

FACILITY FIRE RISK ASSESSMENT

ASSESSED 17.03.25 · J. DUFFY
LONDON SE8 5DQ · REVIEW ANNUALLY

1a GENERAL — STUDIO 1

STUDIO SIZE

8,000 sq ft internal · 6,000 sq ft yard

BUILDING TYPE

Studio and production space

CONSTRUCTION

Fire-resistant materials throughout

FIRE EXITS

3 — clearly signposted on opposite sides of the space, kept free of obstruction

EXTINGUISHERS

CO₂ by each fire exit & upstairs mezzanine; water extinguisher in reception office

ELECTRICAL

Fully compliant with UK codes, regularly tested; competent operators only

1b GENERAL — STUDIO 2

STUDIO SIZE

5,412 sq ft internal · 3,000 sq ft yard

BUILDING TYPE

Studio and production space

CONSTRUCTION

Fire-resistant materials throughout

FIRE EXITS

2 — clearly signposted on opposite sides of the space, kept free of obstruction

EXTINGUISHERS

CO₂ by each fire exit & upstairs mezzanine

ELECTRICAL

Fully compliant with UK codes, regularly tested; competent operators only

2 IDENTIFYING FIRE HAZARDS

- **Electrical equipment** — lighting, cameras and sound equipment. Installations are in line with UK regulations and maintained by certified professionals; only competent operators use live power, within the designed capacities.
- **Flammable materials** — set materials, props and costumes are stored safely in designated areas in compliance with fire safety guidelines.
- **Portable heaters** — only studio assistants or qualified electrical team members may install portable heaters.
- **Hazardous materials** — safely stored and only permitted with prior approval and proper risk assessments. No particle emitters without the appropriate training and precautions.
- **Smoking & open flames** — smoking is strictly prohibited inside; open flames are not allowed unless explicitly approved with a risk assessment and trained personnel present.

3 PEOPLE AT RISK

- **Freelance crew** — camera operators, lighting technicians and sound engineers working during the normal course of business.
- **Contractors** — external production teams and hired contractors, particularly those in hazardous activities such as stunts or special effects. All must comply with the studio's Health & Safety Guidelines and provide their own risk assessments.
- **Visitors** — clients, actors, and any other visitors to the premises.
- **Studio assistants** — assigned to support the production team (SPR) regarding the safety of studio operations.

4 EXISTING FIRE SAFETY MEASURES

HEAT SENSORS

- Heat sensors are installed as part of our smart CCTV system. A triggered alarm provides an audible alert and remote notification that can be immediately monitored and acted upon.
- Heat sensors remain on unless a de-activation request has been made for SFX reasons. It is the responsibility of the hirer and crew to maintain vigilance for smoke or fires at all times.

FIRE EXITS & ESCAPE ROUTES

- Fire exits are clearly signposted on opposite sides of the space and kept clear at all times.
- Fire doors with illuminated exit signs, properly maintained and easily accessible.
- Fire action information sign and an evacuation beacon (audible & visible alarm) by each fire exit.
- Emergency escape floor plan displayed at key locations, showing fire exits and assembly points.

FIRE EXTINGUISHERS

- CO₂ extinguishers by all fire exits — selected as the most suitable option for electrical fires.
- Water extinguisher in the reception office for non-electrical fires.
- All extinguishers are regularly inspected and maintained.

ELECTRICAL SAFETY & STUDIO RULES

- Installations are compliant with UK regulations and tested; only qualified operators work with live equipment, within designed capacity.
- Rules, guidelines and evacuation plans circulated to the production team, including keeping pathways and fire exits clear.
- No hazardous materials, particle emitters or open flames without prior approval. Smoking strictly prohibited.

5 FIRE SAFETY PROCEDURES

EMERGENCY PROCEDURES

- Fire drills are conducted at regular intervals so all personnel are familiar with evacuation procedures.
- A designated assembly point is located a safe distance from the building, marked on the emergency escape floor plan.
- All personnel are trained on procedures — extinguisher use, evacuation routes, and emergency contacts.
- Extinguishers must only be used if safe to do so; electrical supply disconnected if possible and safe.

FIRST AID & EMERGENCY RESPONSE

- First aid kits are available in all key studio locations.
- In the event of a fire, personnel call 999 and report the fire immediately. Our most local fire station is 3 minutes away.
- Studio assistants and designated fire marshals assist with evacuation and guide people to the assembly point.

6 RISK ASSESSMENT & MANAGEMENT

HAZARDOUS ACTIVITIES

For any potentially hazardous activities (stunts, special effects, rigging, large electrical systems), detailed Risk Assessments must be submitted and approved by studio management. Only qualified professionals may carry these out, and a clear safety plan must be in place before work commences. Indemnity is provided by the hirer to the studio, ensuring all parties work within safe industry guidelines and the studio's internal rules.

MONITORING & REVIEW

The fire risk assessment is reviewed annually or when significant changes are made to the studio's layout, equipment, or activities. Ongoing monitoring and regular checks ensure all exits, fire doors, and equipment are in full working order.

7 ACTION PLAN

IMMEDIATE ACTIONS

- Continue to enforce policies on keeping pathways and fire exits clear.
- Regular checks to ensure extinguishers are in place and fully charged.
- Provide additional training for new hires or contractors on fire safety protocols.

LONGTERM IMPROVEMENTS

- Continuous review of fire safety procedures as the studio evolves and grows.