

1 Layout and Activities

Physical Layout

The Neuadd Dyfi is a community hall with some 700 sq metres of floor space. It has three main entrances :-

The Foyer the lobby and the lobby to the new annexe

In addition there are five other external doors three of which are designated fire exits. The hall is mainly on one level though the stage and backstage areas are 850mm higher. There is an old projector room above the foyer, now used for sound control. This is accessed by a steep flight of steel steps.

The building is generally in good condition having been modernised refurbished and extended in 2000. Primarily this involved removing a block of chairs flattening part of the raked floor and the building of an annexe with a kitchen toilets and a meeting room. In 2011/12 a community annexe was built to the rear of the existing building. This gave an additional hall of some 70 square meters, an independent lobby, a first floor storage area and workshop/plant room

There is a mix of adequate lighting throughout the building.

The adjoining car park is a tarmac area lit indirectly by street lighting.

Activities carried out

The hall is used for a wide variety of community activities which include:- Youth club, Women's Institute Meetings, Amateur Dramatics, Dinner Dances, Children's parties, Gardening Club Shows, Music performances, Art workshops, wedding receptions etc. There is a fire licence for 400 in the main auditorium and a further 80 on stage. We have this number on several occasions during the year

Some of the above activities are regular users others are one off events. Some know the hall well others do not.

The management of the hall is done through a voluntary committee as is much of the maintenance. There is a part time caretaker.

The hall is in use throughout the year.

Machinery and Chemicals

Machinery Equipment and Vehicles

The new community annexe is heated via a ground source heat pump system. Heat is extracted via 7* 50m boreholes under the main building. The heat exchanger and buffer tank are situated on the first floor plant room above the workshop.

The main hall is heated via 14 3kw quartz heaters all other areas use electric wall heaters.

There is a 3kw photovoltaic array on the new annexe roof

We have 3 main cleaning machine two vacuum cleaners and a numatic industrial floor polisher.

There is 3 phase stage lighting system. This has 4 zero 88 dimmer racks for generic lanterns. In 2014 we installed a new lighting system comprising 3 rows of Led Selecon cycs above the stage and a mix of Selecon Fresnel and profile spots and two lighting bars suspended over the auditorium on a pulley system.

There is a fire alarm system which has 9 call points and two heat sensors in the lobby and kitchen area. The doors in the kitchen and lobby area have magnetic catches linked to the fire alarm system. Most of the internal doors in the new annexe also have There is no sprinkler system but there are more than the required fire extinguishers of the appropriate type for the location i.e. water co2 foam and dry powder.

There is a Pollock wheel chair lift to gain access to the stage area and Studio

Heating is done by wall heaters all electric .plus a ground source heat pump
There is a public car park to the side of the building and a lightly used road on the other side.

Chemical and substances

There are very few chemicals or substances other than those used for general cleaning or maintenance. These are normal domestic materials.

There are a large assortment of pots of paint used for both maintenance and painting of stage scenery. All paints are stored outside in the workshop. Only Water based paints are used for scenery construction.

Stage pyrotechnics are occasionally used during pantomime productions. The association of British Theatre Technicians (ABTT) code of practice is followed.

Neuadd Dyfi Risk assessment

Physical layout hazards

Physical layout producing hazard	Description of Hazard	Description of existing precautions	Is the hazard adequately controlled?		If hazard not adequately controlled –Required workplace precautions or other actions
Steep steps leading into old projection room	Trip or fall		yes		
Stage 850mm above flat dance floor area. Access by small flight of moveable steps	Trip or fall	Edge of stage painted in contrasting colour. Light available to illuminate step		No	In most conditions of use the risk is low. However when used for dinner dance with tables on stage there is an increased trip hazard. Control through the positioning of the tables and removal of the steps. Possible need for hand rail along front of stage. The rope barrier helps to define the edge. June 2015 structural survey identified issues with stage not to be used for dance or large groups.
Flight of steps outside old foyer	Trip or fall especially when large crowds queue for show.	Edge of steps painted white. Lights around foyer removed as glare was distracting	yes		Edge of steps has a durable edge marking. Possible need for front of house manager at busy times.
Access to high level cupboards	Trip or fall	Appropriate step ladders, hand rope	yes		Limited access
Access to plant room via steep ladder	fall	Limited access	yes		
Access to flat roof	Fall from height	Limited access	yes		
Floor surfaces	Slip/ trip	Signage when wet. Develop awareness when problems might occur	yes		Caution needs to be taken especially with the main hall floor. When cleaned and polished it can become slippery. In very cold weather when heating turned on a thin layer of condensation can develop making it slippery
Sub floor storage	Confined spaces/ hitting head etc	Restrict access to competent people	yes		Fine if common sense used . r
Path	prickly plants	Keep trimmed	yes		Hec during spring and summer

Neuadd Dyfi Risk assessment

Machinery and Equipment hazards

Machinery etc producing hazard	Description of Hazard	Description of existing precautions	Is the hazard adequately controlled?		If hazard not adequately controlled –Required workplace precautions or other actions
			Yes	No	
Photo voltaic	Electrocution as charge exists when main power supply is off	Signage on all consumer units	yes		Awareness that 240 volts can exist when mains inlet is off.
Polishing machine	Impact with machine out of control. Entanglement with electric cable	Machine only to be used by trained operative. Machine stored in locked cupboard.	yes		
Stage lighting system	Electrocution. Falling object	System fully protected by circuit breakers and RCDs. System tested by qualified electrician annually. Appropriate steps or scaffolding tower used for servicing lights. Lamps clamped and have safety bonds.	Yes		Move to LED has reduced the need to go up steps to change coloured gels
Kitchen cookers and boilers	Fire and hot liquids	Well designed layout. Moveable counter to limit access to cookers. Cookers with closed down lids with safety cut-outs. Handbook available		no	Appliances need servicing system. Current method is haphazard. No system for training new users
Fixed Seating	Fall	Check fixed seating screws before a show.	yes		
Movable seats	Trip in fire situation	Link together and use floor bars	yes		

Neuadd Dyfi Risk assessment

Chemical and Substance hazards

Chemical etc producing hazard	Description of Hazard	Description of existing precautions	Is the hazard adequately controlled?		If hazard not adequately controlled –Required workplace precautions or other actions
Cleaning materials	Poisoning especially to Children	Limit quantities and type. Small quantity kept in cleaning cupboard low down on shelf. Spare stock kept in old projection room	yes		
Paint storage	Possible fire risk	Limit the use of Oil based paints. All paints are stored externally in workshop	Yes		
Pyrotechnics	Fire and explosion	All stored offsite. Fired following the ABTT code of practice. Experienced personnel and rehearsed	Yes		

The key areas used for storage

Area	What stored	Hazards	Notes
High level cupboards	Spare glasses plates, Christmas decorations office records	Falling off ladders, Items falling out	Use correct ladder
Shed over the road	Spare tables scenery building	Manual handling	Apt to get very cluttered
Old projection room	Sound equipment lights stage props spare cleaning equipment		Needs regular tidying
Under the stage	All materials being removed	fire	Awaiting complete rebuild of stage
Workshop	Paint storage tools garden equipment		Apt to get cluttered
Above workshop			
Under studio floor	Street Christmas lighting cloths rails		Keep locked. Chemicals low down
Cleaners cupboard	All sorts of cleaning materials	Falling off ladder items falling from shelves	
Above annexe lobby	Costumes small office	Tripping falling	keep area tidy
Foyer office	Sound equipment display boards		

Neuadd Dyfi Risk assessment

Active monitoring

<u>Reference point</u>	<u>Hazard</u>	<u>Active Monitoring required</u>	<u>Frequency</u>
Physical layout	Trip or fall down external steps by foyer	Check steps are clearly painted. Check Lighting is adequate	3 months and before each show
Activity	Fall from height changing light bulb	Check condition of catwalk safety wire anchor points and harness	Annually
Activity	Fall from height gaining access to high level cupboard	Check cupboards are kept locked. Check condition of steps. Check condition of hand rope	Regularly on use. Annually
Machinery	Stage lighting System	Check all lights have safety bonds Test RCD operating correctly Have System checked by qualified electrician PAT testing on RA basis	After rigging before each show Monthly Main circuitry Annually by certified electrician
Fire equipment	Fire	Annual test and check by certified company	
Chemical and substance	Pyrotechnics fire and explosion	Demonstrate usage to performers. Test firing system is working correctly. Check fire appliances in place. Check ABTT code . Train responsible person	At technical rehearsal. In advance of each show using pyrotechnics.
Gas cooker and water heater	fire and explosion	Service by Corgi equivalent	

Fire risk assessment

Statement:

It is the policy of the Neuadd Dyfi to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The Management Committee will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, volunteers and visitors to provide such information, training and supervision as they need for this purpose.

The committee will give a high level of commitment to health and safety and will comply with all statutory requirements.

The fire alarm Panel situated in room by old Foyer

Code 4415

Commentary: The Fire Safety Management plan is contained within the Health & Safety file and is kept in the office by the old Foyer. A schematic is attached.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the Neuadd Dyfi Management Committee has made the Health & Safety Advisor responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.

This person will be responsible for:-

- “ Deciding the fire safety protective and preventative measures
- “ Informing other responsible persons what they are

Neuadd Dyfi Risk assessment

<p>“ Ensuring they are implemented and communicated to other employees “ Ensuring co-ordination between other responsible persons</p> <p style="text-align: center;">Fire Safety will be an agenda item for the Management Committee Meetings.</p> <p style="text-align: center;">The other responsible persons are shown on the schematic (attached). They will be responsible for the fire safety measures as shown.</p> <p style="text-align: center;">The Health & Safety Advisor will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.</p>	
Fire Warning System:	(i.e. automatic fire detection, break-glass system to BS 5839, other)
Automatic and Break glass to Bs 5839 heat detection in kitchen and lobby	
Emergency Lighting	: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)
A mix of Maintained, Non Maintained and flood serviced annually	

Step 1 - Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
Smokers, power tools electric heaters	Paint cans	Generally atmospheric available
Cooker Hob	Gas from cookers and water heater	
Electrical Short circuit	Stage curtains scenery and props	
Table candles at dinner functions	Rubbish bins	

Neuadd Dyfi Risk assessment

Step 2 - People at risk

Those working and helping out for example in the kitchen
The general public.
Any user of the hall

Step 3 - Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring

The risk of a fire occurring is possible though with control measures in place it is reduced

(3.2) Evaluate the risk to people from a fire starting in the premises

Occupancy varies from small numbers to 400 in an audience with an additional 100 or so performers and helpers. There is a wide variety of ages and abilities. If a fire were to start

(3.3) Remove and reduce the hazards that may cause a fire

All flammable liquids such as paints are stored outside in the workshop

Smoking is not allowed in the building.

All stage curtains are made of flame retardant materials

Table candles kept in appropriate containers and carefully extinguished after use. The use of Led or battery lamps reduces the need for lit candles.

Recommend that the refuse bins are located away from the lobby doors so that smokers do not put lighted cigarettes in bins

(3.4) Remove and reduce the risks to people from a fire

Emergency lighting provides adequate illumination in all areas serviced annually and checked regularly. Flood lights have been installed in auditorium and the stage area to produce better spread

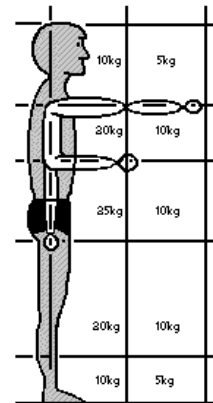
When large audiences are in hall seating is held in place by floor bars and corridors are kept free.

There are a large number of emergency exits opening out either onto a large car park area or a quiet road.

Review outcome (where substantial changes have occurred a new record sheet should be used see below)

RISK ASSESSMENT

Hazard	Who might be harmed and how	Likelihood	Severity	Risk Level	The controls are they adequate?	Further action?
<p>Something that can cause harm Look only for hazards which you could reasonably expect to result in significant harm under the normal conditions in your hall Use the following examples as a guide: -</p> <ul style="list-style-type: none"> ✍ Food preparation and serving . cleaning rotas etc. ✍ Fire and explosion . premises, fuel storage ✍ Working at heights . ✍ Parking areas ✍ Use of tools and equipment ✍ Lifting, manoeuvring heavy objects ✍ Premises . electrical wiring, escape routes 	<p>There is no need to list individuals by name – just think about Groups of people carrying out normal Club activities who may be affected your identified Hazards: - For example:</p> <ul style="list-style-type: none"> ✍ The public ✍ Support ✍ Cleaners ✍ Instructors ✍ Students under instruction ✍ Family groups <p>Pay particular attention to:</p> <ul style="list-style-type: none"> - ✍ People with disabilities ✍ Visitors ✍ Absolute beginners 	<ul style="list-style-type: none"> ◆ Probable ◆ Occasional ◆ Possible ◆ Remote ◆ Improbable 	<ul style="list-style-type: none"> ◆ Fatal ◆ Major Injury ◆ Serious Injury ◆ Minor Injury 	<ul style="list-style-type: none"> ◆ Very High ◆ High ◆ Medium ◆ Low ◆ Very Low 	<p>For the hazards listed, do the precautions already in place</p> <ul style="list-style-type: none"> - ✍ Meet the standards set by any legal requirement? ✍ Comply with a recognised safety standard or code of practice? ✍ Represent good practice? ✍ Reduce risk as far as possible? <p>Have you provided: -</p> <ul style="list-style-type: none"> ✍ Adequate information, instruction or training And visitors? ✍ Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you may need to indicate the precautions you have in place.</p>	<p>What more could you reasonably do for those risks which you Found were not adequately controlled? You will need to give priority to those risks which affect large Numbers of people and/or could result in serious harm. Apply the principles below when taking further action. If Possible in the following order: -</p> <ul style="list-style-type: none"> ✍ Remove the risk completely ✍ Try a less risky option ✍ Prevent access to the hazard (e.g. by fencing off) ✍ Organise group to reduce exposure to the hazard ✍ Insist that protective clothing or safety equipment is used where Necessary ✍ Provide adequate facilities (e.g. washing, first aid)



Neuadd Dyfi Risk assessment

Annual check list template

Hazard	Who might be harmed and how	Likelihood	Severity	Risk Level	The controls are they adequate?	Further action?
				◆		
Lobby						
Toilets						
Meeting Room						

Neuadd Dyfi Risk assessment

Hazard	Who might be harmed and how	Likelihood	Severity	Risk Level	The controls are they adequate?	Further action?
Stage area						
Back Stage corridor						
Studio						
Rear Lobby						
Store room						
Outside/ carpark						
Other areas						