

# Checklist

## 1. What is a fire hazard?

- ☒ Have you found anything that could start a fire? Make a note of it.
- ☒ Have you found anything that could burn? Make a note of it.

## 2. Who is at risk?

- ☒ Make a note of who could be at risk, particularly anyone likely to be vulnerable.

## 3. What is your plan to keep people safe?

- ☒ Have you kept fuel and heat apart?
- ☒ Have you assessed the risk to guests and other visitors and to staff (if you have any)?
- ☒ If someone wanted to start a fire deliberately, is there anything around they could use?
- ☒ Do you regularly maintain and service household appliances?
- ☒ Will you know if there is a fire?
- ☒ How will you make sure everyone gets out?
- ☒ Who will phone the Fire Service?
- ☒ Could a small fire be put out quickly to stop it spreading?
- ☒ Have you planned escape routes?
- ☒ Have you made sure people will be able to find their way out safely, even at night?
- ☒ Does all your safety equipment work and is it maintained?
- ☒ Will people know what to do and how to use any equipment?

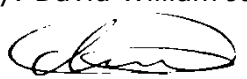
## 4. Record, plan and train

- ☒ Have you removed or reduced any risks you have found?
- ☒ Have you made a note of what you have done to remove or reduce these risks?
- ☒ Have you made a record of what you plan to do to deal with any risks which you cannot remove?
- ☒ Have you got a timeframe for carrying out any necessary improvements?
- ☒ Have you told your family and any staff, what to do in any emergency?
- ☒ Have you practiced a fire drill and recorded how it went?
- ☒ Do you know how to use any fire extinguishers that are available?
- ☒ Have you made information on the emergency plan and escape routes available to guests?
- ☒ Have you told your guests what to do if they discover a fire?

## 5. Maintain your plan

- ☐ Have you made any changes to the building inside or out?
- ☒ Has there been, or almost been, a fire?
- ☒ Have you changed the way you work?
- ☒ Have you planned your next fire drill?

## Risk Assessment – Record of significant findings

Risk assessment for	Assessment carried out by
Building: The Land's End Hotel Address: Land's End, Penzance, Cornwall, TR19 7AA	Date: 16/02/2022 Completed by: David William James Andrewartha Signature: 
Floor/area: Atlantic Function Suite, wedding area. One main room and toilets and a reception area.	Use: Registration and kit checking of runners. Tea & coffee service in kitchen and use of toilets.

### Step 1 – Fire Hazards

Sources of ignition	Sources of fuel	Sources of Oxygen
Water urns in kitchen All other electrical appliances including lighting. Hot surfaces Heating/radiators Plug sockets  Smoking	Paper towels/ cleaning fluids/chemicals Seats and curtains in chapel Paper, cardboard, waste Wood, plastic, waste/rubbish Clutter, cloth, material  All the above (depending where the smoking is taking place)	Windows, air flow through doors Windows, air flow through doors Windows, air flow through doors Windows, air flow through doors  Windows, air flow through doors  Windows, air flow through doors

### Step 2 – People at risk

Everyone inside the chapel and neighbouring homes/properties. The general public, runners, staff/volunteers & residents in the local area.

### Step 3 – Evaluate, remove, reduce and protect from risk

What is the risk?  Who is at risk?  Action taken to remove and reduce the hazards that may cause a fire	The risk is fire caused by the use of the kitchen and all appliances, people smoking in the vicinity, incorrect chemical storage, faulty/poorly maintained electrical appliances and machines, lighting, heat from radiators/heaters and the misuse of lighting equipment.  The general public, staff and all runners are at risk, along with the building itself.  No smoking on or off the premises by anyone involved in the event. This will be enforced by runners being disqualified if they are found to be smoking in the venue. All used electrical items will be maintained, cleaned and regularly tested. Waste will be managed correctly and a sweep of the area for rubbish will be regular. Maintain good housekeeping. Premises will be checked before locking up so nobody is left behind.
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Do you have paying guest - checklist and risk assessment

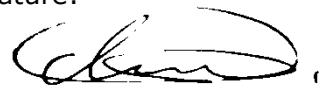
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<p>Action taken to remove and reduce the risk to people from a fire</p>	<p>All electrics switched on and off properly. Nothing left on after leaving.</p> <p>Fire exits labelled correctly with signs and a fire alarm present to make people aware if a fire should break out.</p> <p>An appointed fire marshal that can direct traffic from the building accordingly.</p> <p>Not overload plug sockets with too many extensions.</p> <p>Not leave any cooking or electrical appliances unattended at any time.</p> <p>Not have ignition sources covered and keep sources free from clutter.</p> <p>Store all chemicals in correct places and store in correct containers.</p> <p>Not having fire exits blocked.</p> <p>Adequate size fire exits in building.</p> <p>No overcrowding in certain areas of the building.</p> <p>Designated fire safety area outside.</p> <p>Designated fire safety marshal keeping traffic moving in the event of a fire.</p> <p>Adequately working fire alarms that can be heard throughout, and to alert those who are hard of hearing.</p> <p>Make sure everyone is aware of all the exit routes.</p> <p>Have competently trained and skilled people on kitchen duties.</p> <p>Look out for and remove potential for slips, trips and falls. Always observe.</p> <p>Get feedback from all those who are at risk to see if there are ways of improving for next time, based on any gaps in safety not seen or near-misses.</p> <p>Make sure everyone is aware that the number for the EMS is either 999 or the European number (works in the UK) 112. This will be phoned by either the fire safety marshal (David William James Andrewartha)</p> <p>Adequate fire extinguishers and people trained to use them or can show others how to use them.</p> <p>Fire blankets and fire buckets where necessary.</p> <p>Remove any lighters/matches that anyone can commit arson with.</p> <p>Maintain and check safety equipment regularly, ie fire extinguishers and blankets if they are our own and not from the venues we hire.</p> <p>Make no structural changes to the building or have any structures preventing anyone from exiting.</p> <p>Alert everyone as to where the exits are and instruct them to leave all their property in the event of fire.</p> <p>Do not let anyone back in once they have left the building.</p> <p>Make sure that runners don't leave their running kit/gear/vest packs on the ground for anyone to fall over on.</p> <p>Have a baggage area in a van parked outside the venue, not blocking entrances and exits, instead of having bags strewn across the floor.</p>
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#### Assessment/review

Do you have paying guest - checklist and risk assessment

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Assessment/review date: 16/02/2022	Completed by: David William James Andrewartha	Signature: 
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