

## RISK MANAGEMENT REMOTE ASSESSMENT

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**Report Prepared For:** Sample Hotel  
**Property Address:** 20 Bedrooms, Richmond, Surrey, UK,  
**Postcode:** TW1 6UV  
**Email Address:** [sample-report@riskstop.co.uk](mailto:sample-report@riskstop.co.uk)  
**Date of Survey:** 02/03/2021  
**RiskSTOP Survey No:** 54585481  
**Risk Consultant:** David Reynolds  
**Broker:** Marsh  
**Underwriter:** Property Investors  
**For Queries Please Contact:** [Survey-Enquiries@riskstop.co.uk](mailto:Survey-Enquiries@riskstop.co.uk)

The Risk Management Report must be read in conjunction with the Instructions and Basis of Consultation Report detailed later in this report.



Front Elevation



Rear Elevation

## SUMMARY OF BUSINESS ACTIVITIES (a brief overview of the Company – how long established, length of time at this site, part of larger business, overview of the occupation and of any trade processes, including any risk management features in place to mitigate those processes)

The property has operated as a hotel for 40 years, originally built and used as a residential dwelling.

The site comprises a 20 bedroomed hotel with all rooms being en-suite. There is a dining room and a small commercial kitchen which includes a mixture of gas and electrically powered equipment. There is no deep fat frying equipment.

The hotel has a self-service laundry room with two washing machines and two tumble dryers. The lint traps are checked and cleared on a daily basis by housekeeping staff.

The kitchen and laundry equipment are maintained under contract.

Reception is manned 24/7.

## PROPERTY DETAILS

Main Building Material:	Brick and render
Roof Type and Material:	Slate, hipped roof
Number of Floors (excluding basement):	Three
Basement Yes / No:	Yes
Year of Build (if listed):	Early 18 <sup>th</sup> Century
Residential / Commercial / Usage:	Commercial – Hotel
Extension / Conservatory:	N/A
Outbuildings Structure / Usage:	N/A
Other Permanent Structures:	Walling and paving
Car Parking / Loading Bays etc:	Car parking is available at the front of the property

## ADDITIONAL COMMENTS

N/A

**TOP RELEVANT RISKS BY RISK CLASS** *(Additional comments to be provided where findings are anything other than 'Normal')*

<b>1. Hot Work Permit / Control of Contractors</b>	Unfavourable
Additional Comments:	Basic contractor controls are in place with the on-site maintenance man having the responsibility for them.  Currently no hot work permit – rir refers.
<b>2. Electrical Testing</b>	Normal
Additional Comments:	IET wiring inspection every 5 years, last undertaken 2019 with satisfactory rating.  PA testing annually with housekeeping staff checking bedroom items as part of their daily duties.
<b>3. Health and Safety Policy</b>	Normal
Additional Comments:	Health & safety policy in place and considered relevant for size and complexity of the business.
<b>4. Fire Risk Assessment</b>	Favourable
Additional Comments:	Fire risk assessment undertaken annually by external contractor, last completed January 2021. No actions raised.
<b>5. Risk Assessments</b>	Normal
Additional Comments:	Example risk assessments provided and considered to reflect the tasks undertaken across the hotel.
<b>6. Cooking Equipment (Maintenance / Duct / Extraction / Cleaning)</b>	Favourable
Additional Comments:	Kitchen equipment maintained under contract on an annual basis and the extract ductwork is cleaned throughout its length by contractors also on an annual basis. Filters are cleaned by the maintenance man on a weekly basis.
<b>7. Health and Safety Training</b>	Normal
Additional Comments:	Suitable health and safety training is given to all staff with records of the training held. Staff sign to acknowledge their understanding on all training given.
<b>8. Housekeeping</b>	Favourable
Additional Comments:	Housekeeping staff are on site on a daily basis and will clean and tidy the building throughout.
<b>9. Slips Trips and Falls</b>	Normal
Additional Comments:	Some carpeted areas, but staff are tasked with reporting any areas where carpeting or floors are damaged.
<b>10. Electrical Portable Appliance Testing</b>	Favourable
Additional Comments:	PA testing annually with housekeeping staff checking bedroom items as part of their daily duties
<b>11. Tumble dryers</b>	Favourable
Additional Comments:	There are two tumble dryers within the laundry room which are available to guests. Housekeeping staff check and clean lint traps on a daily basis with a check sheet provided within the room.

## ACTION FOR UNDERWRITERS

**Policy Conditions complied with?** YES

**Additional Comments:** Portable heaters in the form of plug electrical heaters are available for guests which is not in compliance with the portable heater exclusion on the policy. The heaters are checked as part of the overall PA Test and are checked before each use. It is suggested that this form of heating is accepted, and that the endorsement is amended to reflect this.

**Risk Improvement Report raised?** YES

**Additional Information?** NO

**Comments:**

## LOCATION INFORMATION & PHOTOGRAPHS

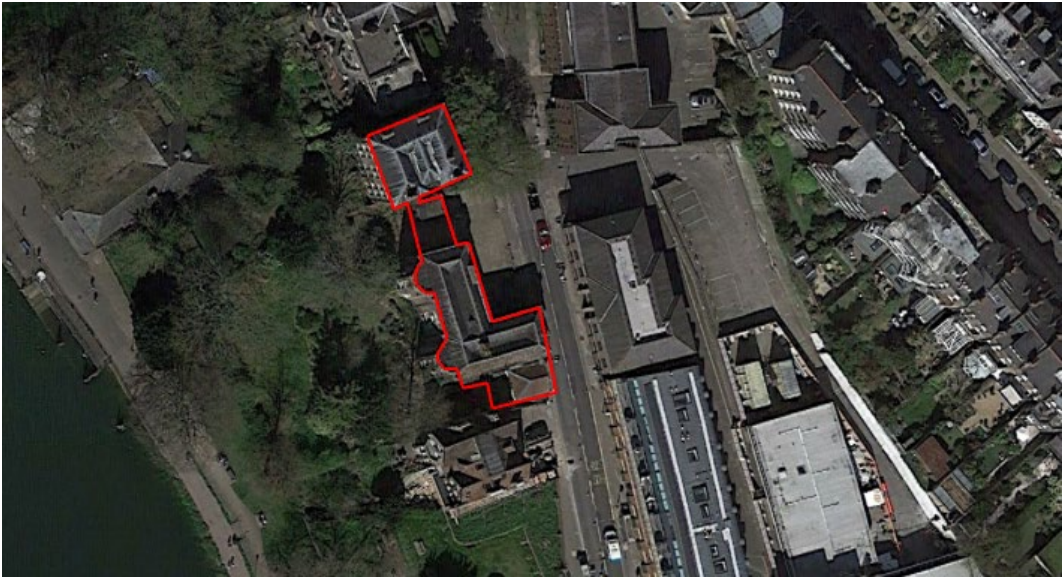
### Fire Station

Nearest whole time brigade is based in Richmond within 3km of the premises, with an approximate attendance time of 8 minutes. The whole-time brigade is part of London Fire Brigade. No issues are anticipated with access to the premises.

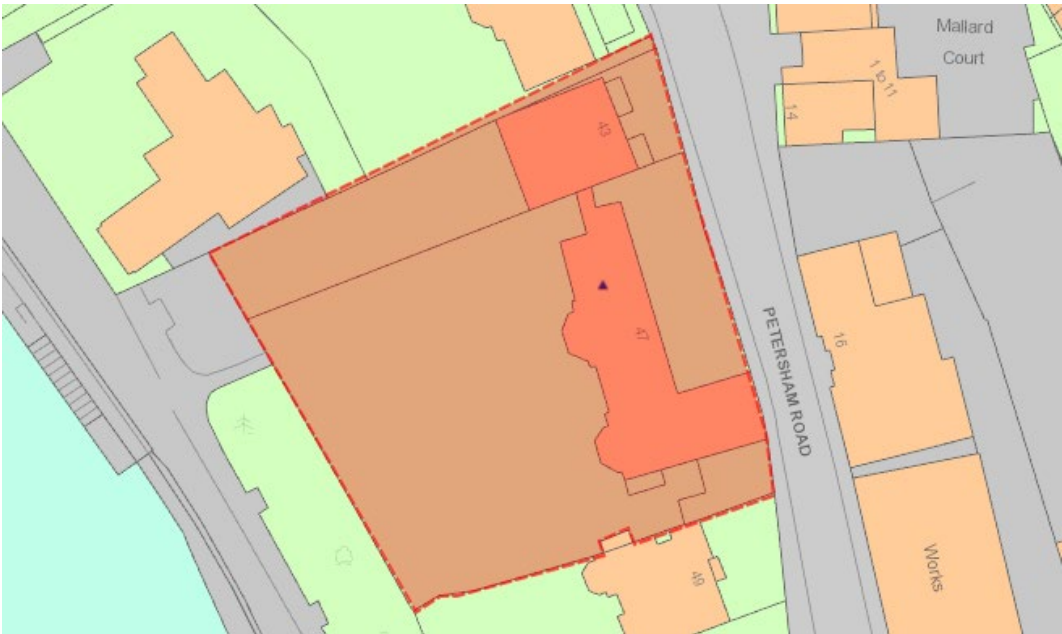
### Flooding Information

Flood Zone 1 - Land and property in flood zone 1 have a low probability of flooding





Google  
Aerial View



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