

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:

Amanda Thorneycroft.
Dave Wybrow

Address of premises:

The Cockpit Theatre Gateforth Street London NW8 8EH

Assessor:

Dave Wybrow, Deb Jones

Date of fire risk assessment:

Nov 2022

Date of previous fire risk assessment:

Nov 2021

Suggested date for review: ¹⁾

Nov 2023

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

[Date] 30/11/22

¹⁾ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE PREMISES

1. Number of floors:

1

2 floors

1 Basement

1. Approximate floor area:

2

Ground 657

m² per floor

1st 414

1174

m² gross

657

m² on ground floor
[enter units as appropriate]

1. Brief details of construction

3

The Cockpit Theatre was built in the 1970's with a steel frame and concrete raft and brick infill and cladding. Solid floor at ground floor level, suspended concrete plank to first floor. Roof is largely of flat construction with asphalt over particle cement board. Window are single glazed with a mixture of timber and steel frame. Main stair to upper floor is of a cantilevered concrete design with a terrazzo finish. Doors to common area and final exits are of 30 minute fire door standard and have self-closers fitted.

1. Use of premises

4

The building is a Theatre in the round, used for rehearsal and production of plays, music and other, public entertainments. The Theatre is used by in-house productions as well as let to external production companies. Live audiences are positioned around a central stage area on bleacher style seating.

2. THE OCCUPANTS

2. Approximate maximum number:

1

250

2. Approximate number of employees at any one time:

2

6

2. 3	Maximum number of members of public at any one time:	240
2. 4	Associated times/hours of occupation:	Typically: 10:00-23:00 Maximum: 09:00- 02:00

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3. 1	Sleeping occupants:	None
3. 2	Disabled occupants:	4 as a maximum
3. 3	Occupants in remote areas and lone workers:	2
3. 4	Young persons:	Not applicable unless audience members.
3. 5	Others:	<p>The building is open to the public as an audience. Young persons do make up the audience from time to time, but only when accompanied by parent or guardian. The first floor studios are used as private hire space for adult education and leisure activity groups; currently COVID guidance permitting.</p>

4. FIRE LOSS EXPERIENCE

None.

5. OTHER RELEVANT INFORMATION

The fire risk of the building is generally low-medium. The basement and work room, with flammable materials (prop stores) raises the level of risk to medium.

The final exits are close to the main theatre stage and its four double fire exit doors.

6. RELEVANT FIRE SAFETY LEGISLATION

6. The following fire safety legislation applies to these premises:

1

The Regulatory Reform (Fire Safety) Order 2005

Building Regulations

H.M. Government Fire Safety Risk Assessment Guides

Local Authority Licensing

6. The above legislation is enforced by:

2

Health and Safety Executive

Westminster City Council

6. Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

3

The Licensing Act 2003

Westminster City Council Rules of Management

6. The legislation to which 6.3 makes reference is enforced by:

4

Westminster City Council

Metropolitan Police

6. Comments:

5

Annual visitation audits are carried out.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? ☒ Yes ☐ No

7.2 More specifically:

Fixed installation periodically inspected and tested? ☒ Yes ☐ No

Portable appliance testing (where appropriate) carried out? ☒ Yes ☐ No

Suitable policy regarding the use of personal electrical appliances? ☐ Yes ☒ No

Suitable limitation of trailing leads and adapters? ☒ Yes ☐ No

7.3 Comments and hazards observed:

Good levels of housekeeping in place.
Staff inducted and trained with regard to health and safety, fire warden training provided, practice evacuations monthly on weekends and quarterly on a weekday.
Annual fire warden training for all staff by external provider.
Recommend a personal electrical appliance policy to control risks of electrical appliances on site, especially hair dryers, straighteners etc.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? ☒ Yes ☐ No

8.2 More specifically:

Smoking prohibited on the premises? ☒ Yes ☐ No

Smoking prohibited in appropriate areas? ☐ N/A ☒ Yes ☐ No

Suitable arrangements for those who wish to smoke? ☒ Yes ☐ No

This policy appeared to be observed at time of inspection? ☒ Yes ☐ No

8.3 Comments and hazards observed:

Smoking only permitted outside of the building. Depository for cigarette ends mounted to wall.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? ²⁾ ☒ Yes ☐ No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? ☒ Yes ☐ No

9.3 Comments and hazards observed:

Entrance to the building is strictly controlled.

No combustible materials are in close proximity to the building.

Only oil filled radiators to be used where temporary heating needed.

²⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? ☒ Yes ☐ No

10.2 If portable heaters are used:

Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?

☐

N/A

☒

Yes

☐

No

Are suitable measures taken to minimize the hazard of ignition of combustible materials?

☐

N/A

☒

Yes

☐

No

10.3 Are fixed heating installations subject to regular maintenance?

☐

N/A

☒

Yes

☐

No

10.4 Comments and hazards observed:

Heating is generally provided by domestic boiler, regularly maintained by an external company and efficient in providing heating and hot water.

Front of house office was orderly and increased storage cabinets installed last year had improved filing.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? ☒ N/A ☐ Yes ☐ No

11.2 More specifically:

Filters changed and ductwork cleaned regularly?

☒

N/A

☐

Yes

☐

No

Suitable extinguishing appliances available?

☐

N/A

☒

Yes

☐

No

11.3 Comments and hazards observed:

No cooking takes place on site.

12. LIGHTNING

12.1 Do the premises have a lightning protection system? ☐ N/A ☒ Yes ☐ No

12.2 Comments and hazards observed:

Regularly maintained as part of a PPM schedule by external company.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? ☒ Yes ☐ No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? ☒ Yes ☐ No

Avoidance of unnecessary accumulation of combustible materials or waste? ☒ Yes ☐ No

Appropriate storage of hazardous materials? ☐ N/A ☒ Yes ☐ No

Avoidance of inappropriate storage of combustible materials? ☒ Yes ☐ No

13.3 Comments and hazards observed:

Generally clean and tidy. Combustible paints are kept in a metal container away from flammable materials.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? ☒ Yes ☐ No

14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)? ☒ Yes ☐ No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits? ☐ N/A ☒ Yes ☐ No

14.4 Comments:

1.

Suitable risk assessment and method statements are provided for all hot work practices as well as a hot works permit system.

Personnel are given a site induction prior to work commencement.

15. DANGEROUS SUBSTANCES

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? ☒ N/A ☐ Yes ☐ No

15.2 If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? ☒ N/A ☐ Yes ☐ No

15.3 Comments:

No dangerous substances are kept.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:

Fire doors had door-guard hold fitted during COVID for ventilation purposes, these are still operational and will be activated by noise such as the fire alarm, to ensure fire compliance.

16.2 Comments and deficiencies observed:

Flammable paints generally avoided, but those required are stored in a secure steel safe.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

- | | | | | | |
|------|---|-------------------------------------|-----|-------------------------------------|-----|
| 17.1 | It is considered that the premises are provided with reasonable means of escape in case of fire. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 17.2 | More specifically: | | | | |
| | Adequate design of escape routes? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | Adequate provision of exits? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | Exits easily and immediately openable where necessary? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | Fire exits open in direction of escape where necessary? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | Avoidance of sliding or revolving doors as fire exits where necessary? | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> | Yes |
| | Satisfactory means for securing exits? | | | <input checked="" type="checkbox"/> | Yes |
| | Reasonable distances of travel: | | | | |
| | Where there is a single direction of travel? | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> | Yes |
| | Where there are alternative means of escape? | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> | Yes |
| | Suitable protection of escape routes? | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> | Yes |
| | Escape routes unobstructed? | | | <input checked="" type="checkbox"/> | Yes |
| 17.3 | It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> | Yes |
| 17.4 | Comments and deficiencies observed: | | | | |

A maximum of 4 chair users allowed during any one performance.
 Fire escape routes and final exits were all clear of obstructions on visit with adequate lighting.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard ³⁾

☒

Yes

☐

No

reasonable limitation of linings that might promote fire spread.

☒

Yes

☐

No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{3), 4)}

☒

N/A

☐

Yes

☐

No

18.3 Comments and deficiencies observed:

Generally, no wall, ceiling or floor finishes will promote or contribute towards the spread of fire.

The building is well designed and has the requisite final escape routes for a public performance establishment.

³⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴⁾ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? ⁵⁾

☐

N/A

☒

Yes

☐

No

19.2 Comments and deficiencies observed:

Regularly maintained by external company as part of PPM schedule

Site management to witness next three hour drain down to ensure they are content with levels of lighting under emergency conditions.

⁵⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices? ☐ N/A ☒ Yes ☐ No

20.2 Comments and deficiencies observed:

Extinguisher signs in place and recently replaced for luminescence

Fire action notices at call points

Fire escape signage on all exit routes

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided? ⁶⁾ ☐ N/A ☒ Yes ☐ No

21.2 Automatic fire detection provided? ☐ Yes (throughout premises) ☒ Yes (part of premises only) ☐ No

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? ☐ N/A ☒ Yes ☐ No

21.4 Remote transmission of alarm signals? ☐ N/A ☒ Yes ☐ No

21.5 Comments and deficiencies observed:

Firefighting appliances are in good condition, annually maintained and training provided at induction.

Fire alarm system last maintained by Alarm Communications Ltd Nov 2022.

⁶⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers? ☐ N/A ☒ Yes ☐ No

22.2 Hose reels provided? ☐ Yes ☒ No

22.3 Are all fire extinguishing appliances readily accessible? ☐ N/A ☒ Yes ☐ No

22.4 Comments and deficiencies observed:

Extinguishers are maintained annually and in good order in prominent positions including kitchen/bar, auditorium, corridors and work areas.

A list of extinguisher types and locations available on site and on website.

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

Not Applicable

23.2 Comments:

24. OTHER

24.1 Type of fixed system:

Single stage fire alarm system with break glass call points and automatic smoke detection.

Whole building evacuation during fire drills practiced and recorded monthly.

24.2 Comments:

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.

☒

N/A

☐

Yes

☐

No

24.4 Comments:

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by:

The Theatre Manager or Event Manager are responsible for implementing fire safety management including planned and unplanned evacuations.

Hiring companies receive electronic copies of fire plans and procedures.

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

☒

Yes

☐

No

Comments:

All staff receive Fire Warden training.

25.3 Is there a suitable record of the fire safety arrangements?

☒ Yes ☐ No

Comments:

Records are available of Fire alarm and call point testing on a weekly basis. Additional records are kept showing regular maintenance to fire alarm/detection system.

25.4 Appropriate fire procedures in place?

☒ Yes ☐ No

More specifically:

Are procedures in the event of fire appropriate and properly documented?

☐ N/A ☒ Yes ☐ No

Are there suitable arrangements for summoning the fire and rescue service?

☒ Yes ☐ No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?

☐ N/A ☒ Yes ☐ No

Are there suitable arrangements for ensuring that the premises have been evacuated?

☐ N/A ☒ Yes ☐ No

Is there a suitable fire assembly point(s)?

☐ N/A ☒ Yes ☐ No

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

☐ N/A ☒ Yes ☐ No

Comments:

25.5 Persons nominated and trained to use fire extinguishing appliances?

☐ N/A ☒ Yes ☐ No

Comments:

Included in Fire Warden Training.

- 25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? ☐ N/A ☒ Yes ☐ No

Comments:

There is a system in place to ensure the safe evacuation of mobility/sensory impaired persons who may be in the building. The Duty Manager will be made aware of any visitor with such impairment. The individuals are given a Safety briefing before entry as part of a PEEP.
Max 4 individuals on site requiring escorted evacuation at any one time.

- 25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? ☐ N/A ☐ Yes ☒ No

Comments:

Fire Brigade do not provide this service any longer.

- 25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? ☐ N/A ☒ Yes ☐ No

Comments:

Continual process.

⁷⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

26. TRAINING AND DRILLS

- 26.1 Are all staff given adequate fire safety instruction and training on induction? ☐ N/A ☒ Yes ☐ No

Comments:

As part of induction training.

26.2 Are all staff given adequate periodic “refresher training” at suitable intervals?

☐

N/A

☒

Yes

☐

No

Comments:

Periodic training provided.

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?

☐

N/A

☒

Yes

☐

No

The fire safety measures on the premises?

☐

N/A

☒

Yes

☐

No

Action in the event of fire?

☐

N/A

☒

Yes

☐

No

Action on hearing the fire alarm signal?

☐

N/A

☒

Yes

☐

No

Method of operation of manual call points?

☐

N/A

☒

Yes

☐

No

Location and use of fire extinguishers?

☐

N/A

☒

Yes

☐

No

Means for summoning the fire and rescue service?

☐

N/A

☒

Yes

☐

No

Identity of persons nominated to assist with evacuation?

☐

N/A

☒

Yes

☐

No

Identity of persons nominated to use fire extinguishing appliances?

☐

N/A

☒

Yes

☐

No

Comments:

Periodic training provided.

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training?

☐

N/A

☒

Yes

☐

No

Comments:

Refresher training provided

26.5 Are fire drills carried out at appropriate intervals?

☐

N/A

☒

Yes

☐

No

Comments:

Carried out monthly. Records kept.

Break glasses and sounders tested weekly. Records kept.

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information
(e.g. on fire risks and general fire precautions)?

☐

N/A

☒

Yes

☐

No

Is it ensured that the employees are provided with
adequate instructions and information?

☐

N/A

☒

Yes

☐

No

Comments:

All contractors are given a mini induction

Electronic copies of procedures sent to companies.

Hard copies available as handouts on site.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises?

☒

Yes

☐

No

Comments and deficiencies observed:

Fire alarm system maintained by Approved Contractor(s)

Records kept of maintenance regime. (ACL) Alarm Communications Ltd.

27.2 Weekly testing and periodic servicing of fire detection
and alarm system?

☐

N/A

☒

Yes

☐

No

Comments and deficiencies observed:

Record keeping up to date.

27.3 Monthly and annual testing routines for emergency escape lighting?

☐

N/A

☒

Yes

☐

No

Comments and deficiencies observed:

Emergency lighting maintained by external contractor as part of Planned and Preventative Maintenance.

27.4 Annual maintenance of fire extinguishing appliances?

☐

N/A

☒

Yes

☐

No

Comments and deficiencies observed:

Extinguishers refreshed/replaced/recharged annually by external contractor.

27.5 Periodic inspection of external escape staircases and gangways?

☐

N/A

☒

Yes

☐

No

Comments and deficiencies observed:

Periodic inspections by management team. Problems and issues addressed on as needed basis.

27.6 Six-monthly inspection and annual testing of rising mains?

☒

N/A

☐

Yes

☐

No

Comments and deficiencies observed:

No dry risers on site

27.7 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?

☒

N/A

☐

Yes

☐

No

Comments and deficiencies observed:

No fire fighting lifts on site

27.8 Weekly testing and periodic inspection of sprinkler installations?

☒

N/A

☐

Yes

☐

No

Comments:

No sprinklers on site

27.9 Routine checks of final exit doors and/or security fastenings?

☐

N/A

☒

Yes

☐

No

Comments:

By management team. Repairs by estates team.

27.10 Annual inspection and test of lightning protection system?

☐

N/A

☒

Yes

☐

No

Comments:

By external contractor as part of PPM schedule

27.11 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?

☒

Yes

☐

No

Comments:

Insurance company inspections carried out every two years. Issues addressed and rectified.

27.12 Other relevant inspections or tests:

Comments:

28. RECORDS

28.1 Appropriate records of:

Fire drills?

☐

N/A

☒

Yes

☐

No

Fire training?	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Fire alarm tests?	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency escape lighting tests?	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Maintenance and testing of other fire protection systems?	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

28.2 Comments:

All relevant records available and up to date.

FIRE RISK ASSESSMENT

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

☐ Low ☒ Medium ☐ High

In this context, a definition of the above terms is as follows:

- Low** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

☒ Slight harm ☐ Moderate harm ☐ Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

☐ Trivial ☒ Tolerable ☐ Moderate ☐ Substantial ☐ Intolerable

Comments:

All systems are in place, practiced and recorded. Responsible persons are trained and aware of procedures. Housekeeping is good and staff on site are experienced and long-standing.

Due to the nature of the operation, the narrow corridors and the clientele predominantly being individuals unfamiliar with the site the risk level must remain at Tolerable.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

☐

Trivial

☒

Tolerable

Definition of priorities (where applicable):

Fire Action Plan

Task	Priority (where applicable)	Action by whom	Date action undertaken
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Fire action

IF YOU DISCOVER A FIRE

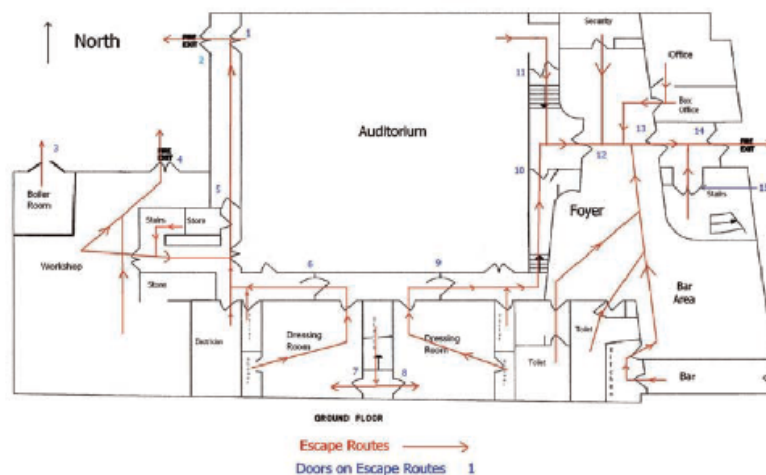
1. Immediately operate nearest alarm call-point.
2. Attack fire if possible, with appliances provided, but without taking personal risks. If you are able, close doors after checking no one is inside.

Emergency Evacuation

IF THE ALARM SOUNDS CONTINUOUSLY

Leave immediately, taking bags and clothes if they are in the same room.
Follow the **GREEN EMERGENCY EXIT** signs, unless it is dangerous to do so.
Move quickly away from the building to an assembly area,
as shown on the plan.

Cockpit ground floor



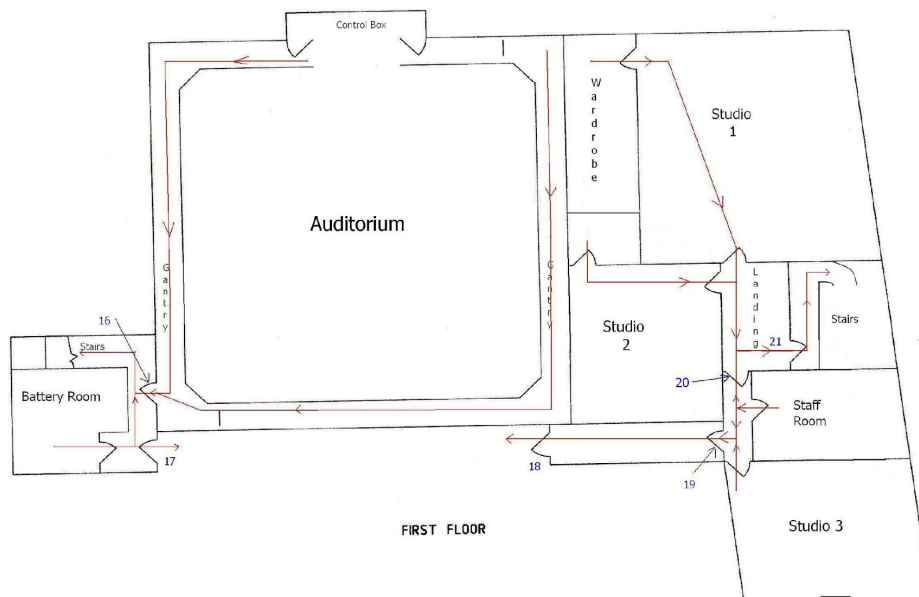
Follow any instructions given by a Fire Warden




THE COCKPIT

**CITY OF
WESTMINSTER
COLLEGE**

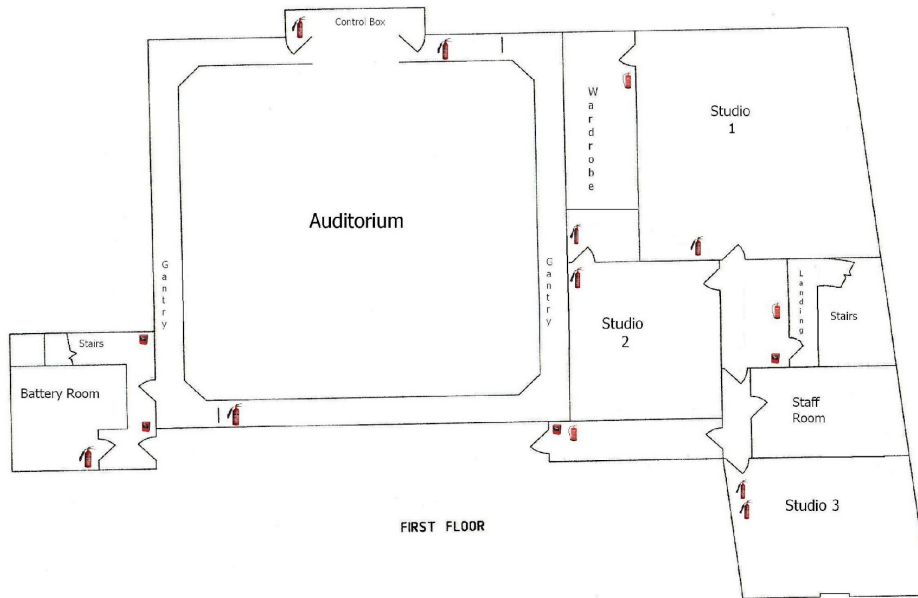
Escape Routes → Doors on Escape Routes 18 North ↑

Cockpit 1st floor

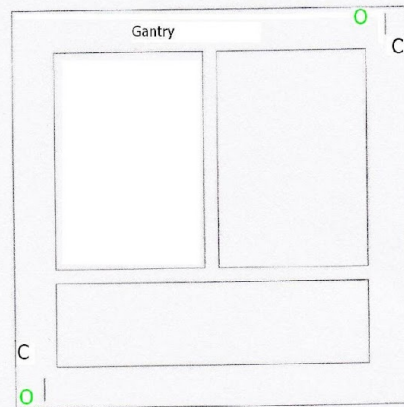
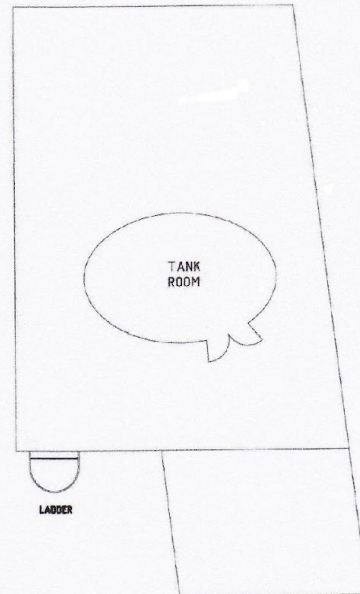
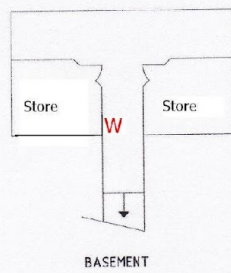


-  = carbon dioxide extinguisher
-  = water extinguisher
-  = manual call point

Cockpit 1st floor



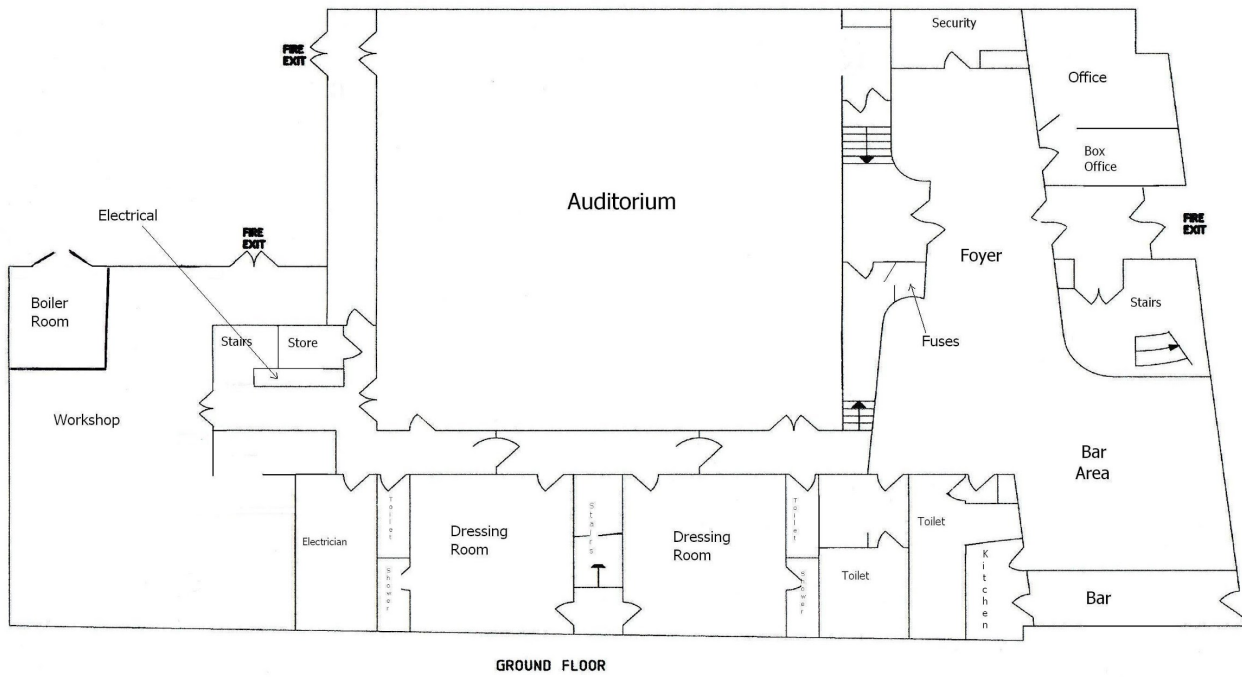
Cockpit Basement, 2nd and roof



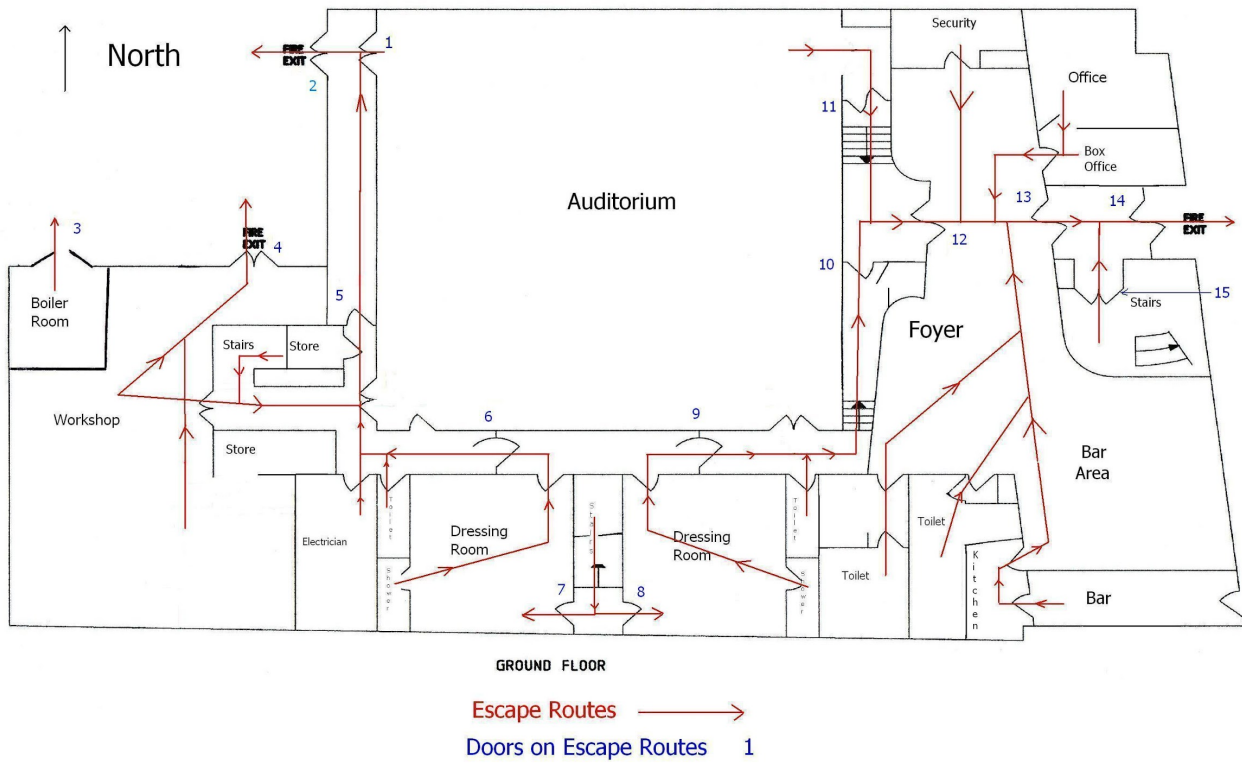
SECOND FLOOR

C = carbon dioxide extinguisher
W = water extinguisher
O = manual call point

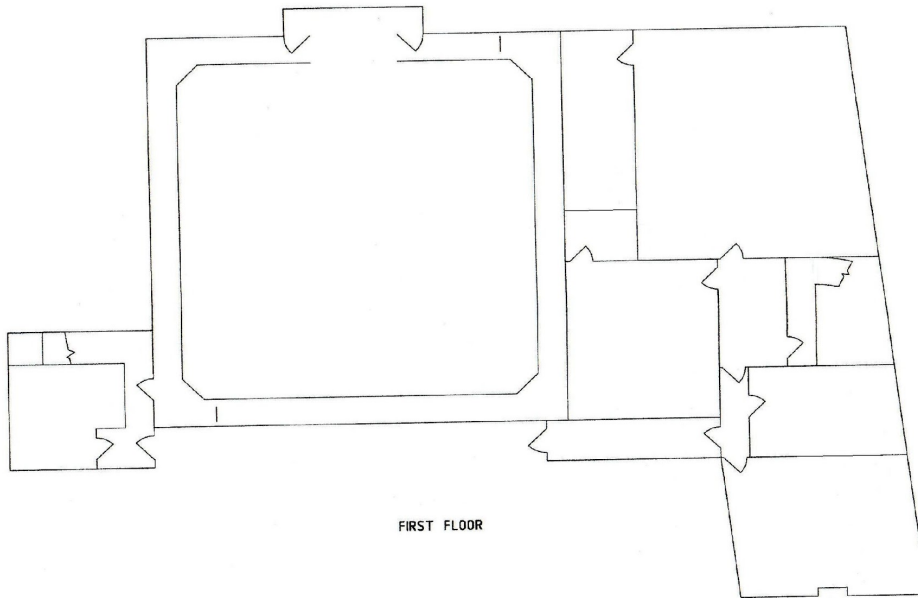
Cockpit gnd floor



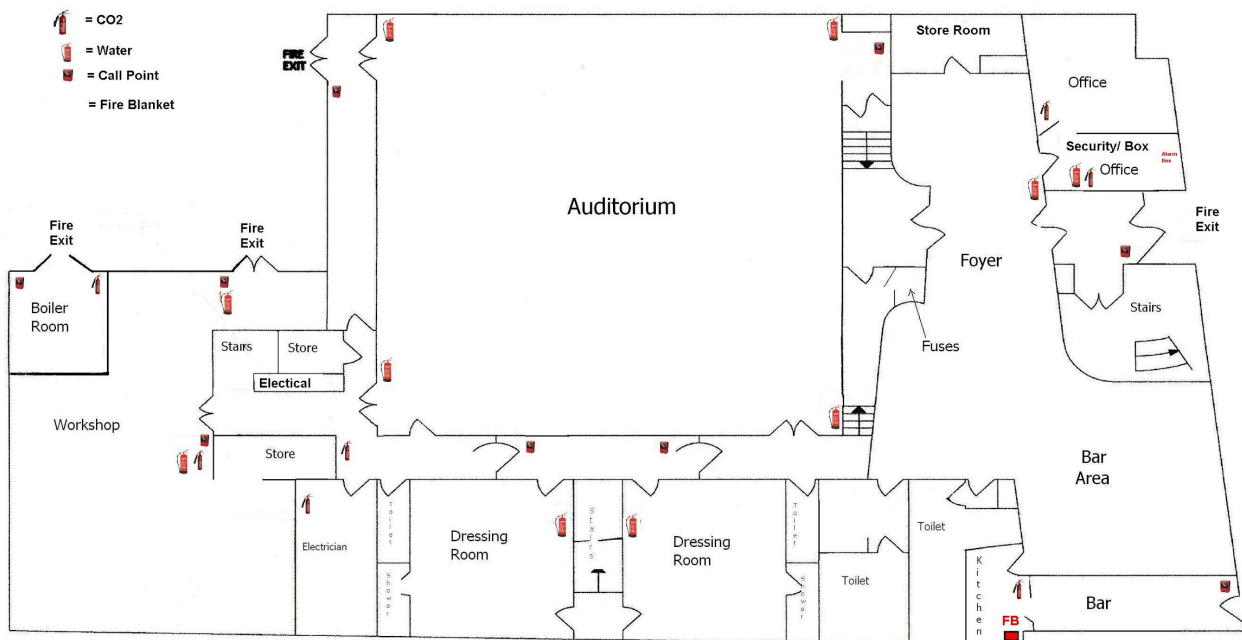
Cockpit gnd floor







Cockpit 1st floor



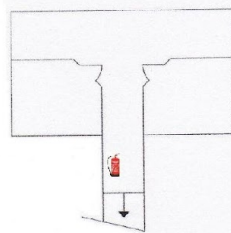
Cockpit gnd floor



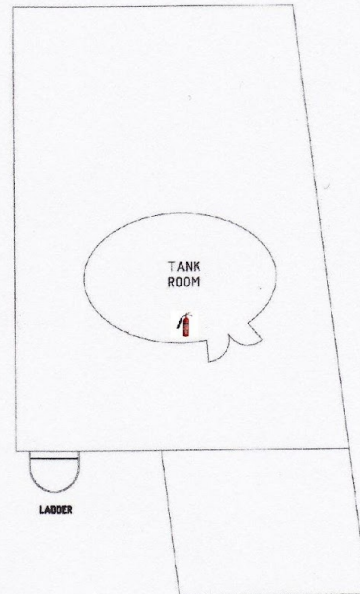
-  = carbon dioxide extinguisher
-  = water extinguisher
-  = foam extinguisher
- FB** = Fire Blanket
-  = manual call point

GROUND FLOOR

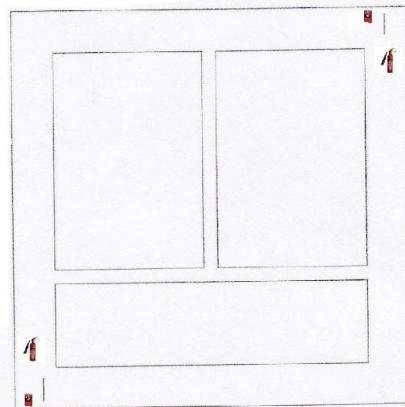
Cockpit Basement, 2nd and roof



BASEMENT



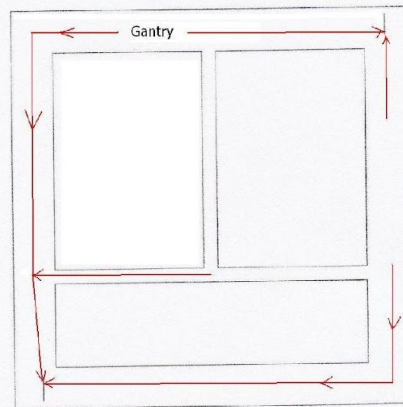
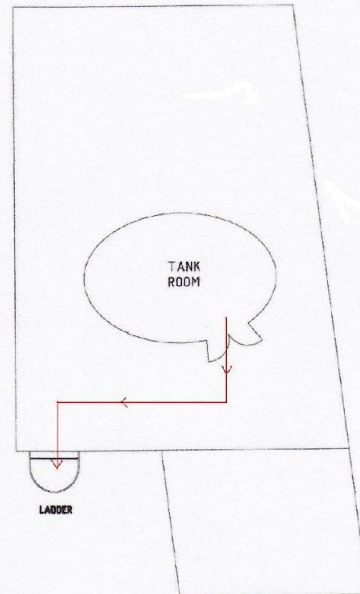
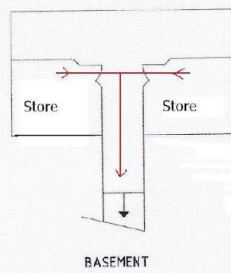
LADDER



SECOND FLOOR

Cockpit Basement, 2nd and roof

Escape Routes →



SECOND FLOOR