



Fire Risk Assessment Nelson Cottage Bed & Breakfast

Updated 1st July 2017

Step 1 – *Identify fire hazards*

- *Sources of Ignition.*
- *Sources of fuel.*

Step 2 – *Identify people especially at risk*

- *Members of staff.*
- *People not familiar with the premises.*
- *People working alone.*

Step 3 – *Evaluate, remove, reduce and protect from risks*

- *Measures to prevent fires.*
- *Measures to protect people from fire.*

Step 4 – *Record, plan, instruct, inform and train*

- *Record significant findings and actions taken.*
- *Prepare an emergency plan.*
- *Inform relevant people, provide instruction, co-operate and co ordinate with others.*
- *Provide training.*

Step 5 – *Review*

- *Keep assessment under review. Revise where necessary.*

Step 1 – Identify fire hazards within the premises.

1. Identify sources of ignition such as naked flames, heaters or some commercial processes.

- We have no naked flames apart from the one in the kitchen on the cooker, which is staffed at all times. This is not used at night and is switched off.
- This was bought in 2011 and fitted by a Gas Safe engineer, it cannot be knocked or self ignite.
- In the kitchen is also a heating boiler for the hot water and heating which is oil. A Gas Safe engineer regularly services this. It is approximately three years old.
- All beds are within the regulations for materials for fire tolerance.
- All three upstairs bedrooms have shuttered windows, which could be accessible by a ladder.
- As we have had extensive work on the premises with all new en-suites being built and en-suites were rewired, reducing any fire hazards. May 2006.

Step 2 – Identify people at risk

1. People working in close proximity to fire hazards

Staff

In the kitchen we have a fire blanket and a fire extinguisher. Fire alarm is situated just off the kitchen in the hall, which is run from the electric mains and has a backup if the electric is cut.

2. People not familiar with the premises

Public

The public have no access to the kitchen. As upstairs is only three bedrooms there is no threat of people not finding their way out or not being accounted for, as we always know who is booked in and who is out.

There are two fire exits on the ground floor, the front door and the conservatory door. It is also possible to enter our private area and escape a fire during the day.

In all bedrooms there are signs on the doors telling people where to meet in the event of a fire which is our off road car park. On the landing there is also one fire blanket and one extinguisher.

Staff Working Alone

Cleaner cleaning bedrooms, two smoke detectors, battery operated which are checked every week upstairs on the landing, and one downstairs in the main hall and one just off the kitchen.

Step 3 – Evaluate, remove, reduce and protect from risks

1. Operate a safe smoking policy

As of 10th November 2010 Nelson Cottage Bed & Breakfast operates a No Smoking Policy for both staff and public.

2. Evaluate the level of risk in your premises, you should remove or reduce hazards where possible and reduce any risk identified.

As the house is central heated no portable heaters are allowed.

All rubbish bins are emptied in all guest bedrooms everyday and paper is disposed of in recycling bins.

3. When you have reduced the risk as far as possible you must assess the remaining risk and decide whether there are further measures you need to provide to ensure a reasonable level of fire safety.

- Produce a small scale drawing of the premises indicating the fire exits, fire extinguishers and any fire hazards.
- All No Smoking Policy signs and labels have been put into place on doors to toilets and exits.
- All staff are aware of fire safety regulations and what to do in the event of a fire. They are also aware of fire extinguisher locations and possible fire exits, doors and windows.

Step 4 – Record, plan, instruct, inform and train

Record

The hazards and people identified as especially at risk in Steps 1 and 2 have been recorded and also what plans Nelson Cottage Bed & Breakfast have put in place as a result in Step 3.

Plan

See attached plan

Instruct/Inform/Train

Staff have been provided with instructions on fire risk safety and what to do in an emergency, all employees have information and training about the risks on the premises.

Step 5 – Review

This fire risk assessment is correct as of 1st July 2017. This policy will be reviewed annually unless any significant changes on the premises occur. These will be amended in the Fire Risk Assessment to include any new or additional information including combustion materials being stored on the premises, any new staff or high risk people entering the company, or a change in the number of people using the premises.

Signed:

Alison & Jeff Garraway

Date: 1st July 2017

For and on behalf of Nelson Cottage Bed & Breakfast.