



Wigton Theatre Club
The John Peel Theatre
Station Road
Wigton
Cumbria CA7 9AE

Fire Safety Policy and Fire Risk Management Procedure

Reviewed: February 2024

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Approved by	
Next Review Due	February 2025 or whenever there is a significant change in the building or circumstances

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1. Scope and Purpose

1.1. Scope

These Procedures cover all buildings that constitute the John Peel Theatre, Wigton, (hereafter called the Theatre) located at:

Station Road,
Wigton,
Cumbria CA7 9AE.

The John Peel Theatre Chairpersons have responsibility for the Fire Safety and Fire Risk Management (FSFRM) procedures and associated inspections and/or actions.

1.2. Purpose of Procedures

The purpose of these procedures is:

- To ensure the safety and well-being of all persons who are on the Theatre premises if a fire starts.
- To prevent accidental fires from starting within the Theatre premises and the uncontrolled spread of such fires.
- To ensure compliance with existing fire safety legislation.
- To minimise damage to Theatre property in the event of fire as far as possible without endangering lives.
- Ensure that all users of the Theatre facilities, both members and outside parties, are familiar with the Fire Safety and Fire Risk Management procedures, particularly regarding evacuation of the premises.

Each person's primary responsibility in the event of a fire alarm being raised is to their own safety. No person should deliberately or recklessly endanger themselves in an attempt to follow these procedures or save the lives of others.

2. Basic Fire Prevention Methods

In order to prevent fire:

- All areas should be kept as clean and tidy as possible.
- Where possible, flammables will be stored in separate buildings out with main buildings.
- Where flammable substances need to be stored in buildings, quantities should be minimised and they should be kept in locked storage areas. This storage will preferably be fire resisting.
- Annual PAT testing will be carried out.
- Action points identified by a Fire Risk Assessment and subsequently agreed with management must be addressed within an agreed time scale.

3. Fire Risk Assessment

The Theatre will undergo a Fire Risk Assessment every two years or whenever there is a significant change in the building or circumstances, which will be carried out by a suitably trained appointed nominee. A schedule of Risk Assessments will be created by the Chairpersons, and it is the responsibility of the Committee to ensure that this is adhered to.

Following each assessment the Assessor will make recommendations for action. These recommendations will inform a Fire Improvement Action Plan (FIAP) which should be drafted by the Chairpersons and agreed by the Committee to prioritise the actions and release the budget required to execute the Plan. This may be in conjunction with a Health and Safety Action List where appropriate. Progress on executing the Plan will be monitored by the Committee.

A copy of each completed Fire Risk Assessment will be retained by the Secretary for at least three years. Copies of completed Fire Risk Assessments will be distributed to parties deemed appropriate by the Chairpersons and will normally include

- The Committee Secretary
- The Committee nominee for Health and Safety
- Theatre Trustees

It is their responsibility to complete the recommendations of the action plan within the agreed timescale.

4. Fire Fighting, Fire Evacuation and Fire Detection Equipment

4.1. Fire Extinguishers

The Committee will appoint a supplier for firefighting equipment. This supplier will annually service all fire extinguishers within the Theatre and will be authorised to order replacement extinguishers necessary, provided that the fault is identified and recorded. Theatre users or visiting groups may report any defects in or missing firefighting appliances to any member of the Committee who shall raise it to the attention of the Chairpersons.

All new or additional fire extinguisher purchases must be approved by the Committee.

4.2. Emergency Light Testing

Emergency lighting will be tested as part of the planned preventative maintenance regime. This function will be carried out on a monthly basis by any member of the Committee or a contractor appointed by the Committee and will be recorded in the FSFRM log.

Any defects will be reported to the Health and Safety Officer who will ensure that these are addressed as appropriate.

4.3. Fire Log Book, Maintenance and Testing Records

The following will define what will be recorded in the Fire Log Book (and may be duplicated where records are required elsewhere for maintenance records).

- Escape routes – Incorporating fire doors – check on access and operation.

- Evacuation drills – briefing of Theatre patrons and simulation test.
- Fire Fighting Equipment.

The Chairpersons will also receive additional reports of periodic servicing from contractors of certain tests and place copies in appropriate Fire log book.

- Fire Fighting Equipment.
- Emergency lighting test records.

The Health and Safety officer will ensure that remedial action is taken to rectify any faults identified.

Copies of all reports relating to the testing and maintenance of firefighting, detection and evacuation equipment must be retained for a minimum of three years.

5. Evacuation Procedure - General Responsibilities

5.1. Fire Marshal Appointment & Responsibilities

There must be a nominated fire marshal any time that the Theatre is in use. This appointed fire marshal has the responsibility for familiarising themselves with the Theatre Evacuation procedure and ensuring that all persons under their control are made aware of their individual responsibilities under these procedures at the beginning of each session they use the Theatre.

5.2. Evacuation Procedure

Upon the announcement of an evacuation, all persons except for the nominated Fire Marshals will evacuate the building by:

- Exiting via the nearest fire exit to themselves
- Proceeding in an orderly manner to their designated assembly point, and remaining until instructed otherwise.

Where possible, all persons should take action to ensure that their immediate environment is left in a safe state before commencing evacuation procedures (close windows and doors switch off equipment).

The designated evacuation point for the Theatre is in the Co-op car park at the furthest point away from the Theatre building.

5.3. The responsibilities for the Fire Marshal During an Evacuation

- Evacuate the building following the signed exit routes to the assembly point where a head count will be carried out, by a nominated person.
- Prevent people re-entering the building until given notice by the fire service or Fire Marshal
- If safe to do so, conduct a sweep of the building to confirm all persons are evacuated via the nearest safe route.
- If there are other organisations using the building, liaise with other group leaders on the thoroughness of the sweep – in particular reporting any areas that could not be checked.

- e) Ensure persons with PEEPs (see section on PEEPs below) can put their personal evacuation plan into operation.
- f) Nominated persons will check (sweep) the building to ensure that all persons are evacuating, room doors are closed and rooms are empty and note any hazards.
- g) Any person refusing to evacuate without a valid reason (for example, injury or specific duty) should be informed by the Fire Marshal that failure to evacuate puts others at risk. Once this warning is given, the Fire Marshal should finish their sweep and exit the building.
- h) Fire Marshals may utilise a suitable Fire Extinguisher to extinguish Fire, if safe to do so.
- i) If unable to attempt to extinguish, ensure door closed to room then exit the building and liaise with the Fire Service as required.

Fire Marshals must not proceed into areas of the building where there are signs of fire or where they feel to do so would place them in immediate danger. In addition, Fire Marshals should aim to have checked the building and have evacuated within 2-3 minutes of the fire alarm being raised.

6. Personal Emergency Evacuation Plan (PEEP)

Members of the Theatre Club or visitors to the John Peel Theatre who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency should have a Personal Emergency Evacuation Plan developed.

- For audience members, the FoH Manager shall identify people requiring a PEEP.
- For members, the Chairpersons shall identify people requiring a PEEP and ensure that any other Fire Marshals receive a copy.

For external users of the building, the Hire Manager will gather information regarding the visitor's special requirements before the visit. This is particularly important when several visitors due to attend an event/function all require assistance

- A copy of the visitor's PEEP should be given to the Fire Marshal.
- Upon arrival the visitor and any carers or helpers will be given a copy of the PEEP by the host and appraised of any special arrangements that have been put in place, including access and evacuation routes.

Visitor PEEP forms are available from the box office.

7. Evacuation of Children (under 16 years of age)

It is expected that children will not normally be allowed on Theatre premises unsupervised. In the event of a fire alarm any person supervising children should lead them to the nearest exit and then to the appropriate assembly point. Where the child's parent(s) are on site, it must be made clear to the parent(s)



that they are responsible for the supervision of their child(ren) unless other specific arrangements have been made.

8. Contractors

In general, Contractors should not be working on the Theatre premises without supervision from a member of the Committee or recognised Theatre group and will therefore become the responsibility of the Fire Marshal in the event of the Fire Alarm being raised. However, if an occasion arises where the Contractor is to be left unattended then they must be briefed on the content of the FSFRM procedure and a Fire Marshal appointed.

9. Use of Fire Fighting Equipment

Portable firefighting equipment is provided in premises for use. Prompt use of equipment can prevent a small fire developing into a large one.

Do not attempt to fight the fire if you do not think it is safe to do so (for example)

- The fire is large with a large amount of smoke being produced.
- Your escape route may be compromised
- You have not received appropriate training

No person, other than a member of the Fire Service should re-enter the building specifically to fight a fire.

10. First Aid Provision and Evacuation of Casualties

First Aiders should evacuate in accordance with **Section 5** of this policy. Casualties should not receive first aid treatment inside the building during a fire alarm unless it is absolutely necessary and it is safe for the First Aider to give this treatment.

Where possible, casualties who are able to walk can be assisted from the building, preferably by a First Aider and treated outside the building. Casualties who are unable to walk should only be evacuated if their life is in immediate danger, otherwise, they should be left inside the building.

No person should risk their health, safety or wellbeing in an attempt to evacuate or treat a casualty. In addition, no person should re-enter the building to attempt to evacuate or treat a casualty. Any person who is aware of a casualty inside the building should report this to the Fire Marshal, giving the name, location and condition of the casualty where possible.

11. Fire Drills

Due to the nature and use of the Theatre regular Fire Drills are not considered necessary. However, it is good practice to ensure that the evacuation procedure is effective so a mock evacuation should be undertaken twice a year, or whenever modifications are made to the Theatre building or infrastructure, whichever is sooner.

12. Fire Alarm Policy

12.1. Standard Fire Alarm Procedure

This evacuation procedure must be followed at all times and includes performances, rehearsals, workshops and get-ins/get-outs.

The Fire Marshal(s) on hearing the alarm sounding will take the following steps:

- a) Initiate an evacuation as outlined in the evacuation procedure above
- b) Check whether there is a fire
- c) Go to the entrance lobby to confirm the location of the incident by checking the fire alarm panel
- d) Unless it is obvious that there is a fire, safely investigate the source of the alarm to establish if it is a fire or a false alarm. Refer to the notices below the fire alarm panel to determine location of fire sensors.

If there is a fire

- a) If investigation confirms a fire exists or is suspected to exist call the fire service by dialling 999. During this investigation the evacuation of the building should be continued.
- b) If a fire is discovered, the Fire Marshal should prepare to meet and liaise with the fire service at the front of the building on Station Road.
- c) On arrival of the fire service, give all available information to the senior fire officer.

If there is no fire

- a) If the Fire Marshal is certain that there is no fire, and no suspicion of fire, silence the alarms, reset the alarm panel and allow people to re-enter the building.

12.2. Fire Alarm Procedure – Performances using Smoke-Based Effects

During performances using Smoke-Based Effects:

- All fire doors will remain shut to prevent the ingress of smoke to non-auditorium areas
- Smoke detectors in the foyer and the backstage stairwell landing will be covered using smoke detector covers. This will only be for the duration of the performance and the covers will be removed between shows.
- These areas will be continuously monitored by nominated persons, for signs of a fire while the detectors are covered.

If the fire alarm is activated while using smoke-based effects, the following procedures will be activated.

- a) A nominated person will silence the alarm and the Fire Marshal will make their way to the fire alarm panel.
- b) Either the Fire Marshal or a nominated person under the instruction of a Fire Marshal will check whether there is a fire, confirming the location of the incident by checking the fire alarm panel. Refer to the notices below the fire alarm panel to determine location of fire sensors. If the Fire Marshal nominates a person to complete these checks, they will remain in contact with the Fire Marshal via a radio.
- c) Proceed to the incident to assess the situation (as safely as possible) and determine whether it is a false alarm.
- d) If the fire Marshal is unable to complete the check in a reasonable time (2 minutes) then an evacuation must be initiated as outlined above.

If there is a fire

- a) If investigation confirms a fire exists, or is suspected to exist, call the fire service by dialling 999.
- b) Manually resound the alarm by turning the key on the panel to the "operate sounders" position and initiate an evacuation as outlined in the evacuation procedure above.
- c) Prepare to meet and liaise with the fire service at the front of the building on Station Road.
- d) On arrival of the fire service, give all available information to the Senior Fire Officer.

If there is no fire

- a) If the Fire Marshal is certain that there is no fire, and no suspicion of fire, clear the affected area of smoke and then reset the fire alarm panel.
- b) ***While fire alarm is in mute, if a second activation occurs, or a person manually raises the alarm, revert immediately to the evacuation procedures outlined above.***

13. Control of Site During an Evacuation

During an evacuation, the Fire Marshal will be in charge of the site. It is the responsibility of the Fire Marshal to:

- Coordinate evacuation activities as described above.
- To ensure a pathway is kept clear for emergency vehicles.
- To prevent unauthorised access to the building as far as is practicable.
- To prevent unauthorised access to the site as far as practicable (including all vehicular access except for emergency vehicles who have been called to the scene).

If the Fire Service arrives on the scene the Fire Marshal will hand over control of the site to the Senior Fire Service Officer in attendance. The Fire Marshal will liaise with this Officer and follow any instructions given. The Fire Marshal will brief the Senior Fire Officer with all relevant information.

14. Re-entry to the Building following an Evacuation

Once the Fire Marshal has satisfied themselves that it is safe for people to re-enter the building following a fire alarm, they will give the 'all clear signal'. No person unless specifically directed by the Fire Marshal or Fire Service must enter the building until the 'all clear signal' has been given.

When the Fire Service is in attendance, the Fire Steward must not sound the 'all clear signal' until the Senior Fire Service Officer in attendance is satisfied that it is safe to do so and has handed back control of the site.

If part of the building has been affected but the fire has been extinguished, the 'all clear' may still be given if suitable arrangements are in place to prevent unauthorised access to the affected part of the building.

15. Review and maintenance of the FSFRM Procedure

This procedure must be reviewed every year and/or following a major change to the structure or layout of the site.

16. Training

All persons with roles and responsibilities indicated within this procedure will receive suitable and sufficient training.

17. APPENDICES

- Personal Emergency Evacuation Plan Questionnaire
- Personal Emergency Evacuation Plan Template

PERSONAL EMERGENCY EVACUATION QUESTIONNAIRE

Why you should fill in the form?

Wigton Theatre Club (trading as John Peel Theatre) has a legal responsibility to protect you from fire risks and ensure your health and safety. To do this properly we need to know:

- a) if you require information about our emergency evacuation procedures;
- b) if you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency evacuation procedures in the John Peel Theatre.

If you need assistance, we will be able to work out a Personal Emergency Evacuation Plan (PEEP) for you. To do this, we will discuss the best ways of getting you out quickly and comfortably.

NAME:

ROLE (e.g., member of production, audience):

LOCATION

1. Which room(s) are you based for most of the time?

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

2. Are you aware of the emergency evacuation procedures that operate in the John Peel Theatre

YES

NO

3. Will you need assistance to find the emergency exits?

Yes

No



EMERGENCY ALARMS

4. Can you hear the fire alarm(s) provided?

Yes No Don't know

ASSISTANCE

5. Do you need assistance to get out in an emergency?

Yes No Don't know

If NO, please go to question 11

6. Is anyone designated to assist you to get out in an emergency?

Yes No Don't know

If NO, please go to question 10. IF YES, give name(s)

7. Are you always in easy contact with those designated to help you?

Yes No Don't know

8. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes No Don't know

GETTING OUT

9. Can you move quickly in the event of a fire?

Yes No Don't know

10. Do you find stairs difficult to use?

Yes No Don't know

11. Are you a wheelchair user?

Yes No Don't know

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.



PERSONAL EMERGENCY EVACUATION PLAN

NAME:

DATE:

DESIGNATED ASSISTANCE:

ASSISTANCE METHODS/TECHNIQUES:

EQUIPMENT PROVIDED:

EMERGENCY EVACUATION PROCEDURE(S): (a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

EVACUATION ROUTE(S): (preferably with diagrams)