

The Lodge Guest House

Health & Safety

To stay at a bed and breakfast should be an all encompassing experience. We feel that not only are we here to provide you with a pleasurable and comfortable stay when you visit The Lodge, but also a safe one. We take our job, and your comfort and welfare, very seriously.

To that end we:

- Have undertaken a full comprehensive Fire Safety Risk Assessment.
- Test the Fire Alarm weekly, regularly check the emergency lighting and have the Fire Extinguishers checked annually (to conform with BSPAS79)
- Anna-Marie & Tony have attended a food hygiene and preparation course. Our kitchen is kept clean, stock is rotated and we always wash our hands before preparing food.
- We have had an HSE inspection and satisfy all relevant criteria.
- Have recently upgraded all the guest rooms with work that is not only to a very high standard, but also conforms to Building Regulations.
- All rooms are fitted with fire doors and door closers. There is also smoke and heat detection in every guest room and throughout the building.
- We regularly check the appliances both in the guest rooms and throughout the building.
- We use mattress and pillow protectors as standard.
- The Lodge is a non-smoking establishment.
- The Lodge has full Public Liability Insurance that is appropriate for a Guest house.
- We have a comprehensive cleaning and maintenance programme.

Fire Risk Assessment

The Lodge is an end of terrace Victorian town house built over four floors. The small lower ground floor is accessed via the car park to the rear of the property (Room 8 only).

The ground floor can be accessed both via the front entrance and a rear (staff) entrance via a flight of steps.

The first floor can be accessed both via the front entrance and stairs and, in an emergency, the bedroom windows.

The second floor consists of one family room (room 6) accessed from inside by a staircase. In case of an emergency the escape route is via the Velux windows to the neighbouring property.

The maximum number of guests that can be accommodated is 17 (this does not include children in cots or sharing parents bed), plus two live-in staff members. Two other members of staff can be in the building.

The building is of the original timber & brick built construction with single skin walls and tile roof (there are three small attic areas, one housing the main water tank, accessed from room 6).

<u>Area</u>	<u>General</u>	<u>Hazard</u>	<u>Control Measures</u>
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Arrival	Well lit area with sensor lighting.	Step Up	Choir Matting
Car Park	Sensor light	Tarmac Surface	Swept Regularly
Entrance (Path)	Well lit with sensor lighting.	Path may be slippery	Regular Brushing
Vestibule	Well lit with Sensor lighting.	Light bulb	Maintenance
Entrance (Hall)	Fire extinguisher Smoke detector Wood seating Fitted carpet Wall lights Rugs	Mats	Well Maintained Non-Smoking Area
Dining Area	Oil filled radiator Wood seating Plugs/Sockets Coffee Machine Small Step Vinyl Flooring	Fire Electrical ditto Trip Hazard Slippery when wet	Automatic cut out. Regular Checks. Warning Observation Non Smoking Area
Understairs Cupboard	Staff Only Fuse Boxes Fire Alarm Control Box	Fire	Non combustable Materials Kept locked
WC	Staff Only	n/a	n/a
Utility Area	Staff Only	Fire	Appliances Unplugged when not in use
Kitchen	Staff Only Fire Extinguisher & Fire Blanket	Fire	Training Door shut
Back Stairs	Staff Only	Slippery when wet	Grip edges to steps
Reception	Telephone	Electrical	Regular

Desk	Fax PDO Machine ditto Wireless Router	ditto ditto		Checks
Front Room	Staff living Accommodation	Fire		Checks Non-Smoking Area
Stairs & Corridors	Well lit area. Hand Rail. Fitted Short Pile Carpet. Straight stair flight Fire Extinguisher at top of stairs Smoke Detector			Non- Smoking Area
Landing	Well lit area. Fitted Short Pile Carpet Microwave Oven Fridge Sockets & Plugs Smoke Detector Fire Extinguisher (outside rooms 1, 2 & 3)		Electrical Electrical	Non- Smoking Area Kept enclosed
Airing Cupboard	Staff only	Fire		Well serviced Kept Locked
Shower Room	Staff only	n/a	n/a	
Bedroom 1	Wooden double bed with headboard, Bedside tables, Desk/Dressing Table, Chair, Chest of Drawers Bedside Lights Wall Lights Built-in Wardrobe Vertical Blinds & Curtains. TV & Kettle. Ensuite bathroom with window & light..	Electrical		Non- Smoking Area
			Electrical Hot Water	

	Fitted Short Pile Carpet. Central Heating Plugs & Sockets Smoke Detector	Rug	
Bedroom 2	Wooden single bed with headboard, Bedside table, Desk/Dressing Table, Chair, Bedside Light Ceiling Light Built-in Wardrobe Voile nets & Curtains. TV & Kettle. Ensuite bathroom with extractor fan & light.. Fitted Short Pile Carpet. Central Heating Plugs & Sockets Smoke Detector	Electrical Electrical Hot Water Rug	Non- Smoking Area
Bedroom 3	Single bed with headboard, Wardrobe Desk/Dressing Table, Chair, Bedside Lights Ceiling Light Voile nets & Curtains. TV & Kettle. Ensuite shower room with extractor fan & light.. Fitted Short Pile Carpet. Central Heating Plugs & Sockets Smoke Detector	Electrical Electrical Hot Water Rug	Non- Smoking Area
Bedroom 4	Wooden single bed with headboard, Chair, Desk/		Non- Smoking Area

	Dressing Table		
	Bedside Lights	Electrical	
	Ceiling Light		
	Built-in Wardrobe		
	Voile nets & Curtains.		
	TV & Kettle.	Electrical	
	Ensuite shower room with window & light..	Hot Water	
	Fitted Short Pile Carpet.	Rug	
	Central Heating		
	Plugs & Sockets		
	Smoke Detector		
Bedroom 5	Wooden single bed with headboard, Bedside table, Desk/Dressing Table, Chair, Wardrobe, Bedside Light	Electrical	Non-Smoking Area
	Ceiling Light		
	Voile nets & Curtains.		
	TV & Kettle.	Electrical	
	Ensuite shower room with extractor fan & light..	Hot Water	
	Fitted Short Pile Carpet.	Rug	
	Central Heating		
	Plugs & Sockets		
	Smoke Detector		
Bedroom 6	Wooden double bed with headboard, two single beds, Bedside table, Desk/Dressing Table, Chair, Built-in Wardrobe, Bedside Light	Electrical	Non-Smoking Area
	Ceiling Lights		

	Velux windows with blinds. TV & Kettle.	Electrical	
	Ensuite bath room with velux window & light..	Hot Water	
	Fitted Short Pile Carpet.	Rug	
	Central Heating Plugs & Sockets Smoke Detector		
Bedroom 7	Two single beds with headboard, Bedside tables, Desk/Dressing Table, Chair, Wardrobe, Bedside Lights Ceiling Light Voile nets & Curtains. TV, Kettle, Fridge & Microwave	Electrical	Non-Smoking Area
	Ensuite bath room with window & light..	Hot Water	
	Fitted Carpet.	Rug	
	Central Heating Plugs & Sockets Smoke Detector		
	Archway to separate Room with single bed. Bedside table, window with blind, bedside light and ceiling light., Plugs & Sockets.	Electrical	
	Fitted short pile carpet	Rug	
Bedroom 8	Entrance Hall with Ceiling Lights, Two Doors to bedrooms.		Non-Smoking Area

Two single beds
with headboard,
Bedside table,
Desk/Dressing Table,
Chest of Drawers,
Chair, built-in
Wardrobe,
Bedside Lights Electrical
Ceiling Light
Blinds
TV & Kettle.
Microwave
& Fridge Electrical
Ensuite shower
room with Hot Water
extractor fan & light..
Fitted Short Pile Carpet. Rug
Central Heating
Plugs & Sockets
Smoke Detector

Separate bedroom
with single bed.
Bedside table, Dressing
Table, window
Bedside Light and
ceiling. Light., TV. Electrical
Plugs & Sockets.
Fitted Short Pile Carpet. Rug

Outside

Car Park or Front of Building.

Smoking
Permitted.