

Nuneaton Arts CIO



Last reviewed September 2022

Risk Assessment, Public Access

Introduction

This risk assessment covers public access to the Abbey Theatre and Courtyard, and the emergence exit routes the public would use. It does not cover the Control Room, Storage/equipment areas, workshop, stage or backstage areas which are only used by cast, crew, volunteers and staff.

Key principles

The areas accessed by the public should be as safe as it is possible to make them. There should be no trip hazards or impedance to access or evacuation routes. It should be possible to carry out an emergency evacuation of a full audience in a safe and timely manner.

Ground floor (Entrance lobby, Foyer Bar, Emergency Exit route through Green Room)

This is a level floor with no steps. Mixed carpeting and hard flooring. The front double doors and the double doors from the entrance lobby to the Foyer Bar must all be unlocked whenever the public are in the building (responsibility of Bar and Front of House team leader). Loose furniture is placed clear of access and evacuation routes (Bar and Front of House staff monitor this). Emergency exits are:

Front - through the front main door

Rear - along the toilet corridor through the Green Room. There are no lockable doors on this route, rear exit doors have crash bars

Theatre Auditorium, Emergency Exit routes through entrance doors and down rear stairs

This is a raked seating design with steps at each side of the seating block. There is a wheelchair/carer row on the floor level, just inside the access doors from the Foyer Bar. Evacuation is ordered by the technical personnel working the show, and is announced over the PA system or using a megaphone. Instructions are dependent on the position of the hazard causing the evacuation:

Front – through the two double-doors leading to the Foyer Bar, and then as for the Ground Floor above

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Rear – Steps down from the mid-point of the seating lead to an emergency exit corridor and to double fire doors with crash bars (no locks)

An evacuation chair is stored beside the Control Room in case of a medical emergency

First floor rooms

There is no lift in the building – access is using the staircase from the entrance lobby. Once at first floor level the access is level through all rooms and corridors. Loose furniture in the rooms is moved around by users, but must always remain clear of all doors and corridor.

Emergency Exits are:

Front – down the main staircase into the entrance lobby and out of the building through the front entrance

Rear – a fire exit door with crash bar leads from the Etone Room down an external fire escape staircase and through a metal gate with crash bar to the rear yard

Courtyard

This has an old stone-sett floor which is a potential trip hazard – care needs to be taken. Furniture is loose and is placed to ensure a clear exit route is available. There is one entrance and exit, through the gate at the side of 1 Pool Bank Street – this is adequate for the maximum number of people the space can accommodate (50). Because of the stone and brick construction this area has a particularly low risk of fire in the public area.

Fire alarms/monitoring

The theatre building has a fire alarm system with call points and with heat sensors in technical areas. There are audible sounders in the upstairs areas and Foyer Bar, but not in the auditorium. Here there is an activation alert visible to those in the Control Room. Evacuation decisions, routes and announcements are made as detailed in the Evacuation Procedure and Responsibilities document

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