

PREMISES & BUSINESS PARTICULARS**Premises Name & Company**

Whitehouse - Cake Club Ltd

Address & Telephone

24 High Street, Rye, East Sussex TN31 7JF

01797 224 748

Use of Premises

Cafe, bakery & hotel rooms

Contact Details for persons connected to fire alarm

Bernette Boost - 07718 596 650

Claudia Brown - 07958 042 462

Rosie Bates - 07594 393 550

Fire Warden - Alarm checks and evacuation in an emergency

Martin Sims - 07480 605 000

Opening Hours:

Cafe & Bakery - 7 days a week, 8:30am to 5pm

Hotel rooms: 24 hours a day, 365 days a year

Description of building

4 storey building - Grade 2 listed - Tudor and Georgian double fronted building, direct access on to High Street. Three exit points - one to the front of the building, two to the rear

Basement - Staff Accommodation & Staff Room/Storage, Garden and further storage room. Fire Exit to housing development at the rear of the building

Ground floor - Two kitchens and three trading areas, open atrium to first floor with staircase running to first floor

First floor - Four hotel rooms with ensuite bathrooms, staircase running to second floor

Second floor - Two hotel rooms with ensuite bathrooms

Building Capacity

Hotel Rooms - A maximum of 17 guests

Cafe & Bakery - Up to 75 persons Building Capacity

Total number of staff on site at any one time

Hotel Rooms - Day staff and one member of staff living on site

Cafe & Bakery - 4 to 10 Members of staff depending on level of trade

Staff Training

All staff to be given a copy of the fire policy at the start of employment and are aware of the risks identified and the actions necessary to minimise the risk of fire.

Overnight Guests

On checking-in overnight guests to the building, clearly identify to them the escape routes in an emergency and the fire information displayed in the bedroom (Advise of Sunday afternoon alarm test). All guests to be advised no smoking, candles or incense are permitted in rooms.

Guests who are hearing impaired to be supplied with a vibrating pad to alert them if the fire alarm sounds.

Daily

At opening and closing check all fire escapes are free from obstruction

Tumble dryer can only be operated whilst a member of staff is on the premises

Weekly

Fire Marshal to conduct a weekly test of fire alarm and log check

Monthly

Fire Marshal to check fire extinguishers and blankets are present and in working order

Six Monthly

An external fire consultancy to do a full check of fire alarm

FIRE RISK ASSESSMENT

EVALUATE & ACT

HAZARD RISKS BEING CHECKED	THOSE IDENTIFIED AS BEING AT RISK OF HAZARD	CONTROLS AND PRECAUTIONS THAT SHOULD BE TAKEN TO MINIMISE RISK
Inadequate fire fighting equipment	Staff and guests and contractors	Ensure there is sufficient firefighting equipment in kitchen areas and trading areas, upstairs on each level of guest accommodation
Inadequate fire fighting equipment	Staff and guests and contractors	Fire extinguishers and fire blanket in kitchen close to fryer/oven/hob area Fire extinguishers placed in basement and guest accommodation hall area on first and second floor
Inadequate fire fighting equipment maintenance	Staff and guests and contractors	Check that all firefighting equipment is checked annually by a qualified individual
Inadequate fire fighting equipment maintenance	Staff and guests and contractors	Daily checks and weekly report that firefighting equipment is in place and that it has not been discharged or tampered with
Inadequate fire alarm system	Staff and guests and contractors	2017 - New complete installation of fire alarm with heat and smoke detectors in every room.
Inadequate fire alarm system check	Staff and guests and contractors	Ensure that the system is checked on a weekly basis and that the checks are logged
Inadequate fire alarm system maintenance	Staff and guests and contractors	6 monthly maintenance of the fire alarm system
Inadequate staff training	Staff and guests and contractors	Train all staff on procedures on alert of fire alarm or if a fire is discovered

EVALUATE & ACT
continued

Ornamental gas fire in front public area not permitted for use

Candles on tables extinguished at the end of the night

Fryers, hob and ovens, regularly cleaned switched off at the end of the night and gas valve turned off in the kitchen
Boiler-serviced annually and clear from interference in storage cupboard.

Electrical appliances PAT tested annually

EICR check done by Warne Electrical Contractors - September 2017

Check public bin outside and bins to rear of the property for possible fire

Tumble dryer only used during the day

No smoking and no candles policy in rooms both written and verbally reinforced on arrival

All Soft furniture with approved fire rating - all purchased after 1st March 1990.

Fittings (PAT tested)

RECORDS

Building construction-Grade II - fire doors and lobby areas have been built into rooms to reduce risk for over night guests.

Rubbish cleared twice weekly, stored in only area it can outside in basement garden. No direct accessible to the public to reduce the risk of arson

Oil, as above and waste oil removed weekly

Laundry, stored away from possible sources of ignition

Cleaning materials stored in cupboard, no imminent sources of ignition, cupboard is locked and lined with fire resistant plaster.
Paperwork as above

REVIEW

Clothes, staff coats etc as above, customers coats on wall hangers and which are taken when they leave.

Extractors cleaned twice a year

Tumble dryer cleared of fluff regularly

Staff, customers and overnight guests will be alerted to a fire by the fire alarm

The alarm is connected to a call centre who will contact one of the management team if the alarm is triggered to call the fire brigade.

There are heat and smoke detectors throughout as well as breakpoints if a fire is discovered before the alarm goes off.

Staff are trained on evaluating then evacuating the premises if there is a fire (See induction training pack)

Overnight guests are given instructions on evacuation if there is a fire.

Fire fighting equipment, blankets and extinguishers are available to tackle small fires, training is given to staff on correct use.

Equipment checked annually or replaced when used

Escape routes are marked with the green running man and emergency lighting throughout

Monitoring weekly, monthly, six monthly and five yearly as per East Sussex fire and rescue service fire safety log book

Hot work log

Sign in sheets for contractors

Starter pack for new employees and then ongoing training

As part of induction staff receive fire safety training
Every 6 months a practice fire evacuation drill

Reevaluate fire policy every 12 months or sooner if changes to building or legislation requires

Guests contacted prior to stay to identify any foreseeable issues in being raised the fire alarm or any problems in evacuating the premise in an emergency
