a standard smoking policy across all buildings so staff and students should be aware they cannot smoke onsite or in the vicinity. There are no smoking signs externally. FM / FC conducts regular Building Inspections throughout the year and is regularly on site to check and report any issues such as poor housekeeping.	Yes
IGNITION SOURCES (b) **Arson**	**COMMENTARY** Explore areas vulnerable to arson ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Building security Proximity of waste receptacles Accumulation of waste materials Awareness of anti-arson precautions	The building is surrounded by hard landscaping and is situated in a public location with high foot traffic. The external areas of the building afford good protection from arson by the lack of combustible materials present and near the building – the closest bin store is by the Chemistry building and is a locked facility where bins are kept locked. The roof access is now secured by a locked gate. External path to side of building is locked on building closing each evening to deter access from Cantocks Close however the Park Row (Theatre Collection) elevation is publicly accessible at all times.	The path running beside the building from Park Row to Cantocks Close is secured out of hours and CCTV coverage has been extended to this path. CCTV covering both entrances (Cantocks Close and Park Row) Doors are secured by Ucard and the building is fitted with a security alarm. Bins are kept in a secure waste compound by the Chemistry building in Cantocks Close and the bins themselves are also locked. The bin compound is approximately 8 meters away from the building. Estates Assistant staff carry out daily external checks. Any fly tipped waste would be reported for clearing by sustainability.	Yes

IGNITION SOURCES (c) **Hot processes and naked flames**	COMMENTARY Provide an outline of the hot processes within the building ensuring you identify potential fire hazards and risk areas within the premises	EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log.	FIRE RISK Control/condition satisfactory? **Yes/No**
Items to consider: Used by authorised and competent persons Is equipment clean? Are thermostats and flame failure devices regularly tested and working? Are combustible materials kept away from ignition sources? Is equipment used in correct locations?	Ironing takes place within costume workshop. Users risk assessment states that users are trained. Appliances in kitchens are PAT tested. Generally, combustibles are stored away from sources of ignition although some electrical DB's are situated in areas used for storage. There are 2 appliances which involve hot processes, within the Theatre Collections workspaces. One appliance is out of use (encapsulating welding machine). The other appliance (dehydrator) does not have a risk assessment for it's use and is situated in an 'outer room' area with inner rooms directly off. The appliances should be within rooms which have fire resisting construction so a fire would be contained should one occur and not create an increased risk to the inner rooms.	Contractor hot processes are managed by the Permit to Work system by the central CD team Cleaning products are stored away from sources of ignition in a designated cupboard or room and the general policy within UoB is to keep these areas locked shut. As electrical equipment and installations are well maintained this reduces the risk of a fire occurring due to electrical fault. There is L2 detector coverage so a fire would be detected early should one occur. Occupiers have risk assessments and procedures in place to manage any hot processes listed.	Yes
IGNITION SOURCES (d) **Electrical**	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Is wiring in good condition? Is there evidence of overloading including use of multi-block adapters? Trailing leads Are electrical intake areas clear of combustible materials? To what standard was the electrical system installed Is PAT testing up to date? Is equipment used in correct locations Are equipment and cables visually in sound condition?	Wiring appears to be in good condition. There were some examples of poor cable management and extension lead use within theatres however this is managed by the technicians and checked on a regular basis and is required due to the limitations of the infrastructure. There is an imminent project to improve the electrics in the Theatres. Extension leads are PAT tested.	PAT testing is the responsibility of the building occupants and monitored by department Safety Advisors. PAT is in date PAT testing dates are also reviewed as part of the Fire Risk Assessments, so any issues are flagged regularly. Electrical testing compliance is monitored and arranged by the UoB Compliance team. There is L2 detection so a fire would be detected early and occupants given early warning and therefore optimum time to escape.	Yes

IGNITION SOURCES (e) **Heating**	**COMMENTARY** Provide an outline of the heating system within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a description of the system installed Is it correctly ventilated? Is it physically guarded? Is appliance clear of combustibles? Are boiler rooms locked? Is appliance or system properly installed and serviced to required standards? Is appliance secured in position? What are the arrangements for fuel storage? What are the arrangements for changing gas cylinders? What are the arrangements for refuelling portable heaters?	The boilers and gas supplies are contained within the two locked boiler houses. New plant was installed in the level 2 boiler house in 2010 though a design fault with the flue meant that the boilers had to be replaced in 2017. New boilers were installed in the level 1 boiler house in 2017. Hot water is distributed throughout the building via pump sets in each plant room. Plant rooms do not have fire doors (B.2.009 / B.2.008)	Boiler rooms are locked and on maintenance only suite. Only maintenance and approved, qualified contractors are given access. Boilers are serviced annually and maintained according to guidance. This process is managed by the UoB compliance team and visits are on a PPM schedule. **Emergency shut off in place. Isolation points indicated on plans stored in PIB's (premises Information Boxes). Gas isolation in B.2.009** Personal stand alone heaters are not allowed within the University, unless on a risk assessed case by case basis where supplementary heating is required. In that case only oil filled heaters with thermostats ae authorised.	Yes

B2 **PRINCIPLES OF PREVENTION**			
COMBUSTIBLES	**COMMENTARY** Look at housekeeping, particularly areas of storage and on escape routes ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing housekeeping and storage If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Storage, trip hazards	The nature of the work done by Theatre and the Theatre Collection inevitably means that there is a significant amount of storage. Storage is not well managed in a number of areas particularly the Prop store (loading bay), theatre dept staff offices, the theatre collection workspaces (2.2E 1 - 5), theatre workshop. The excessive storage of combustible items is increasing the fire load of the building and could cause obstructions in the event of an evacuation. There is storage with an escape corridor (lift lobby) on 4th floor which needs to be cleared as escape routes should be kept free of combustibles and this is within a dead end condition.	Property inspections are carried out every term by the Facilities Manager / Coordinator and any housekeeping issues are addressed and remedial actions arranged All occupiers are advised to carry out regular inspections of their own areas which should also address housekeeping. Estates Assistants regularly walk the buildings and report any issues to occupiers or the FM	No
DANGEROUS SUBSTANCES	**COMMENTARY** Explain what dangerous substances are present and in what quantities ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth	Theatre dept: Plasti-dip: 2x400ml tins White spirit: 3x 2l bottles, 2x 750ml bottles Methylated spirit: 2x 750ml bottles Paraffin oil: ~ 2 litres Flame gel: 2x bottles Anti-static foam: 7x40ml spray cans Polish: 1x750ml spray can Isopropyl alcohol cleaner: 2x1l bottles Spray mount: 2x400ml spray cans WD40: 1x60ml spray can, 1x400ml spray can Stain remover: 4x 200ml bottles All are stored and used on level 3 of the building in and around the theatres and workshop spaces.	Occupiers have a duty of care to inform the Facilities manager of any dangerous substances on site and carry out the necessary Risk Assessments. Departments have risk assessments and procedures to manage substances in place.	Yes

B2 **PRINCIPLES OF PREVENTION**			
	There are 2 x metal Hazardous Substance cupboards within the workshop 3.37. One was found open. Substances were stored in the room, not in cupboard. Flammable substances found in Theatre Collection workspaces. RA's and procedures requested.		

C1 FIRE FIGHTING AND DETECTION SYSTEMS			
DETECTION SYSTEMS and firefighting equipment	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Type and category of detection External assistance Unwanted fire signals Portable firefighting equipment (also CF with E1)	L2 automatic fire detection system, with MCPs located on exit routes and indicators showing where void detectors are activated. VESDA in the Theatre Collection stack rooms. New fire alarm system and panel installed summer 2017. There are override switches to turn the detectors in each of the theatres to heat only when smoke machines are in use. Detectors are otherwise smoke and heat throughout. Sounders are prevalent throughout the building (siren) with beacons integrated into sounders in sound room. Portable fire fighting equipment is located on escape routes and near final exits.	AFD system in place. The maintenance of the fire detection and alarm system is carried out at specified intervals as per BS 5839-1 and managed by the UoB Compliance Team. Control measures surrounding building work (i.e. bagging detectors) and hot processes are controlled by the Estates team and permits are required before work is allowed to take place. Suitable portable fire-fighting equipment is in place and serviced annually. A log is kept on site in the Fire Log book. Maintenance is managed by the UoB Compliance Team. Security are alerted immediately via automatic signal if the fire alarm is activated and will attend as a matter of urgency to determine if a fire has occurred, alerting the emergency services if necessary. Fire extinguisher training is provided by the UoB to those who volunteer to complete this. There is a management plan in place for when the detectors are switched to heat only and the panel beeps as a reminder to EAs.	Yes

C1 FIRE FIGHTING AND DETECTION SYSTEMS			
MANAGEMENT PROCESSES	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a basic statement of system configuration *i.e. conventional or addressable? Cause and effect? No. of zones? Location of panel / MCP's etc?* If the system is installed to different standards in parts of the building state what these are and location. Is firefighting equipment suitable for the risk? Who is authorised to use the equipment? Have you taken steps to prevent misuse? Do you have a testing regime in place?	L2, single-stage detection system with heat and smoke detectors. MCPs located on exit routes and fire fighting equipment as above. Fire wardens and Estates Assistants can use fire fighting equipment if they feel confident in doing so, but the priority is to evacuate the building. The main panel is located in the Estates Assistants' lodge, which is usually staffed for period throughout the day, while the building is open to students and visitors. As econdary panel is situated on level 3. A signal is also sent to the 24/7 security monitoring station. If confirmation of fire cannot be confirmed after a short period of time, Security Services will call the emergency services. There is no history of misuse in this building. Extinguishers are serviced annually.	The weekly fire alarm sounder test is carried out by Estates Assistants with a different call point being tested each week and recorded in the log book. The maintenance & testing of the fire detection and alarm system is carried out at the required intervals as per BS 5839-1 by the UoB's appointed and approved fire alarms contractor. The schedule is managed by the UoB Compliance Team. Anyone trained in using fire fighting equipment is permitted to do so in order to deal with a small fire or to make their escape.	Yes

D1 EMERGENCY ROUTES AND EXITS			
Size, number and distribution of exit routes	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Sufficient escape routes with capacity for the maximum number of people likely to be present? Note any external escape routes. Are you displaying the correct signage? Is it consistent? Do escape routes lead to a place of ultimate safety? Are external escape stairs safe?	There are seven final exits and all of the main areas have suitable exit routes/widths as reviewed with Richard Norris and tested during evacuations. Final exits are available on each level and there are sufficient staircases serving each floor. Two final exits open onto the path running from Cantocks Close to Park Row. While this is well lit, there are steps and the ground is a bit uneven. People with mobility issues should be helped out of the building via alternative routes where possible. The escape route via the path at the side of the building is not a protected route. There are windows and doors on the route. Costumes and mannequins within escape route B.3.0.10	There are sufficient escape routes with capacity for no. of people using building. Departments are responsible for carrying out specific RA's for events which may involve an increased no. of people present and flag up any unusual activity to the FM in advance. EA's, security and FM team regularly walk the premises and vicinity ensuring routes are clear and free from obstruction. Travel distances to a final exit or place of relative safety are within recommended guidelines.	Yes
Stair sizes and protection	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are there sufficient numbers of staircases? Are all staircases protected from the ingress of smoke and fire? Is the capacity of staircases adequate for people to escape?	The main escape stairs are generally protected from ingress by smoke/fire by fire doors. There is an accommodation stair from 4 to 3, which is used as the main entrance to the theatres. Width of staircases exceeds capacity of the building if staircases were needed to evacuate the building, rather than egress on the same level. The staircase in Theatre collection between levels 1 and 2 is not protected. As this is the single escape route for	Escape routes and stairs are largely kept free from obstruction. These are monitored formally in the termly property inspections and on an ad hoc basis between inspections by users / porters / FM. Adequate number and size staircases to serve occupants	Yes

D1 EMERGENCY ROUTES AND EXITS			
	offices within the lobby B.1.002, this should be of fire resisting construction. The staircase between levels 2 and 3 has glass bricks on the staircase. Consult competent person on fire resistance of these.		
Consideration of emergency routes/exits/lifts for the safe evacuation of disabled persons	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider refuge areas, evac lifts, strobes/sounders, steps etc	The two passenger lifts are not suitable for evacuation from the building. There are refuges sited in key areas, with communications through to the entrance. The entrance is no longer manned during full opening hours of building. A procedure needs to be in place for the use of this, whilst EA not on site. Security? Sounders as well as strobes are fitted in noisy areas, eg sound room As above, two final exits open onto the path running from Cantocks Close to Park Row. While this is well lit, there are steps and the ground is a bit uneven. As identified in previous section (People at Risk). There are insufficient procedures for the management of evacuating disabled people in building. Particularly visitors.	The UoB has a PEEP policy and process in place which would flag any disabled persons using the building and provide them with an evacuation plan for safe escape tailored to their needs. Event organisers are responsible for ensuring a risk assessment is in place for events held in the building, and that the consideration of disabled visitors is managed appropriately, with PEEPs in place if required. The FM / SFM must sign off all PEEP's involving their buildings. Refuge comms are tested regularly and recorded in log books. Any issues are logged with compliance	Yes

EMERGENCY ROUTES AND EXITS			
Dead end corridors and basements	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are they covered by automatic detection or fire resisting construction and fire doors? No. of stairways serving the basement, whether the stairway also serves upper floors, how it is separated from the other escape routes?	There is no basement. Where there are areas where initial escape is in single direction only, the distance is within guidelines as per the relevant DCLG guide (offices and shops or Theatres, Cinemas and Similar Premises)	L2 AFD system in place. Tested and maintained in accordance with recommended guidelines.	Yes
Emergency lighting	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do you have a testing regime? Is there compliance to BS5266 (i.e. lighting sufficient at each exit door, final exits, changes in floor level, equipment which may need shutting down, windowless rooms and toilets exceeding 8m2 etc	All escape routes are covered by acceptable emergency lighting, which is tested by Estates Assistants, Contractors and Maintenance	Testing is carried out at regular intervals as per guidance in BS5266-1(2016) which includes a monthly functional test and annual 3 hour duration test. Luminaires are situated at suitable locations including final exits, escape routes, fire fighting equipment.	Yes
Final exits	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider size, number, where do final exits lead? Door fastenings – are they quickly openable and sufficient in relation to the no. of people using them	There are seven final exits from the building. The majority of these open to paths that include steps. Final exit from loading bay area has 2 x latches. Requires alternative fastening device.	Final exits doors are checked to ensure function every term (3 times per year) by estates assistants and recorded in log book. Faults are logged for resolution with maintenance.	Yes

EMERGENCY ROUTES AND EXITS			
Occupancy	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify likely occupancy figures, whether staff, students or visitors and floor space factors Is the building multi-occupancy?	The building is predominantly used by staff (up to 40), students (lecture theatre capacity for 150 people), people visiting the Theatre Collection, during weekdays. The theatres and foyers on levels 3 & 4 are also used for external events (visitors) during the week, on week nights and at weekends. Numbers attending could be up to 200 people. The building is multi-occupancy – Theatre Department and Theatre Collection. However, the departments communicate well.	As per section A2	Yes
Adjoining premises link	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: How does it work in line with evacuation procedures? Are there shared escape routes?	The building adjoins Lunsford House, a vacant building which is subject to a separate risk assessment. The buildings are not interlinked and do not share services or fire alarm systems.		Yes
Management	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are means of escape useable and available? Are routes covered in staff training? Are routes kept clear and hazard free?	At the time of inspection all escape routes were clear and available, with the exception of bins. The main escape stairs are protected from ingress by smoke/fire by fire doors. There is an accommodation stair	The Estates Assistant team inspect fire doors 6 monthly and the report is sent to the University Capital Maintenance and Infrastructure team for rectification.	Yes

EMERGENCY ROUTES AND EXITS			
Are routes adequately lit?	from 4 to 3, which is used as the main entrance to the theatres. Fire doors are generally not wedged open other than to move items through though two doors were found wedged and unattended during inspection. Several fire doors on corridors are fitted with electric holdbacks or DoorGards that release when the fire alarm is activated.	There is no regime in place for testing the electric hold backs linked to the fire alarm system but they have been seen to operate correctly during drills and fail safe (closed) in the event of a fault or battery failure.	

EMERGENCY ROUTES AND EXITS			
Travel distances	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do travel distances to a final exit meet the guidelines? Do inner rooms or rooms with initial travel on one direction meet guidance?	Travel distances need to be measured		

E1 MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Wet/dry risers	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	None	N/A	N/A
Suppression systems	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	None	**N/A**	N/A
Firefighting shafts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place?	None	**N/A**	N/A

MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Automatic opening vents	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	There are mechanical smoke extract systems in place in various areas.	N/A	N/A
Fire-fighting / evacuation lifts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	None	**N/A**	N/A
Fire Hydrants and general access	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. **If action is needed record this in the action log.**	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place? Can fire tenders reach the hydrant and external envelope of the building – are there any restrictions	**Hydrant location TBC**		

F1 **OTHER FIRE HAZARDS OR AREAS REQUIRING SPECIAL CONSIDERATION**			
AREA	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing this area. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**

G1 EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS
Temporary side access re-route – Due to concerns regarding the condition of a non-adjoining wall on the side access path that joins Quantocks close. The escape route from the building is now re-routed on to park row. This has been tested as part of a fire drill on Tuesday 8th April, and it worked safely. No fire strategy or compartmentation drawings. There are some high risk activities involving flammable substances taking place in the theatres and workshops however these are managed. Housekeeping and storage is a concern. This is creating a high fire load and would contribute to fire growth and spread if one was to occur.

FIRE RISK ASSESSMENT ACTION PLAN

Where similar issues present (such as faults with multiple fire doors or breaches of compartmentalisation), these should be listed as one action but with all locations identified. Note that whilst individual issues may be low risk (e.g. simple fault with a single fire door), if accumulated (simple faults with multiple fire doors) it may be appropriate to raise the risk level. Equally, a low level risk may escalate if left unattended from one review to the next.

Issue	Risk Level	Issue description and location	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1	Moderate	Staircase from TC library to store room beneath must be under drawn with fire resisting materials	To be included in works schedule. Staircase needs to provide protected route.	Asset Maintenance		30/08/2024	
2	Moderate	Check travel distances		Amy Warburton		31/07/2024	
3	Moderate	Non-compliant fire doors (including plant rooms). See section A1 for detail		Asset Maintenance		30/08/2024	
4	Moderate	**It is not clear where lines of compartmentation are and a survey by a competent person is required.**		Asset Maintenance		30/08/2024	
5	Moderate	Glass bricks on stairwell between 2 and 3.	Gain advice from competent person on fire resistance.	Amy Warburton		31/05/24	
6	Moderate	The staircase from the entrance down to the theatre foyer is open and this foyer therefore acts as a double height space and any smoke / fire could travel up to circulation spaces in level 4.	Gain advice from competent person	Asset Maintenance		30/08/2024	
7	Moderate	There are vents within fire doors on 4.8 (sound room), 2.7, 2.8 & 2.9 .This should be intumescent standard to avoid fire spread into the escape routes and maintain the integrity of the doors.	Gain advice from competent person	Compliance		30/08/2024	
8	Moderate	Breaches in compartmentation in strong rooms		Maintenance		30/08/2024	

9	Moderate	There were flammable substances (AC-90 lubricant and film cleaner) found within Theatre Collection Workspaces 2.2E2 that were not within fire resisting cabinets.	Remove or store in suitable fire resisting cabinet	Theatre Collection		30/08/2024	
10	Moderate	Costumes and mannequins within escape route		Theatre		30/08/24	
11	Tolerable	No RA in place for machines in TC workspaces -hot processes	Theatre Collection	Theatre Collection		30/08/2024	A.Warburton requested RA 06/08/24
12	Moderate	Storage is not well managed in a number of areas particularly the Prop store (loading bay), staff offices, the theatre collection workspaces (2.2E 1 - 5), theatre workshop.	Reduce storage as much as far as is practicable	Theatre and Theatre Collection		30/08/2024	
13	Moderate	Storage in dead end corridor 4th floor outside lift	Remove items. Should be kept clear	Theatre		30/08/2024	
14	Tolerable	Current RA's for dangerous substances used in Theatre required		Theatre		31/07/2024	
15	Moderate	Dangerous / flammable substances in workshop not stored in Hazardous Substance cupboard		Theatre		31/05/24	
16	Moderate	RA for costume design workshop is not suitable & sufficient	Recommend review and improvement by school	Theatre		30/08/24	
17	Moderate	Smoking in courtyard	Recommend students are made aware not acceptable. More prominent signage required	Facilities team		30/08/24	
18	Moderate	Inner Rooms with sources of ignition in outer room (2.2)	Remove sources of ignition (appliances / hot processes). Reduce storage in this area	Theatre Collection		30/08/2024	A.Warburton notified TC 06/08/24
19	Moderate	No robust procedure for management of disabled visitors	GEEP required	Theatre & Theatre Collection			
20	Moderate	No robust procedure for management of evacuations for performances	Procedure required	Theatre		30/08/2024	