



FIRE RISK ASSESSMENT



Dove Lodge
Community Resource Centre
49 Beach Road
Littlehampton
BN17 5JG

Background.

This Fire Risk Assessment has been prepared on the Regulatory Reform Fire Safety Order 2005. The origins of this fire safety audit were in the original West Sussex Fire & Rescue version of the check list drawn up under PAS -79, it has since been revised taking into account the PAS 79 – Part 1 & PAS 79 - Part 2 revised and issued by BSI in December 2020.

The document takes account of many other publications and guidance documents. We always aim to follow the latest advice and to bring this into our reports. There are changes coming into effect following the Grenfell Fire and changes in the various clauses to articles within the RRFSO 2005.

This Fire Risk Assessment is classed as type 1 in which the scope is limited to common parts, plant rooms and other non-domestic areas of the building and in which the inspection of the building is non-intrusive.

Our reports consist of three parts;

- 1) The findings against a set check list. It should be noted a tick ✓ or a X cross does not confirm pass or fail on a given question. Some pages are deliberately left blank for the Responsible person to include any comments or record and any changes.

The last page of section one (13) is titled “**Works Action Plan**” and is included, so any actions identified through out can be addressed and a suitable action plan with time scale set out.

- 2) We include a picture file which is labelled to correspond to various highlighted observations we noted upon during our visit. Some customers find this helpful when looking at observations or sharing the information.
- 3) The last part of the report is a list of articles as they appear under the Regulatory Reform Fire Safety Order.

Based on our experiences we recommend that a copy of this FRA (Fire Risk Assessment) be used as a way of communicating and reminding staff of their responsibilities.

That a copy of this FRA be printed and include within the overall fire strategy and placed with all other relevant documentation such as building plans with fire exits, assembly points any special site requirements to include PEEPS (Personal Emergency Evacuation Plans) and GEEPS (General Emergency Evacuation Plans). A fire safety Logbook with record of Fire alarm servicing and emergency light testing.

The above information should ideally be readily available there several ways of keeping this in one location a premises information box or document holder is often used. If an electronic retrieval system is used we recommend a hard copy be available (preferably laminated or plastic wallet file) and a backup copy available and held off site in case of a total loss. This may aid disaster recovery and assist your insurers in the event of a claim.

New Fire Safety (England) Regulations 2022 took effect from 23rd January 2023.

FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety Order) 2005 Articles shown as they apply in italics and a list of these can be found at the rear of this Fire Risk Assessment

| | |
|---|---|
| Premises Name | Dove Lodge Community Resource Centre. |
| Premises Address | 49 Beach Road Littlehampton BN17 5JG |
| Premises Description | Community Centre consisting of multiply rooms over three floors. |
| Nearest Fire Stations | Littlehampton 1 Minute. East Preston 8 Minutes, Arundel 10 Minutes. Worthing 16 Minutes. Bognor Regis 16 Minutes. |
| Distance | 0.1 mile. 4.2 miles. 4.8 Miles. 4.8 Miles 8.4 miles. 8.7 Miles respectively. |
| Name of F&R Service | West Sussex Fire and Rescue Service 01243 -786211 |
| Details of additional risks e.g. Oxygen cylinders etc | Roof mounted Solar panels |
| Max No. of persons at any one time | Dependent upon room bookings and hirers 10 - 20 |
| Min No of persons at any one time | Zero out of hours |
| Responsible Person | Mr Mike Clayden |
| Position Held | |
| Contact Number | 07774 606988. e-mail: mjclayden@dove-lodge.org.uk |
| Building Owner | Dove - (Littlehampton) Ltd. Charity Ltd by Guarantee. |
| Contact Number | 01903 719451 www.dove-lodge.org.uk |
| Assessment date | 13 th May 2023 |
| By | |
| Review Date | May / June 2024 |
| By | Responsible person or the nominated representative. |

HAZARD IDENTIFICATION (EXAMPLE)

| Source of Ignition | NA | Yes | No |
|--|-----------|------------|-----------|
| Electrical installation regularly inspected? | | ✓ | |
| Electrical equipment PAT tested? | | ✓ | |
| Portable or fixed heating kept away from combustibles? | | ✓ | |
| Multipoint adaptors/extension leads kept to a minimum? | | ✓ | |
| Electrical flexes safe from physical damage? | | ✓ | |
| Hot works permit procedure in force? | | ✓ | |
| Smoking permitted in and around premises? | | | ✓ |
| Any processes that produce heat? | | ✓ | |
| Any other sources of ignition not mentioned above? | | | ✓ |

| Source of Fuel | NA | Yes | No |
|---|-----------|------------|-----------|
| Safe storage of combustible materials? | | ✓ | |
| Flammable liquids kept on premises stored safely? | | ✓ | |
| Standard of housekeeping satisfactory? | | ✓ | |
| Procedures to protect from arson in place? | | ✓ | |
| Any other sources of fuel not mentioned above? | | | ✓ |

| Source of O² | NA | Yes | No |
|---------------------------------------|-----------|------------|-----------|
| Any sources of oxygen other than air? | | | ✓ |

Comments

The periodic electrical work (including emergency lights) had commenced at the time of our visit. We did notice some electrical items requiring attentions such as cable support above ceilings and some fire stopping around penetrations through walls and above ceilings.

MEANS FOR GIVING WARNING

| Fire Alarm and Detection System | NA | Yes | No |
|---|-----------|------------|-----------|
| Does the building have a means for giving warning in case of fire? | | ✓ | |
| Is the means for giving warning appropriate and does it meet the building requirements? | | ✓ | |
| Is the alarm audible throughout the building? | | ✓ | |
| Is the number and siting of call points satisfactory? | | ✓ | |
| Is the detection sufficient and appropriate for the building needs? | | ✓ | |
| Are any detectors or call points obstructed? | | | ✓ |
| Are all employees aware of how to raise the alarm? | | ✓ | |
| Are employees trained on how to raise the alarm? | | ✓ | |
| Is the fire alarm system tested on a weekly basis? | | ✓ | |
| Is the fire alarm system serviced/maintained in accordance with BS 5389? | | ✓ | |
| Does the system have a battery back up? | | ✓ | |
| Fire Alarm Categories - M = Manual Fire Alarm System - L1 Maximum Life Protection - L2 Additional Life Protection - L3 Standard Life Protection - L4 Modest Life Protection - L5 Localised Life Protection All Auto - P1 Maximum Property Protection Auto - P2 Minimum Property Protection Auto | | ✓ | |
| Are details of weekly tests, servicing, call outs, faults and accidental activation recorded in the Fire Logbook? | | ✓ | |

Comments

- Article 13 - Firefighting and Fire Detection
- Article 17 - Maintenance
- Article 21 - Training
- Article 22 - Co-operation and co-ordination

MEANS OF ESCAPE

| General | NA | Yes | No |
|--|-----------|------------|-----------|
| Is there an alternative exit from all areas of the premises? | | ✓ | |
| Are travel distances acceptable? | | ✓ | |
| Are there any dead-end situations? | | | ✓ |
| Are all escape routes unobstructed and free from combustibles? | | ✓ | |
| Suitable arrangements in place for inner room conditions? | | ✓ | |
| Are escape routes adequately protected? | | ✓ | |
| Doors | NA | Yes | No |
| Are there sufficient exits of suitable size to allow egress for all occupants? | | ✓ | |
| Can all exits be immediately opened without the use of a key? | | ✓ | |
| Are all internal fire doors in good condition, fitted with appropriate devices and in working order? | | ✓ | |
| Are any internal doors wedged open? | | | ✓ |
| Are all automatically door fastenings fail safe open & provided with an override facility? | | | |
| Signage | NA | Yes | No |
| Is the premises fitted with sufficient exit signage? | | ✓ | |
| Are all escape routes clearly identified? | | ✓ | |
| Does the signage comply with BS 5499 & EN 7010? | | ✓ | |
| Are all doors fitted with appropriate label signage? | | ✓ | |
| Any external signage required? | | ✓ | |
| Are there adequate staff notices? | | ✓ | |
| Are illuminated exit signs required? | | ✓ | |
| Lighting | NA | Yes | No |
| Is emergency lighting required? | | ✓ | |
| Are all escape routes adequately illuminated? | | ✓ | |
| Are additional emergency lighting luminaries needed? | | | ✓ |
| Does existing artificial lighting appear satisfactory? | | ✓ | |
| Do emergency lighting units appear to be charging? | | ✓ | |
| Is emergency lighting maintained and tested according to BS 5266? | | ✓ | |

Comments

- Article 8 - Duty to take general fire precautions.
- Article 10 - Principles of prevention to be applied.
- Article 11 - Fire Safety arrangements.
- Article 14 - Emergency routes and exits.
- Article 15 - Procedures for serious and imminent danger and for danger areas.
- Article 17 - Maintenance.

| | NA | Yes | No |
|---|----|-----|----|
| Are additional extinguishers required? | | | ✓ |
| Are extinguishers correctly positioned? | | ✓ | |
| Are extinguishers appropriate to the risk and of sufficient capacity? | | ✓ | |
| Are fire blankets required? | | ✓ | |
| Are extinguishers obstructed? | | | ✓ |
| Are extinguisher signs required? | | ✓ | |
| Have extinguishers been serviced? | | ✓ | |

Comments

The Fire extinguishers are serviced and maintained by West Sussex Fire & Rescue Service.

There is a Dry powder fire extinguisher located in the boiler room, we recommend that Fire staff / Warden training highlight the hazards of using this type of extinguisher in confined spaces and consider locating this in a weather proof cabinet on the outside.

- Article 17 - Maintenance

FIXED INSTALLATIONS

| | NA | Yes | No |
|---|-----------|------------|-----------|
| Is the building provided with a sprinkler system? | ✓ | | |
| Is the building provided with a dry/wet riser? | | | ✓ |
| Is the building provided with a gas flooding system? | | | ✓ |
| Is the building provided with a smoke control system? | | | ✓ |
| Is the building provided with any other fixed installation? | | | ✓ |
| Are hose reels provided? | | | ✓ |
| Are fixed installations tested to current BS standards? | ✓ | | |
| Are all protection systems provided with appropriate signage? | ✓ | | |
| Are all protection systems provided with appropriate alarms? | ✓ | | |

Comments

ARSON

| | NA | Yes | No |
|--|----|-----|----|
| Are the premises reasonably secure during hours of darkness? | | ✓ | |
| Is there a reasonable standard of external lighting? | | ✓ | |
| Could external rubbish/waste put the building at risk? | | | ✓ |
| Are wheelie bins lockable? | | ✓ | |
| Are wheelie bins remote from the building? | | ✓ | |
| Is CCTV provided? | | ✓ | |

Comments

MAINTENANCE AND RECORD KEEPING

| | NA | Yes | No |
|---|-----------|------------|-----------|
| Is there a suitable and sufficient risk assessment? | | ✓ | |
| Is the risk assessment reviewed on a regular basis? | | ✓ | |
| Is there a suitable and sufficient emergency action plan? | | ✓ | |
| Is a logbook kept within the building? | | ✓ | |

| Are there up to date records of the following | NA | Yes | No |
|--|-----------|------------|-----------|
| Fire alarm testing? | | ✓ | |
| Fire alarm actuations? | | ✓ | |
| Emergency light testing? | | ✓ | |
| Means of escape testing? | | ✓ | |
| Fire extinguisher testing? | | ✓ | |
| Fixed installation testing? | ✓ | | |
| Staff fire training? | | ✓ | |
| Fire drills? | | ✓ | |

Comments

- Article 17 - Maintenance

EMERGENCY ACTION PLAN

| | NA | Yes | No |
|---|----|-----|----|
| Is there a written site-specific fire emergency action plan? | | ✓ | |
| Is the location of the fire assembly point specified of staff fire notices? | | ✓ | |

| Does the fire emergency action plan include details of the following? | NA | Yes | No |
|--|----|-----|----|
| Action on discovering a fire | | ✓ | |
| How to raise the alarm | | ✓ | |
| Action on hearing fire alarm | | ✓ | |
| Procedure for alerting members of the public/visitors | | ✓ | |
| Evacuation procedure to reach the assembly point | | ✓ | |
| Location & when appropriate use of firefighting equipment | | ✓ | |
| Importance of closing fire doors | | ✓ | |
| Isolation of machinery | ✓ | | |
| Reason for not using lists (unless specifically designed for evacuation) | | ✓ | |
| Information on specific hazards in your premises | ✓ | | |

Comments

- Article 11 - Fire safety arrangements
- Article 13 - Firefighting and fire detection.
- Article 14 - Emergency routes and exits.
- Article 15 - Procedures for serious and imminent danger and for danger areas.
- Article 16 - Additional emergency measures in respect of dangerous substances.
- Article 17 - Maintenance.
- Article 18 - Safety assistance.
- Article 19 - Provision of information to employees.
- Article 20 - Provision of information to employers and the self-employed from outside the undertakings.
- Article 21 - Training.
- Article 22 - Co-operation and co-ordination.
- Article 23 - General duties of employees at work

STAFF TRAINING

| | NA | Yes | No |
|---|----|-----|----|
| Are staff given information as to the contents of the Fire Risk Assessment? | | ✓ | |
| Are staff given written copies of the premise's emergency action plan? | | ✓ | |

| Are staff being trained in the following areas? | NA | Yes | No |
|--|----|-----|----|
| Action on discovering a fire | | ✓ | |
| How to raise the alarm | | ✓ | |
| Action on hearing fire alarm | | ✓ | |
| Procedure for alerting members of the public/visitors | | ✓ | |
| Evacuation procedure to reach the assembly point | | ✓ | |
| Location & when appropriate use of firefighting equipment | | ✓ | |
| Importance of closing fire doors | | ✓ | |
| Isolation of machinery | ✓ | | |
| Reason for not using lists (unless specifically designed for evacuation) | | ✓ | |
| Information on specific hazards in your premises | ✓ | | |

Comments

- Article 4 -
- Article 8 -
- Article 15 - Procedures for serious and imminent danger and for danger areas.
- Article 19 - Provision of information to employees.
- Article 20 - Provision of information to employers and the self-employed from outside the undertakings.
- Article 21 - Training.
- Article 22 - Co-operation and co-ordination.
- Article 23 - General duties of employees at work.

WORKS ACTION PLAN

| Location | Hazard | Persons at risk | Risk H/M/L | Existing Controls | Further Action | By whom & date actioned |
|---|------------------------------------|--------------------------------|-------------------|---|--|------------------------------------|
| Roof | Solar panel. | Building | Med | Regular checks | Consider bird scarers. | Management |
| Fire Doors | Not all are fully compliant. | Staff & Visitors. | Med | Use of approved contractor. | Training for maintenance staff. | Management |
| Exit routes | Slip hazard. | Staff & Visitors. | Med | Ensure paths are kept clear | | Management. |
| Emergency Lights. | May not work when needed. | Staff & Visitors. | Med | Testing & Record keeping | New procedures & record keeping. | Management |
| Signage. | Not consistent | Staff & Visitors. | Med | Signs being changed /updated to BS 5499 / EN 7010 | Audit of all signage. | Management |
| Fire Stopping. Electric cupboards and risers. | Transfer of smoke spread of flames | All persons evacuating in Fire | High | | Ensure all cable/ pipe penetrations are sealed with appropriate product. | Management |

Part 2 Image file

Front of the building.



The rear of the premises.



Solar panels are located on the roof of second floor at the rear of the building.



The arrangement of solar panels.



Part 2 Image file

The storage bins well away from the building. These are located to the right of the building in the rear car park.



The outside of the building is covered by CCTV



The door on the left of this image is the final exit leading down from then first floor of the building.

There is a narrow passage way situated on the North side of the premises running West to East.



The entrance as view from inside facing out.



Part 2 Image file

The front door is electronically controlled and is fail safe.

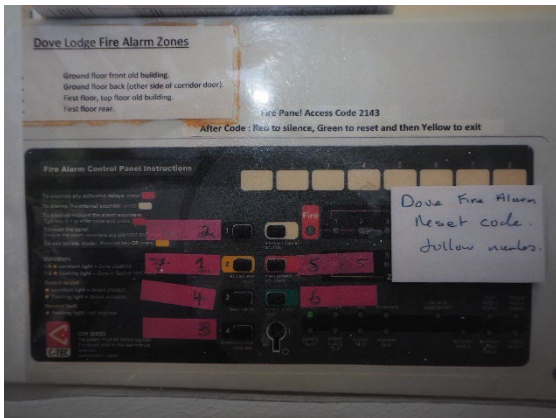


The fire alarm system was checked and working as expected showing no faults. There is a service agreement with Wakefield Security & Fire in place.

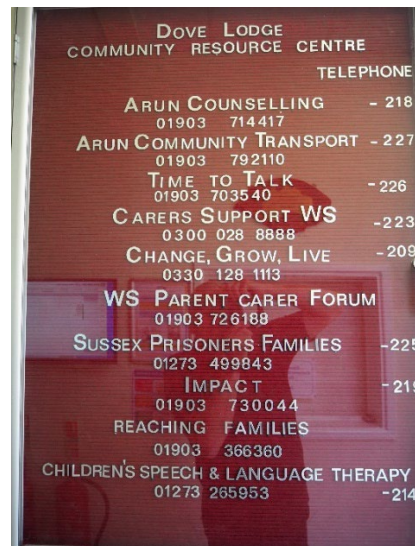
There is also a zone plan positioned next to the fire panel.



Additional instructions are located on the panel itself.



Dove lodge caters for various user groups as well as providing room hire to different groups.



Part 2 Image file

The Dove Lodge office is located inside of entrance and to the left. This is fitted with a Fire roller shutter.



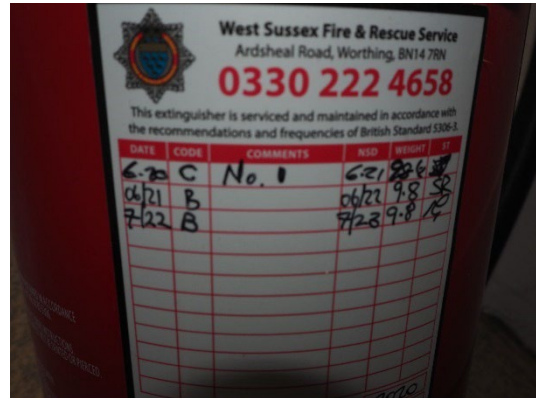
For security reasons the building has a combination of key and swipe access controls.



The fire extinguishers were checked for security tags & pins, the service labels were checked as well as Extinguisher I.D. signs.



The fire extinguishers were checked for security tags & pins, the service labels were checked as well as Extinguisher I.D. signs.



Part 2 Image file

There is an inner door with a viewing panel and clear glass transom above the door. This is also controlled by electronic security device



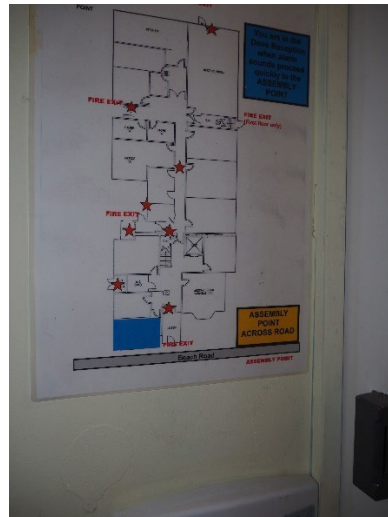
The width of this door is 1100mm the minimum width of a Fire Exit door is 1050mm. The minimum width of escape routes Approved Document B fire safety requires a minimum of 750mm for escape routes for up to 60 persons.



The main office left of main entrance.



Inside Dove main office – each room as a plan of the relevant floor.



Part 2 Image file

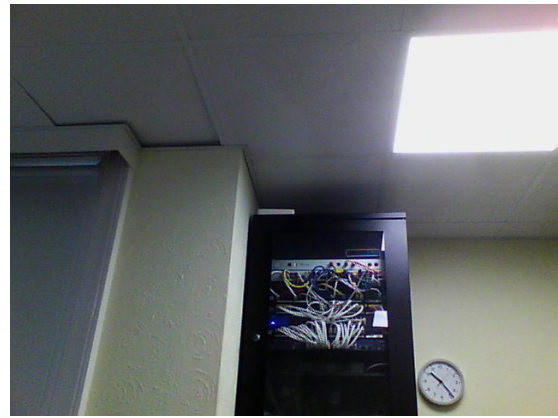
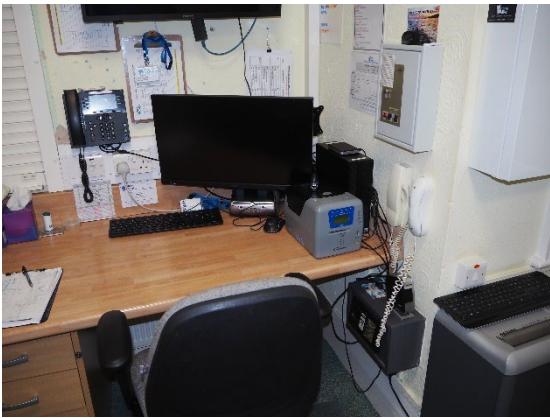
Inside view of fire roller shutter in down position.



View of fire / security shutter.

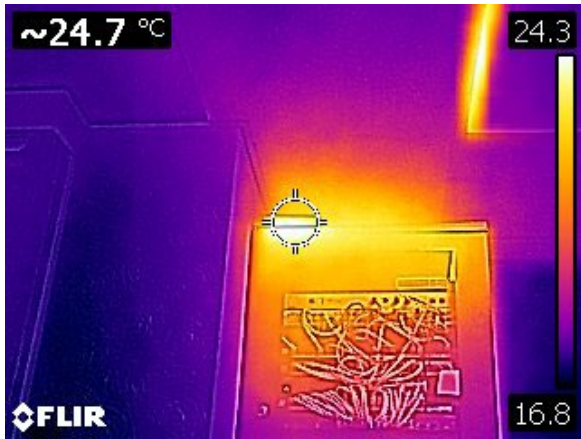


There is a server located in the front office.



Part 2 Image file

This is a thermal image of the server.



Thermal imaging was used throughout checking temperatures of items.



There is a letter box opening direct from outside into the admin office.



This arrangement could give rise to arson. Although normally associated with front doors the same can be with any openings for post or other wise.

What are anti-arson mailboxes and bags?

One of the larger fire risks in business districts and sometimes even in residential areas is arson, and sadly not only during riots. Usually, petrol is poured through the letter box and then set alight with a lit rag pushed through the letterbox. Arson endangers lives and property and in the case of an arson attack through the front door, the fire will actually block the main route of escape, increasing the risk to people even more. To protect yourself or your business against arson attacks, install anti-arson mailboxes on the back of your entrance doors or letter openings. The mailboxes will catch the burning liquid and extinguish the fire. There are two models of anti-arson mailboxes available: Mailboxes with integrated automatic extinguishers and a model with intumescent bag design, only. In the latter case the bag material swells through the heat and suffocates the fire.

Mail safe box.



Mail safe bag.



Part 2 Image file

Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



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Part 2 Image file

Locks & penetrations through doors.

Any broken / disused locks and latches should be removed the a suitable fire stopping material used to seal any holes through the door.



We bare providing guidance on fire doors which form part of the buildings passive fire protection measures.

Items are secured where required under lock and key.



Information leaflets are kept to a minimum.



Part 2 Image file

Information posters are kept on a notice board in the waiting area.



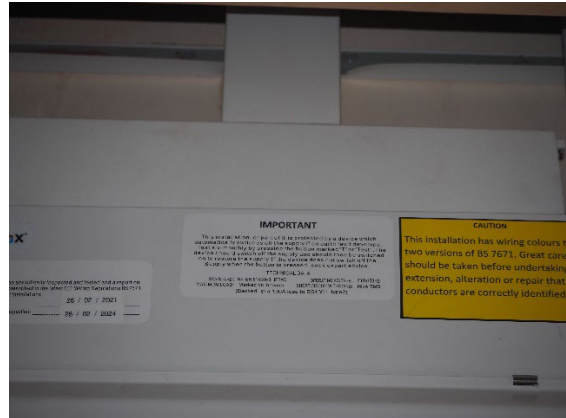
We are providing advice on Notice boards and leaflet racks as these can increase the fire loading.

Basically, to keep information to a minimum, have notice boards covered with Perspex and keep leaflets, and brochures to a minimum restocking where necessary.

Consumer units / distribution boards were checked.



The next periodic inspection is due Feb 2024



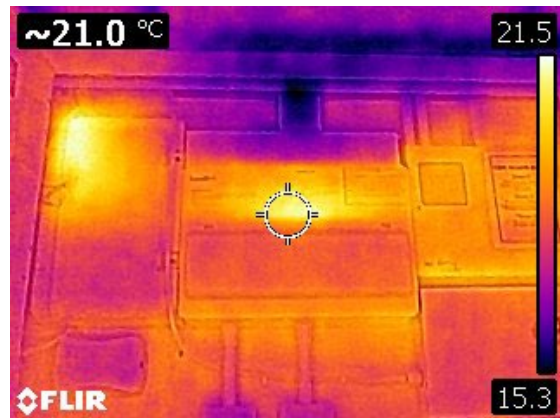
Part 2 Image file



Location of ground floor electric cupboard – suitable danger electric warning sticker should be affixed to the cupboard.



This is a thermal image of the picture above.



Part 2 Image file

Nearly all the individual rooms have thumbscrew latches to enable people to escape from rooms should they be locked in. We would advocate small photoluminescent direction turn to open signs be fitted below/next to the latch.



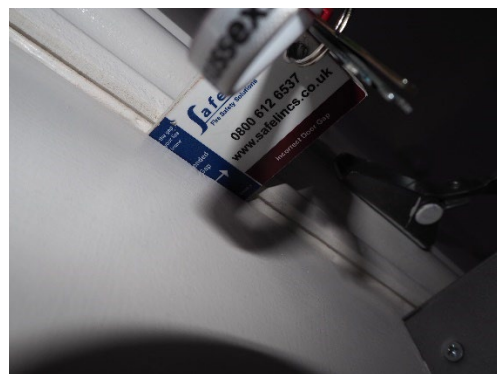
These signs are directional to show which way to turn latch / knob to open.



Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



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Part 2 Image file

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Intumescent seals and cold smoke brush strips were checked.



Cupboards were checked.



Part 2 Image file

Fire action notices are fitted along with plan of building relevant to which level floor in each room.

Where doors are held open there are approved devices fitted which release when the fire alarm activates.



Disable toilet facilities are provided on each level.



There are emergency lights, fire alarm repeat sounders / strobes installed in the toilet facilities.



Each of the disabled persons toilet facilities are fitted with an emergency alarm pull cord.



Part 2 Image file

Room 3



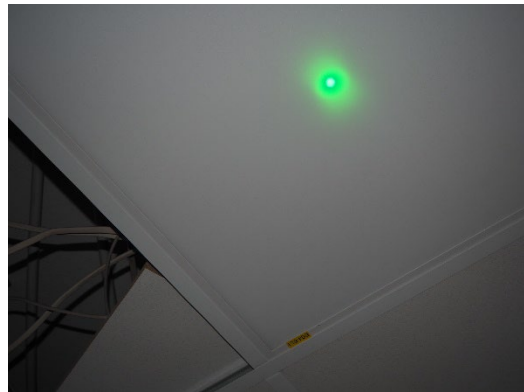
Room 3 The Emergency Lights were checked. This room appeared not to work we found they had accidentally been left on and had discharged.



Room 3 The Emergency Lights were checked. This room appeared not to work we found they had accidentally been left on and had discharged.



The power was turned on and the E/L then showed a green indicator and was left working.



Part 2 Image file

Please refer to comments and Wiring regulations.



Please refer to comments and Wiring regulations.



Please refer to comments and Wiring regulations.



Please refer to comments concerning penetrations and fire stopping.

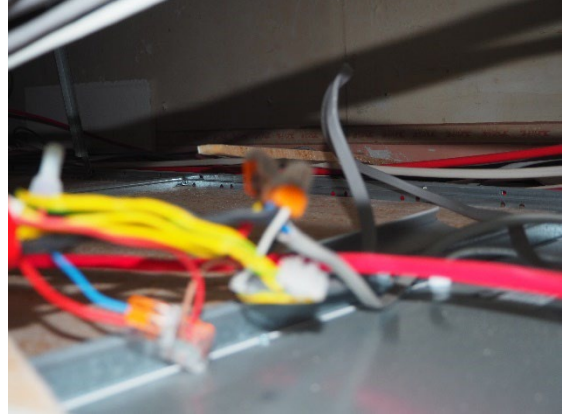


Part 2 Image file

Please refer to comments and Wiring regulations.



Please refer to comments and Wiring regulations.



Please refer to comments and Wiring regulations.



Please refer to comments and Wiring regulations.



Part 2 Image file

Please refer to comments and Wiring regulations.



Regulation 134.1.1

Good workmanship by competent persons or persons under their supervision and proper materials shall be used in the erection of the electrical installation. Electrical equipment shall be installed in accordance with the instructions provided by the manufacturer of the equipment.

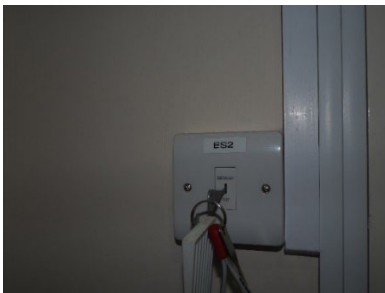
Regulation 522.8.4

Where the conductors or cables are not supported continuously due to the method of installation, they shall be supported by suitable means at appropriate intervals in such a manner that the conductors or cables do not suffer damage by their own weight.

Regulation 522.8.5

Every cable or conductor shall be supported in such a way that it is not exposed to undue mechanical strain and so that there is no appreciable mechanical strain on the terminations of the conductors, account being taken of mechanical strain imposed by the supported weight of the cable or conductor itself.

Emergency Lighting was checked.

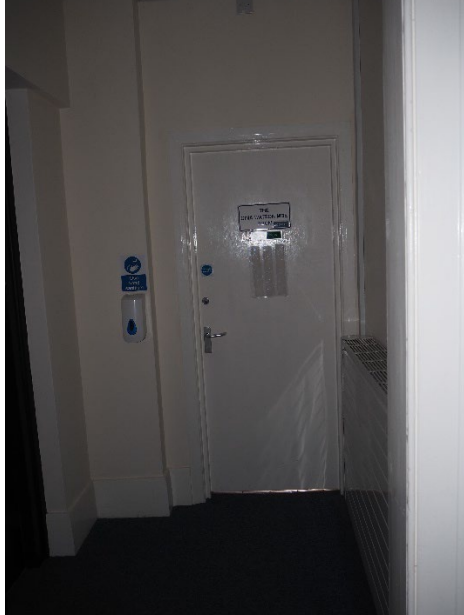


The emergency lighting was checked.



Part 2 Image file

The Gina Watson MBE Room.



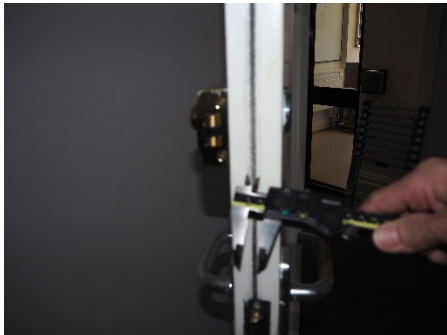
Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.

Intumescent seals and cold smoke brush strips were checked.



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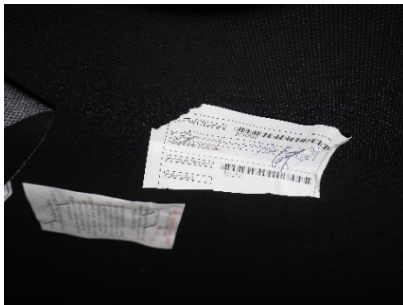


Furniture was checked to ensure compliance with the Furniture and Furnishings (Fire Regulations) 1988/89 as amended 1993 and 2010.



Part 2 Image file

Furniture was checked to ensure compliance with the Furniture and Furnishings (Fire Regulations) 1988/89 as amended 1993 and 2010.



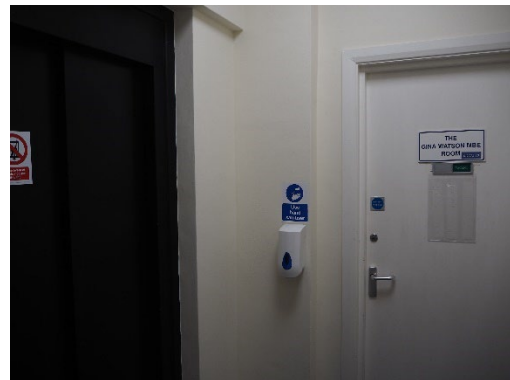
Furniture was checked to ensure compliance with the Furniture and Furnishings (Fire Regulations) 1988/89 as amended 1993 and 2010.



There is a passenger lift between the floors.

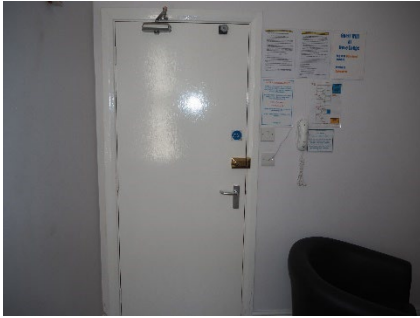


The passenger lift has a sign advising in should not be used in the event of a fire.



Part 2 Image file

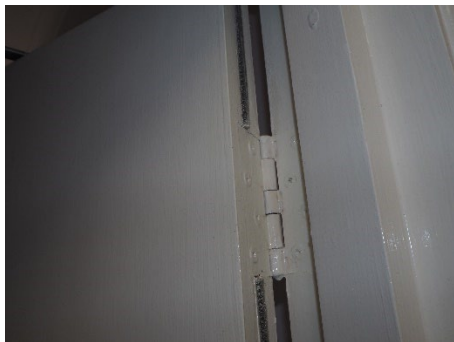
The fire doors were checked to ensure they closed into the frame and that the gaps were not too small, one excessive. Door closers and signage was checked.



There is a lot of information for room hires -we would recommend small signs, photoluminescent (in case of power cuts) be fitted close to door latch.



It was not possible to see if these hinges carry the necessary marking as they have been over painted many times. Hinges should be fire rated. All hinges should be Certifire approved (BS EN 1935) Intumescent hinge pads must be used for compliance.



Care is needed to ensure there is little to no room for error when opening the door.



The appropriate sign showing which direction a handle / latch is to be turned to open.

Part 2 Image file

Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



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Part 2 Image file

The ground floor lift entrance.



The inside of the lift car.



There is a communitive plaque.



Door to services cupboard.



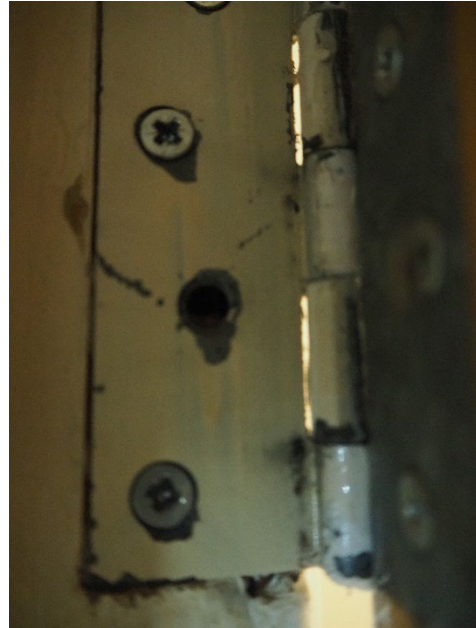
Part 2 Image file

The door to the understairs storage cupboard.

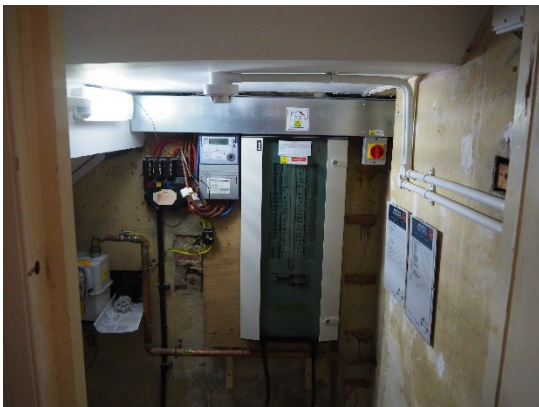


The hinges do not appear to carry the necessary markings as they have been over painted many times. Hinges should be fire rated. All hinges should be Certifire approved (BS EN 1935) Intumescent hinge pads must be used for compliance.

The screws holding the door to the door frame appear damaged / missing.



Understairs services cupboard.



Thermal image of picture to the left.



Part 2 Image file

Gas meter inlet- there should be a sign showing which way to turn handel to isolate fitted adjacent.



Not all cables are run in a suitable containment.



Fire stopping is required around all penetrations.



Fire stopping is required around all openings to stop fire or smoke spreading to other floors / rooms allowing poisonous gas to escape.



Fire stopping is required around all openings as this will affect compartmentation.



Fire stopping is required around all openings as this will affect compartmentation.



Fire stopping is required around all openings as this will affect compartmentation.

Fire stopping and protection to the underside of the stairs should be 60 minutes fire resistance.



The services cupboard is protected by a smoke detector and is provided with an emergency light bulkhead fitting.



Part 2 Image file

There is a non maintained emergency light above this door.



The glass panels were checked in doors



Technically this fire directional sign is from a different style (Block capitals) and directional arrow shows down from here whereas it should be arrow up meaning "Onwards from here".



The ceiling suspended here is damaged with missing tiles, there is a light fitting hanging from its cable.



Part 2 Image file

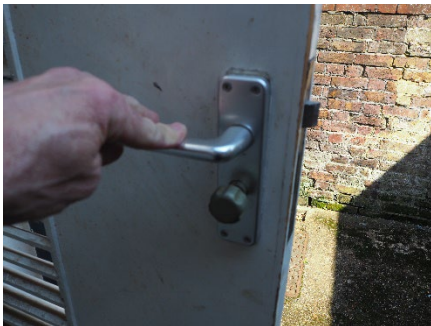
Although there is a smoke detector fitted the ceiling is damaged and will not afford the designed 30 mins fire protection and compromising the compartmentation.



The glass in this Final Exit door is not safety glass and the latch sticks the door was found open. The thumbscrew latch should have a sign attached.



As previously mentioned the latch on this door sticks and does not always latch.



The fire escape route down this side of the building had moss and algae this should be cleaned off – a duty of care is owed and the escape route is considered a place of ultimate safety until all evacuees reach the fire assembly point a place of ultimate safety.



Part 2 Image file

The metal, protective cage around the boiler flue is rusting.

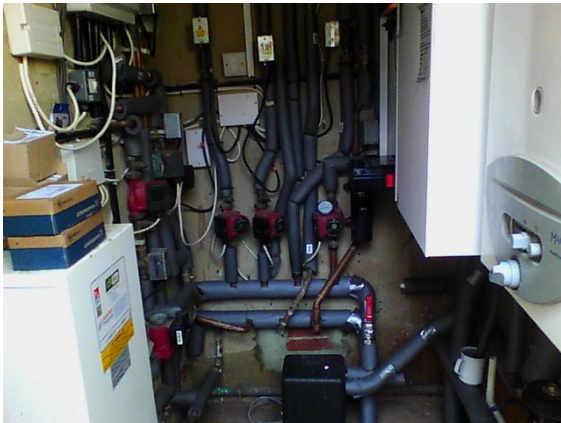


The boiler room contains a dry powder fire extinguisher – these are suitable for this type of fire risk, but not for use in confined areas.

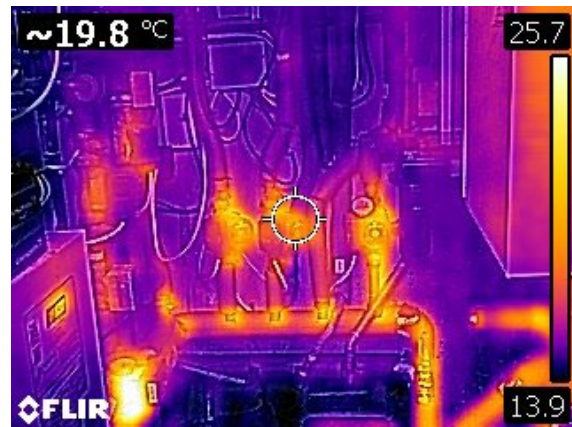
Staff training should reinforce the hazards of confined spaces and use of Dry powder fire extinguishers.



Boiler

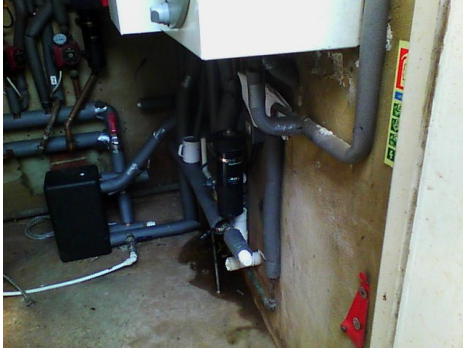


This is a thermal image of the picture on the left.

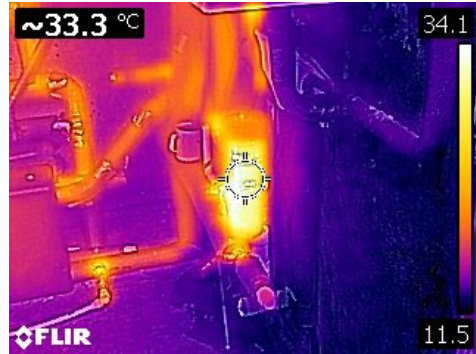


Part 2 Image file

Boiler room.



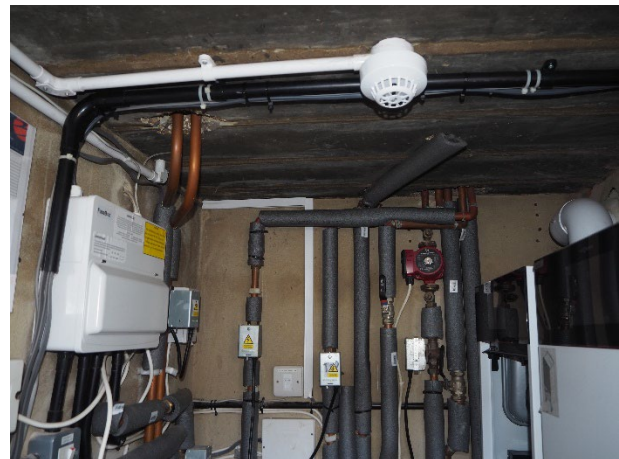
This is a picture of the image on the left.



Boiler room, dry powder fire extinguisher.



There is a heat detector fitted in the boiler room.



The distribution board in the boiler room is a metal clad one which meets the current regulations

Part 2 Image file

There is a break glass call point fitted and numbered to correspond the the fire alarm panel.



There is a pressurisation unit fitted to the hot water supply.



The reinforced concrete ceiling has been broken through to accept the heating pipes, but this has not been fitted with an approved intumescent collar or any other fire stopping material.



The reinforced concrete ceiling has been broken through to accept the heating pipes, but this has not been fitted with an approved intumescent collar or any other fire stopping material.



Part 2 Image file

Ground floor Gents toilet.



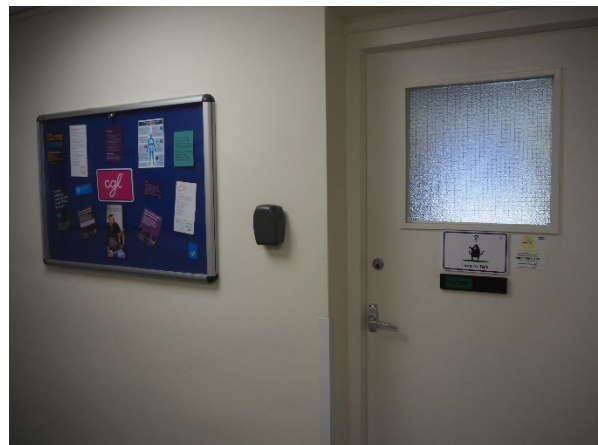
There are emergency lights, fire alarm repeat sounders / strobes installed in the toilet facilities.



On housekeeping measures extract fans, their grills and ducting should be cleaned on a regular basis to avoid a build up of dust and lint.



Time to talk Counselling room.



Part 2 Image file

Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



This room contains a server.



This is a thermal, image of the picture on the left.



Part 2 Image file

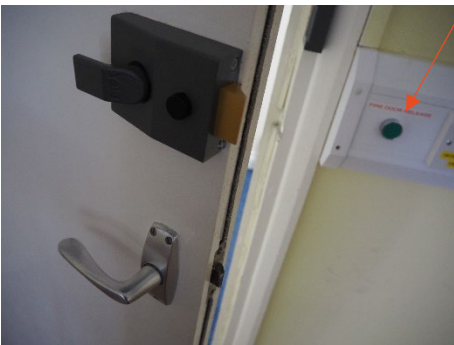
The georgan wire glass when correctly installed with beads intact will normallyn give 30 minutes fire protection.



The consumer unit and periodic inspection next falls due February 2024



There is a door release button as indicated.



The corridor contains several notice boards which are all covered.

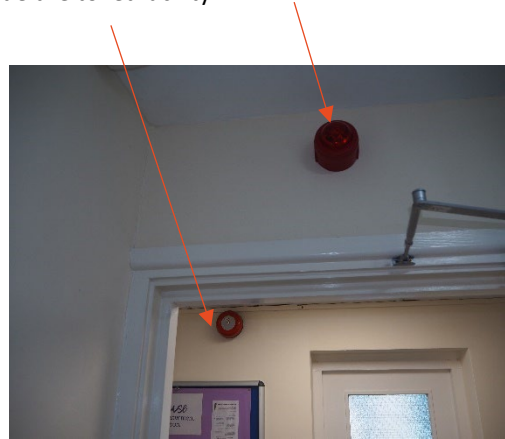


Part 2 Image file

Ladies toilet.



The toilet is covered by both strobe lights and alarm bells outside the toilet facility.



Doors and glass viewing panels were all checked.



All consumer units were also checked.



Part 2 Image file

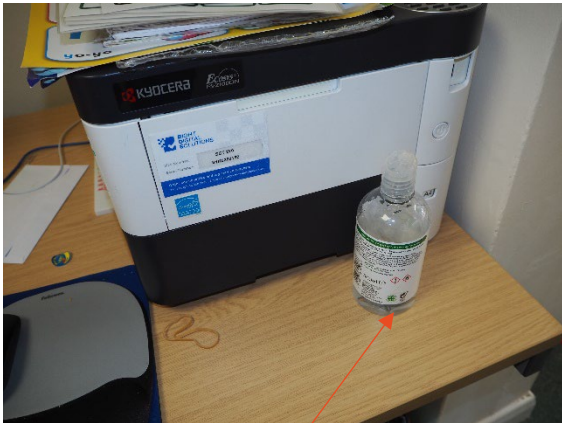
A number of doors are controlled accessed with the electronic security devices.



Items not used are tidied away into cupboards.

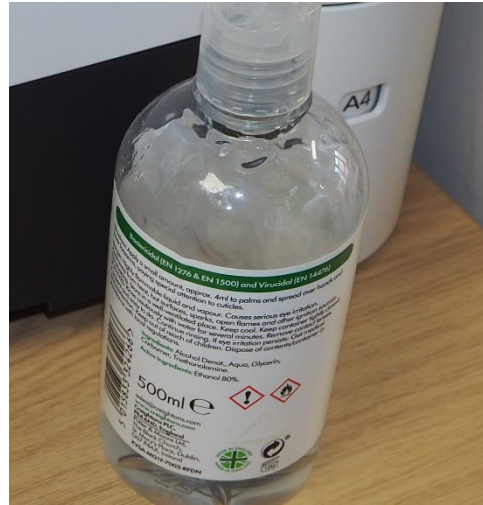


Offices were checked for fire safety related items.



The product in this bottle has a flammable product warning.

Products such as hand sanitisers should be put safely away and kept away from electrical devices.



Part 2 Image file

Amberley Room.



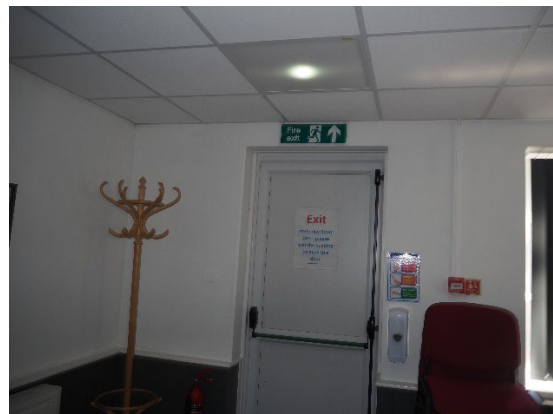
There is a store cupboard located within the room. This is not to FD 30 standard, although no flammable goods are left here.



The emergency lights were checked and found to be working.



The emergency lights were checked and found to be working.



Please be careful with items such as coat stands placed on fire escape routes and adjacent to final exits or having chairs stacked.

Part 2 Image file

In an emergency evacuation can become blocked with movable objects such as loose chairs.



This door should have "Push bar - fire exit" sign affixed to the door as close as possible to the crash bar.



There was a CO₂ fire extinguisher situated close to the final exit door.

There did not appear to be a Fire Extinguisher I.D. sign and we would have though there is a case for a Foam or turbo water mist extinguisher to be installed alongside the CO₂.



The area is covered by a smoke detector and emergency lights.



Part 2 Image file

There is an in/out arrangement for the Amberly room and this provides an alternative means of escape.



Please see below for comments / suggestions.

There is a storage cupboard which has been formed under the concrete staircase (which is the Fire well escape route from the first floor).



These doors would benefit from pull & push signs as well as directional, thumb screw turn signs.



There is a Tea station / kitchenette.



Part 2 Image file

Meeting room 8



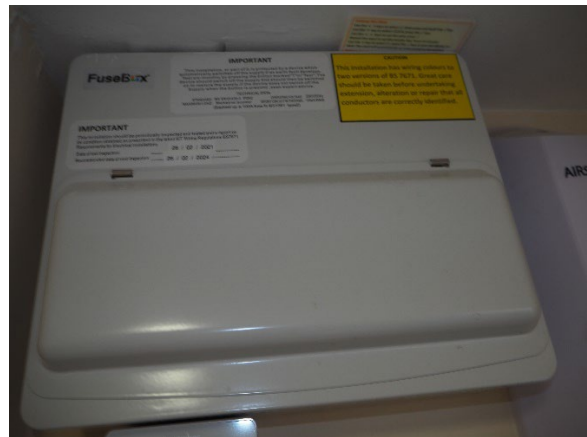
Room 7



Room 7



Room7 The consumer unit / distribution board was checked.



Part 2 Image file

Room 7. The handle is broken and the latch has been removed from this door and should be replaced.



Fire extinguishers were checked.



Meeting room 4 and exit.



Stairs leading to first and second floors.

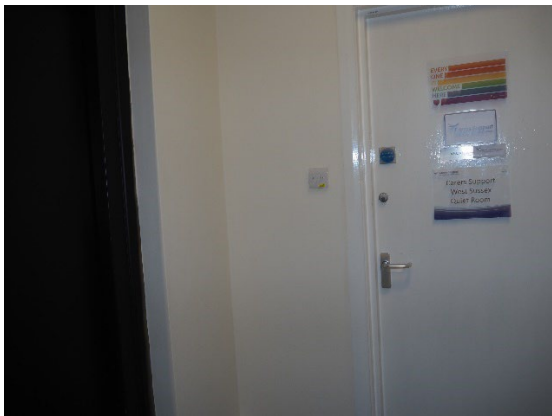


Part 2 Image file

At the point of the half landing the stairs go in opposite directions.



The passenger lift stops on this floor.



Part 2 Image file

In this room the door hinges did not bear the fire safe hall marked.



The gap, at the head of the door was more than the recommended tolerance of between 2 – 4 mm.



This fire door was checked along with the two fire extinguishers.



Part 2 Image file

A small A5 size "Fire Action" sign should be fitted adjacent to the call point – the break glass sign could be repositioned to directly under the call point.



Please refer to comments concerning fire door signage and means of escape.



Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



Part 2 Image file

Fire doors were checked for alignment of doors, gaps at head and sides, the door closers were checked as were hold open devices.



This room contains distribution board and a fire alarm bell is connected to the fire alarm panel.



There are soft furnishings and desk in this room.



This room gives a view over Beach Road and the Caffyns field which is the Fire Assembly point.

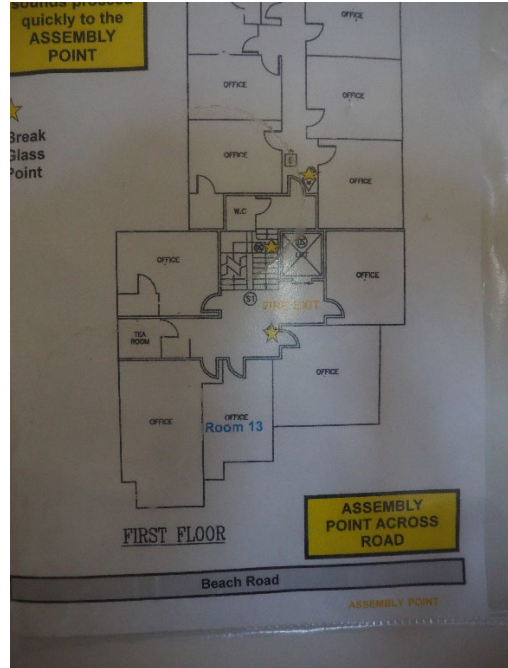


Part 2 Image file

Locks and latches should conform to BS EN 12209. There were no CE DOP (Declaration of Performance) or 3rd party certification from schemes like "BWF Certifire".



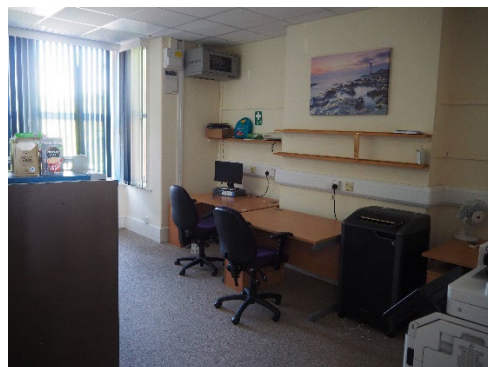
There is good plans in each room showing their location and nearest Fire escape.



Carers support office



The offices were tidy with no loose paper and metal filing cabinets used for storage.



Part 2 Image file

The gap at the head of this door was more than 4mm.



There is both a distribution board and a server no hot spots were seen by means of thermal imaging.



Paper shredders are emptied regularly, and all waste taken outside the building to the wheelie bins.



Paper shredders are emptied regularly, and all waste taken outside the building to the wheelie bins.



Part 2 Image file

The Tea Station.



The ceiling tiles should be replaced to ensure integrity of fire stopping.



The tea station is well laid out clean and tidy with waste bins emptied each day,



A Fire blanket is provided.



Part 2 Image file

The fire blanket is serviced / maintained by West Sussex Fire & Rescue Service.



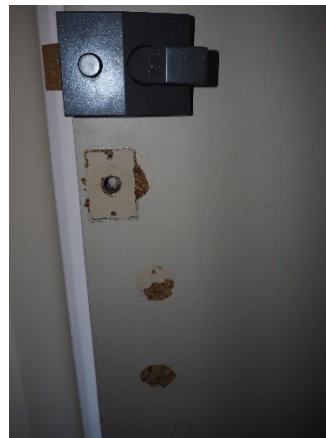
There is a small room where spare /redundant equipment is stored.



Cable management, ceiling tile and fire stopping required.



This door requires suitable repair.



Part 2 Image file

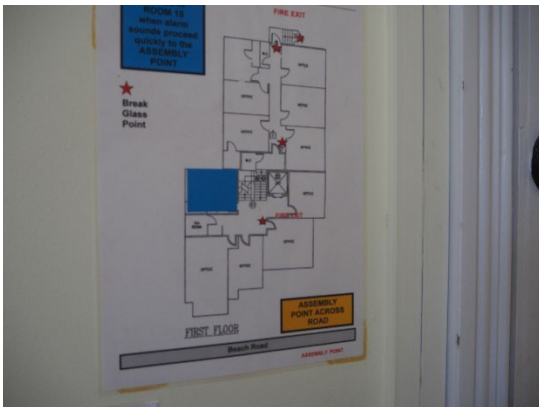
This room is at the bottom of the stairs on the first floor.



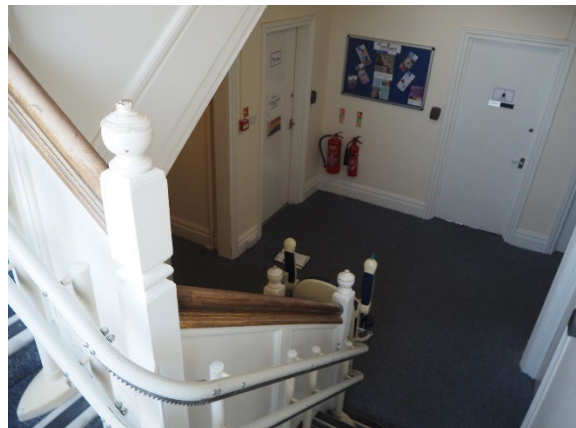
There is a stairlift between the first floor and top floor. The passenger lift goes from ground floor to first floor.



Location plans are situated in all areas.



Stairlift.



Part 2 Image file

Please refer to advice from the Fire Protection Association concerning roof mounted solar panels.



Please refer to advice from the Fire Protection Association concerning roof mounted solar panels.



Arun community transport. A fire action sign should be fitted adjacent to the break glass call point.

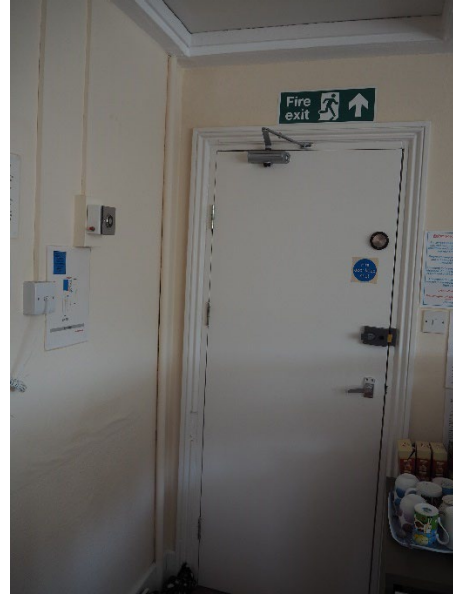


The fire extinguishers were checked. The door handle on this door does not work as intended.

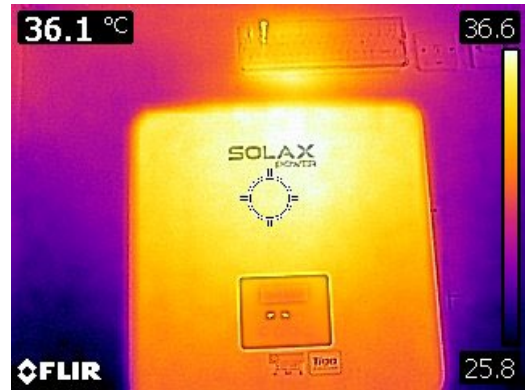


Part 2 Image file

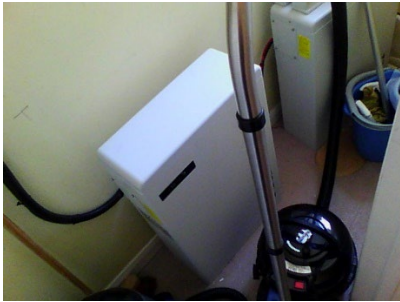
There is a gap above the distribution board and requires fire stopping.



Thermal image of picture to the right.



Part 2 Image file



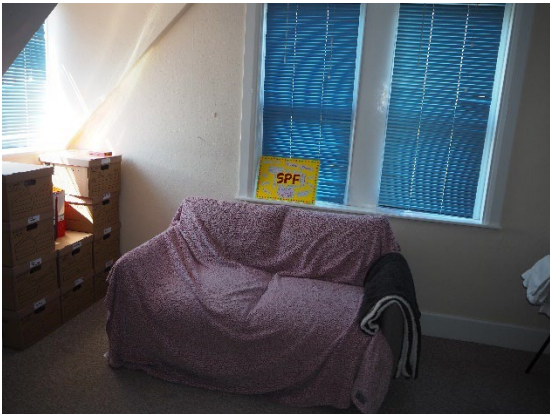
Thermal image of picture above



Electrical devices not in use or left unsupervised should be disconnected.



Soft furnishings and throws should be checked for fire rating.



The door handle should be checked on this door.



Part 2 Image file

General waste and recycling are separated, and bins emptied frequently.



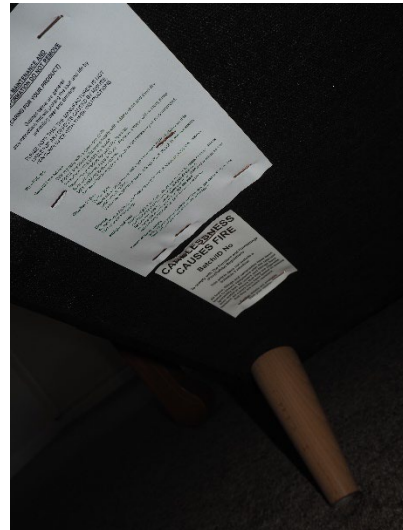
The general waste and recycling are separated, and bins emptied frequently.



Counselling room 16.



Soft furnishings were checked for warning labels.



Part 2 Image file

There is a small storage cupboard at the back of this room containing an assortment of items including paint.



Emergency lights were checked and the operation of door closers.



Arun Counselling room 17



Part 2 Image file

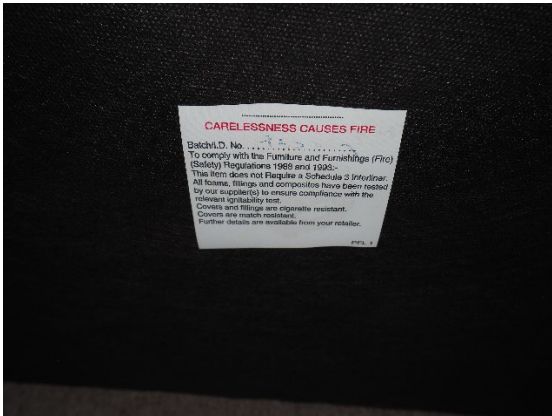
In creating a soft relaxing environment care still needs to be given to fire rated furnishings.



In creating a soft relaxing environment care still needs to be given to fire rated furnishings.



Manufacturers labels were checked.



No warning labels were found on cushions or throws.



Part 2 Image file

The remaining offices were checked and did not present any concerns.



The remaining offices were checked and did not present any concerns.



The fire exits and means of escape were checked.



Part 2 Image file

The fire escape stairwell has both break glass call point, smoke detector and emergency light which was tested.



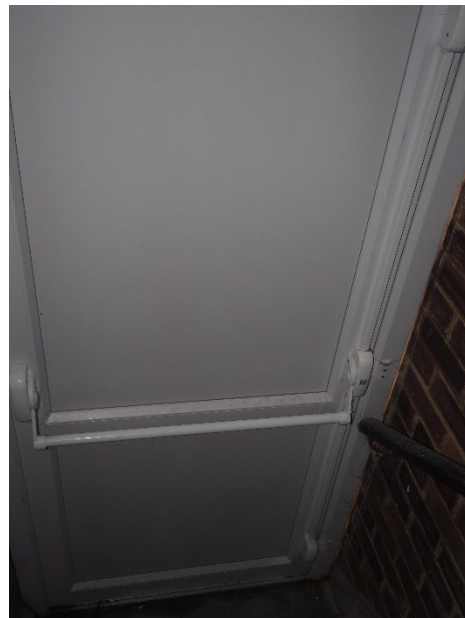
The emergency light was tested.



The emergency light was tested.



The final exit door on the fire escape should have a "Push bar to exit" sign we would recommend photoluminescent signs where possible.



Part 2 Image file

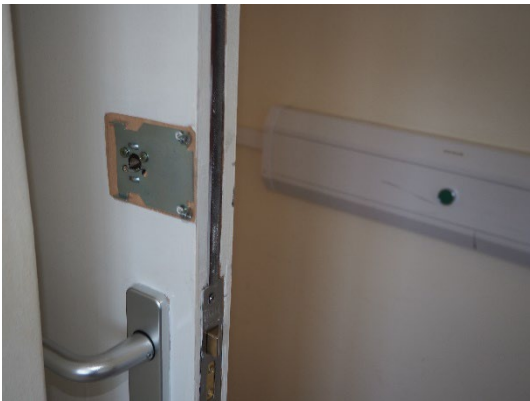
Room 18 was checked.



Room 18 was checked.



Room 18 has a lock removed.



Part 2 Image file

The perimeter of the building is fairly secure.



The perimeter of the building is fairly secure with CCTV and security lighting.



The perimeter of the building is fairly secure. There is a security barrier along this side of the building leading to the rear.



Items such as delivery pallets should be removed in a timely fashion as this presents an opportunity for arson.



Part 2 Image file

Access to the roof was made through Arun Community Transport ceiling.



Wiring within the loft area is not laid on a grid it is not clipped appropriately, and most cases is covered with insulation. This can cause over heating especially when bundled together not separated or clipped.



Cables are laid hazard often in bundles and criss-crossing other services.

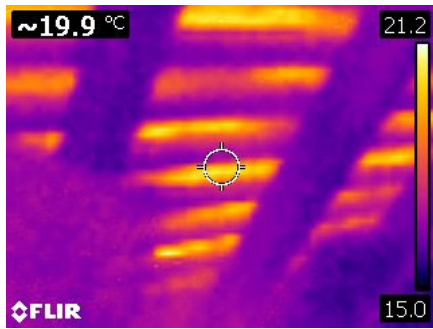


Cables are laid hazard often in bundles and criss-crossing other services.

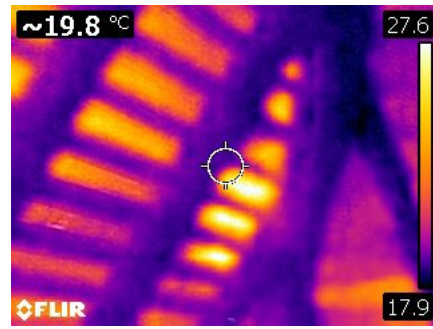


Part 2 Image file

Thermal imaging was used throughout the roof space there was thermal gain from sun with outside temperatures lower than those recorded inside.



Thermal imaging was used throughout the roof space there was thermal gain from sun with outside temperatures lower than those recorded inside.



The solar gain combined with numerous cables and insulation we consider a hazard with a high-risk rating.
 The periodic electrical inspection is due next year these items should be discussed with them at the earliest stage.
 We will provide separate advice on fire stopping.
 We will provide information on signage, viewing distances, the size of lettering, the style and location.
 We will also provide under separate cover information on Fire doors and maintenance.

Conclusions.
 This is a complex building and there are many rooms and maintenance items to contend with.
 There are many different hirers and visitors who use the building. (Dove Lodge provides many organisations with a base to work from).
 There is a legal duty to work together.
 Housekeeping is to a high standard.
 Overall, the premises is well managed and in respect of fire safety is well catered for fire detection and raising the alarm.
 There are however several observations and recommendations through out our survey that will help reduce the chances of fire, the effects and spread of fire.
 We currently assess the risk of fire as high (due to electrical wiring) the spread of smoke and poisonous gases as highly likely should a fire break out.
 Overall, the risk of fire would fall in the high to medium range.
 We feel the risk of harm to people as low, and the risk of injury from fire as medium.
 There is a risk to Firefighters who are classed as relevant persons.

