

Fire Risk Assessment

The Old Forge
East Kennett
Marlborough
Wiltshire
SN84EY
Tel: 01672 861686

Produced by
Leslie Jenkinson

The purpose of this Fire Risk Assessment is to ensure as far as possible the fire safety of visitors and staff including contractors at the Old Forge.

Fire Safety Policy

The management advocate a philosophy of vigilance in all matters relating health and safety at work. Fire safety issues are a natural extension of the Old Forge's care policy.

The Old Forge operates as a totally non-smoking establishment.

All bedrooms (4) are fitted with battery powered smoke alarms, Dry powder fire extinguishers and emergency torches. All are regularly checked and tested for operation.

In the kitchen there is a fire blanket adjacent to the gas hob/electric oven

The people at risk of fire in the Old Forge premises include Visitors, Staff, Management and Contractors.

Special attention is given to any of the above categories that are disabled or have mobility difficulties. Guests with mobility/disability issues are accommodated on the ground floor only.

Standard Procedures

Staff Procedures

Ensure awareness of all smoke alarms
Ensure awareness of all fire extinguishers

- On Discovery of a Fire
- Sound the alarm
- Advise the Emergency Services
- Evacuate Guests

- Tackle the fire with the appropriate equipment (if appropriate)
- Evacuate other staff members and self
- Assemble in Front car park for roll call
- Liase with Emergency Services (if appropriate)

Training

Attend training courses as directed.
Advise of updates from courses attended.

Fire Extinguishers

No-----Type -----Location

One--- Dry Powder--- Family Room

Two--- Dry powder ---Twin Room

Three –Dry powder -- Ground floor Double Room

Four ---Dry Powder—Upstairs Double Room

Five ---Dry powder – Kitchen

Six --- Fire Blanket – Kitchen

Seven Fire blanket -- Twin

Family Room, Risk & Remedy

First Floor, Low Risk: Portable and fixed electrical equipment. Soft furnishings and furniture.

Tri-annual PAT. Visual inspection of fixed surface wiring. Fire retardant soft furnishings. Fixed wiring check every 24 months.

Double Bedroom 1, Risk & Remedy

Ground Floor, Low Risk: Portable and fixed electrical equipment. Soft furnishings and furniture.

Tri-annual PAT. Visual inspection of fixed surface wiring. Fire retardant soft furnishings. Fixed wiring check every 24 months.

Double Bedroom 2, Risk & Remedy

First Floor, Low Risk :Portable and fixed electrical equipment. Soft furnishings and furniture.

Tri-annual PAT. Visual inspection of fixed surface wiring. Fire retardant soft furnishings. Fixed wiring check every 24 months.

Twin Bedroom, Risk & Remedy

Ground Floor, Med Risk: Gas hob, Gas boiler, Portable and fixed electrical equipment. Soft furnishings and furniture.

Emergency fire exit through bedroom window, Tri-annual PAT. Visual inspection of fixed surface wiring. Fire retardant soft furnishings. Fixed wiring check every 24 months.

Public Areas, Risk & Remedy

Hall/Stairs, Low Risk: Electrical equipment,

Regular electrical checks.

Dining Area, Medium/High Risk

Electrical Apparatus, Electrical switch gear

Regular checks of electrical apparatus and switchgear (housed in under stairs cupboard),

Kitchen, Medium/High risk

Gas hob, Electric oven, fixed and portable electrical equipment

Regular servicing of equipment gas and electric, ensure proper shut down procedures.

Loft

Low Risk No apparatus. Minimise storage of combustible materials

Landing, Low Risk

Electrical equipment, Linen store.

Regular electrical checks.