

Dove Lodge, 48 Beach Road, Littlehampton, BN17 5JG

Health, Fire & Safety Guidance Notes For Users of Dove Lodge

- 1.** The Hirer should familiarize themselves with the location of fire exits, fire extinguishers, Fire Break Glass Call Points and evacuation procedures (see location plan in each room). The Centre has a Fire Alarm System, which should be activated in the event of a fire, or a suspicion of a fire.
- 2.** Hirers must ensure that persons attending their functions are made aware of the facilities and procedures described in Note 1 above.
- 3.** The Hirer must nominate a responsible person, not being a person under 21 years of age, to be in charge and present in the premises at all times when their clients/visitors are present. That person shall not be engaged in any duties that prevent them from exercising general supervision.
- 4.** Hirers should also appoint persons responsible for conducting any emergency evacuation. It is suggested individual persons have the responsibility for manning the various fire exits should an emergency arise. They should familiarize themselves with fire and evacuation procedures displayed around the Centre, and be aware of these Health, Fire and Safety Notices and Fire Instructions.

- 5.** The **maximum number** of persons permitted in the Rooms are as follows:-

Amberley Room	40
Jubilee Room	15
Room 3	8
Room 12	4
Room 25	4

- 6.** Obstructions are not to be placed in gangways or exits.
- 7.** Doorways are not to be locked when the premises which are hired are in use.
- 8.** Basic First Aid kit, to assist with the treatment of minor injuries, is kept in the Dove Office.
- 9.** Hirers are reminded that the Tea Station is provided for the serving of light snacks, tea, coffee, etc, only.
- 10.** Any defects in the operation of any of the facilities must be reported to the Dove Office.
- 11.** In cases of emergency, contact emergency services as appropriate and the Key Holding Service Avantgard Tel 0845 8726099.

ELECTRICAL SAFETY

- 12.** Portable electrical equipment must not be brought into the Centre unless it has been checked by a (competent person) and displays a confirmatory notice (PAT tested).

Keeping everyone safe in our building.

Dove Lodge Visiting Client Safety Policy for Tenants and Room Hires.

We expect all tenant organisations and casual room booking organisations to carry out an appropriate risk assessment for all their clients visiting the Lodge.

For example, we recommend the following.

1. There should be a plan for the arrival and departure of all clients, especially the frail and infirm.
2. There should be supervision of clients that may be a physical risk to themselves or other users of the building.
3. If there are any other clients or callers to Dove Lodge that have special requirements or needs, these will have to be considered in advance of their visit.

Dove reserves the right to request copies of risk assessments of any client visiting Dove Lodge, and to require information on what steps are in place to mitigate any risks.

Reception must be informed in advance of any high-risk client visits.

Clients deemed high risk should not visit The Lodge unannounced unless an arrangement is in place, which has been agreed in advance with the Director. This should include a representative of the organisation concerned being present at reception.

Dove Lodge bears no responsibility for the actions of any client who is visiting The Lodge.

I am sure all of us wish to maintain a safe environment for all in the Lodge.

This extract of our Memorandum and Articles states our policy on admittance to our building.

Dove Lodge offers affordable, accessible office accommodation for hire or rent to voluntary organisations and community groups. Particular regard is given to those small and emerging groups who need help and support in their embryonic stages. The centre is open to all and everyone is treated with dignity and respect, regardless of race, religion, nationality, gender, sexual orientation, disability, age, or any other characteristic.

On leaving the Meeting Room

1. All lights to be switched off.
2. Windows and external doors to be locked.
3. Rubbish put in waste bins in car park.
4. Tables and chairs returned to original storage places
5. Cups returned to Tea Stations and tidied up.

Please leave the room you have hired as you found it.

We do make an additional charge to clear mess and clean Tea Stations when left in an unsatisfactory state.