

Fire Risk Assessment

Address of Property Assessed:

The Lodge, 1 Hunt Street, Swindon, Wiltshire SN1 3HW

Person Undertaking the Assessment - Name:

Anna-Marie Dutton

Position:

Manager

Date of Assessment:

16th September 2008

Step 1 - Identify Fire Hazards and Fire Risks.

1.1 Sources of ignition

a) Electrical - wiring and appliances

All communal areas have mains electricity and lighting.

All letting rooms have a TV, kettle, hairdryer and iron.

Some rooms have additional bedside lighting and, on occasion, a refrigerator and/or microwave.

A communal refrigerator and microwave are available for long term guests on the first floor.

The main rcd/circuit breakers and fire alarm control panel are under the stairs on the ground floor.

The telephone, fax and wi fi modem are situated in the small desk space outside the dining room on the ground floor.

The main utility area on the ground floor houses a fridge/freezer, washing machine and tumble dryer.

An additional utility room and freezer room at the rear of the building (off the car park) houses a freezer/refrigerator/washing machine and tumble dryer.

Two electric fans are available if required by guests.

The staff flat has a television and video/DVD player and computer with printer and scanner.

All appliances are either new or (in the case of the TV's) being gradually renewed. They are all checked regularly by a competent person and show a test date. A health and

safety inspection is carried out monthly to check for damage to cables, sockets, trailing leads, etc.

b) Cooking - especially deep-fat frying

All cooking is carried out in the kitchen area. No deep fat frying is carried out. The kitchen houses a gas cooker with grill, extractor fan, two refrigerators, kettle and toaster.

The dining room has a coffee peculator.

All equipment is regular cleaned and free from grease.

Staff have regular training with regards to safe use of cooking equipment.

c) Smoking

The building is a non smoking establishment.

d) Candles

There are no candles on the premises.

e) Heaters and boilers

The gas central heating boiler, which is located on the first floor, is regularly serviced by a Corgi registered heating engineer. In addition, two new portable oil radiators are available if guests request additional heating. These are fitted with an automatic cut out if the heaters are tilted.

f) Open fires

There are no open fires on the premises.

g) Others

None known.

1.2. Fuel present

Oil - No more than 1 litre (stored in the kitchen area).

Cleaning chemicals - No more than 1 litre of each stored in the kitchen (under the sink) or the ground floor utility area.

h) Elements of structure

A traditionally built end terrace Victorian Town House with timber frame and brick construction.

The floors of the first and second floor are timber.

The property was rewired and new plumbing in 1980's.

The building stands on four floors: The lower ground floor (accessible only from the car park at the rear of the property, the ground floor, the first floor and one room (an attic conversion) on the second floor.

There is one outside set of steps from the car park to the ground floor at the rear. The main staircase connects the ground and first floor. An additional narrow staircase is access to the top floor.

There are no polystyrene ceiling tiles or wall cladding.

i) Furniture and furnishings

During refurbishment all furniture is being replaced. Most furniture is wooden.

Other items, such as cushions, curtains and duvets, adhere to Fire Safety Regulations where applicable.

Spare bedding/mattresses/furniture, etc. are stored in the attic space adjacent to the room on the top floor.

j) Domestic waste

Waste is kept in wheelie bins to the rear of the property in the car park, away from sources of ignition. It is removed from the property every two weeks.

Recycle bins are kept at the front of the property and are not near any source of ignition.

k) Other items - e.g. petrol for lawnmowers, cleaning materials etc

Cleaning materials (see fuel present above).

1.3. Activities that might cause a fire, including work processes/procedures etc.

Guests, despite the no smoking policy, may smoke in the rooms.

Cooking - Toaster/Grill/Frying Food (in the kitchen).

Cars - Guests vehicles in car park possible source of fire/fuel leakage.

Step 2 - Identify Persons at Risk.

2.1 Number of guests

Maximum possible number of guests 17, plus 2 members of staff (live in), plus 2 other members of staff on shift in morning.

Usual occupancy 10 guests, 2 members of staff.

It is possible children may stay in the property in the family rooms located on the top floor, ground floor and lower ground floor (the top floor is avoided when possible).

Disabled guests tend to stay in the ground floor & lower ground floor rooms for ease of escape in an emergency.

2.2. Number of staff/employees

Two live-in members of staff plus a possible further 2 housekeeping staff (mornings only).

There are no employees under 18.

Step 3 - Evaluate the Risks.

3.1. Means of escape

a) Detail the type of property:

As detailed before, the property is a three storey end of terrace with a loft conversion.

b) Detail the number of exit doors and where they are:

The exit for the lower ground floor opens onto the car park.

The exits for the ground and first floor open either onto the front of the building in Hunt Street or through the back door and down the steps onto the car park.

The exits for the second floor are via the door and down the stairs to the ground floor or via the large roof lights which give access to the neighbouring roof space.

3.2. The fire alarm and fire detection

c) Describe what fire alarm and fire detectors have been provided:

The fire alarm has smoke detectors in all letting rooms and smoke/heat detectors in the public/communal areas.

The fire alarm is routinely maintained by a specialist company.

3.3. Fire fighting equipment

d) Detail what fire extinguishers/blankets are provided and where they are.

A fire extinguisher is provided in the hall and landing on the ground and first floor.

An additional extinguisher and blanket are provided in the kitchen.

The fire extinguishers are routinely maintained by a specialist company.

3.4. Escape lighting

e) Detail areas covered by emergency lighting (if any):

Emergency lighting is provided to illuminate the hallways, stairs and landing areas to assist escape.

3.5. Evacuation procedure

f) Describe the evacuation procedures

The evacuation procedures are displayed in each letting room and in the main hallway/ reception area.

All guests must evacuate the building via the nearest accessible means and meet in the car park to the rear of the property.