

BED AND BREAKFAST

Opening up a home to members of the public to provide accommodation means that it becomes a workplace and as a result requires you to take certain steps to ensure that it is safe.

RISK ASSESSMENT

Firstly, a review of the business activities must be carried out to identify any hazards and make an assessment of the risks to which people may be exposed. This is known as a risk assessment. Steps should then be taken to try to reduce the level of risk where this has been found to be unacceptable.

FIRE SAFETY

A bed and breakfast facility can be deemed to be a high risk environment in terms of fire safety because sleeping accommodation is provided and because the people staying will generally be unfamiliar with the site, meaning that it will be more difficult to find their way to safety. You must carry out a Fire Risk Assessment to identify and control these risks. The following are things that you must consider to help to reduce the risks of a fire occurring and help people get out quickly should they need to:

- Reduce the number of potential ignition sources in the rooms; avoid electrical convector heaters, restrict smoking to safe areas and do not allow candles in rooms
- Provide sufficient electrical sockets to avoid the need for extension leads which are more likely to overheat
- Ensure any furniture provided meets current legal requirements in terms of fire resistance
- Keep all rooms, corridors and stairs free from clutter and combustible material
- Make sure all bedroom doors are well fitting and can be unlocked from the inside without a key

- Provide firefighting equipment such as portable fire extinguishing appliances have them maintained by competent contractors
- Provide a wired in automatic fire detection and alarm system which has a battery back-up
- Use standard signage to indicate the location of fire extinguishing appliances, fire escape routes, emergency exits, fire call points, the fire assembly point etc.
- Provide emergency lighting or an alternative light source to use in case of an electrical failure (such as a torch).

MAINTENANCE

- Make sure the electrical installation on-site is safety checked by a competent electrician every 3 - 5 years
- Check furniture regularly and replace if the upholstery becomes damaged as this can create a fire hazard
- Get any gas boilers and appliances checked and serviced by a competent gas safe engineer every 12 months
- Carry out visual checks on electrical equipment with plugs and consider the need for Portable Appliance Testing (PAT).



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FOOD SAFETY

When preparing food for service to members of the public, you must ensure that you register as a food business with the local authority and have a food safety management system in place. This does not need to be complicated but does need to detail the controls in place to ensure that the food is safe:

- Use food from reputable sources
- Ensure that all food handlers have received some basic training in safe food handling practices and good hygiene
- Food handlers should always wash their hands before handling food, and between handling raw and cooked food and after visiting the bathroom
- Keep raw and cooked foods separate during storage and preparation
- Clean down using a sanitiser or disinfectant after preparing or placing food on a work surface
- Make sure foods are properly cooked through; either use a probe thermometer or check that meat juices run clear.

OTHER SAFETY ISSUES TO CONSIDER

- Make sure that the windows to any rooms, particularly those in which children may stay, are fitted with restricted openings and that there is no furniture placed in front of windows which would allow a small child to climb near to it
- All shower heads need to be cleaned regularly and any water systems checked regularly to ensure they do not present risk of legionella (stagnant water / stored water, warm water, build-up of biofilm etc.).

USEFUL LINKS

Fire Safety for Sleeping Accommodation:
www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation

HSE - Risk Assessment:
www.hse.gov.uk/risk/

Food Standards Agency:
www.food.gov.uk/business-industry/caterers

The Next Step

The information provided in this guidance is a brief overview of a diverse work activity. This activity may require further assessment and consultancy work completing to ensure statutory compliance.

NFU Mutual Risk Management Services (RMS) can provide additional support in this area using one of its specialist in-house consultants who are based around the UK.

Please contact RMS on **0800 132 029**, where we can discuss your requirements further.

Alternatively please contact your local NFU Mutual office to discuss any requirements or visit the NFU Mutual website to view our RMS services www.nfumutual.co.uk



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