

FIRE RISK ASSESSMENT - HASTINGS HOUSE, SEAHOUSES

Hazard / Risk	People at Risk	Evaluate Risk	Remove/Reduce	Protection
Kitchen Fire	Guests - Staff - Tradespeople	Low if equipment used correctly	Instruction manuals available.	Fire Blanket and Fire Extinguisher in Kitchen wired in smoke detectors fitted
Furniture Fire	Guests - Staff - Tradespeople	High if smoking allowed or candles Medium in lounge family rm from stove	No smoking policy throughout premises Candles not permitted.	Fire Blanket in kitchen and Fire Extinguisher in Kitchen wired in Smoke detectors fitted
Smoke Inhalation	Guests - Staff - Tradespeople	Medium.	All habitable rooms have opening windows Main risk areas have high ceilings with opening doors or veluxes	Wired in Smoke detectors fitted
Wood Burner	Guests	Medium if used correctly	Instructions in House Folder. Instructions not to use with door open. Metal Ash Can provided. Fire kindling kept away from fire, safety matches provided, kept away from fire.	Fire Blanket and Fire Extinguisher in Kitchen wired in smoke detectors fitted. Guidance in House Folder.
Electrical Fire	Guests - Staff - Tradespeople	Low	Electric wiring installed and maintained by qualified Electrician. Bulbs used within lampshade rating Plugs fitted with correct size fuse External wiring checked on changeover.	Fire Blanket in kitchen and Fire Extinguisher in Kitchen wired in Smoke detector fitted.
Unfamiliarity with surroundings	Guests - Tradespeople	High	Guests urged to familiarise themselves with property and welcome book information on arrival Trades people shown property.	Guidance on arrival Information in welcome folder Cottage Layouts being prepared
Escape routes	Guests - Staff - Tradespeople	Medium.	One Main door to the property, French doors from Front Bedroom & lounge upstairs. Downstairs 2 exit doors	Advise Guests to retain key in lock when inside property. Window lock keys have been removed.
Escape lighting				Cottage supplied non-battery torch. Wound up at Changeover
Detectors not working	Guests - Staff - Tradespeople	Low	Wired in Smoke detectors fitted	Tested regularly by qualified electrician.

Record : Risk assessment finding incorporated in Assessment.

Discuss : Risk assessment to be evaluated against generic assessments for Self Catering cottages.

Emergency Plan : Proprietors have prepared Fire Procedure for guests.

Inform and Instruct: Guests and regular tradespeople provided with copy of Risk assessment and Fire Procedure. One member of staff provided with same.

Training: None required.

Review: Annual Review Due June 2010.