

# Fire Risk Assessment Review

**Dove Lodge  
49 Beach Road  
Littlehampton  
West Sussex  
BN17 5JG**



Date of Inspection: 10<sup>th</sup> July 2018

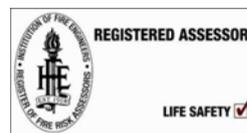
Responsible person: Mike Clayden (Manager)  
Person(s) consulted: As Above

Reg Charity No:1097703

Tel: 03337 720022

Inspector:  
Sam Townsend

Fire-safety consultant:  
Bruce Townsend  
GIFireE CFPA(eu)dip Nebosh dip



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## 1. Purpose

The purpose of the report is to:

- Provide a suitable and sufficient assessment of the hazards and risk to life from fire at the premises, and make recommendations to ensure compliance with fire safety legislation.

On completion of the assessment the significant hazards will have been identified and analysed.

Further control measures required to manage the residual risk from the hazards will have recommended timescales. Existing control measures will not be listed on the "Action Plan". It is your decision to nominate the Responsible Person to implement all aspects of Fire Safety Management.

**The document does not address the risk to property or business continuity from fire.**

**The report reflects the circumstances found at the time of the inspection only and does not take away the responsibility of the 'Responsible Person(s)' for ensuring effective fire safety management within the premises on a day to day basis.**

## Identifying People at Risk

As part of the Fire Risk Assessment, we have identified those at risk if there is a fire. To do this we identified locations of staff or contractors working, wherever they are in the premises. We considered who else may be at risk, such as members of the public, visiting guests etc, and where these people are likely to be found.

We considered all the people who use the premises, but paid particular attention to people who may be especially at risk such as:

- Employees who work alone and/or in isolated areas, e.g. cleaners and security staff
- People who are unfamiliar with the premises, e.g. visitors and members of the public
- People who may have some other reason for not being able to leave the premises quickly
- Other people in the immediate vicinity of the premises

An additional evaluation of the risk to people with disabilities, you may need to discuss their individual needs with them

## Legislation

The risk assessment has been undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005 (RRO).

*Article 9:* states that the responsible person must make a suitable and sufficient assessment of the risk to which relevant persons are exposed (Fire Risk Assessment) for the purpose of identifying the general fire precautions required to comply with the requirements and prohibitions imposed under this order.

*Article 3:* (Responsible Person)

The employer where there are employees, if not either the owner or the person with control.

## Scope

The fire risk assessment included a physical inspection all areas of the property with regard to Life safety.

The responsible persons should be aware of the following limitations in accordance with the scope of the work:

- The assessment did not include entering areas which would risk the safety of our operative or where access could not be gained;
- No access has been made to flues, lift shafts, ducts, voids, lofts, basements or any similarly enclosed spaces where access would require the use of specialist equipment or tools;
- The assessment was based on the condition of the building and the information made available at the time of the inspection;

The recommendations listed in the report and in the fire risk assessment are not in a priority order. The freehold company should therefore assess the time scale for implementation based on the cost and time necessary.

This report should be read in conjunction with the appendices and any other reference documents identified within the report.

## Compartmentation

We carry out a visual inspection of readily accessible areas.

No structural inspection or inspection of voids, compartmentation, cabling or sampling was carried out. No assurance can be made that subsequent inspection or routine visits, made by a member of an enforcing authority with statutory powers, will not result in other areas of non-compliance being reported.

## Fire Warning Installation

Visual inspection only, no audibility tests or verification of full compliance with relevant British Standard carried out.

## Emergency Lighting

Visual inspection only, no illumination level test or verification of full compliance with relevant British Standard carried out.

## Security against Firesetting / Arson:

Advice on reasonable precautionary measures is given in the context of this fire risk assessment. If specific advice on security (including security against Arson) is required, please contact our office

## 2. Premises and Occupancy Information

### 2.1 THE BUILDINGS

Number of floors in the building:	3
Approximate floor area assessed:	600m <sup>2</sup>
Occupation:	Managed Offices & Meeting Rooms
Occupant:	Dove Registered Charitable Trust
Brief details of construction:	
Occupancy Assessed:	Offices
Occupancy Figures	Amberley Room 40 Jubilee Room 12

### 2.2 THE OCCUPANTS

Approximate maximum number of the public frequenting the premises:	Occasional mainly appointment only
Approximate maximum number at work.	15
Maximum number of staff, guests and visitors at any one time :	Approximately 120

### 2.3. OCCUPANTS AT SPECIAL RISK

Sleeping occupants:	none
Disabled occupants:	All normal occupants occupying or frequenting the premises are reported to be fully able, none requiring assistance in the event of emergency evacuation
Occupants in remote areas:	N/A
Others: tradesmen	Occasional.
Hours the premises may be occupied.	0730-2300 7 days a week

### 2.4 FIRE LOSS EXPERIENCE

None recorded.

### 2.5 RELEVANT INFORMATION

The Premises originally a Hotel had been extensively altered with a large rear two storey extension then used a residential care home. Dove Lodge is a multi-occupancy collection of office rooms or suites available to teaching and charitable groups for short or long term hire/let. The building is in addition a community meeting and resource centre. Since the previous inspection the out of use commercial kitchen had been converted to a computer room.

### Legislation

Regulatory Reform (Fire Safety) Order 2005	√	All areas inspected
Dangerous Substances Explosive Atmosphere Regulations	√	None
Other relevant legislation	√	Health & Safety at Work 1974 Management of H & S 1999.

### 3. Methodology

The methodology used to produce this risk assessment is the 5-step method, which is in line with the current guidance documents produced by HM Government to accompany RRO.

Evaluation of the risk is achieved by determining a risk level. This is achieved by using a risk-rating matrix, which compares the probability of a fire occurring, to the severity and consequences that could be caused by a fire.

Probability level		
No	Degree	Probability
1	Improbable	No known instances
2	Remote	Unlikely but possible
3	Occasional	Likely at some stage
4	Probable	Will occur frequently
5	Frequent	Will occur unless actively prevented

Severity Classification		
No	Degree	Consequences
1	Minor	Small fire detected in the initial stages
2	Moderate	Small fire limited potential for spread
3	Serious	Fire with the potential to spread and cause damage
4	Major	Fire with the potential to spread to means of escape, cause damage and injury
5	Catastrophic	Fire with the potential to spread quickly causing fatalities

<b>Probability</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		<b>Severity</b>				

Degree of Risk	Risk Rating Score	Timescale for Action
High Risk	15-25	Immediate
Medium	8-12	1 to 3 Months
Low	1-6	3 to 6 Months

Our consultants will ensure that **HIGH** risks are cleared at the time of inspection. If this is not possible, the premises Fire Safety Manager will be contacted and advised of the high risk and the need for immediate action.

Moderate risks are set as **MEDIUM** risk category with action to be taken to rectify them within one to three months, or to be reduced in severity to a LOW risk until the defect can be rectified.

Tolerable risks have a **LOW** risk category requiring rectification within 3 to 6 months.

- The time for rectification is judged reasonable for the risk category but the rectification should be as soon as possible and within the time set by the company's policy on such matters.

**FIRE RISK ASSESSMENT**

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ▶ Fire hazard▼	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low  Medium  High

Taking into account the nature of the building and the occupants as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm  Moderate harm  Extreme harm

In this context, a definition of the above terms is as follows:

- Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.
- Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there may be a need for consideration of improvement that involves minor or limited cost.
<b>Moderate</b>	Efforts for risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

**Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically, or when it is deemed no longer valid. For example after significant change in working procedure, after material change, after an accident or fire (including a near hit). It is recommended that the fire risk assessment is reviewed within a time period not exceeding twelve months.**

## 4. Conclusions

The building was assessed to be moderate risk from fire with a relatively low life risk.

Taking into account the nature of the building and the occupants as well as the fire protection and procedural arrangements observed at the time of this risk assessment (i.e. awake and familiar staff, good fire resistant construction, multiple alternate means of escape, sprinklers, smoke extract and good management), it is considered that the consequences for life safety in the event of fire would be:

Slight harm  Moderate harm  Extreme harm

### PERIODIC REVIEW OF FIRE RISK ASSESSMENTS

The documented fire risk assessment is not intended to be a fire safety manual, albeit that such a manual is a valuable asset in the management of fire safety, particularly in large or complex buildings. However, the fire risk assessment is a living document, in that it cannot remain valid for an unlimited length of time.

The fire risk assessment is likely to cease to be valid when, for example:

- a) A material alteration takes place,
- b) Occupation by a new enterprise,
- c) A significant change occurs in the "given" factors that were taken into
- d) account when the fire risk assessment was carried out,
- e) A significant change in fire precautions occurs,
- f) There is any other reason to suspect that the original fire risk assessment might no longer be valid,
- g) A defined period of time, which should be recorded in the original fire risk assessment, has elapsed.

Significant changes in the "given" factors could, for example, comprise a large increase in the number of occupants of the building, use of the building by significantly more disabled occupants, or introduction of a much more hazardous process.

Major changes in fire precautions include major changes in the provision or design of fire protection measures and major changes in the measures for control or elimination of fire hazards. It also includes change resulting from more gradual deterioration of fire precautions as a result of constant use or lack of maintenance (e.g. wear and tear on fire doors).

Gradual changes can also occur as a result of changes in management, turnover of employees and minor changes in layout that, after a prolonged period and numerous changes, have a significant effect on means of escape.

## 4. Good Practice

### The following outlines some of the main requirements of the Order

- **You should** appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- **You should** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- **You should** consult your employees about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- **You should** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find, and how you will seek to reduce/control those risks which might affect the safety of their employees.
- **You should** provide the employer of any person from an outside organisation who is working in your premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- If you are not the employer but have any control of premises that contain more than one workplace, **you are also responsible** for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- **You should** consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- **You should** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- **You should** provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- **You should** ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- **Your employees must** co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

## 5. Fire Safety Management

The management of Fire safety in buildings is of paramount importance. The responsible person must instigate a good Planning, Organising, Controlling, Monitoring and Reviewing process to maintain effective fire safety measures. This responsibility is normally delegated to the appointed Fire Safety Manager.

Once this Fire Risk Assessment has been completed, your organisation must take ownership of the document and its findings. TheFireRiskAssessmentCompany.com can assist if requested, but the responsibility for carrying out remedial action rests with the premises' responsible person(s).

Your Fire Risk Assessment must be reviewed as and when the premises, processes undertaken or personnel employed change, to identify any new hazards, persons at risk or additional control measures required.

Any identified on-going processes such as:

- Staff Fire Safety training
- Maintenance of preventative and protective measures
- Auditable records

are the responsibilities of the identified responsible person and must be maintained (as regards type and frequency) in accordance with the relevant British Standards or best practice.

***The Fire Safety Order, 2005, Article 19 & 20:*** The responsible person must provide his employees, the employers and self-employed from outside undertakings with comprehensive and relevant information on:

- The risks to them identified by this risk assessment
- Preventative and protective measures in place
- Procedures to be followed
- Identity of persons nominated to implement the procedure
- The risks identified from the activities of adjoining premises

## 5. Fire Safety Management and Emergency Planning.

Your emergency plan should be based on the outcome of your fire risk assessment and be available for your employees, their representatives (where appointed) and the enforcing authority.

In simple premises the emergency plan may be no more than a fire action notice.

In multi-occupied and more complex premises, the emergency plan will need to be more detailed and compiled only after consultation with other occupiers and other responsible people, e.g. owners, who have control over the building. In most cases this means that an emergency plan covering the whole building will be necessary. It will help if you can agree on one person to co-ordinate this task.

**Red ✓ indicate there is further information in the comment section below each table**

5	Management and Planning	N/A	Yes	No
5.1	Have there been any previous fire risk assessments carried out on the premises?		✓	
5.2	Do the Premises have a Fire Safety Policy and Emergency Evacuation Plan?		✓	
5.3	Does your plan take account of other responsible people in the building?		✓	
5.4	Is the plan readily available for staff to read?		✓	
5.5	Is the emergency plan available to the enforcing authority?		✓	
5.6	Are disabled persons working at these premises?		✓	
5.7	Do premises have a suitable and sufficient fire safety policy including disabled provisions (PEEPs)?		✓	

### Comments

5.1. This document is a review of the fire risk assessment undertaken by the Fire Risk Assessment Company April 2016. It was encouraging to note areas requiring attention had been addressed with potential risk having been reduced. The fire safety standards of management were considered to be good.

5.6. Mr Clayden stated to his knowledge there were incumbent enterprises with disabled staff at these premises. It was understood a Peep had been undertaken.

5.3. The premises has a comprehensive fire safety policy, including management of less able & mobility impaired. Personal Emergency Evacuation Plans (PEEPS) is recognised and conducted where and when necessary.

## 6. Hazard identification

6	Sources of Ignition	N/A	Yes	No
6.1	Electrical PAT testing carried out?			✓
6.2	Are there controls of personal electrical items			✓
6.3	Electrical installation testing carried out?		✓	
	Contractor: Owens Electrical 2014			
6.4	Electrical Installations Fire Protected?		✓	
6.5	Is cable management satisfactory, are adapters & extension leads kept to a minimum?		✓	
6.6	Light fittings and electrical distribution equipment safety separated from combustibles?		✓	
6.7	Is lightning protection provided?		✓	
6.8	Are storage and housekeeping within the premises suitable and satisfactory?		✓	
6.9	Absence of naked flames e.g. candles, gas, liquid fuelled?		✓	
6.10	Catering appliances and equipment in good condition?		✓	
6.11	Is Kitchen gas shut off provided and correctly located?	✓		
6.12	Filters and extraction clean and in good condition?	✓		
6.13	No Smoking policy practiced and signs provided?		✓	
6.14	External designated smoking area?		✓	
6.15	Correct use of Portable or fixed heating?		✓	
6.16	No evidence of 'near hits' scorch marks etc?		✓	
6.17	Equipment ventilation free from obstruction?		✓	
6	HVAC systems	N/A	Yes	No
6.18	Engines, boilers or machinery in good order?		✓	
6.19	HVAC systems properly serviced and maintained?		✓	
6.20	Additional processes that produce heat protected?	✓		
6.21	Further sources of ignition not mentioned above protected?	✓		

## 6. Hazard Comments.

6.1. There were some electrical portable appliances having no test existing equipment having been last tested in 2009.

6.2/ The last electrical installation tests [fixed wiring] was done by Owens Electrical July 2014, thus due for re-test by July 2019.

6.8. The standard of housekeeping was noted to be satisfactory throughout the means of escape. Housekeeping problems identified in the previous assessment had been rectified.

6.10. The premises previously had been fitted with a commercial kitchen which had been removed and replaced with a computer room since the previous inspection.  
There are small staff kitchens on upper floors and a tea station on the ground floor.

6.12. It was noted that this enterprise does have the legally required 'no smoking' notices to endorse the current legislation The Premises has Staff & Management which comply with 'smoke free' legislation.

6.14. There were a minimal number of portable heaters seen used responsibly at the time of inspection.

6.19. The premises heating system is serviced regularly by Bourne & Cooper a 'Gas Safe' registered contractor.

See images in section 25 and recommendations in the action plan.

6	Sources of Fuel	N/A	Yes	No
6.22	Combustible materials stored safely & away from ignition sources?		√	
6.23	Flammable or other hazardous liquids/fuels stored safely & away from ignition sources?		√	
6.24	Flammable chemicals stored safely?	√		
6.25	Flammable gases stored safely & away from ignition sources? (LPG, Acetylene, etc.)	√		
6.26	Is gas supplied to the premises?	√		
6.27	Is the fire loading considered acceptable for the premises?		√	
6	Sources of O <sup>2</sup>	N/A	Yes	No
6.28	Is there evidence of oxidising agents with the potential to feed a fire?	√		
6.29	Is there safe use and storage of oxygen supplies, cylinder or piped systems?	√		
6.30	Are air handling or climate control systems safely installed?		√	

#### Comments.

6.22. See section 6.8 regarding housekeeping and storage.

## 7. Means for Giving Warning in the Event of Fire

Most commercial premises should be provided with a suitable means of raising the alarm, to alert all occupants of any premises in the event of fire.

7	Fire Alarm and Detection System	N/A	Yes	No
7.1	Do the premises have a means for giving warning in case of fire?		√	
7.2	Does the premises have adequate call points?		√	
7.3	Does the premises have an adequate automatic detection of fire?		√	
7.4	Does the means for giving warning appropriate, conforming to the relevant British standard 5839			√
7.5	Is the alarm audible throughout the building?		√	
7.6	Is the number and siting of call points satisfactory?	√		
7.7	Does the fire alarm system appear to be operating satisfactorily ?		√	
7.8	Detectors or call points free from obstructions?		√	
7.9	Are there provisions for disabled persons (visual and non-audible signals)			√
7.10	Is the alarm system phased or staged?	√		
7.11	Is the fire alarm system serviced/maintained in accordance with BS 5839?		√	
	Maintained by: Wakefield Security			
7.12	Is the fire alarm tested weekly		√	
7.13	Is the alarm linked to a monitoring service?		√	
7.14	No history of false alarms?		√	

### Comments.

7.3. The premises has a fire alarm system which appears to be compatible with BS5839 part 1 Category L2 throughout. The system appeared to be healthy and operating satisfactorily at the time of inspection.

7.4. See section 9 regarding plan for the main control panel.

7.7. The electronic security doors with green button over-ride failed safe open on activation of the fire alarm system.

7.9. The premises has no less able enhancements for the fire alarm system.

7.11. The fire alarm system is serviced both annually and six monthly.

See recommendations in the action plan.

## MEANS OF ESCAPE

When determining whether your premises have adequate escape routes, you need to consider a number of factors, including:

- The type and number of people using the premises
- Escape time
- The age and construction of the premises
- The number and complexity of escape routes and exits
- The use of phased or delayed alarm evacuation
- Assembly points
- Assisted means of escape/personal emergency evacuation plans (PEEPs)

## FINAL EXIT DOORS AND ESCAPE FROM THE PREMISES

Good escape routes to a final exit will be of little benefit if the occupants are not able to get out of the building and quickly disperse from the area to a place of total safety. It is also important to consider where people will go once they have evacuated the premises.

The matters that you should consider include the following:

- Final exit doors should be quickly and easily operable without a key or code in the event of a fire. Where possible, there should be only one fastening.
- Final exit doors should not lead people into an enclosed area from which there is no further escape.
- Where a final exit discharges into an enclosed area, further access to a place of total safety should be available by means of further doors or gates that can be easily opened in a manner similar to the final exit.

## 8 Means of Escape.

The number, distribution and widths of emergency routes and exits need to be assessed for the use of the buildings and likely numbers of occupants and considered whether they are suitable and sufficient.

8	General	N/A	Yes	No
8.1	Are there alternative exits from these premises?		√	
8.2	Are escape routes including any dead end situations adequately protected?		√	
8.3	Are the escape routes adequately separated?		√	
8.4	Do the escape routes lead directly as possible to a place of ultimate safety?		√	
8.5	Are all escape routes in the premises unobstructed and free from combustibles?		√	
8.6	Are the building's staircases unobstructed?	√		
8.7	Are external metal escape structures in good condition and subject to survey by competent structural engineer?	√		
8.8	Are floor surfaces and handrails satisfactory?		√	
8.9	Are travel distances acceptable?		√	
8.10	Are any fabrics, upholstery or linings on the means of escape fire and surface spread of flame retardant?		√	
8.11	Are provisions in place to deal with disabled occupants, including refuges and communication?	√		
8.12	Are there suitable arrangements in place for inner room conditions?		√	
8.13	Is the fire assembly point located in a safe position and where people can disperse safely if necessary?		√	

### Comments:

8.1. The simple escape strategy for the premises in the event of fire is shown in plan section 21. There were sufficient exit doors in acceptable positions and both staircases were found to have protecting doors albeit many doors required attention.

8.9. All areas on both floors were seen to have acceptable travel distances to protected routes and ultimate safety, well within HM Gov and ADB of Building Regulations 2000 guidance.

8.11. The premises design restraints prevent access for mobility impaired persons from accessing the upper floor, thus refuges are seen as unnecessary

8.13. There designated assembly point was the central green area opposite the main entrance door

See recommendations in the action plan.

8	Doors	N/A	Yes	No
8.14	Are doors on means of escape fully fire resistant which would comply to test criteria laid out in BS476 part 22?		√	
8.15	Do the doors on escape routes open in the direction of escape?		√	
8.16	Are sliding or revolving doors absent on the means of escape?	√		
8.17	Can all exit doors be opened easily without the use of a key and are their fastenings suitable for the people that need to use them immediately if there is an emergency?		√	
8.18	Are fire doors not held open or obstructed to protect escape routes?		√	
8.19	Are hold open devices fitted to fire doors and do they operate correctly.	√		
8.20	Are electronic security-locks fitted to exit doors on escape routes appropriately fitted and maintained?		√	
8	Compartmentalisation	N/A	Yes	No
8.21	Is compartmentalisation throughout the building satisfactory?		√	
8.22	Are walls or floors sealed e.g. where services such as ventilation ducts, pipes and electrical cables pass through them?		√	

### Comments

8.14. The doors protecting the means of escape were observed to be generally of good standard of fire resistance [FD30s] throughout.

8.22. A compartment breach found in the previous assessment had since been sealed.

See images in section 20 and recommendations in the action plan.

## 9. Signage.

Recommendations for fire safety signs are contained in BS 5499-1: 1990. This standard describes the colour, shape and other characteristics for each type of sign.

9	Signage	N/A	Yes	No
9.1	Is the Premises fitted with sufficient escape routes and exit signage?		√	
9.2	Do the signs provided comply with BS 5499?		√	
9.3	Are all fire doors fitted with appropriate label signage?			√
9.4	Is external signage adequate?	√		
9.5	Are there adequate staff notices?		√	
9.6	Are there standard fire action notices provided?		√	
9.7	Are illuminated exit signs provided?	√		
9.8	Other signage issues satisfactory within these premises?			√

### Comments.

9.1. The premises was observed to have been provided with a good level of exit signage since the previous inspection.

9.3. It was noted that some doors did not have appropriate signage.

9.8. The premises fire alarm panel had no zone plan.

See image in section 20 and recommendations in the action plan.

## 10. Escape lighting

The Regulatory Reform (Fire Safety) Order imposes a duty on persons, including employers and other persons with control of premises, to provide adequate illumination which includes mains powered lighting on all floors, together with emergency lighting of sufficient intensity in case of failure of the normal lighting to secure escape for all occupants of the premises.

10	Escape lighting	N/A	Yes	No
10.1	Are all escape routes (internal & external) adequately illuminated?		√	
10.2	Does existing artificial lighting appear satisfactory?		√	
10.3	Is the emergency lighting sufficient for these premises?		√	
10.4	Are maintained exit signs provided for the premises?	√		
10.5	Do all emergency lighting units appear to be charging and in working order?		√	
10.6	Is there emergency lighting fitted to current BS 5266 standard?		√	
10.7	Is emergency lighting maintained and tested according to BS 5266?		√	

### Comments.

10.3. The premises appeared to have a good standard of emergency lighting.

10.7. The test of the emergency lighting is conducted annually and monthly 'flick' tested by Owen Electrical.

## 11. Portable Fire Fighting Equipment.

All workplaces should be provided with means of fighting fire for use by trained staff in the premises.

It is important that all premises are provided with adequate numbers of portable fire extinguishers of the appropriate types.

11	Fire Fighting Equipment	N/A	Yes	No
11.1	Are extinguishers provided in the premises?		√	
11.2	Are they suitable for the purpose and of sufficient capacity?		√	
11.3	Numbers of extinguishers and fire blankets adequate?		√	
11.4	Are extinguishers correctly sited?		√	
11.5	Are extinguishers and blankets clearly visible or provided with signage if concealed?		√	
11.6	Are extinguishers unobstructed?		√	
11.7	Have extinguishers been annually serviced?		√	
	West Sussex Fire & Rescue Service		March 2018	

### Comments

11.5. The fire blanket in the kitchen area was noted to be well positioned as shown in images section 20.

11.7. All extinguishers are tested and serviced annually by a BAFF qualified engineer to ensure efficiency and availability, with all results recorded on the extinguisher bodies.

## 12. Fixed Installations.

All occupiers of the premises could be at risk should the fixed fire fighting systems and installation fail to operate in an emergency through not receiving the inspection, tests, maintenance and servicing recommended.

12	Fixed Installations	N/A	Yes	No
12.1	Is the sprinkler system adequate and maintained?	√		
12.2	Are dry/wet risers available and adequately maintained?	√		
12.3	Is the gas flooding system adequate and maintained?	√		
12.4	Is the premises provided with fixed hose reels?	√		
12.5	Are fixed installations tested to relevant current BS standards?	√		
12.6	Are all protection systems provided with appropriate signage?	√		
12.7	Are all protection systems provided with appropriate alarms?	√		
12.8	Are fixed installations tested and serviced?	√		

### Comments

12.1 – 12.8. The premise has no fixed installations.

### 13. Firesetting/Arson and Waste Management.

Half of all the large fire's that occur, i.e. fires causing damage of over £250,000 are thought to be the result of arson, and good security and Fire Prevention can help prevent or reduce the severity of an arson attack. It is strongly recommended that staff are trained to be vigilant to the possibility of an arson attack and the potentially fatal outcome in the event of one.

Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started on escape routes.

13	Arson/Firesetting and Waste Management	N/A	Yes	No
13.1	Are the premises secured during hours of darkness?		√	
13.2	Are there adequate security arrangements?		√	
13.3	Is there a reasonable standard of external lighting?		√	
13.4	Rubbish/waste management adequate?		√	
13.5	Are waste bins lockable?		√	
13.6	Are waste bins remote from the building?		√	
13.7	Are Letterboxes secure against arson attack	√		
13.8	Is the premises in an area not vulnerable to arson attack?		√	

#### Comments

13.2. The Building was noted to have CCTV and well secured when unoccupied.

13.4. The waste generated at this premises was noted to be kept exposed but isolated on the rear hardstand car parking area.

13.8. The premises is located in a small quiet industrial estate, the threat of arson was seen to be remote and unlikely.

#### 14. Fire Log Book-Maintenance and Record Keeping.

The log book records remind management to complete regular training, tests and checks. Failure to carry out the tests etc could result in increased risk due to failure of the fire precautionary arrangements in an emergency. The information provided in the fire log book must be held on site should it be requested by any Enforcement Authority.

14	Log Book and Records	N/A	Yes	No
14.1	Does the premises have a fire log book?		√	
14.2	Are there records of all the required information?		√	

#### Comments

14.1 & 2. The premises fire log book was examined and found to be satisfactory.

## 15. Management For Contractors, Visitors and Disabled.

Many serious fires occur during building and maintenance work. This type of activity can increase the risk of fire and therefore, needs to be carefully monitored and controlled. Extra fire precautions may be needed.

Under the disability discrimination act, if disabled people could realistically expect to use these premises with the service you provide, then you must anticipate any reasonable adjustments that could make it easier for that right to be exercised. Accordingly if disabled people are going to be in your premises, then you must also provide safe means for them to leave if a fire occurs.

15	Contractors, Visitors and Disabled	N/A	Yes	No
15.1	At the time of the inspection was any building work being undertaken?			√
15.2	Were any operations by contractors operating without introducing any unusual ignition sources or other hazards?	√		
15.3	Is there suitable managerial control on contractors (i.e. hot work permits)?		√	
15.4	Do visitors frequent the premises?		√	
15.5	Is the management of visitors satisfactory?		√	
15.6	Do fire procedures take into account the needs of persons specifically at risk?		√	
15.7	Are disabled persons employed at these premises?		√	
15.8	Do disabled persons frequent the premises?		√	
15.9	Are the management procedures regarding handling disabled people satisfactory?			√
15.10	Is the procedure part of the fire routine, the emergency plan and staff training?		√	

### Comments

15.3. There were documented controls on visiting contractors.

15.7. No disabled persons are currently expected to be employed at these premises but less able persons cannot be prevented from entering the premises unless on safety grounds.

15.9. There were no refuges and the provision of a stairlift to the 2<sup>nd</sup> floor which was seen not suitable to accommodated mobility impaired persons.

See image in section 20 and recommendations in the action plan.

## 16. Co-operation & Co-ordination ( Article 22 of The Regulatory Reform (Fire Safety) Order 2005)

In premises that are not multi-occupied you are likely to be solely responsible. However, in buildings owned by someone else, or where there is more than one occupier and others are responsible for different parts of the building, it is important that you liaise with them and inform them of any significant risks that you have identified. By liaising you can co-ordinate your resources to ensure that your actions and working practices do not place others at risk if there is a fire, and a co-ordinated emergency plan operates effectively.

Where two or more responsible persons share premises in which an explosive atmosphere may occur, the responsible person with overall responsibility for the premises must co-ordinate any measures necessary to protect everyone from any risk that may arise. Employees also have a responsibility to co-operate with their employer so far as it is necessary to help the employer comply with any legal duty.

16	Co-operation & Co-ordination	N/A	Yes	No
16.1	Has the responsible person for the premises provided a fire risk assessment for the addition premises and common services for the building?		√	
16.2	Has the Landlord co-ordinated fire safety arrangements with the responsible people in the building or adjacent buildings?		√	

### Comments

16.1 & 16.2 The Tenants and Hiring Groups all have to complete a questionnaire explaining responsibilities including fire safety policy and evacuation procedures. The document when signed would be considered as an indemnity for the group. Dove Management are aware that any permanent long term tenant employing 5 or more management/staff in the premises must provide their own fire risk assessment.

## 17. Fire Safety Training

All persons at work should be trained to ensure that they understand the fire emergency plan and fire precautions in the premises and the action to be taken in the event of fire.

Where training for staff has not been provided may be deemed to be 'non-compliant' and may constitute an offence under the Fire Safety Order (Article 21 Training).

17	Fire Safety Training	N/A	Yes	No
17.1	Have the Staff been given fire awareness training on induction?		√	
17.2	Is fire awareness and emergency evacuation training refreshed?		√	
17.3	Are staff trained in the use of extinguishers?		√	
17.4	Are fire wardens provided?			√
17.5	Is Staff training recorded?		√	
17.6	Are fire drills undertaken?		√	

### Comment

17.2 - 3. Some staff and Building Management have received fire awareness and extinguisher training from West Sussex Fire & Rescue Service.

17.4. Each group/enterprise within the premises should have a nominated person to take the responsibility of supervising evacuation and muster following leaving the building

See advice in the action plan.

## 18. Fire Fighter Safety & Environmental Protection

18	Fire-fighters Safety	N/A	Yes	No
18.1	Is Access for Fire Appliances satisfactory?		√	
18.2	Is access for fire-fighting satisfactory?		√	
18.3	Are water supplies for the building adequate?		√	
18.4	Date of last inspection by the Fire Service	None within 5 years		
18.5	Is the Fire Service aware of an issues or substances on the premises which be a hazard to fire-fighters or the environment?	√		
18.6	Has the responsible person considered the Impact of fire on the environment and spread to other buildings?	√		
18.7	Are fixed fire-fighting provisions within the premises correctly maintained?	√		

### Comments

18.1. Direct access for fire appliances is from the public highway to the west of the premises from the public highway.

18.2. Fire-fighting access is via all sides of the Premises.

18.3. There was a 100mm fire main public fire hydrant found located outside the Nightingale Nursing Home on the corner of Maltravers Road 8 metres north of the premises,.

18.5. Building separation between neighbouring Premises was seen as sufficient to prevent rapid fire spread.

## 19. Summary of Significant Findings - Action Plan

Assessment Date:			10.7.18	Priority Definition				
Assessment Review Date:			July 2020	HIGH	MEDIUM	LOW	Advice	
No	Ref	Priority	Recommended Action				Action Date	Resp Person
1	5.1	High	<p><b>The Fire Risk Assessment.</b>                      it must be remembered this review is a <u>Live Document</u>.                      The significant findings should be addressed within the timescales indicated in the report.                      The Assessment should be kept under review and revised, as appropriate, i.e. there are material alterations, change of policy, change of management.                      A copy of the Fire Risk Assessment Review should be retained on site available for inspection by the local enforcing authority, as and when required.</p>					
2	6.1 6.2	Medium	<p><b>PAT</b>                      There should be a formal policy on portable electrical items of equipment, which are provided for contract staff and cleaners to be PAT                      It is recommended by the Electricity at Work Regulations 1989 that the electrical safety testing (PAT) of all electrically powered portable appliances and associated cables and plugs is completed and continues to be re-tested at appropriate intervals. Guidance on the frequency of examination and tests is contained in several HSE and Institution of Engineering and Technology guidance notes.                      Re-test in a premises such as this would normally be expected about every 2 years, however there should not be an extended time lapse for testing new appliances, which may have been packaged faulty or damaged in transit.</p>					
3	6.4	Advice	<p><b>Electric Protection – Exposed Consumer Units on Means of Escape</b>                      7.3 It is good practice to provide any boiler &amp; electrical intake/consumer units or distribution on escape routes in an enclosure constructed of 30 minute fire resisting material, including intumescent and cold smoke seals to any openings. In the event of overload, malfunction or breakdown causing a fire has the potential of affecting the whole flat. The facilities should be signed 'keep shut'</p>					

No	Ref	Priority	Recommended Action	Action Date	Resp Person
4	7.9	Advice Only	<p><b>Fire Alarm – Equalities Enhancement</b></p> <p>In order to meet the requirements of the Equality Act 2010, consideration may be considered for the provision of visual or physical signals for hearing impaired persons, to augment the audible fire alarm warning as appropriate.</p> <p>Among the most popular are visual signals (red strobe beacons) vibrating devices and pagers, which are to be linked to the existing fire alarm system.</p>		
5	9.8	Low	<p><b>Fire Alarm Zone Plan</b></p> <p>It is recommended in BS5839 part 1: 2013 to assist occupants and the Fire &amp; Rescue Service to quickly locate the point of alarm activation from the information received on the control panel, a zone plan (not list) should be affixed to the wall adjacent to the main fire alarm panel.</p>		
6	10.5	Low	<p><b>Emergency Lighting</b></p> <p>Further to annual &amp; six monthly tests, HMG Guides to Fire Risk Assessment recommended that six monthly (1 hour discharge) and monthly tests (flick tests) are carried out by management on the emergency lighting system by the simulation of a failure of the power supplies. Any failure of luminaires etc should be recorded and arrangements made to provide the necessary repairs. Emergency lighting should be tested in accordance with BS 5266-8:2004 i.e. monthly and the results entered in the fire log book. Additionally, regular inspections of the luminaries should be conducted to identify any that are physically damaged or those which are not showing an illuminated battery charging light.</p> <p>All tests and checks to be recorded in the fire log book provided.</p>		
6	15.9	Medium	<p><b>Disabled Access</b></p> <p>It must be understood that although the premises has a stairlift facility to the 2<sup>nd</sup> floor there is no suitable refuge position on the 2<sup>nd</sup> floor, albeit a facility could be achieved on the first floor. It is recommended that any disabled persons are not located on either of the upper floors.</p> <p>The ground floor has all the facilities required for mobility impaired persons.</p>		
7.	17.4	Advice	<p><b>Fire Wardens</b></p> <p>It would seem prudent for each enterprise/group within the premises to have a nominated fire warden in the event of the need to evacuate and for planned simulations.</p> <p>There should be adequate numbers of fire wardens designated to allow for leave and sickness, so that at least one will be available at all times during all operating hours.</p>		

20. Photographs

<p>1. Exposed RCB on escape route</p>	<p>2. Extinguishers wall mounted, fire action sign but exposed consumer unit</p>	<p>3. Exposed electrics on alternate escape route and good exit sign</p>
		
<p>4. Exposed consumer unit and fire blanket well positioned</p>	<p>5. Kitchen appliances no PAT</p>	<p>6. New tea station</p>
		
<p>7. Good standard of exit signs</p>	<p>8. Good standard of exit signs</p>	<p>9. Doors are suitably fire resistant</p>
		

10. Doors are suitably fire resistant



11. Stairlift 2<sup>nd</sup> floor



## Appendix A.1

Nº	DAILY CHECKS (Not normally recorded)	Yes	No	N/A	Comments
<b>Escape Routes</b>					
1	Can all fire exits be opened immediately and easily?				
2	Are fire doors clear of obstructions?				
3	Are escape routes clear?				
4	Fire Warning Systems				
5	Is the indicator panel showing 'normal'?				
6	Are whistles, gongs or air horns in place?				
<b>Escape Lighting</b>					
1	Are luminaries and exit signs in good condition and undamaged?				
2	Is emergency lighting and sign lighting working correctly?				
<b>Fire fighting Equipment</b>					
1	Are all fire extinguishers in place?				
2	Are fire extinguishers clearly visible?				
3	Are vehicles blocking fire hydrants or access to them?				

## Appendix A.2

N°	WEEKLY CHECKS	Yes	No	N/A	Comments
<b>Escape Routes</b>					
1	Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?				
2	Are external routes clear and safe?				
<b>Fire Warning System</b>					
1	Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test).				
2	Did the alarm system work correctly when tested?				
3	Did staff and other people hear the fire alarm?				
4	Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)				
5	Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?				
6	Do voice alarm systems work correctly? Was the message understood?				
<b>Escape Lighting</b>					
1	Are charging indicators (if fitted) visible?				
<b>Fire fighting Equipment</b>					
1	Is all equipment in good condition?				
2	Additional items from manufacturer's recommendations				

### Appendix A.3

Nº	MONTHLY CHECKS	Yes	No	N/A	Comments
<b>Escape Routes</b>					
1	Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?				
2	Do all automatic opening doors on escape routes 'fail safe' in the open position?				
3	Are fire door seals and self-closing devices in good condition?				
4	Do all roller shutters provided for fire compartmentation work correctly?				
5	Are external escape stairs safe?				
6	Do all internal self-closing fire doors work correctly?				
<b>Escape Lighting</b>					
1	Do all luminaries and exit signs function correctly when tested?				
2	Have all emergency generators been tested? (Normally for one hour)				
<b>Fire fighting Equipment</b>					
1	Is the pressure in 'stored pressure' fire extinguishers correct?				
2	Additional items from manufacturer's recommendations?				

### Appendix A.4

Nº	THREE MONTHLY CHECKS	Yes	No	N/A	Comments
<b>General</b>					
1	Are any emergency water tanks/ponds at their normal capacity?				
2	Are vehicles blocking fire hydrants or access to them?				
3	Additional items from manufacturer's recommendations				

## Appendix A.5

Nº	SIX MONTHLY CHECKS	Yes	No	N/A	Comments
<b>General</b>					
1	Has any fire fighting or emergency evacuation lift been tested by a competent person?				
2	Has any sprinkler system been tested by a competent person?				
3	Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?				
<b>Fire Warning System</b>					
1	Has the system been checked by a competent person?				
<b>Escape Lighting</b>					
1	Do all luminaries operate on test for one third of their rated value?				
2	Additional items from manufacturer's recommendations?				

## Appendix A.6

Nº	ANNUAL CHECKS	Yes	No	N/A	Comments
<b>Escape Routes</b>					
1	Do all self-closing fire doors fit correctly?				
2	Is escape route compartmentation in good repair?				
<b>Escape Lighting</b>					
1	Has all fire fighting equipment been checked by a competent person?				

## Appendix A.7

Nº	MISCELLANEOUS	Yes	No	N/A	Comments
1	Has the dry/wet rising fire mains been tested by a competent person?				
2	Has the smoke and heat ventilation system been tested by a competent person?				
3	Has external access for the fire service been checked for on-going availability?				
4	Have any fire fighters' switches been tested?				
5	Has the fire hydrant bypass flow valve control been tested by a competent person?				
6	Are any necessary fire appliance direction signs in place?				

## Appendix A.8

Nº	ADDITIONAL CHECKS	Yes	No	N/A	Comments

