

## SWISS COTTAGE

## BUILDING RISK ASSESSMENT

EQUIPMENT FOR ASSESSMENT	LOCATION OF EQUIPMENT	INSPECTED BY	WHEN REQUIRED	DATE OF INSPECTION	Confirmation of Inspection
FIRE EXTINGUISHERS:	<ul style="list-style-type: none"> <li>Main Hall Way</li> <li>Landing</li> <li>Utility Room/Kitchen</li> </ul>	Wight Fire	Annually	March 07 April 08 March 09 May 10 May 11 June 12 May 13 June 14 June 15 August 15	Certificate in Main Hallway  Replace 4 Ext as per Regulations
Fire Blankets	<ul style="list-style-type: none"> <li>Kitchen</li> </ul>	Wight Fire	Annually	March 07 April 08 March 09 May 10 May 11 June 12 May 13 June 14 June 15	Service Record Sheet on Item
Fire Alarm	<ul style="list-style-type: none"> <li>Main Hall Way</li> </ul>	Wight Fire	6 Monthly	March & Sept 07 April & Oct 08 March & Sep 09 May & Nov 10 May & Oct 11 June 12 & Oct 12 May 13 & Oct 13 June 14 & Nov 14 June 15 & Nov 15	Service Record Sheet by Control Box
Fire Alarm	<ul style="list-style-type: none"> <li>Main Hall Way</li> </ul>	Owners	Weekly	See Log Book	Log Book in Office
Emergency Lighting	<ul style="list-style-type: none"> <li>Public Areas</li> </ul>	Wight Fire	6 Monthly	March & Sept 07 April & Oct 08 March & Sept 09	Certificate in Main Hallway

				May & Nov 10 May & Oct 11 June 12 & Oct 12 May 13 & Oct 13 June 14 & Nov 14 June 15 & Nov 15	
Emergency Lighting	• Public Areas	Owners	Monthly	See log book	Log Book in Office
Fire Sensors	• Bedrooms and Hall Ways	Wight Fire	Annually	March 07 April 08 March 09 Jan 10 May & Nov 10 May & Oct 11 June 12 & Oct 12 May13 & Oct 13 June 14 & Nov 14 June 15 & Nov 15	Certificate in Main Hallway More fire & heat sensors added/updated
Fire Signs	• Bedrooms and Hall Ways	Owners	At all times	Quarterly	Log Book
Fire Exit Directions	• Bedrooms and Hall Ways	Owners	At all Times	Quarterly	Log Book
Fire Assembly Point	• Car Park	Owners	At all Times	Quarterly	Log Book

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First Aid Kit	•Owners Accommodation	Owners  Health & Hygiene Office	At all Times  2 Yearly	Quarterly  October 07,08, 09 New box 2010	Log Book
Electric Sockets	•All Areas	Island PAT Services	Annually	April 09 April 10 May 11 June 12	Certificate of all items tested
PAT Testing (all electrical items)	•All Areas	Island PAT Services	Annually	April 09 April 10 May 11 June 12	Certificate of all items tested
External Lighting	•Car Park/Grounds	TBA	Annually	Installed April 08	Part of Refurbishment by All Trades
Gas Connections	•Kitchen	British Gas All Trades	Annually or as required	July 07 May 08 Nov 11  Feb 13 & Oct 13	Certificate New Cooker & Fittings Cooker & C/Heating Gas Safety Record by John Newsham Plumbing & Heating Gas IOW Safety Cert
Central Heating Boiler	•Airing Cupboard	British Gas HES for BG All Trades	Annually	July 07 June 08 April 09 Dec 10 Nov 11	Certificate Business Care TBO Boiler Repair Gas Safety Record by John Newsham Plumbing & Heating

				September 2015	Installed New Intergas Boiler and overhauled and drained system
Radiators	•All Rooms	British Gas HES for BG All Trades	Annually	July 07 June 08 April 09	Certificate Business Care TBO
Immersion Heaters	•Loft, Airing Cupboard, Utility Room	British Gas HES for BG All Trades	Annually	July 07 June 08 April 09	Certificate Business Care TBO
Hot Cupboard	Kitchen	Victor		April 12	Replace Hot Cupboard

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Windows	<ul style="list-style-type: none"> <li>• All Areas</li> </ul>	Owners	Annually	Dec 07 March 08  Nov 08  Sept/Oct 13	Replacement of 15 window handles/locks Replacement of 25m of window gasket Replacement of 13 sealed window units
External Fire Exits Emergency Exits Locking Mechanism	<ul style="list-style-type: none"> <li>• Main Entrance</li> <li>• Dining Room</li> <li>• Utility Room</li> <li>• Owners Garden</li> </ul>	Owners	Annually	Dec 07 March 08 April 09 April 10 May 11 May 12 April 13 March 14 March 15	
Internal Doors Self Closure Handles/Locks Door Stops	<ul style="list-style-type: none"> <li>• All Bedrooms</li> <li>• All Public Access Areas</li> </ul>	Owners	Annually	Dec 07 March 08 April 09 Jan 10 & May 11 June 12 April 13 March 14 March 15	Replaced handles Cleaned closures Replaced door stops Intumescent Strips
Flooring <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Condition</li> </ul>	<ul style="list-style-type: none"> <li>• All Areas</li> <li>• All Bedrooms</li> </ul>	Owners  Chem. Dry	Weekly Ongoing Annually	December 07 July 08 July 09 Jan 10	Replaced carpet Washed & Cleaned Washed & Cleaned Replaced Dining, Lounge and all common areas

		Clean N Dry		May 11 September 12 July & Oct 13 Oct 14 Oct 15	Washed & Cleaned all bedrooms Washed & Cleaned all bedrooms Washed by Owners Washed by Owners
<u>Woodwork/Furnishings</u> Beds	• Bedrooms	Owners Dreams Wakes Store	Annually	December 07 Apr to Jun 10 Sept12	Replaced Single Double Bed frames Replaced 5 Double beds with Faux Leather Beds
Bunk Beds	• Bedrooms	Dreams		April 11	All Bunk beds
Mattresses (Source 5)	• Bedrooms	Dreams		December 07 December 07 April 10 April 12 March 13 & Sep 13	Replaced Additional replacements Double Mattress 2 Double Mattresses
Chairs		Solent Beds  City Furniture		August 12	Replaced with Faux Leather bedroom chairs

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Furnishings	<ul style="list-style-type: none"> <li>All Areas</li> </ul>	Owners	Ongoing	Dec 07	Check in good order
Coat/Foot Racks	<ul style="list-style-type: none"> <li>Entrance Hall</li> <li>All Bedrooms</li> </ul>		Ongoing	Dec 07	Tightened loose Coat hooks
Extractor Fans	<ul style="list-style-type: none"> <li>Kitchen</li> </ul>	Owners	Annually	Feb 07 April 09 April 10 May 11 April 12 April 13 March 14 March 15	Stripped and cleaned weekly
Plumbing	<ul style="list-style-type: none"> <li>Bathrooms/Kitchen</li> </ul>	Owners All Trades	Quarterly Annually	Dec 07 Dec 07  July 10 May 11 Jan 12  October 12 October 13  August 15	Room 1 & 6 refurbished All other bathrooms updated Refit Double Walk In Shower in Room 2 New Kitchen Taps Re Grout Showers and replace Shower Kits & Mastic Replace Power Shower & WC in Room 9 main bathroom
Freezers <ul style="list-style-type: none"> <li>Temperature</li> <li>Hygiene</li> <li>Food Storage</li> <li>Condition</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen/Dry Store</li> </ul>	Owners	Daily	Bought one more new Freezer Oct 08	To keep clean, temperature record sheet. Food stored separately to prevent contamination

Fridge	• Kitchen	Owners	Daily	Bought two new Fridges Oct 08	Maintain temp control sheet. Check food stored on correct shelves. Clean daily. Check expiry dates
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Mini Fridge	Bar	Owner	Daily	Ongoing May 08 August 10	Check temperature, check dates. Clean Bought 2 more to store Alcohol & Cans Replace one broken fridge
Mini Fridges	Bedrooms	Owner	Daily/Weekly	April 11	Install new Fridges
Linen	All Rooms	Owners  Clarendon Laundry Services	Ongoing  Weekly	All replaced between June-Dec 08 More June10 & April 11 Dec 12 Ongoing  Dec 08 July 09 April 12	Check condition of linen, replaced flat sheets to fitted sheets.  Wash all linen/towels on hot wash weekly  New Towels
Dining Room Tables & Chairs	Dining Room	Owners  City Furniture  Mellcrest	Ongoing   Annually	June 09  August 12  Dec 08 & July 09	Ensure table linen clean & changed & set to allow free flow and not congested. Bought 4 new tables and 10 chairs to replace older ones used for Schools Replace chairs with modern High Back Faux leather Dining Chairs & Tables  Bought more table linen, napkins etc

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Cutlery Crockery Glassware	Dining Room	Owners	Ongoing	Replaced for new October 08  June 12	Ensure clean and sterilised after each use. Ensure no chips on crockery/glassware, replace as required New Square Dining Plate sets
Glassware	Bar	Owners	Ongoing	Nov 08	Ensure clean and sterilised after each use. Replaced Wine Glasses.
Car Park	Front of premises	Owners  Council	Ongoing  November 08	Lines repainted Nov 08, June 10 & May 11  Access Protection Bars painted Dec 08, May 11 June 10	Clearly mark parking spaces. Check ground for loose chippings/weeds. To avoid cars parking across entrance to property Improve Turning circle
Gardens	Front of premises	Owners	Ongoing	Fencing Repainted Annually  May 13  Oct 13	Ensure clear of weeds and rubbish. Pressure washes all surfaces. Replace flowers & hanging baskets every spring & winter. To display a good floral welcome on arrival. Landscaped Front Borders & trees and re- stoned Replaced 6 Fence panels posts & trellis to the left side of the property
Slate Tiles	Roof	Abbey Roofing	Every 5 Years	April 13	Scrub, Clean Pressure wash and Fungicide Slate roof

Patio Area	Patio by Dining Room  Tables & Chairs  Canopy Decking  Wooden Benches Trellis	Owners	Ongoing	April 11  New May 09 Replaced Sept 13  Installed July 09 Laid June 09 Painted Annually Same  Erected April 13	Ensure clean. Ensure stable and safe. Provide shade - parasol. Wooden items Rattan Effect Chairs & Tables plant holders etc Metal Framed Canopy New Wooden Decking  To seal in front garden
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Kettles	Bedrooms & Kitchen	Owners	Annually	April 08 April 12	Replace all old for new
Toasters	Kitchen	Owners	Annually	April 08 April 12	Replace all old for new Two Commercial Toasters
Flat Screen Digital Televisions with DVD combi	Bedrooms & Lounge	Owners	Annually	Jan 09 June 12	Replace all old for new Replaced two TVs
Radio/Alarm/CD Player Clocks	Bedrooms	Owners	Annually	Jan 09	Replace all old for new
Lamps Mini Fridges Hair Dryers Fans	Bedrooms	Owners	Annually	April 08 April 11 April 11 July 14	Replace all old for new Bought all new ones Replaced all for new Purchase New Fans