

## Fire Risk Assessment for Public Entertainments

### DESIGNATED PERSON

The Church does not have a fire detection system or regular emergency lighting and relies on a designated safety officer to raise the alarm and manage an evacuation in the event of an incident. Unless otherwise specified, the designated person at a public entertainment or commercial event will be the Church's Venue Manager.

The designated person will at all times during an event wear a high visibility jacket and will make themselves known to the client's crew and security staff, instruct them in the location of fire exits and fire extinguishers and the operation of the stair lift, and issue them with torches to assist in an evacuation. Clients are obliged to ensure that their crew and security staff have sufficient time in advance of an event's commencement to be instructed in the building's evacuation and safety procedures.

### NUMBERS PERMITTED

The Church is permitted to have a maximum of four hundred (400) people in the building at any one time for a public entertainment. This number includes performers and crew. Clients hiring the church are responsible for ensuring that they do not exceed this number. If a client permits more than 400 people to be in the building, the designated person has the authority to halt the event and order an evacuation.

### EMERGENCY EXITS

There are four emergency exits in the building, one in each corner, as shown on the accompanying plan.

Exits 1 (south-east corner) and 2 (south-west corner) are the principal exits and should, where it is possible and safe, be used to evacuate all or most people.

Exits 3 (north-west corner) and 4 (north-east corner) are narrower and have a number of trip hazards and impediments to easy movement. They should only be used when people cannot safely be evacuated via Exits 1 and 2.

The designated person must ensure that the Exits 1 to 4 are prepared as emergency exits before an event commences, with emergency instruction sheets, battery lighting, and the unlocking of all the interior swing doors and the external gates. The designated person must also check in advance that the exterior emergency lighting is working and that any temporary hazards outside, e.g., scaffolding, are lit and signposted.

### FIRE EXTINGUISHERS

There are seven (7) fire extinguishers in the building, as shown on the accompanying plan. The plan indicates which sort of fire each extinguisher is suitable for. The two CO<sub>2</sub> extinguishers for electrical fires are 3 litre ones; all of the others are 6 litres. All extinguishers are checked annually. The last check was conducted in November 2018 by Future Fire Protection.

### EVACUATION ROUTES

Clients must ensure that the exit doorways, central and side aisles, the route through the Lady Chapel, and the baptistery steps are kept free of obstacles at all times. Furniture, sound desks, speakers, musical instruments and cases, etc. must not be allowed to block these doorways or routes. People are not permitted to sit on the floor or steps in these areas, nor may they leave bags there.

During an event, the furniture in the Tower Room (kitchen area; s-w corner) must be so arranged as to enable both of the exit doors to be opened fully. Except when it is being used, the stair lift to the Tower Room must be kept in the 'up' position.

The door from the body of the Church to the outer choir vestry (n-w corner) may be shut, but it must not be locked or bolted. Equipment and personal possessions must not block the exit route through the outer choir vestry.

Clients must ensure that all electrical cords, speaker cables, etc., crossing doorways, gangways or exit routes are securely gaffer-taped to the floor and do not present themselves as trip hazards.

#### **INTRODUCED RISKS**

Clients must seek the permission of the designated person before installing or setting up any theatrical sets, artistic installations or promotional materials. Permission must also be sought for the use of smoke machines and other equipment or special effects that may impair visibility in the building.

Under no circumstances can lighted candles or other forms of naked flame be used without the express permission of the designated person. This permission will not normally be given.

Clients are responsible for ensuring that risks and obstacles introduced by their guests are promptly removed from gangways and exits. This includes personal belongings and food and drink packaging and receptacles.

#### **OTHER HAZARDS**

The Church is an old building and by virtue of its age contains a number of trip hazards and other potential dangers to public safety. Where warning notices are posted about these hazards, it is the responsibility of clients to ensure that their crew, performers, and audience heed the warnings.

Lighting within the building may not be reduced to such an extent that neither the hazards nor the warning notices can be seen.

#### **EMERGENCY CALLS**

Notices are posted around the building with the Church's address and postcode: **61 St James's Street, Brighton, BN2 1PR**. In the event of someone having to call the emergency services, the postcode must be given to ensure that the building's location is correctly identified. (The emergency call centre is not in Sussex and the call operators cannot be expected to recognize Brighton landmarks.)

The emergency services can be dialled from a mobile phone registered in any country on **112**. They can also be called from a landline by dialling **999** or **112**.

There is no landline in the building. If a mobile telephone is not to hand, the emergency services can be called from the public phone box next to the old toilet block just outside the church, on the corner of St James's Street and Upper Rock Gardens.

#### **ACCIDENTS AND INCIDENTS**

All accidents involving injury or potential injury to a person in the church must be reported to the designated person, who will record the details in the Accident and Incident Book stored in the Tower Room.

Incidents involving an assault or a credible threat of assault by a person in the building must also be reported to the designated person, who will record these in the Accident and Incident Book. Where a crime is believed or suspected to have been committed, the police must be called.

There is a First Aid box in the Tower Room in the cupboard under the kitchen sink. There is another one on the shelf by the stairs in the outer sacristy (the area behind the Lady Chapel).

#### **ELECTRICITY SUPPLY**

The master switches for the electricity supply are located in the oak cupboard in the south-east porch (Exit 1; the normal entry point for the Church). There is an illustrated notice on the inside of the cupboard door showing the four (4) switches that need to be turned off to cut off the electricity supply to the building.

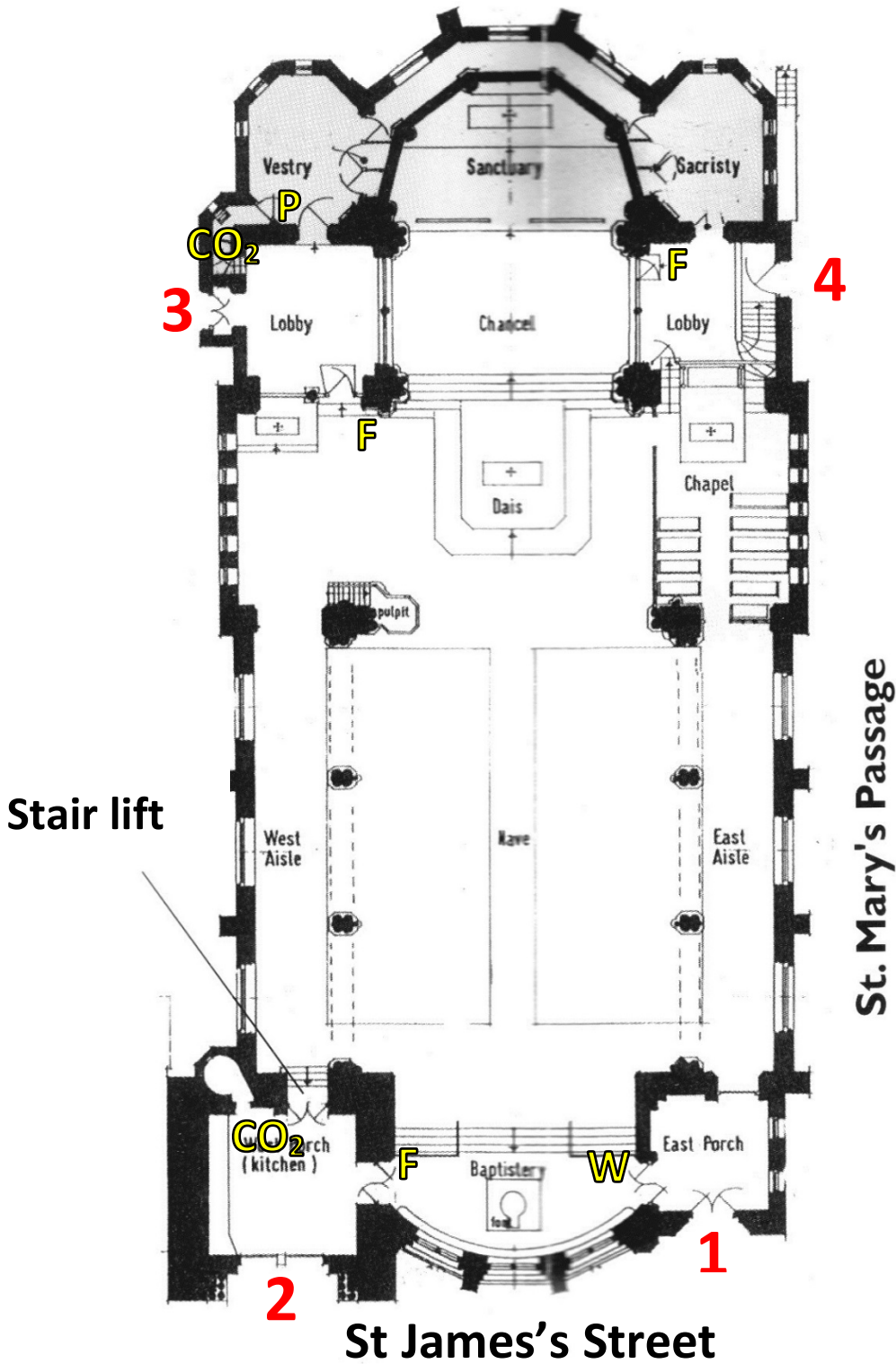
#### **GAS SUPPLY**

The gas meter for the main church heating is in the Tower Room (the kitchen area), in the corner cupboard on the left end of the long run of cupboards running along one wall.

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Katherine Prior, Venue Manager, St Mary's Church  
Updated: 1 March 2019


**St Mary's Church**  
 61 St James's St  
 Brighton  
**BN2 1PR**



**1, 2, 3, 4** = Fire exits. Use Exits 1 and 2 in preference to Exits 3 and 4.

**W, F, P, CO<sub>2</sub>** = Fire Extinguishers

**W** = Water: suitable for wood, paper, textile fires only; **not** electrical or liquid fires.

**F** = Foam: suitable for wood, paper, textile and flammable liquid fires; **not** electrical.

**P** = Powder: suitable for wood, paper, textile, and flammable liquid fires, gaseous fires and live electrical equipment.

**CO<sub>2</sub>** = Carbon Dioxide: suitable for live electrical equipment and flammable liquid fires.