

## **POLKA THEATRE RISK ASSESSMENT**

### **GENERAL PROFILE**

**Address:** 240 The Broadway,  
Wimbledon  
SW19.

**Occupier:** Polka Theatre

**Trade/Business:** Children's entertainment

Polka employs 20 full time staff and 40 part-time

**Responsible Person:** Lynette Shanbury

**Appointed Person(s):** Hilary O'Connor

#### **Evacuation Officers:**

Nick Graham, David Duffy, Mandy Mallen, Gavin Watts, Graham Weymouth, Polly Simmonds, Annie James, Bernadette Cava

**Deputy Theatre Managers:** Gary Tugwell, Courtney Dean

#### **Description:**

A range of connected buildings of 1, 2 and 3 floors. Brick walls, wooden floors and either close boarded and tiled roofing or traditional slate roof. The main building was originally a church hall but was converted into a theatre in the late 1970s. The café and offices above were originally a shop and dwellings and were also converted into their current format at the same time.

The main theatre situated on the first floor, has an open stage and seating for 300 persons.

The Adventure Theatre situated on the ground floor has no stage as such, but performers work on an open area at one end. The maximum capacity varies depending on the show but is never more than 70.

The café, situated on the ground floor, serves hot snacks as well as cakes and savouries. It has two separate seating areas providing space for approx 50 customers.

A fire detection system covers the whole building consisting of 17 detectors both heat and smoke. The main panel is situated in the Front of House office, which becomes the Command Centre in the event of an emergency. The system is connected by auto-dialler to a remote monitoring station that sends the fire brigade.

A number of Break Glass call points and Fire Extinguishers are sited at strategic points around the building and one fire hose backstage in the main theatre.

The entire building is a designated “NO SMOKING” area including the garden and playground.

All fire exits, extinguishers and equipment is inspected regularly by the fire officer or deputy theatre manager on duty and records are kept in the FOH office.

JVB Solutions LTD maintain Polka Theatre’s fire system with quarterly tests of all detectors and annually, Fire Protection Services Surrey LTD, maintain all fire extinguishers and hoses.