

Risk Assessment

Jessamine Cottage

What are the Hazards Who might be at risk	Measures of Prevention	Record of instruction/Actions taken	Date reviewed	Date reviewed	Date reviewed	Date reviewed
Conservatory						
Electric board situated above the front door.	Guests	To ensure it is checked by qualified electrician	Checked by electrician 03/12	01/03/2012		
Lounge						
Log Burning Fire	Guests	Storage of matches and firelighters in a secure box away from the fire. Chimney swept regularly . Instruction of use displayed and training given to guests.	Instructions are regularly reviewed and prominently displayed adjacent to the fireplace. All guests are instructed on the use of the fire on arrival. Chimney swept May 07.	01/03/2012		
Lamps	Guests	Regularly checked by electrician	May-12	01/03/2012		
Kitchen						
Expellair	Guests	Regularly checked by electrician and cleaned.	Checked by electrician 03/12	01/03/2012		
Cooker	Guests	Regularly checked by electrician and cleaned.	Checked by electrician Jan 12 Fire extinguisher place in the kitchen plus a fire blanket.	01/03/2012		
Toaster	Guests	Regularly checked by electrician and cleaned.	Checked by electrician May 12 Fire extinguisher place in the kitchen plus a fire blanket.	01/03/2012		
Microwave	Guests	Regularly checked by electrician and cleaned.	Checked by electrician May 2012 Fire extinguisher place in the kitchen plus a fire blanket.	01/03/2012		
Portable Electric Radiator	Guests	Regularly checked by electrician and cleaned.	Checked by electrician May 2012 Fire extinguisher place in the kitchen plus a fire blanket.	01/03/2012		
Dining Room						
Stereo System	Guests	Regularly checked by electrician and cleaned. Ensure free from excess dust.	Checked by electrician May 2012 Fire extinguisher place in the kitchen plus a fire blanket.	01/03/2012		
Lamps	Guests	Regularly checked by electrician	May-12	01/03/2012		
Stairs & Landing	Guests	Smoke detector placed on staircase	Smoke detector checked weekly	01/03/2012		
Bedrooms						
Lamps	Guests	Regularly checked by electrician and cleaned.	Checked by electrician May 2012 Fire extinguisher place in the kitchen plus a fire blanket.	01/03/2012		
Hair dryer	Guests	Regularly checked by electrician	Checked by electrician May 2012 Fire extinguisher place in the kitchen plus a fire blanket.	01/03/2012		
Bathroom						
Heating and Water boiler	Guests	To be services yearly by qualified engineer	Service completed January 2012	Mar-12		

General Fire Precautions

1. Fire Extinguisher and Fire blanket placed in Kitchen
2. Windows upstairs will open fully to enable exit onto conservatory roof
3. Matches and fire lighter stored in box away from the log burner