

**Risk Assessment – Record of significant findings**

Risk assessment for	Assessment undertaken by
Building: The Swiss Cottage Address Location: 10 St Georges Road Shanklin Isle Of Wight PO37 6BA	Date: Started 11 <sup>th</sup> May 2009 Completed by: Keith Beckett Signature: KA Beckett

Floor/area: A two storey building built around 1866 converted to Hotel use. It has 11 bedrooms of which 3 are used by the owners. 4 Bedrooms on the Ground Floor & 7 on the First Floor all bar one (with its sole private use bathroom) have en suite facilities. It has two lounges a large dining area and 6-7 car parking spaces to the front	Use: Four Star Guest Accommodation providing the majority of the time Half Board Tarriff and also Bed & Breakfast on occasions all throughout the year. Open to Guests, children over 10 years of age in the Summer months, Residential Educational Groups in the Spring and Contractors through the Autumn/Winter
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**Step 1 – Identify fire hazards**

Sources of ignition	Sources of fuel	Sources of oxygen
Heat from Gas Cooker, Hot Cupboard, Deep fat fryer and other electrical equipment Smoking Materials Tumble Dryer	Cooking Oils, Kitchen towels and paper Furniture and bedding Clothes in Utility Room	Cleaning materials in Utility room cupboard and understairs All mattresses now Source 5 and certificates checked for lounge furniture Clothes over heating and igniting with the oxygen from the window

**Step 2 – People at risk**

All Guests staying on the premises and our immediate family, any friends visiting, any staff or employees from companys whilst working on the site

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

<p>(3.1) Evaluate the risk of the fire occurring</p>	<p>Risk from Range Cooker, Hot Cupboard, deep fat fryer etc overheating or any electrical appliances shorting out</p>
<p>(3.2) Evaluate the risk to people from a fire starting in the premises</p>	<p>Fire can take hold and spread at any time through the building, family or staff are always on the premises and guest never on their own, everyone at risk at night when asleep</p>
<p>(3.3) Remove and reduce the hazards that may cause a fire</p>	<p>All Electrical items have been PAT tested for Safety by Island PAT Services, Central Heating system inspected and maintained annually by AllTrades Ltd. Oils are stored inside cupboards and disposed of by A &amp; B Oils, chemicals are kept in Utility room and cleaning cupboard, rubbish always cleared away</p>
<p>(3.4) Remove and reduce the risks to people from a fire</p>	<p>All family and Staff are shown how to use fire extinguishers, fire blankets in kitchen. Fire Escape Plans in every bedroom and also signs directing the quickest Fire Escape Route.          Fire Extinguishers, Emergency Lighting and Smoke Detectors are all installed and checked every 6 months by Island Fire.          All Fire doors have had Intrumescent Fire Strips fitted with self closures and are kept shut and external doors are internally locked for safety. Plus we have had a Fire Officer Inspection conducted in 2009 to ensure the building is safe.          All Electrical appliances in the Kitchen/Utility Room are turned off after use.          Enviromental Health Officer inspects premises every two years to ensure we pass the H &amp; S inspection.</p>

**Assessment review**

<b>Assessment Date</b>	<b>Completed by</b>	<b>Signature</b>
11 <sup>th</sup> May 2009	Keith Beckett	KA Beckett
<b>Review date</b> 11 <sup>th</sup> September 2009	Keith Beckett	KA Beckett
4 <sup>th</sup> October 2010	Keith Beckett	KA Beckett
30 <sup>th</sup> September 2011	Keith Beckett	KA Beckett

