

THE OLD FORGE

FIRE RISK ASSESSMENT

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

Produced by: Leslie Jenkinson **Date:** November 2010

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 and fire blankets.

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
- Liaise 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.

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.

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.