MOULTON DRAMA GROUP
FIRE RISK ASSESSMENT

1. PREAMBLE

Moulton Drama Group (MDG) presents three productions a year each of up to six performances per production. All are performed at Moulton Village Hall. The productions are staged either on

A. the stage proper (Including a small stage extension) or
B. on the floor of the hall itself facing the stage.

In case A. the maximum audience numbers are limited to ninety six persons

In case B. the maximum audience is limited to eighty persons

The audience is seated on in progressively tiered seating with linked padded seats in rows of up to ten seats per row with access to the seats via an aisle at each side of the rows of seats.

2. IDENTIFICATION OF HAZARDS

Combustibles	Stage scenery and stage properties
Sources of Heat :	Stage lighting and miscellaneous small electrical appliances
Unsafe Acts	on rare occasions a naked flame may be used on stage (e.g. a candle)
Unsafe Conditions	None

3. PERSONS AT SIGNIFICANT RISK

The audience does normally contain several elderly slightly infirm members and occasionally persons in wheelchairs.

4. REDUCTION OF RISK

MDG safety policy involves a House Manager identified by a badge for each evening in an audience supervisory role supplemented by two identified assistants. Part of their duties is to assist audience members to and from their seats and the exits, where necessary. In an emergency they would direct the audience to the safest emergency exit. They are present throughout the performance. The House manager signs the register at each performance to indicate that he/she is satisfied with the safety arrangements

The village hall has two emergency exits from the main hall both of which are within twenty five metres of the audience seating area. In addition there is a third exit via the kitchen area. Both main emergency exits are fitted with “panic doors” and are indicated by illuminated signs and are sufficiently wide enough to allow passage of a wheelchair

Fire extinguishers are situated at various points throughout the building.

5. EVALUATION

Date of Assessment	3 January 2012
Hazards Identified?	Yes (see section 2)
People at risk identified	Yes (see section 3)
Action Plan	Yes
Conclusion	The village hall is suitable for the staging of drama events with an audience and is assessed as low risk.. This assessment should be reviewed in twelve months time or if significant changes are made to the building.

Signed

G W Scott
(Treasurer MDG)

3 January 2012