

# Table of Contents

Section 1 Key Info	2
Section 2 Important House Info	4
Section 3 Emergency Info	5
Section 4 Kitchen Essentials	7
Section 5 Babies and Infants	8
Section 6 General House Info	9
Section 7 Risk Assessments	14
1 [1091] Fire risk assessment - House 19-09-10	15
2 [1092] General risk assessment 19-09-10	17
3 [1093] Fire risk assessment - Garage 19-09-10	19
4 Drone Code	21
5 RNLI Why Wear a Life jacket	23

Dear Guest,

Welcome to Tyddyn Morthwyl, we hope that you enjoy your holiday here. The house manual has lots of useful information in it to help you with the house, the local area and several suggestions for days out.

### KEY INFORMATION

In the event that you have difficulty with equipment in the house, please **consult** this document (**The house manual and for additional detail please download our Manufacturers manuals off [tyddyn-morthwyl.com/appliances](https://tyddyn-morthwyl.com/appliances)**) It's highly likely that the answer is in here; if something has become damaged during your stay please let us know as soon as possible, so we can arrange for repair or replacement. If you need additional assistance, please call **the housekeeper or Menai Cottages**.

For 'housekeeping messages', a clipboard is provided in the kitchen. We would also like to invite you to provide comments on your stay on Sykes / Menai Cottages Feefo Reviews or our Facebook page (available here <https://www.facebook.com/TyddynMorthwyl/reviews/>)

You can access the internet by connecting onto either "TyddynM\_2.4" or "TyddynM\_5G" by using the password on any of the access points (kitchen, entrance hall, and rear bedroom). Both networks are available in most areas of the house.

### LIVESTOCK, CHILDREN AND PETS

You are welcome to bring your pet in the house, although we request:

***Pets must not be left unattended.***

***Pets should be restricted to the Utility, Kitchen, Dining Room, and Sun Lounge.***

A portable 'gate' is available under the stairs.

***Pets should be kept off furniture***

Please bring your own pet throws and beds as we have decided not to provide them due to the ongoing covid situation.

***Dog poo bags should be used to remove all doggy 'presents' in the garden and surrounding areas.***

An initial supply of dog bags is under the sink.

This is a rural area and sometimes livestock can become loose. Please keep the gates closed as this will help keep loose animals out of the garden. We must stress that our garden is neither pet nor "childproof" and we kindly request that you always supervise children and your own pets, so they do not leave the grounds unobserved. ***Please keep dogs on leads when in the garden.***

### PHOTOGRAPHY AND ART

Within the house we have a wide selection of art and photographic prints, we have several paintings by Louise Morgan RCA which are available for sale. Louise also has artworks exhibiting at the Castle Gallery in Criccieth, the Royal Cambrian Academy in Conwy, and her own gallery, Galeri45 in Bangor. Please enquire for details about pricing by contacting [info@tyddyn-morthwyl.com](mailto:info@tyddyn-morthwyl.com)

Alongside Louise Morgan's artwork we also have photographic prints and bespoke glassware, all of which is available for purchase – contact [info@tyddyn-morthwyl.com](mailto:info@tyddyn-morthwyl.com) in regards to photographic prints and contact Elliot by emailing [elliott@elliottgibson.com](mailto:elliott@elliottgibson.com) for details about the glasswork.

## **DAYS OUT**

We have some suggestions for great days out on our website at [tyddyn-morthwyl.com/days-out](http://tyddyn-morthwyl.com/days-out). If you would like to try something more adventurous, we suggest [Snowdonia Climbing and Walking](#) or [Tirio](#).

If you're interested in exploring mountains, countryside, art or photography, on Fridays, please contact Mike via email [info@tyddyn-morthwyl.com](mailto:info@tyddyn-morthwyl.com) making sure to book before your stay to avoid disappointment.

## **DEPARTURE**

This is our family home and we hope that you enjoy staying here. We kindly request that you leave the house in the condition you found it. Please strip the beds of the duvet covers, pillowcases, fitted sheets, mattress protector and pillow protector, place them all in the linen bags provided and close the bags before your departure. Please place all towels in the linen bags and close them. Please ensure that all Remote Controls are in front of their respective TV. Place all crockery, utensils and glassware into the dishwasher and run it. Please do not dispose of "Squirty Soap" bottles as we refill them.

When you are ready to depart, lock all the doors and close the ground floor windows, return the provided keys to the key safe (located at the back of the house) and please leave the front drive's gate open.

Please depart by 9:30 am on your last day, so that we can prepare for the next guest's arrival.

Wishing you all a great stay,

Mike, Louise, Elliot and Elissa

## **Important details about the property**

In this section we cover details about the house, we suggest you read through them as they can help you understand our equipment and assist you during emergency situations.

### **Water**

Main stopcock (internal) is next to the drier, by the rear door

Main stopcock (external) is under the access cover on the patio

**You may experience low water pressure in the house** – please be aware that running several taps may mean that the hot water becomes cold and sinks and baths fill slowly. This is due to the water supply available at this rural location.

### **Electricity**

The main trip switch box is located on the wall between the kitchen and utility room. If a 'circuit' trips please investigate the cause of the trip before resetting the circuit breaker.

**Torches** are provided in the kitchen (by fire extinguisher), Utility Room (Above boiler) and upstairs (top of stairs)

### **Gas cooker**

Please ensure that the rings are lit (press and rotate the appropriate knob for the ring and use the ignition button to light.)

The ovens operate in a similar fashion to the rings, but there is no need to press the ignition button.

We do not recommend using 'auto' mode on the ovens (please use manual) as this can lock the ovens preventing manual use.

In the unlikely event of a power outage, the rings on the cooker can still be operated, but you will need to use a set of matches to light the gas.

### **Recycling and Rubbish**

Place clean glass, plastic, tins, paper and cardboard into the appropriately marked bins provided on the lane.

Residual rubbish must be sealed in black bin bags before being placed into the general waste bin on the lane.

### **Supermarkets**

There are several nearby supermarkets, Porthmadog has a Tesco's, Lidl, and Aldi, and there is an Asda' in Pwllheli

### **Bank / ATM**

The closest banks can be found in Porthmadog, Pwllheli and Caernarfon, although not all banks are available at each town. There is an ATM in Criccieth at the Bargain Booze Store near the Crossroads at the Centre of Criccieth.

## **Emergencies**

Mobile phones work best outside the house. This is a rural area with weak signals due to the terrain and distance from the mobile network mast.

### **Property Name and Address**

Tyddyn Morthwyl  
Criccieth  
Gwynedd  
**LL52 0NF**

### **Principal Contact**

Info in house

### **Secondary Contact**

Info in house

### **Emergency Services**

Fire, Police, Ambulance, Coastguard and Mountain rescue  
**999 / 112**

### **Nearest Hospital**

Minor Injuries: Ysbyty Alltwen, Tremadog, LL49 9AQ  
District General Hospital: Ysbyty Gwynedd, Bangor, LL57 2PW

### **Non-Emergency Service contacts**

Police – 101  
NHS Doctor (Criccieth)  
Surgery Hours: 01766 800550  
Out of hours Service: 0300 123 55 66  
NHS Direct: 0845 4647 (<https://www.nhsdirect.wales.nhs.uk/>)  
Dentist (Criccieth, 17 Mona Terrace) – 01766 522455  
Chemist (Criccieth)  
John Davis, Criccieth High St  
Veterinary Surgeon  
Milfeddygon Deufor, Y Ffor, Pwllheli, LL53 6UB  
01766 810 277

### **FIRE!**

**Fire-blanket** – Kitchen Unit, by door to Utility Room

**Fire extinguishers** – Front door and Kitchen unit by door to Utility Room

**In the event of an uncontrolled fire, alert everyone, get everyone out of the house to a safe place (the lane), call the fire brigade out (999 using a mobile phone, or landline available at Hen Stabl, the cottage further down the lane) and stay out.**

**First Aid Kit** – Available in the Utility Room

### **Ants and Pests**

To avoid problems with ants and pests, we recommend all surfaces are wiped clean and kept free of crumbs and sticky substances and that all food is wrapped and put away. Rubbish should be disposed of on a regular basis, as it also attracts pests.

**Pets**

We Welcome pets, but they must be kept under control due to the farming and camping in the adjacent fields. We ask that you restrict your pets to the kitchen, utility, dining room and sun lounge. It is essential that pet owners remove all their pet's feces from the garden, as animal waste is a serious health hazard.

**Custodian Callout**

If we must visit the house at your request to address a snag, then we will do so as soon as we can or send an appropriate tradesman. However, if it emerges that the visit was unnecessary, then we reserve the right to charge a £25 call out fee, or the tradesman's attendance cost, whichever is greater.

## **Kitchen Essentials**

### **Fridges**

One under the peninsular unit and another larger one in the cupboard by the window

### **Freezer**

One, near the utility room

### **Bin-bags**

Please place all rubbish in bin bags

Nappies must be put in nappy sacks prior to disposal

Full bin bags should be placed in the 'general waste bin' (Green) – over the lane

An initial supply of bin bags is available under the sink.

### **Oven**

Gas operated – ensure rings are lit or 'off'

Do not use the timer to control the ovens

### **Cleaning materials**

Under the sink

Mop and bucket, Vacuum Cleaner – under the stairs in the hall

### **Heating**

Please read the General Information section in the house manual for more information

The temperature of all upstairs rooms, kitchen, and lounge are regulated by the radiator

Thermostats (5 or V = hottest) which operates off a timer. A setting of III (3) equates to 20 degrees C.

### **Dishwasher.**

This is easy to use and reliably washes dishes provided it is helped as follows:

Ensure there is no debris in the base and the filter is clean

Ensure the filter is locked into the base and it is restraining the grid it sits in.

Load the dishwasher tablet at the base of the door (nb the powder dispenser is temperamental, so tablets work best).

Select an appropriate programme by Pressing '>' and programme indicated by a green light.

Close the door and let the machine run its full cycle.

### **Tables**

Please use the table protectors and cloths on the tables to protect the furniture

More detailed information is available in the General House Information section of the House Manual and for manufactures manuals for the appliances, please visit [tyddyn-morthwyl.com/appliances](http://tyddyn-morthwyl.com/appliances)

## **Babies and Infants**

We hope that your little ones enjoy their stay. To help you:

Stair gates are available for the top and bottom of the stairs.

If they are not fitted when you arrive, they are stored under the stairs.

There is also a portable gate that adjusts to fit across door entrances.

Small Children should be supervised in the garden – the lane is a public footpath and serves the traffic to and from the campsite. There is also livestock in the adjoining fields which could present a danger to your child.

Please ensure that you seal all nappies in a plastic bag before putting them in the bin for disposal.

An Initial supply of bags has been provided under the sink.

The toilets empty into a septic tank – please do not flush nappies, wipes, bleaches... etc... down into the loo, as it can become blocked or stop the septic tank working.



## **General Information**

### **Security**

The keys from the key safe operate the Front (green) and rear (brown) doors. All the other interior doors have internal lock mechanisms and all the windows will have been left unlocked. Please make sure all the doors are locked and windows closed before your departure. Please make sure the safe is closed and locked once you have removed the keys. On departure please secure the house and return the keys to the key-safe, lock-it and scramble the code on the front.

Please ensure the house is secured when you are away from the property.

### **Fire safety**

Smoking is not permitted in the property. The area behind the shed is “out of bounds” as it contains wood, gas and oil fuels.

Before retiring to bed, please ensure that the cooker is turned off, other fires have died out, electrical entertainment and mobile devices are turned off at the wall and all room doors are closed. Keep all means of ignition (matches, lighters etc....) away from children.

Please familiarize yourselves with the location of the fire fighting equipment in the kitchen and front hall.

There are several doors to the outside, so you should make sure that the keys to these are readily available in case of an emergency.

### **Child safety**

Child gates are provided, they are stored in the cupboard under the stairs and guests are responsible for their safe assembly in accordance with the manufacturer’s directions available at [tyddyn-morthwyl.com/appliances](http://tyddyn-morthwyl.com/appliances). Please supervise children in the garden, as there are steps to the lawns. Please take additional care in safeguarding any lit fires.

### **Kitchen**

The Kitchen contains two built in fridges (one in the corner, the other in the peninsular unit), a microwave and a freezer.

There is a washing machine and dryer in the adjacent Utility room.

### **BBQ Area**

This is a BBQ area outside the front of the house. If you use it, please ensure ‘convenience disposable BBQs’ are safely placed on the slab where they cannot be tipped or knocked over. Once used, please tidy up! – empty the waste charcoal into the metal bin at the rear of the house.

### **Garden tables and seating**

The parasol is in the sun lounge. Please return them after use as wind can catch the parasol and cause damage to it or other property. Please clean up after your pets and children have enjoyed the garden.

## Cleaning Equipment

A brush, mop, and vacuum cleaner are in the small cupboard under the stairs.  
Other cleaning materials are under the sink in the kitchen.

## Spare bulbs

Spare bulbs, batteries and fuses are in the cupboard in the utility room.

## Heating

The main heating is provided by an **air source heat-pump**. We have set the system to provide a comfortable temperature for someone wearing a sweater. The system runs at a lower temperature than traditional boilers and runs all the time to maintain a constant temperature (the radiators won't be really hot like a traditional boiler system!)

The temperature of all upstairs rooms, kitchen and lounge are regulated by the radiator thermostat. (5 or V = hottest); a setting of III (3) Equates to 20 degrees C. The air source heat-pump is on all the time (unless in the event of a power cut)

The radiators are controlled by the thermostat near the door in the lounge – the temperature displayed on the right of the thermostat is the current temperature in the room – the radiators won't operate if this temperature is higher than the temperature on the left (the target temperature) – you can press on either side of the thermostat to either increase or decrease the target temperature (left to decrease, right to increase) – temperature increases in 0.5 degree increments.

*The entrance hall, Dining Room, Bedroom 5, and sun lounge use underfloor heating. To increase the temperature in one of these rooms press the ^ key on its individual wall mounted controller.*

*Pressing ^ once increases the temperature by 1 degree. Please not, it takes at least an hour for the floor to start to heat up and somewhat longer for the effect to be felt. Please do not attempt to change the timings and temperatures on each of the thermostats.*

## Multi Fuel Stoves

The stoves in the Hall, Lounge and Dining room are available to provide additional heat. In winter, the fire has an 'instant' log in it – just apply a lit match to it. An initial supply of fuel in the lounge hearth.

Fire lighting. Begin by placing paper and kindling on the grate, with a larger log behind it. Ignite the paper and kindling. Open the primary air inlets (at the bottom) to fully open, and the upper ones partially open (about 4 revolutions on the Dovre in the Lounge). Close the door, as the kindling burns add larger pieces of wood until it will 'take' a log.

## VERY IMPORTANT

The lounge fire has a 'back boiler' which supplies hot water to one of the radiators in the kitchen, landing and bathroom towel rail. This operates off a thermostat and electric pump. **Do not change the pump or thermostat settings.** The 2 radiators do not have valves fitted – their temperature is controlled by the fire. In the event of electrical power outage, reduce the inlets on the stove so that you run it at its minimum setting, which will provide heat in

the house. **If the electricity to the pump fails and the stove is run at full power, the stove will overheat with potentially catastrophic consequences.**

### **Sun Lounge Velux Windows**

The Velux Windows are provided with a remote control so that the roof windows can be opened and closed either individually or as a group. The blinds over the television area are also remote controlled using the same device.

Please ensure that these windows along with all the other doors and windows are closed before leaving the house, unattended.

### **Instructions for appliances**

Here are some basic instructions for the use of the appliances we have provided in the house, for detailed instructions please consult the manufacturers documents available at [tyddyn-morthwyl.com/appliances](http://tyddyn-morthwyl.com/appliances).

### **Dishwasher**

The dishwasher is built into the units under the sink drainer. Some dishwasher tablets are provided, usually on the peninsular unit with the towels when you arrive. To operate the machine:

- Load and ensure the 'arms' can rotate freely without colliding with the contents

- Remove the protective cover from the tablet and place it into the machine

- Press the > (Start button)

- Choose the program 'Prog' button and choose the program you want, indicated by the light illuminating under the program list.

- Close the door and the machine should operate after a short pause.

If you hear continuous beeps then there is something wrong, check the machine and when the problem is resolved, open the door, press start ( '>' button) again and close the door. On Completion of the program and associated drying the machine will beep again.

### **Televisions**

The terrestrial 'Free view' Service is available on all televisions, although the number of channels is reduced due to the local repeating transmitter. The TV Controls are provided by the remote controls found near each TV. The TVs should use the digital TV setting on the remote.

Sky free view is also available, providing a much wider range of channels on the televisions in the lounge and sun lounge. **To access the sky system:**

- Press **channel list** on the remote and find **Channel 1 (TV32)** on the televisions.

- Point the **sky controller** at the TV and Press Sky or Standby.

- The system will now boot and provide the sky free view service.

You are welcome to load your sky card into our sky box in order to increase the available of premium sky channels. To do this please find our sky box, **upstairs in the master bedrooms wardrobe on the top left-hand side**, and insert your sky card into the **labelled sky card slot** (center of box)

The lounge and sun-lounge each have access to internet services:

Both the lounge and sunlounge TVs have access to internet services provided via Amazon FireTV sticks. To use the system, find the appropriate remote and turn the system on using the power button – it will load just like a normal television! The fire stick has been set up and has access to premium streaming services Netflix and Prime Video, which we have given access to you for your stay! – When using these services please use the “Guest” profiles provided! If you want a Premium Movie on Amazon Prime, please contact [elliott@elliottgibson.com](mailto:elliott@elliottgibson.com) and we will try our best to help you out!

The TV's also have access to Blu-Ray and DVD players which can be accessed by selecting the HDMI1 source on either TVs.

#### **Internet**

The internet is provided via **4g mobile and ADSL Broadband**, and WiFi coverage is provided by several High-Powered Access Points. To access the WiFi please connect to **'TyddynM\_2.4'** or **'TyddynM\_5G'** using the password **provided on the router in the kitchen**.

#### **Hi-Fi**

There is a Hi-Fi system in the dining room cupboard, with Tuner, CD Player and Bluetooth connection. For Bluetooth select the AUX button, for the Tuner select the Tuner button and for CDs, select the Tape button.

#### **Bluetooth Pairing for Apple Devices:**

Tap on 'settings', tap on Bluetooth, your device will automatically start searching. Tap on BT Box E and confirm the pairing request, you will be connected and able to play music to the HiFi System.

#### **Bluetooth Pairing for Android Devices:**

Open settings, open Bluetooth settings and start scanning for Bluetooth devices (using the Scan button) – a list of 'found' devices will be shown. Tap on BT Box E and accept the pairing request by selecting confirm. You will be connected and able to play music to the HiFi System.

The Unit can only be connected to one device at a time.

When you are finished, please ensure all the elements of the HiFi are turned off after use by turning the volume down, pressing the amplifier power button to 'off' and turning off the tuner and cd player.

## Table of Contents

[1091] Fire risk assessment - House 19-09-10	2
[1092] General risk assessment 19-09-10	4
[1093] Fire risk assessment - Garage 19-09-10	6
Drone Code	8
RNLI Why Wear a Life jacket	10

# FIRE RISK ASSESSMENT

Building: Tyddyn Morthwyl Address: Rhoslan, Criccieth, Gwynedd LL52 0NF	Date: 9 Sep 19 Assessment by: M Gibson  Signed:
Description: Two story traditional stone farmhouse with slate roof. Modern breezeblock slate roof extensions. Four upstairs bedroom, one downstairs. Three woodburning stoves with doors, one with back boiler; wet central heating system from oil fired boiler. Outside to garden & adjacent fields. House is remote from fire-fighting hydrant system.	Use: Permanent holiday Let

## Step 1 – Fire Hazards

Sources of ignition	Sources of fuel	Sources of oxygen
Electrical installation malfunction Electrical equipment malfunction Matches (for lighting fires / candles) Boiler malfunction Woodburning stoves & BBQs Lit cigarettes Mobile device batteries	Mobile device batteries Wooden parts of house Furnishing & fittings Fuel oil (heating) Wood supply (heating) & BBQ fuels Gas supply (cooking) Chimney soot / residue Cigarettes Fats & oils (kitchen)	Air

## Step 2 – people at risk

Guests at house, staff during cleaning / inspections / maintenance. Neighbours. Passers by.

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

What is the risk?	Doors to log burners left open – direct heat & escaping sparks. Risks from heating & cooking no greater than normal, sensible, use in accordance with operator instructions, contained in house folder. Guest BBQs poorly controlled emitting hot material. Burns from all hot objects. Cigarettes – NO SMOKING INSIDE HOUSE, or adjacent to building Charging / using mobile devices – battery overheat Installed or portable equipment failures leading to overheating
Who is at risk	Fire can spread through building – all occupants / visitors at risk. Night time fire may not be identified. Children, particularly near fires cookers & radiators.
Action to remove / reduce hazards that may cause fire	Main fuel stocks held remote from house, in out of bounds area behind garage. Small fuel stock only for log burning stoves, on stone floors. Isolate matches. Occupants not to leave devices containing batteries unattended if the device(s) are being charged or in use – notice in 'key information' for house. Concrete & stone BBQ area provided. Each chimney swept annually. Gas & electrical safety checks. Safety tours. Risk based PAT testing of portable devices. Annual fire equipment maintenance by competent organisation
Action to <u>taken</u> remove / reduce risk to people	Interlinked mains / battery back-up fixed smoke detectors (heat sensitive unit in kitchen) throughout building. Carbon monoxide alarms in lounge and landing. Fire extinguisher points in kitchen (with fire blanket) and by hall main door. Alternative means of escape via downstairs windows and rear door / sun lounge door. Emergency advice in house book & notices. First aid kit.

Review: 10 Sep 20	Completed by:	Sign:
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# FIRE RISK ASSESSMENT

Review: 10 Sep 20

Completed by:

Sign:



# GENERAL RISK ASSESSMENT

Building: Tyddyn Morthwyl Address: Rhoslan, Criccieth, Gwynedd LL52 0NF	Date: 10 Sep 19 Assessment by: M Gibson  Signed:
Description: Two story traditional stone farmhouse with modern extensions. Outside to garden & adjacent fields. House is remote from public roads but adjacent to caravan site and site manager's residence (not an associated business).	Use: Permanent holiday Let

## Step 1 – General Hazards

Hazards	FIRE – See separate risk assessment	
Flooring – rugs & mats trip hazard	Wet floor due to wet shoes	Stairs - Falls
External slate – slip / trip	Uneven surfaces outside – trip; Steps & dwarf wall in garden	Open Windows – falls, collisions
Installed & portable electrical system – electrocution	Gas cooker – burns, asphyxiation	Closed glass doors - collision
Cleaning materials – ingestion	Cleaning – wet floors	Infestations / allergens
Animals – escapes, intrusion, faeces	Electric supply failure	Vehicle collision
Aggressive / inappropriate persons	Cold injuries (fridge / freezer)	Drone collision people / property
Falling trees / branches / Leaves	Septic tank - access	Grass cutting (noise, injury)

## Step 2 – people at risk

Guests at house, staff during cleaning / inspections / maintenance. Neighbours. Passers by.

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

What is the risk?	Guests exposed to a hazard that is greater than one they would experience in their own home
Who is at risk	Guests and passers by
Action to remove / reduce hazards that may cause injury / loss	<p>Fall, slip &amp; trip hazards – hand rails provided where legally required. Cleaning floors and external walking routes. Risk based PAT for devices inside house. 5 yearly recertification of fixed electrical installation. Annual maintenance of boiler. Garden maintenance contract. Septic tank annual empty &amp; the hidden access requires special lifting tool. Gas safety assessment. Agreed speed limit on drive with neighbour. Highlight 'drone safe' in green folder. Glass doors partially glazed or with marks to highlight glass. Window edges marked in yellow &amp; black tape. Washing line marked in tape.</p> <p>Separate cleaning activities &amp; guests by time (change over day vacation by 10.00). Advice on cleanliness &amp; rubbish removal. Instructions regarding pet locations &amp; cleaning after them. Safety inspections &amp; record.</p>

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# GENERAL RISK ASSESSMENT

	Planned upgrade / maintenance work to be undertaken during periods where house is 'closed for maintenance' to eliminate risks to guests
Action to <u>taken</u> remove / reduce risk to people	Advice on managing day to day risks in green folder. Instructions for equipment in house folder. Manuals for equipment in house folder. Emergency information provided, including reminder of poor phone signals.  Provided message board for guests to highlight issues / broken equipment

What is the risk?	Cleaning team / contractors work affecting hazards
Who is at risk	Contractors, Guests and passers by
Action to remove / reduce hazards that may cause injury / loss	<i>All actions to safeguard guests, plus:</i> Comply with Construction Design & Management Regulations, where these apply for Major Works.  Separate cleaning activities & guests by time (change over day vacation by 10.00).  Dynamic risk assessments by individuals for minor works; own risk assessments for working at height, with power tools, enclosed spaces etc.  Safety inspections & record.
Action to <u>taken</u> remove / reduce risk to people	Safety performance reviews of any reported / observed near misses

Review: Sep 20	Completed by:	Sign:
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# FIRE RISK ASSESSMENT

Building: Garage - Tyddyn Morthwyl Address: Rhoslan, Criccieth, Gwynedd LL52 0NF	Date: 9 Sep 19 Assessment by: M Gibson  Signed:
Description: Single story wood built shed on concrete base. Internally divided to provide guest area for storage of bikes. 2 doors to guest area, and 2 double doors to staff area. Electrical supply. Outside to garden & adjacent fields. House is remote from fire-fighting hydrant system.	Use: Storage for permanent holiday Let

## Step 1 – Fire Hazards

Sources of ignition	Sources of fuel	Sources of oxygen
Electrical installation malfunction Electrical equipment malfunction Matches (for lighting fires / candles) Lit cigarettes Vehicle malfunction	Wooden building Equipment (trimmer / vehicle) Fuel oil (heating) adjacent Wood supply (heating) Gas supply (cooking) adjacent Petrol – stored & in vehicle Paint	Air

## Step 2 – people at risk

Guests at house, staff during cleaning / inspections / maintenance. Neighbours. Passers by.

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

What is the risk?	Risks from equipment & vehicles no greater than normal, sensible, use in accordance with operator instructions.  Cigarettes – NO SMOKING INSIDE SHED, or adjacent to building Installed equipment failures leading to overheating
Who is at risk	Fire can spread through building – all occupants / visitors at risk. However, risk exposure is limited as visitors are only accessing the building for storage.
Action to remove / reduce hazards that may cause fire	Fuel supplies limited to 5L petrol & ullage in approved plastic container. Vehicle petrol tank may be full. Max 2 x gas cylinders in adjacent area, max 47kg each calor (propane). Oil max 1200 litre heating oil ( tank replaced June 2017). Paint holding minimum appropriate for repair, touch up maintenance.  Gas & electrical safety checks. Safety tours. PAT testing of portable devices.
Action to <u>taken</u> remove / reduce risk to people	Bulk fuel area to rear of building is behind wooden fence on 3 sides whilst 4 <sup>th</sup> side has temporary barrier to allow access for oil top ups.  New bunded oil tank placed on compliant reinforced base within compound 23 Jun 17. Noted that there is a marginal siting error that results in a tank corner slightly closer to wooden structures than intended.  Separate guest access.

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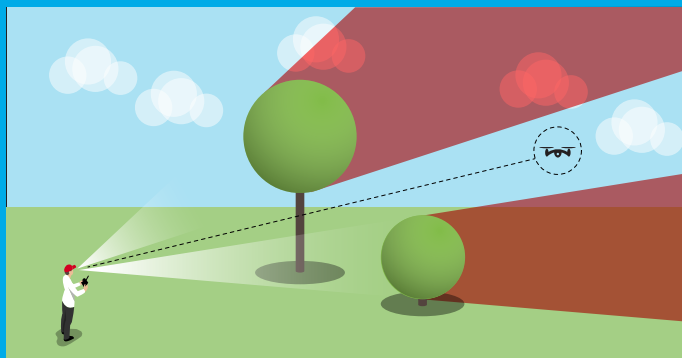
# FIRE RISK ASSESSMENT

Review: Sep 20	Completed by:	Sign:
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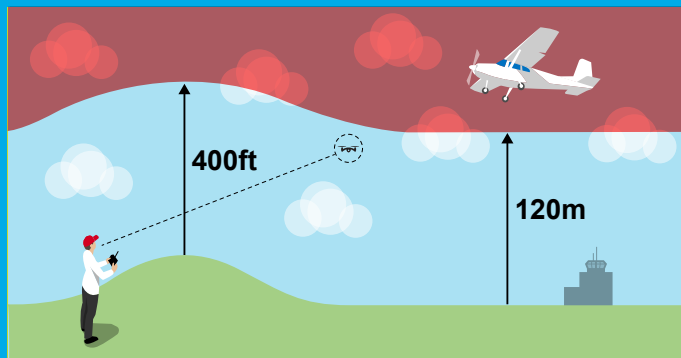
# THE DRONE CODE



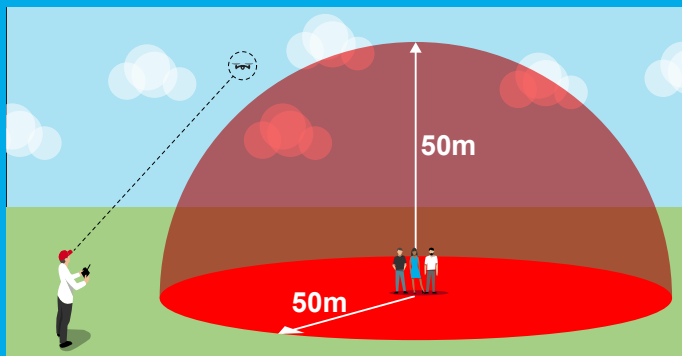
You must pass the drone test and register with the  
CAA before you fly at [Register-drones.caa.co.uk](https://register-drones.caa.co.uk)



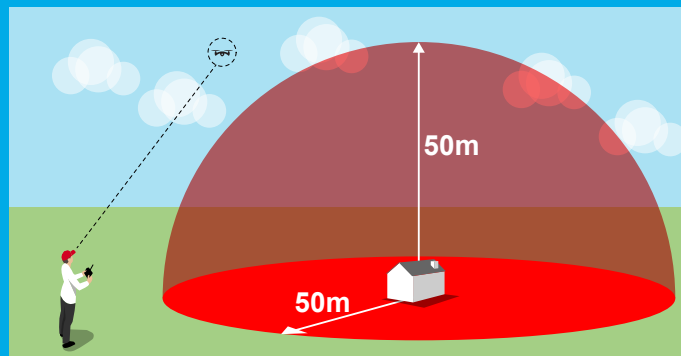
Always keep your drone or model aircraft in direct sight.



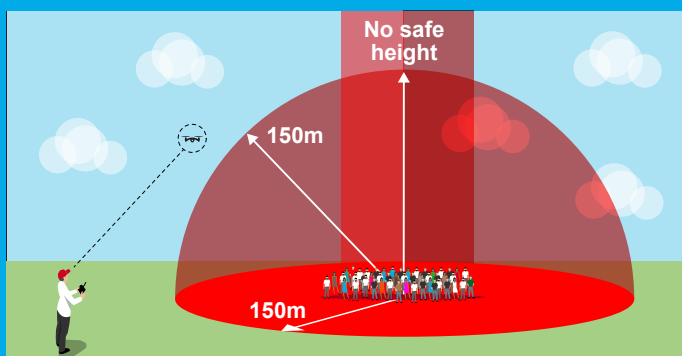
Never fly more than 400ft (120m) above the surface and stay well away from aircraft, airports and airfields.



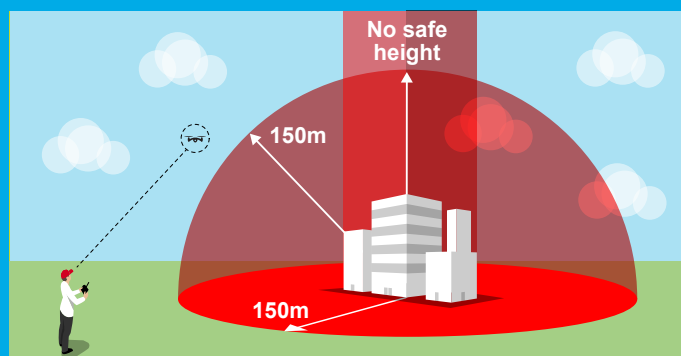
Never fly closer than 50m to people. Even when your drone is more than 50m away from people it is safer to avoid directly overflying them.



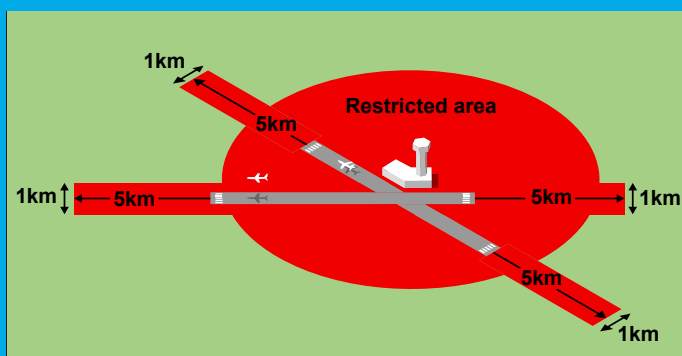
Never fly closer than 50m to buildings, cars, trains or boats.



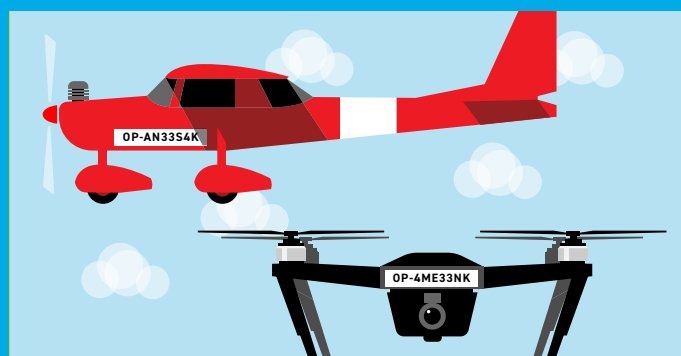
Never fly closer than 150m to a crowd of 1,000 people or more. Never fly directly over a crowd.



Never fly closer than 150m to built-up areas. Never fly directly over a built-up area.



Never fly in an airport's flight restriction zone.  
For further info, see: [dronesafe.uk/restrictions/](https://www.dronesafe.uk/restrictions/)



It is illegal to fly a drone or model aircraft between 250g-20kg that does not show a valid operator ID.

You are responsible for each flight. Legal responsibility lies with you. Failure to fly responsibly could result in criminal prosecution.

# THE IMPORTANCE OF WEARING YOUR LIFEJACKET

## Why wear one?

Every year, up to 200 people die on or around the coast of the UK and Ireland. These tragedies happen to people taking part in a wide range of water-based and waterside activities.

Research has proven that wearing a lifejacket can increase your chances of survival by up to four times if you're immersed in cold water. \*

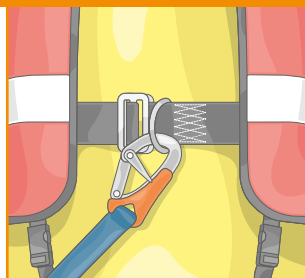
Whatever your activity, wearing a well-fitted, well-maintained and suitable lifejacket or buoyancy aid could save your life.

\*Source: Professor Mike Tipton 2012 <https://www.yachtsandyachting.com/news/191921/Crewsaver-takes-the-lead-on-lifejacket-safety>

### Best option – don't fall in!

If you fall over the side and are not attached to your boat, you can rapidly become separated from the vessel. This will greatly increase the difficulty of rescue, especially at night, and so decrease your chances of survival.

Staying on, or near, your boat is always going to be the best option. At the very least, make a policy of regularly assessing the risk and when applicable clipping on to suitable points around the boat at night, when alone on deck, or in rough conditions. Ensure you have a harness line with a hook at both ends. Clipping on is particularly important on sailing boats, where the motion and angle of heel can be unpredictable. Whenever possible, use a lanyard that is sufficiently short to prevent you from falling over the side. If someone falls overboard while attached to a safety lanyard, stop the boat immediately – being dragged through the water alongside a vessel can be life threatening.



### Motorboats and fast vessels

On a motorboat, it's advisable to clip on when you leave the cockpit to perform a task on deck such as anchoring. Clipping on is *not* advised on fast motorboats or fast sailing boats when travelling at speed, because it may result in the clipped-on person being dragged through the water if they fall overboard.

### Irish legislation

In the Republic of Ireland, the law requires that an appropriate personal flotation device must be carried for everyone onboard all vessels. If the craft is under 7m, personal flotation devices must be worn at all times on an open vessel or on deck on a vessel with accommodation. Anyone under the age of 16 must wear a personal flotation device at all times on an open boat or on deck if the vessel has accommodation, irrespective of the size of the vessel.

## Cold water shock

Cold water shock is the uncontrollable reaction of the body when it is first submerged in cold water (15°C or lower). In initial submersion, the body will experience a gasp reflex, which is a rapid intake of air. This will be followed by a fourfold increase in breathing rate and associated increases in heart rate and blood pressure, making some people susceptible to heart attacks. These symptoms will last for up to 90 seconds, during which even the fittest person will be unable to swim or to focus on breathing. Wearing a lifejacket with the correct buoyancy is vital to survival.

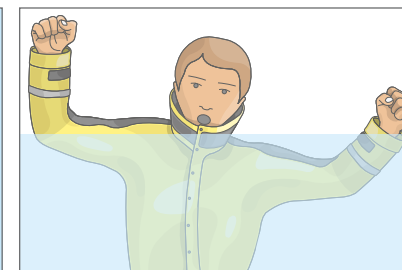
During the initial stages of cold water shock, try to stay calm and let your lifejacket keep you afloat. The clothing you are wearing, the fitting and features of your lifejacket and the amount of energy you expend will all be critical factors to survival from this point onwards.

Without a lifejacket even the most competent swimmer will suffer from 'swim failure' after around 30 minutes of swimming in cold water. If you are wearing a well-fitting lifejacket with crotch straps, there is no need to swim and you can concentrate on keeping warm, conserving energy and making yourself visible.

In a group, form a huddle by using one hand to hold on to the person next to you while the other is protecting your airway. If you are on your own, cross your ankles, put your knees together and bring your arms around your body and float in the Heat Escape Lessening Position (HELP), pictured below.



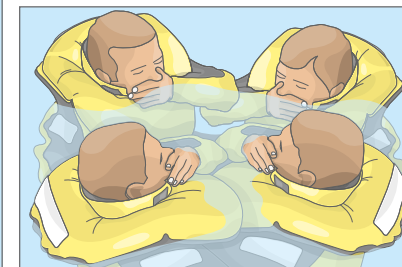
HELP reduces heat loss



Gasp reflex caused by cold water shock



With crotch straps



A huddle can be seen more easily



Without crotch straps