

Near Howe Accident Risk Assessment

Electrical safety

Ensure that all electrical appliances, circuits and fixed installations within the property are safe and are not hazardous to their guests.

PAT testing

All portable appliances are subject to an annual PAT test, to ensure the electrical items in your holiday let are safe.

It is recommended that the maximum period between inspections is 1 year.

Electrical items are checked between lets and guests are requested to report any problems. Any defective items are replaced, and action is taken immediately.

This may be as simple as removing or replacing a defective appliance from the property immediately that is reported to be hazardous, to getting an electrician to replace or repair a fitting.

Electrical Installation Certificate

All electrical circuits are inspected to attain an Electrical Installation Certificate from a qualified electrician to ensure that the electrics are safe. This certificate provides proof that the inspection has been carried out and that we have met our duty of care as a holiday let owner.

Inspections check the condition of electrical installations against the BS 7671, the UK standard for the safety of electrical installations. The checks carried out by the engineer will establish that the appliances and installation are safe for your guests.

It is recommended that the maximum period between inspections is 5 years, and it was last completed 5/10/2017.

All consumer Units/Fuse Boxes are fitted with RCD's as an extra level of protection for guests. An RCD monitors the flow of electricity within a circuit and identifies any loss of current, such as it being diverted through your body, and, upon detection, it shuts down the supply immediately to reduce injury.

Oil Safety

Three of the properties (Saddleback Barn, Stable Barn and Sharp Edge) contain oil fired boilers. Faults in oil appliances can lead to Carbon Monoxide poisoning.

Boiler Servicing

To ensure that this is not a possibility the boilers are serviced on an annual basis by an OFTEC Registered technician.

Carbon Monoxide detectors

The boiler rooms are all fitted with Carbon Monoxide detectors as part of a comprehensive fire safety regime.

Batteries in all fire and Carbon Monoxide detectors are changed annually, with the date of change being recorded on the battery.

Oil Storage Tank

The bunded storage tank is filled under contract with Stobarts Oil on a monthly basis, when it is inspected by the supplier and any faults pointed out are acted upon immediately.

Smoke Alarms

All cottages are covered by well-maintained integrated smoke alarm systems. Bannerdale and Sharp Edge has its own electrical system with a panel located in Sharp Edge. Saddleback Barn, Stable Barn, Grisdale View, Howe Top and Howe End are covered by integrated battery operated systems.

Batteries are changed annually, with the date of change being recorded on the battery.

Candles and matches are not left in cottages, and those left by guest are removed between lets.

Near Howe is a no smoking establishment, and if guests must smoke they are requested to do so away from their cottage, and to tidy up any smoking related litter immediately.

Part of the changeover procedure includes the testing your smoke alarm after each rental to ensure that all units are working and have not been disconnected by guests which we have found to occur on a very limited number of occasions.

Slips and trips

Safeguards are taken to limit the risk of slips and trips in every area of our properties and surrounds.

Guests and employees are advised to become familiar with their new surroundings.

Floor surface used are all appropriate to the environment they are exposed to, and are kept free from obstructions and be suitably lit. They are regularly inspected between lets for trip hazards, and if anything is found to be unsafe it is repaired/rectified immediately. Water spillages are minimised on bathroom floors.

Stairs and steps can present a hazard to everyone and are kept in a safe condition, kept free of obstructions and well lit.

Secure and substantial handrails are provided, and are regularly checked to ensure that they are securely fitted. The lighting in these areas is inspected to ensure it is adequate and well maintained.

External paths, flagged areas, parking areas, garden areas and steps are constantly under scrutiny to ensure that they are free of defects and trip/slip hazards. If any are identified they are cordoned off and repaired immediately they are identified to prevent any potential problems.

The outside lighting has been designed to provide light in all regularly used areas.

The Car Park is lit during all hours of darkness.

Outside lighting around the cottages is provided until midnight.

Additional outside sensor lighting is provided during all hours of darkness.

A torch/night light is provided in each cottage as it does get dark at night.

It is advisable for Guests to bring their own torches/head torches and familiarise themselves with outside areas.

Transparent or translucent surfaces

These are restricted to shower areas and are all made of safety materials to adequately protect against breakage, and are kept in good clean and operational condition, any defects are rectified immediately.

Windows

The majority of the windows are double glazed UPVC units with the exception of some double glazed wooden units in Grisdale View, Howe Top, Howe End and one unit in Stable Barn.

All units lower than 800mm have been fitted with approved safety glass.

Emergency evacuation options are available from all rooms.

Furniture

Furniture with sharp corners and glass is avoided, and all items including beds are compliant with the Furniture and Furnishings (Fire) (Safety) Regulations.

Stair Gate

A stair gate is available on request and guests are instructed on how to fit and use it correctly.

Work equipment

We make sure that all equipment is suitable for its use, especially if it is to be used in wet conditions. Equipment is always properly installed and safe to operate and users are given proper training and instructions on use of the equipment.

Equipment is maintained and in good repair, and conforms to EC product safety directives.

Hazardous substances

Hazardous substances likely to be encountered in self-catering accommodation are cleaning materials (e.g. bleach) and general maintenance materials such as paints and adhesives. Such substances will carry warning labels and under the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Disposing of the product safely and changing to safer products is the preferred option. Where this is not practical, additional controls have been introduced by keeping the substances in labelled containers in locked areas, with suitable ventilation, and

providing suitable Personal Protective Equipment (PPE) such as gloves, goggles etc. together with adequate training for users.

First Aid

The following actions should be taken in the event that an employee, contractor working at the premises or a guest using the accommodation or associated facilities sustains an injury.

Steve is a trained first aider and the person in charge of first aid arrangements. Though there is no responsibility for administering first aid to guests or the public at large, first aid materials are available in reception, and guests are advised of the contact details for local medical facilities.

Accident information is recorded in sufficient detail for statutory and civil liability purposes. It is good practice to record near misses and non-injury accidents. In all cases an investigations will take place to enable corrective action to be taken.

Where an accident to a member of public arises out of or in connection with our work activity and that person is taken from your premises by whatever means (taxi, ambulance, private car) to a hospital then it is reportable.

A fatal or major injury, including that resulting from an act of physical violence, to a guest, employee or self-employed person working at your premises is also reportable.

An injury to a guest, employee at work or self-employed person working at your premises which results in them being unable to work or perform their normal duties for more than 3 consecutive days is also reportable.

Liability

We do not accept liability for damage, loss or injury unless caused by proven negligent act or omission of ourselves, our employees or contractors, or agents of the same, whilst acting in the course of their employment. This includes loss or damage to vehicles and their contents, and the personal possessions brought on site.

Incident Reporting

When an Incident/Accident happens it should be reported to the owners as soon as possible, and an Accident Report Sheet completed retailing the extent of the incident.

Complaints

Should a guest find any faults or have any complaints during their stay, they should be brought to the attention of the owners immediately so that the appropriate action can be taken. Any unresolved disputes may be referred to arbitration.

Action Plan

Guests are provided with 24/7 phone numbers (01768 779 678 or 07721 446 105) that they can contact us on in case of any problem or emergency. Our handbook contains clear instructions on where guests can turn the services (Water, Electricity and Oil when appropriate off should they ever need to.

As owners and operators of Near Howe Cottages we are constantly: -

- looking for the hazards i.e. anything that can cause harm
- decide who may be harmed and how
- assess the level of risk
- identify appropriate and adequate precautions; and
- record our findings

The assessments allow us to identify any extra measures that we need to take. We don't overcomplicate the process, and constantly check that we have taken what precautions we can to avoid accidents/injury.