



**DEDDF DRWYDDEDU 2003 | LICENSING ACT 2003
TRWYDDED ANHEDDAU | PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council



ydded-Premises licence number

PRM 0094 (Issued 01/03/2022)

- Manylion am y safle | Part 1 - Premises details

Cyfeiriad post y safle, neu os nad oes un, cyfeirnod map ordnans neu ddisgrifiad | Postal address of premises, or if none, ordnance survey map reference or description:

**YNYSHIR HALL,
EGLWYSFACH,**

Tref bost | Post town
MACHYNLLETH

Côd Post | Post code
SY20 8TA

Rhif ffôn | Telephone number
01654 781209

Os oes cyfyngiad ar yr amser, y dyddiadau | Where the licence is time limited the dates

**NID OES CYFYNGIADAU AMSER AR Y DRWYDDED
PREMISES LICENCE IS NOT TIME LIMITED**

Gweithgareddau trwyddedadwy a ganiateir gan y drwydded:
Licensable activities authorised by the licence:

ADWERTHU ALCOHOL | SALE BY RETAIL OF ALCOHOL

LLUNIAETH HWYR Y NOS | LATE NIGHT REFRESHMENT

ADLONIANT | REGULATED ENTERTAINMENT

CERDDORIAETH FYW | LIVE MUSIC

CERDDORIAETH WEDI'U RECORDIO | RECORDED MUSIC

DAWNSIO | DANCING

UNRHYW BETH SY'N DEBYG I GERDDORIAETH FYW, CERDDORIAETH WEDI EI RECORDIO NEU PERFFORMIADAU DAWNS | ANYTHING OF A SIMILAR NATURE TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Yr amseroedd y mae'r drwydded yn caniatáu cynnal gweithgareddau trwyddedadwy | The times the licence authorises the carrying out of licensable activities

ADWERTHU ALCOHOL | SALE BY RETAIL OF ALCOHOL

LLUN-SUL | MON-SUN : 08:00 – 24:00

LLUNIAETH HWYR Y NOS | LATE NIGHT REFRESHMENT

LLUN-SUL | MON-SUN : 23:00 -01:00

ADLONIAENT | REGULATED ENTERTAINMENT

LLUN-SUL | MON-SUN : 08:00 - 00:30

CERDDORIAETH FYW | LIVE MUSIC

LLUN-SUL | MON-SUN : 08:00 – 00:30

CERDDORIAETH WEDI'U RECORDIO | RECORDED

LLUN-SUL | MON-SUN : 24 HRS

DAWNSIO | DANCING

LLUN-SUL | MON-SUN : 08:00 00:30

AMSERAU ANSAFONOL / NON-STANDARD TIMINGS

NOSWYL NADOLIG, DYDD NADOLIG A NOS CALAN | CHRISTMAS EVE, CHRISTMAS DAY and NEW YEARS EVE : 0800 - 0200

DYDD LLUN | MONDAY : 08:00 01:00

DYDD MAWRTH | TUESDAY : 08:00 01:00

DYDD MERCHER | WEDNESDAY : 08:00 01:00

DYDD IAU | THURSDAY : 08:00 01:00

DYDD GWENER / FRIDAY: 08:00 01:00

DYDD SADWRN | SATURDAY : 08:00 01:00

DYDD SŪL | SUNDAY : 08:00 01:00

Oriau agor y safle | The opening hours of the premises

DYDD LLUN | MONDAY : 08:00 01:00

DYDD MAWRTH | TUESDAY : 08:00 01:00

DYDD MERCHER | WEDNESDAY : 08:00 01:00

DYDD IAU | THURSDAY : 08:00 01:00

DYDD GWENER / FRIDAY: 08:00 01:00

DYDD SADWRN | SATURDAY : 08:00 01:00

DYDD SŪL | SUNDAY : 08:00 01:00

AMSERAU ANSAFONOL | NON-STANDARD TIMINGS:

**NOSWYL NADOLIG, DYDD NADOLIG A NOS CALAN | CHRISTMAS EVE,
CHRISTMAS DAY and NEW YEARS EVE:**

0800-0200 YB | HRS the following day.

**Os yw'r drwydded yn caniatáu cyflenwi alcohol, a yw hyn yn golygu ar gyfer yfed ar y safle neu oddi yno
Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

AR AC ODDI AR Y SAFLE | ON AND OFF SALES

Enw, cyfeiriad (cofrestredig), rhif ffôn ac e-bost (os yw'n berthnasol) deilydd y drwydded safle | Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**PLAS YNYSHIR HALL HOTEL LIMITED,
YNYSHIR HALL,
EGLWYSFACH,
MACHYNLLETH
SY20 8TA**

01654 781 209

Registered number of holder, for example company number, charity number (where applicable)

Enw, cyfeiriad a rhif ffôn Goruchwyliwr Safle dynodedig os yw'r drwydded safle yn caniatáu cyflenwi alcohol | Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

AMELIA EIRIKSSON

Rhif trwydded bersonol ac enw'r awdurdod sy'n rhoi'r drwydded bersonol a ddelir gan y Goruchwyliwr Safle dynodedig os yw'r drwydded safle yn caniatáu cyflenwi alcohol

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

16/06302/PERSLI

MALVERN HILLS DISTRICT COUNCIL

Annex 1 - MANDATORY CONDITIONS

1 Mandatory conditions where licence authorises supply of alcohol

(1) Where a premises licence authorises the supply of alcohol, the licence must include the following conditions.

(2) The first condition is that no supply of alcohol may be made under the premises licence-

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

(3) The second condition is that every supply of alcohol under the premises licence

must be made or authorised by a person who holds a personal licence.

2 Mandatory condition: exhibition of films

(1) Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

(2) Where the film classification body is specified in the licence, unless subsection

(3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

(3) Where-

(a) the film classification body is not specified in the licence, or

(b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

(4) In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

3 Mandatory condition: door supervision

(1) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence

must include a condition that each such individual must be licensed by the Security Industry Authority.

- (2) But nothing in subsection (1) requires such a condition to be imposed-
- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to-
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section-
- (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014

With effect from 28th May 2014

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1-
 - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) “permitted price” is the price found by applying the formula –
$$P = D + (D \times V)$$
where –
 - (i) P is the permitted price
 - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol
 - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
 - (i) The holder of the premises licence,
 - (ii) The designated premises supervisor (if any) in respect of such a licence, or
 - (iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order
2014

The below Mandatory Conditions **replace** the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and comes into effect **on 1st October 2014**

Conditions 1 to 4 refer to all premises that sell or supply alcohol for consumption on the premises. Condition 3 is relevant to Premises that sell for consumption off the premises.

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

4. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

With effect from 1st October 2010

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that –

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –

(i) beer or cider: ½ pint

(ii) gin, rum, vodka or whisky: 25ml or 35ml; and

(iii) still wine in a glass: 125ml; and

(b) customers are made aware of the availability of these measures.

Annex 2 - Conditions consistent with the operating Schedule

Premises Licence will be subject to Embedded Conditions converted under the Licensing Act 1964.

a) General – all four licensing objectives (b, c, d, e)

In our 16 years we have developed our own risk assessments and hazard analyses to protect public safety. We have regular staff training sessions, and employ professional staff. Mr & Mrs Reen are on the premises and monitor procedures during the majority of opening hours as Ynyshir caters for a luxury market, risks of crime and disorder are minimised, similarly, our isolated location and small size limits the possibility of public nuisance. We are not a family style hotel, and get only small numbers of children, and we do not provide adult entertainment. We would adopt a strict age limit of 18, if any play or film contained adult content.

b) The prevention of crime and disorder

The size and style of Ynyshir precludes most opportunities for crime and disorder. In our 16 years we have had virtually no trouble. We would not serve alcohol to anyone showing signs of unruly behaviour, and would have the parties removed from the premises if trouble arose.

c) Public safety

We have a current fire certificate, and have completed a fire risk assessment, approved by the fire officer (see appendix 3). We have both risk assessments and hazard analyses completed by all staff to ensure safety of the guests and our staff (see appendix 4). We are covered by insurance for the protection of both guests and staff. We are a non-smoking hotel, which greatly reduces fire and health hazards to guests and staff. We are meticulous about maintenance (see appendix 5).

d) The prevention of public nuisance

Our isolated location and style of operation, catering for small numbers and a luxury market, mean that the risk of public nuisance is small. We also have high ratings in guides, and have to maintain high standards to keep these, so would ensure guests were carefully monitored to prevent any risk of public disorder which would damage our reputation. Should any problems arise, staff would escort the offending parties from the premises and inform the police if necessary.

e) The protection of children from harm

We would not serve alcohol to any person under 18, or under 16, if accompanied by an adult. And to no one under 16. We would ensure that if any film or play was shown, the contents would be monitored and strict 18 age limit imposed if there was any adult content. We do not intend to hold any form of adult entertainment. If we employ persons under the age of 18, they will be strictly supervised.

YNYSHIR HALL

Country House Hotel of Individuality



APPENDIX 3

FIRE RISK ASSESSMENT



AA 3 RED STARS. AA 4 ROSETTES. RAC GOLD RIBBON 2002
WTB 5 STAR

EGLWYSFACH MACHYNLLETH POWYS SY20 8TA
TEL 01654 781209 FAX 01654 781366 E-MAIL INFO@YNYSHIR-
HALL.CO.UK WEB WWW.YNYSHIR-HALL.CO.UK

Ceredigion

YNYSHIR HALL

Country House Hotel of Individuality



DURING THE FIRE RISK ASSESSMENT PROCEDURE WE IDENTIFIED SEVERAL POSSIBLE RISKS.

IN THE CELLAR THERE WERE SOURCES OF FUEL, IE PAINT, PAPER AND CHRISTMAS DECORATIONS STORED CLOSE TO A SOURCE OF IGNITION, IE THE BOILER. ON IDENTIFYING THE RISK WE REMOVED IT BY REMOVING ANY UNNECESSARY BOXES TO A STORE IN THE GARAGE, AWAY FROM ANY POSSIBLE SOURCES OF IGNITION. THE FEW PAINTS AND DECORATIONS LEFT WERE MOVED TO A SEPARATE ROOM OF THE CELLAR BEHIND A FIRE DOOR. A NEW FIRE DOOR SIGN WAS FITTED TO THIS DOOR.

THE POSSIBILITY OF A FAT FIRE WAS CONSIDERED IN THE KITCHEN AND WE HAVE NOW INSTALLED A NEW EXTINGUISHER DESIGNED SPECIFICALLY TO DEAL WITH THIS HAZARD.

IN THE LIGHT OF THE RECENT ACCIDENT REPORTED IN THE PRESS WITH A BLOW TORCH, AND DISCUSSING THIS WITH THE HEALTH AND SAFETY OFFICER, WE DECIDED TO REMOVE THIS PIECE OF EQUIPMENT FROM THE KITCHEN COMPLETELY.

STAFF TRAINING:
WE HAVE INTRODUCED A FIRE PRECAUTIONS SHEET, WHICH IS ISSUED TO ALL STAFF OUTLINING PROCEDURE IN THE CASE OF FIRE. ALSO EACH MEMBER OF STAFF IS ALLOCATED A SPECIFIC AREA OF RESPONSIBILITY IN THE CASE OF A FIRE. FIRE RISKS ARE ALSO COVERED DURING THEIR RISK ASSESSMENT FOR HEALTH AND SAFETY.

YNYSHIR HALL fire risk assessment

HOTEL AREA

MEDIUM RISK AREA

CELLAR

(NO-SMOKING AREA)

1. FIRE HAZARDS

a. sources of ignition - CENTRAL HEATING BOILER (OIL)
- ELECTRIC LIGHTS

b. sources of fuel - STORE ROOM AREA (SEPARATE FROM
BOILER ROOM) - BOXES / SOME
PAINTS / LIGHT BULBS
WOODEN PARTITIONS for WINE BINS

c. work processes

2. PEOPLE AT RISK - STAFF USING CELLAR (WINES STORED)

3. EVALUATION of
procedures in place

a. control of ignition sources

CELLAR MOSTLY STONE & BRICK
POWDER EXTINGUISHER IN BOILER
ROOM - LARGE HEAVY FIRE DOOR
WHICH IS KEPT CLOSED

b. fire detection/warning ALARMS IN CORRIDOR NEAR CELLAR DOOR

c. means of escape - CELLAR STEPS TO HALL
DOOR IN CELLAR TO CAR PARK

d. means for fighting fire - POWDER EXTINGUISHER
- FIRE (WATER) EXTINGUISHER BY CELLAR DOOR

e. maintenance & testing of
fire precautions CHUBB MAINTENANCE + ANNUAL BOILER MAINTENANCE.

f. fire safety training - STAFF MEETINGS -

4. ACTIONS if necessary

* BOILER DOOR should have 'FIRE-DOOR' SIGN

YNYSHIR HALL *Fire risk assessment*

HOTEL AREA

LOW RISK AREA

RESTAURANT - NO SMOKING AREA

1. FIRE HAZARDS

- a. sources of ignition
 - CANDLES ON TABLES AT NIGHT*
 - ELECTRIC SOCKETS / PICTURE LIGHTS*
- b. sources of fuel
 - CANDLES*
 - TABLE DECORATIONS (sometimes)*
 - FABRICS / LINEN*
 - TABLES / CHAIRS*
- c. work processes
 - LIGHTING CANDLES.*

2. PEOPLE AT RISK - *WAITING STAFF* *CUSTOMERS AT TABLES*

3. EVALUATION of procedures in place

- a. control of ignition sources
 - TABLE DECORATIONS KEPT WELL AWAY FROM CANDLES*
 - ALL LAMPS TURNED OFF AT NIGHT (MULLED)*
 - FABRICS FIRE RETARDANT / RESISTANT*
 - NO SMOKING SIGNS ON ALL TABLES*
 - CANDLES ARE EXTINGUISHED EVERY EVENING & REMOVED. NEVER LEFT UNATTENDED. ALWAYS CHECKED TO BE SECURE IN PLACE*
- b. fire detection/warning
 - ALARM BY KITCHEN / RESTAURANT DOOR*
- c. means of escape
 - FRENCH WINDOWS TO CAR PARK*
 - MAIN FRONT DOOR*
 - & VIA STAIR ROOM & KITCHEN*
- d. means for fighting fire
 - FIRE EXTINGUISHER BY WAITRESS SERVICE STATION*
 - FLUORESCENT EXIT SIGNS IN PLACE*
- e. maintenance & testing of fire precautions
 - REGULAR ALARM TESTS / CDDDB MAINTENANCE CONTRACT*
- f. fire safety training
 - STAFF AWARENESS - COVERED IN RISK ASSESSMENT SHEETS for WAITING STAFF*
 - STAFF MEETINGS / INSTRUCTIONS TO ALL STAFF*

4. ACTIONS if necessary

YNYSHIR HALL *Fire risk assessment*

HOTEL AREA

MEDIUM RISK AREA

STILL ROOM

(NO-SMOKING AREA)

1. FIRE HAZARDS

- a. sources of ignition
- WATER BOILERS
 - GAS TUMBLE DRYER
 - WASHING MACHINE
 - ELECTRICAL APPLIANCES
- b. sources of fuel
- CLEANING AGENTS
 - PAPER NAPKINS
 - STAFF CLOTHING
 - TOWELS/LAUNDRY
- c. work processes
- IRONING
 - TEA/COFFEE MAKING
 - WASHING-UP

2. PEOPLE AT RISK - STAFF

- DELIVERY MEN

3. EVALUATION of procedures in place

- a. control of ignition sources
- ALL EQUIPMENT USED CORRECTLY & BY TRAINED STAFF ONLY
 - ALL EQUIPMENT IS SWITCHED OFF AT NIGHT & CHECKED REGULARLY
 - ALL BOILERS/DRYERS ETC ARE MAINTAINED UNDER CONTRACTS BY LEADING COMPANIES
- b. fire detection/warning
- ALARM BY DOOR
- c. means of escape
- VARIOUS - BACK DOOR
 - THROUGH KITCHEN (ALL CLEARLY LABELLED WITH FLUORESCENT SIGNS)
 - THROUGH RESTAURANT
- d. means for fighting fire
- FIRE EXTINGUISHER (WATER) BY DOOR
- e. maintenance & testing of fire precautions
- REGULAR MAINTENANCE BY CHIBB
 - ALARMS TESTED - FIRE DRILLS
- f. fire safety training
- AREAS OF RESPONSIBILITY - MAKING STAFF AWARE WITH RISK ASSESSMENTS
 - KEEPING AREAS TIDY & CLEAN
 - REPORTING ANY FAULTS

4. ACTIONS if necessary

YNYSHIR HALL Fire risk assessment

HOTEL AREA — LOW RISK AREA

DRAWING ROOM (THIS IS A NO-SMOKING AREA)

1. FIRE HAZARDS

- a. sources of ignition 'WOOD BURNING STOVE' (rarely used - front always kept closed)
- b. sources of fuel — ELECTRICAL POINTS
FABRICS
FURNITURE (WOOD) — SEATERS
PICTURES / RUGS / CARPET
- c. work processes

2. PEOPLE AT RISK — GUESTS
— STAFF IN AREA

3. EVALUATION of procedures in place

- a. control of ignition sources 'STRICTLY NO-SMOKING ROOM'
'ALL FABRICS — FIRE RETARDANT / RESISTANT'
 - b. fire detection / warning — ALARM NETWORK
 - c. means of escape — FRENCH WINDOWS TO CAR PARK — HALLWAY TO FRONT DOOR — ALSO CORRIDOR TO BACK ENTRANCE NEARBY
FLUORESCENT SIGNS IN PLACE
 - d. means for fighting fire — CHUBB FIRE EXTINGUISHER IN HALL
AS WELL AS FIRE ALARM — ALSO FIRE DOOR
 - e. maintenance & testing of fire precautions — ALARMS TESTED REGULARLY
— CHUBB SERVICE FIRE EXTINGUISHERS
 - f. fire safety training — STAFF MEETINGS — AREAS OF RESPONSIBILITY ISSUED TO SENIOR STAFF (SEE SHEET ATTACHED)
FIRE DRILLS
4. ACTIONS if necessary

* ENSURE STAFF SWITCH OFF & UNPLUG ALL LAMPS / LIGHTS AT END OF DAY.

YNYSHIR HALL *Fire risk assessment*

HOTEL AREA *LOW RISK AREA*

RECEPTION AREA (*THIS IS A NO-SMOKING AREA.*)

1. FIRE HAZARDS

- a. sources of ignition *LIGHTS/ELECTRICAL POINTS/EQUIPMENT/COMPUTER*
- b. sources of fuel *CARPET/RUGS
FURNITURE (WOOD)
PICTURES.
FABRICS / PAPER / STATIONARY*
- c. work processes - *USE OF COMPUTERS / FAX MACHINES ETC
by RECEPTIONIST & OWNERS & SOME
OTHER STAFF*

2. PEOPLE AT RISK *RECEPTIONIST.
GUESTS IN RECEPTION AREA*

3. EVALUATION of procedures in place

- a. control of ignition sources *FABRICS FIRE RETARDENT / RESISTANT.
ALL EQUIPMENT SHUT DOWN AT
END OF EVENING*
- b. fire detection/warning - *ALARM NEARBY.*
- c. means of escape - *FRONT DOOR & SIDE CORRIDOR (FLUORESCENT SIGN IN PLACE).*
- d. means for fighting fire - *FIRE EXTINGUISHER NEARBY HALL & BAR DOOR*
- e. maintenance & testing of fire precautions *- ALARMS TESTED REGULARLY.
& CHUBB SERVICE*
- f. fire safety training - *STAFF MEETINGS - AREAS OF RESPONSIBILITY
INSTRUCTIONS IN CASE OF FIRE.
FIRE DRILLS*

4. ACTIONS if necessary

YNYSHIR HALL Fire risk assessment

HOTEL AREA

LOW RISK AREAS

HALL & CORRIDORS

GENTS & LADIES CLOAKROOMS

NO-SMOKING AREAS

1. FIRE HAZARDS

a. sources of ignition

- ELECTRICAL POINTS

b. sources of fuel

CARPETS/RUGS
FABRICS
FURNITURE (WOOD)
PICTURES
LINEN
STATIONARY CUPBOARD

c. work processes

2. PEOPLE AT RISK - GUESTS } IN THESE AREAS
- STAFF }

3. EVALUATION of procedures in place

SAFETY
TRIP FUSE BOX IN LADIES TOILET
STATIONARY CUPBOARD ALWAYS SHUT
FABRICS FIRE RETARDANT/RESISTANT
LINEN CUPBOARD ALWAYS KEPT CLOSED

a. control of ignition sources

b. fire detection/warning - ALARM (BROWN GLASS) IN A NUMBER OF AREAS

c. means of escape - HALL & CORRIDORS WELL SIGNED WITH FLUORESCENT EXIT SIGNS

- DOWNSTAIRS TO FRONT DOOR - BACKSTAIRS TO KITCHEN AREA OR BREAKFAST ROOM

d. means for fighting fire

- CHUBB FIRE EXTINGUISHERS IN CORRIDOR & IN HALL - FIRE DOORS ON CORRIDOR

e. maintenance & testing of

fire precautions - ALARMS TESTED REGULARLY - EMERGENCY LIGHTING IN PLACE
- CHUBB MAINTENANCE

f. fire safety training - STAFF MEETINGS - AREAS OF RESPONSIBILITY

- INSTRUCTIONS IN CASE OF FIRE

- FIRE DRILLS

4. ACTIONS if necessary

YNYSHIR HALL *Fire risk assessment*

HOTEL AREA

LOW to MEDIUM RISK AREAS

BEDROOMS — ALL BEDROOMS ARE STRICTLY NO-SMOKING

1. FIRE HAZARDS

- a. sources of ignition
 - GUESTS WHO IGNORE 'NO-SMOKING' SIGNS (RARE)
 - ELECTRICAL SOCKETS
 - T.V.'S
 - ELECTRIC HEATERS (IN SOME ROOMS)
- b. sources of fuel
 - FABRICS (GENERAL UPHOLSTERY)
 - FURNITURE (WOOD)
 - BEDDING / BLANKETS
 - CARPETS
 - PICTURES
- c. work processes

2. PEOPLE AT RISK — MAINLY GUESTS

- HOUSEKEEPING & MAINTENANCE STAFF

3. EVALUATION of procedures in place

- a. control of ignition sources
 - TV'S ALWAYS SWITCHED OFF
 - NO SMOKING SIGNS IN ALL ROOMS
 - HOUSEKEEPER TO INFORM US OF ANY PLUGS WIRES ETC WITH PROBLEMS
 - FABRICS FIRE RESISTANT
 - HEATERS SWITCHED OFF WHEN NOT IN USE — ALSO REGULARLY CHECKED
- b. fire detection/warning — IN CASE OF FIRE INFORMATION IN ALL ROOMS
- c. means of escape — VARIOUS (FRONT STAIRS & BACK STAIRS — CORRIDORS) WELL SIGNED WITH FLUORESCENT SIGNS
- d. means for fighting fire — FIRE EXTINGUISHERS ALONG CORRIDOR & CLOSE TO ALL BEDROOMS
- e. maintenance & testing of fire precautions — ALARMS TESTED — EXTINGUISHERS CHUBB MAINTENANCE
- f. fire safety training — STAFF MEETINGS — INSTRUCTIONS TO HOUSE-KEEPER & STAFF WITH REGARD TO GUEST SAFETY

4. ACTIONS if necessary

- ROOMS ARE CHECKED REGULARLY — ALL ROOMS CHECKED AT TURN-DOWN FOR ANY ITEMS LEFT ON.

* — Remind staff to tell guests when booking that all bedrooms are no-smoking. (REPORT BY HOUSE-KEEPER OF GUESTS WHO IGNORE REQUEST)

YNYSHIR HALL *Fire risk assessment*

HOTEL AREA

MEDIUM RISK AREA

LOUNGE BAR

1. FIRE HAZARDS

NO-SMOKING AREA

a. sources of ignition

'LOG FIRE' — CHIMNEY FIRE?

ELECTRICAL POINTS

b. sources of fuel

ALCOHOL/SPIRITS/DRINKS etc?
FURNITURE
RUGS/FABRICS

c. work processes

CARE TO BE TAKEN IN LIGHTING
FIRE (NOT TO PLACE TOO MUCH STICK/FIRE LIGHTERS etc)

2. PEOPLE AT RISK

— GUESTS IN BAR
— STAFF " "

3. EVALUATION of procedures in place

FABRICS FIRE RETARDANT/RESISTANT
CHIMNEY SWEEP REGULARLY
FIRE GUARD ALWAYS IN PLACE
CHECKED AT END OF EVENING

a. control of ignition sources

b. fire detection/warning

— ALARM IN PLACE BY BAR DOOR

c. means of escape

— TO HALL (THEN FRONT DOOR OR BACK CORRIDOR)
FLUORESCENT SIGNS IN PLACE

d. means for fighting fire

— FIRE EXTINGUISHER — FIRE DOORS

e. maintenance & testing of fire precautions

— ALARMS TESTED REGULARLY
& CALIB SERVICE

f. fire safety training

— STAFF MEETINGS — AREAS OF RESPONSIBILITY
INSTRUCTIONS IN CASE OF FIRE
FIRE DRILLS

4. ACTIONS if necessary

* ALL PLUGS TO BE UNPLUGGED AT END OF EVENING (REMINDER TO ALL STAFF)

YNYSHIR HALL *Fire risk assessment*

HOTEL AREA

HIGH RISK AREA

KITCHEN

1. FIRE HAZARDS

- a. sources of ignition
 - NUMBER OF HEAT & FLAME SOURCES (GRILL, HOT PLATES, GAS Ovens, AGA)
 - ELECTRICAL EQUIPMENT / MACHINERY
 - HOT PROCESSES (FLAMBE etc)
 - HALOGEN LAMPS — USE OF BLOW TORCHES
 - MAIN FUSE BOX
- b. sources of fuel
 - COOKING OILS
 - PACKETS / BOXES of goods in store room
- c. work processes — COOKING (ALL ASPECTS of)

2. PEOPLE AT RISK

- CHEFS
- WAITING STAFF
- GUESTS

3. EVALUATION of procedures in place

- a. control of ignition sources
 - BLOW TORCHES STORED AWAY FROM FLAMES HEAT
 - PILOT LIGHTS ON GAS OVENS
 - REGULAR CLEANING OF EQUIPMENT (CONTRACTOR METHODS)
 - ONLY TRAINED CHEFS ALLOWED TO USE EQUIPMENT (RISK ASSESSMENT BY ALL STAFF INCLUSIVE OF FIRE HAZARDS)
 - CLEANING & MAINTENANCE SCHEDULES
 - b. fire detection/warning — BREAK GLASS FIRE BUTTON
 - c. means of escape — VARIOUS — BACKDOOR / STORE ROOM / SIDE ENTRANCE & BREAKFAST ROOM
— ALL SIGNED WITH DIRECTIONS
 - d. means for fighting fire
 - CO₂ EXTINGUISHER
 - DRY POWDER EXTINGUISHER
 - FIRE BLANKET
 - e. maintenance & testing of fire precautions — ALARM TESTS — CHABB MAINTENANCE CONTRACT
 - f. fire safety training — ALL KITCHEN STAFF (& OTHERS) ARE TOLD TO CHECK ALL EQUIPMENT IS TURNED OFF AT END OF SERVICE (NON-KITCHEN STAFF REGULARLY CHECK) — EVENING DUTIES OF MANAGER
- ## 4. ACTIONS if necessary
- CONSTANT REMINDERS of DUTIES & RESPONSIBILITIES.

- * NEW FAT/OIL EXTINGUISHER (CHABB)
- * TRAINING OF ALL NEW STAFF WITH RISK ASSESSMENT
- * PARTICULAR EMPHASIS ON BLOW TORCH + SAFETY
- * CONSTANT VIGILANCE
- * STRICT CHECK ON LOCK UP PROCEDURES.

FIRE PRECAUTIONS

- ❖ ALL STAFF MUST BE AWARE OF THE LOCATION AND TYPES AND USAGE OF ALL FIRE FIGHTING APPLIANCIES AND FIRE ALARM POINTS IN THE HOTEL.
- ❖ IF YOU DISCOVER A FIRE, SOUND THE NEAREST ALARM AND DIAL 9 FOR OUTSIDE LINE THEN 999 IF POSSIBLE.
- ❖ TRY TO TACKLE THE FIRE WITH THE APPLIANCIES AVAILABLE
- ❖ CLEAR THE BUILDING AS SOON AS POSSIBLE
- ❖ REMEMBER TO CLOSE ALL DOORS TO ISOLATE THE FIRE
- ❖ IF YOU HEAR THE ALARM, CLEAR YOUR AREA.

AREAS OF RESPONSIBILITY

EACH HEAD OF DEPARTMENT, OR THEIR DEPUTY FOR THAT DAY, WILL BE RESPONSIBLE FOR THEIR AREA OF THE BUILDING

- ❖ CHEFS: AREAS-- KITCHEN, PASTRY, STILL ROOM. IF POSSIBLE, ALL GAS, AND ELECTRICAL APPLIANCIES MUST BE SWITCHED OFF. ALL DOORS CLOSED. ENSURE ALL KITCHEN STAFF LEAVE THE BUILDING BY ONE OF THE 2 BACK DOORS. ASSEMBLE ON THE MAIN CAR PARK.
- ❖ RESTAURANT MANAGERESS: AREAS-- BOTH RESTAURANTS, DRAWING ROOM, HALL AND BAR. ALSO MONET IF GUESTS ARE IN. ENSURE ALL THESE AREAS ARE CLEAR OF GUESTS AND STAFF. CLOSE ALL FIRE DOORS. LEAVE BY FRENCH WINDOWS OR FRONT DOOR. ASSEMBLE ON MAIN CAR PARK.
- ❖ HOUSEKEEPER: AREAS-- ALL UPSTAIRS BEDROOMS AND HALL. CLEAR ALL ROOMS OF GUESTS AND STAFF. LEAVE BY EITHER MAIN STAIRCASE, OR BACK STAIRCASE. ASSEMBLE ON MAIN CAR PARK.
- ❖ JR. RR. OR PERSON ON RECEPTION, SUPERVISE EVACUATION. CHECK ANY AREA NOT COVERED, EG KITCHENS WHEN NOT MANNED.
- ❖ CHECK ON STUDIO ROOMS IF OCCUPIED, DO ROLL CALL OF GUESTS AND STAFF ON MAIN CAR PARK TO ENSURE BUILDING IS CLEAR. DIAL 999 IF NOT ALREADY DONE SO. REPORT ROLL CALL DETAILS TO OFFICER ON FIRST APPLIANCE TO ATTEND

YNYSHIR HALL

Country House Hotel of Individuality



APPENDIX 4

HAZZARD ANALYSIS AND RISK ASSESSMENTS



AA 3 RED STARS. AA 4 ROSETTES. RAC GOLD RIBBON 2002
WTB 5 STAR

EGLWYSFACH MACHYNLLETH POWYS SY20 8TA
TEL 01654 781209 FAX 01654 781366 E-MAIL INFO@YNYSHIR-
HALL.CO.UK WEB WWW.YNYSHIR-HALL.CO.UK

Y N Y S H I R H A L L

Country House Hotel of Individuality

HACCP INTRODUCTION SHEET

BUSINESS:

- YNYSHIR HALL HOTEL AND RESTAURANT

THIS PLAN COVERS:

- A HACCP analyse of the purchase of ingredients.
- The processing of them and the delivery of these to our customers.

TYPES OF HAZARDS:

- Microbiological Chemical and foreign objects all to be considered.

TARGET CONSUMER:

- General public

PLAN PREPARED BY:

- Joan Reen
- Les Rennie
- Stephane Papon

DATE PLAN PREPARED:

- 25 February 2003

DATE PLAN IMPLEMENTED:

- 1 May 2003

IN HOUSE TRAINING: NEW STAFF

- 29TH APRIL 2005

Y N Y S H I R H A L L

Country House Hotel of Individuality

GLASS POLICY

Use of glass containers in the food preparation area must be avoided

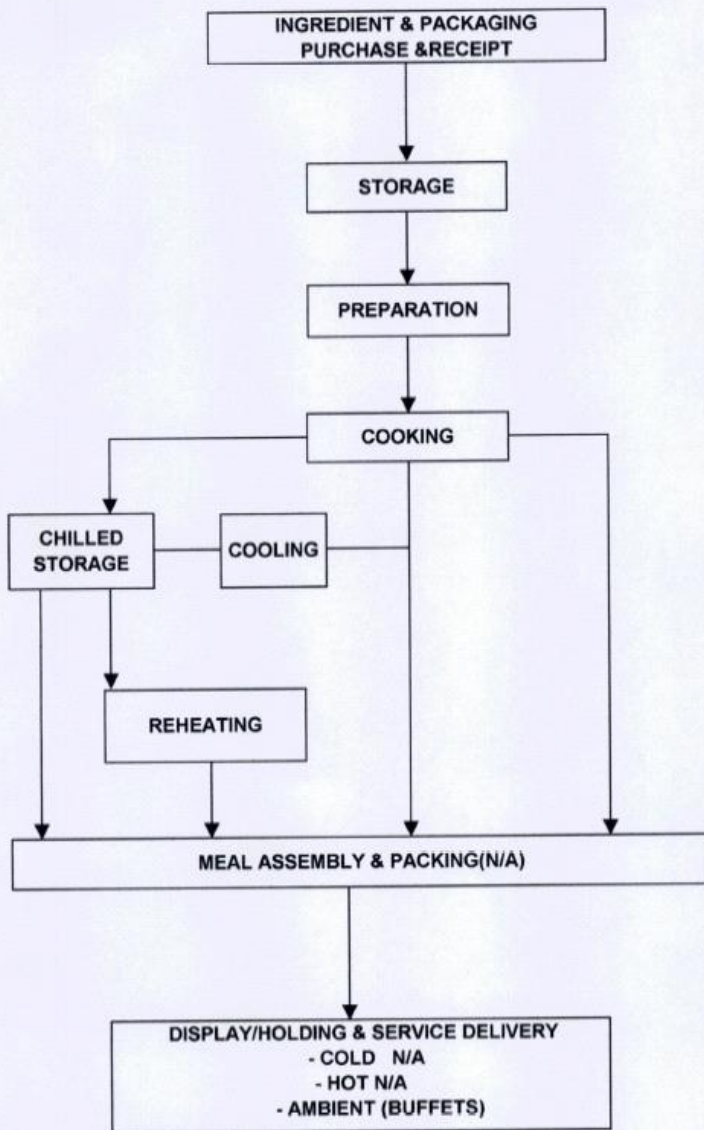
The following precautions should be followed.

1. The use of ordinary glass, porcelain and enamelware in the preparation area should be avoided.
 2. Diffusers should be fitted on all fluorescent tubes.
 3. Glass containers, glass mirrors and gauge covers must all be eliminated from food preparation areas. Use stainless steel or toughened plastic equivalents.
 4. Other glass equipment or storage containers must be avoided where possible.
- NB; food delivered and stored in Kilner jars; jars should be checked carefully for damage. Any damage noted and jar and all contents must be destroyed.

IN THE EVENT OF ANY GLASS BREAKAGE IT IS IMPORTANT TO ENSURE THAT;

1. The acting head chef, manager, owner, is notified.
2. Production and preparation ceases where contamination is likely.
3. All products adjacent to the breakage are examined, and in the event of possible contamination are discarded.
4. The glass & fragments are carefully cleared up in to a dustpan and transferred to a suitable container such as a box marked 'Broken glass- take care' Dispose of in the designated glass bin.
5. All areas in the immediate vicinity to be wiped with a wet cloth, including under counter shelves and floor.
6. The whole area is to be inspected carefully, and only declared clear by acting head chef, manager, and owner.
7. A written record should be kept of all breakage incidents, and should include products contaminated, (if any), date, time, place and actions taken.

**MODEL FLOW CHART FOR CATERER
YNYSHIR HALL**



YNYSHIR HALL

HEALTH & SAFETY POLICY

FOR ALL FULL-TIME, PART-TIME & CASUAL
EMPLOYEES

AREAS OF RESPONSIBILITY

RESPONSIBILITY FOR RISK ASSESSMENT

THE MANAGER/MANAGRESS) IS RESPONSIBLE FOR ALL RISK ASSESSMENT. SHE/HE WILL PRODUCE THE RISK ASSESSMENT SHEETS AND BE RESPONSIBLE FOR ARTICULATING AND KEEPING ALL RECORDS. SHE/HE WILL CO-ORDINATE WITH ALL HEADS OF DEPARTMENTS IN IDENTIFYING RISKS (TO BE ASSISTED BY RECEPTIONIST)

KITCHEN SAFETY.

ALL MATTERS RELATING TO HEALTH & SAFETY, FOOD HYGIENE ETC. IN THIS AREA IS THE RESPONSIBILITY OF THE HEAD CHEF.

RESTAURANT

THE MANAGER/MANAGRESS IS RESPONSIBLE FOR THE SUPERVISION & TRAINING OF ALL STAFF IN THIS AREA

HOUSE-KEEPING

THE HEAD HOUSE-KEEPER IS RESPONSIBLE FOR THE SUPERVISION & TRAINING OF ALL STAFF IN THIS AREA

FIRE SAFETY

THE MANAGER/MANAGRESS IS RESPONSIBLE FOR FIRE DRILLS & STAFF AWARENESS OF FIRE SAFETY

GARDEN & OUTSIDE MAINTENANCE

THE HEAD GARDENER/HANDYMAN IS RESPONSIBLE FOR REPORTING ANY POSSIBLE HAZARDS FOR STAFF & GUESTS

FIRST AID

THE DESIGNATED PERSON IS RESPONSIBLE FOR RECORDING ACCIDENTS, MAINTENANCE OF FIRST AID EQUIPMENT.

GENERAL REPAIRS & MAINTENANCE INSIDE THE HOTEL

THE HANDYMAN WILL BE RESPONSIBLE FOR REPORTING ANY POSSIBLE PROBLEMS IF HE IS UNABLE TO RESOLVE THEM

14. BROKEN GLASS & CROCKERY ETC. SHOULD BE DISPOSED OF WITH CARE & PLACED IN THE DESIGNATED BIN. (NB SEE GLASS POLICY DOCUMENT)
15. ALL KITCHEN STAFF MUST WEAR CLEAN WHITES AND HATS WHEN HANDLING FOOD; THESE CLOTHES MUST NOT BE WORN OUTSIDE THE PREMISES.
16. KEEP CLEAN ALL PARTS OF YOUR BODY AND CLOTHING, WHICH MAY TOUCH FOOD. ALWAYS WASH YOUR HANDS BEFORE STARTING WORK, AFTER USING THE LAVATORY. OR IF YOU HAVE BEEN IN CONTACT WITH ANYTHING THAT MAY CONTAMINATE EG ANIMALS, BLOWING NOSE, OR PICKING ITEMS FROM THE GARDEN.
17. KITCHEN STAFF MUST NOT LICK THEIR FINGERS OR SPOONS, OR BLOW THEIR NOSE, COUGH OR SNEEZE OVER FOOD.
18. COVER WITH BLUE WATERPROOF DRESSINGS ALL OPEN CUTS, SCRATCHES, ETC., ON YOUR FACE, HANDS & ARMS.
19. KITCHEN STAFF MUST NOT WEAR JEWELLERY, ONE PLAIN WEDDING BAND AND SLEEPERS ARE PERMITTED.
20. FINGERNAILS MUST BE KEPT SHORT AND CLEAN, NO NAIL VARNISH.
21. KITCHEN STAFF MUST NOT WEAR STRONG PERFUME OR AFTERSHAVE OR PERFUMED HAND LOTIONS
22. YOU MUST NOT SMOKE, EAT SWEETS OR FOOD OR CHEW GUM IN ANY AREA OF THE WORKPLACE WHERE FOOD IS PREPARED.
23. YOU MUST TELL THE MANAGEMENT OF ANY ILLNESS, ESPECIALLY INFECTIONS OF THE BOWEL, DIARRHOEA AND SYMPTOMS OF FEVER OR VOMITING
24. YOU SHOULD INFORM THE MANAGEMENT OF ANY INJURY OR DISABILITY, WHICH WOULD AFFECT YOUR OWN OR, OTHERS SAFETY DURING WORK.
25. YOU MUST DISPOSE OF ALL REFUSE, ETC BOTH SOLID & LIQUID IN THE APPROPRIATE CONTAINERS.
26. REPORT TO RISK ASSESSMENT OFFICER ANY NEW RISKS IDENTIFIED.

THE MANAGEMENT WISHES TO WORK WITH ALL ITS EMPLOYEES IN IDENTIFYING & ELIMINATING RISKS IN THE WORKPLACE. & TO PROVIDE A SAFE WORKING ENVIRONMENT.

THIS POLICY IS INTENDED FOR YOUR OWN HEALTH & SAFETY. IF IT IS IGNORED IT WILL BE REGARDED AS A SERIOUS BREACH OF CONTRACTUAL DUTY & COULD RESULT IN DISMISSAL & IN SERIOUS CASES PROSECUTION IF IT ENDANGERS OTHERS.

SIGNED

I UNDERSTAND THIS POLICY & AGREE TO ABIDE BY ITS RULES

DATE

INGREDIENT & PACKAGING - PURCHASE & RECEIPT

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Presence of food Poisoning bacteria	Purchase from reputable suppliers Specify delivery temperature Chilled target 5 C Specify shelf life Place into appropriate storage ASAP	Chilled: less than 8 C Frozen: not warmer Than minus 12 C	Check delivery vehicles Check temp each Delivery & record Check date codes & enough shelf life	Reject as required Report/ change supplier
Presence of foreign Objects/infestation/ Chemicals	Purchase from reputable suppliers Use food grade packaging materials	No damage to packaging or obvious contamination	Check on product & packaging each delivery	Reject as required Report/ change supplier

STORAGE (INGREDIENTS & PRODUCTS)

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth of food Poisoning bacteria due to storing at too high a temperature or too long a time	Correct storage ie Chilled target 1 C to 5 C Frozen target minus 18 C Stock rotation to be adopted Such as all product to be date coded Label & date code all in- house products	Chilled: less than 8 C Frozen: not warmer than minus 18 C Use within date codes	Check chiller & freezer temperature & record twice a day who responsible Check date codes	Adjust/repair chiller or freezer Chilled : If product over 8 C, destroy or use within 4 hours Frozen: If product warmer than , - 12 C use & do not refreeze Destroy old product Call maintenance engineer
Contamination by Bacteria from raw to cooked foods	Keep raw separate from prepared/ cooked foods e.g. different chillers or designated areas in chillers	Follow in the house instructions	supervision Visual checks	Destroy suspect product Move to correct location

Preparation

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth and survival of food poisoning bacteria during thawing	control thawing to evenly defrost. Specified times, temperatures, where & how to defrost e.g. microwave, defrost e.g. microwave, refrigerator, wrapped keep cool during defrosting Cook immediately or correct storage after defrost	keep less than 8 C	Temperature check as required Check completely defrosted refrigerator records	If ready to eat product over 8 C, destroy or use within 4 hours continue defrosting
Growth of food poisoning bacteria in perishable food out of the fridge too long	Minimise time at room temperature Return to fridge as fast as possible	keep for less 30mins at ambient temperature	Temperature check as required	If product over 8 C, destroy or use within 4 hours
Contamination by bacteria from raw to cooked foods	Keep raw separate from prepared/ cooked foods e.g. Use separate work surfaces colour coded boards & equipment	Follow in the house instructions	Supervision Observations	Destroy suspect product

Cooking

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Survival of bacteria due to undercooking (low temperature or short time)	Efficient cooking equipment Instructions to achieve thorough cooking. E.g. specify cooking time & size of joint Use preheated oven/ grill Standing time for microwave cooking	Centre temp Min 75 C for 30 second see separate hazard analysis for rare meats, tuna, and eggs	Check centre temperature with calibrated, sterile thermometer where practical and record	Continue cooking Retrain staff
Contamination by bacteria from raw to cooked	Keep raw separate from prepared/cooked foods e.g. Use separate work surface Equipment Use clean containers for cooked	Follow in house instructions	Supervision Observation	Destroy suspect product

Cooling & Freezing

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth of bacteria & surviving spores due to cooling hot food too slowly before refrigeration	cool quickly. E.g. Specify times for each product, divide into small batches, where possible joint max weight 3Kg, ensure refrigerator/ freezers not overloaded & correct design	from 75 C to below 10 C in less than 4 hrs, then put in refrigerator less than 8 C or freezer less than minus 18 C	Check time & centre temperature with calibrated, sterile thermometer where practical and record	continue cooling Review cooling procedure if targets not met Recalibrate thermometer
Contamination by bacteria from raw to cooked foods	Keep separate from raw foods & protect from contamination	Follow in the house instructions	Supervision Observations	Destroy suspect product Retrain staff
Contamination by bacteria from unclean equipment etc	Cleaning regimes	Follow in the house instructions	Supervision	Destroy suspect product Reclean

Reheating

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth of bacteria due to not reheating food to a high enough temperature & for long enough time	Instructions to ensure thorough reheating E.g. Specify reheat time & temperature/setting Only reheat once.	Centre temp to be Min 75 C for 30 seconds	Check centre temperature with calibrated, sterile thermometer where practicable. Record	Continue reheating Review procedures if targets not met
Contamination by bacteria unclean equipment etc.	Cleaning regimes	Follow in the house instructions	Supervision Observations Cleaning schedules	Destroy suspect product Reclean

Meal assembly

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth of bacteria due to food too warm	Minimise time at room temperature Return to refrigerator as fast as possible or return hot hold.	Keep at ambient temperature for less than 30 mins	Temperature check as required	Review procedures to ensure targets met
Contamination by bacteria from raw to cooked foods e.g. raw garnishes	Keep separate from raw foods & protect from contamination, e.g. use separate work surfaces & equipment	Follow in the house instructions	Supervision Observations	Destroy suspect product Retrain staff
Contamination by bacteria unclean equipment etc	Correct cleaning	Follow in the house instructions	Supervision Observations	Destroy suspect product Retrain staff

hot holding & service;delivery

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth of bacteria & germination of spores due to keeping food not hot enough	Hot holding at correct temperature for display or service Must be maintained warmer than 63 c Hot deliveries - specify max delivery time all food served immediately	Must be above 63 C If falls below 63 C hold for less than 2 hours	Check temperature of display Check product temperature with calibrated, sterile thermometer where practical	If below 63 C, reheat food (only once) If below 63 C for over 2 hours, destroy
Contamination by bacteria from unclean equipment or utensils used for raw foods	Cleaning regimes Separate/ clean serving utensils	Follow in the house instructions	Supervision Observations	Destroy suspect product Retrain staff

Cold display & service; deliveries

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth of bacteria due to keeping food not cold enough & for too long time	Hold at chilled temperature for display, service or delivery stock rotation & date coded all perishable food kept refrigerated until cooked	must be below 8 C Max 4hours if over 8 C Do not prepare too far in advance	Check temperature of display. Check product temperature with calibrated, sterile thermometer where practical	If above 8 C, re-chill & serve chilled If above 8 C for over 4 hours - destroy
Contamination by bacteria from raw to cooked foods	Keep separate from raw foods & protect from contamination separate utensils	Follow in the house instructions	Supervision Observations	Destroy suspect product Retrain staff Remove to correct location
Contamination by bacteria from unclean equipment, utensils used for raw foods	Cleaning regimes Separate/clean service utensils	follow in the house instructions	Supervision observations	Destroy suspect product Reclean

Ambient display & service eg Buffets

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Growth of bacteria due to keeping perishable food at too high a temperature/oolong	Specify time Keep food chilled up to time of serving	If out of refrigeration max 4 hours	Check time & centre temperature with calibrated, sterile thermometer where practicable	If above 8 C for over 4 hours - destroy
Contamination by bacteria from raw to cooked foods	Keep separate from raw foods & protect from contamination separate utensils	Follow in the house instructions	Supervision Observations	Destroy suspect product Retrain staff
Contamination by bacteria from unclean equipment, utensils used for raw foods	Cleaning regimes Separate/clean service utensils	Follow in the house instructions	Supervision Observations	Destroy suspect product Reclean

General - applicable to all steps

HAZARD	CONTROL	LIMITS	MONITORING	CORRECTIVE ACTION
Foreign object contamination	Packaging integrity Keep product covered Sealed containers Good housekeeping Salad washing running Potable water Pest Control (Rentokil) Glass policy Equipment & premise det Maintenance logs	Follow in the house instructions	Supervision Observations Records & logs	
Chemical contamination	Cleaning schedules Control of chemicals Pest Control (Rentokil) Maintenance control	Follow in the house instructions Diversey products only	Supervision Observations Records & logs	
Contamination by food handlers	Personal hygiene rules Staff movement Training Jewellery policy Return to work control Medical questionnaires Work instructions	Follow in the house instructions	Supervision Observations Records & logs	
Allergens	Segregation Labelling	Follow in the house instructions	Supervision Observations Records & logs	

Y N Y S H I R H A L L
Country House Hotel of Individuality



APPENDIX 5

MAINTENANCE SCHEDULE



AA 3 RED STARS. AA 4 ROSETTES. RAC GOLD RIBBON 2002.
WTB 5 STAR

EGLWYSFACH MACHYNLETH POWYS SY20 8TA
TEL 01654 781209 FAX 01654 781366 E-MAIL INFO@YNYSHIR-
HALL.CO.UK WEB WWW.YNYSHIR-HALL.CO.UK

Y N Y S H I R H A L L

Country House Hotel of Individuality



MAINTENANCE SCHEDULE

1. ALL BEDROOMS AND PUBLIC ROOMS MUST BE CHECKED ON A DAILY BASIS BY HOUSEKEEPING STAFF. ANY ELECTRICAL FAULTS OR DAMAGE MUST BE REPORTED IMMEDIATELY TO MAINTENANCE AND TO PROPRIETORS. IF FAULTS CANNOT BE REPAIRED IMMEDIATELY; THE ROOM MAY BE CLOSED TO THE PUBLIC IF THE FAULT IS SERIOUS.
2. ANY EQUIPMENT USED MUST BE CHECKED PRIOR TO USE. DO NOT ATTEMPT TO USE DAMAGED OR FAULTY EQUIPMENT.
3. CHEFS MUST CHECK ALL MACHINERY BEFORE USE AND REPORT FAULTS TO MAINTENANCE. NO FAULTY MACHINES MUST BE USED. DO NOT ATTEMPT ANY REPAIRS.
4. THE FIRE ALARM SYSTEM MUST BE TESTED ON A WEEKLY BASIS.
5. THE FIRE HYDRANTS WILL BE CHECKED BY CHUBB ANNUALLY.
6. ALL GUTTERS AND DRAINS TO BE CHECKED AND CLEANED MONTHLY.
7. ALL OUTSIDE PATHS TO BE CHECKED AND KEPT CLEAN MONTHLY. THE STUDIO PATIO CHECKED WHENEVER THIS ROOM IS LET.
8. RENTOKIL IS CONTRACTED FOR PEST CONTROL AND CHECKS AGAINST INSECT AND VERMIN INFESTATION 6 TIMES PER ANNUM.
9. THE WATER BOILERS, AGA AND CENTRAL HEATING BOILER WILL BE SERVICED PROFESSIONALLY ANNUALLY.
10. DURING THE ANNUAL JANUARY CLOSURE, THE PLUMBING, CENTRAL HEATING AND ELECTRICAL CIRCUITS WILL BE CHECKED AND REPAIRED AS NECESSARY.

AA 3 RED STARS. AA 4 ROSETTES. RAC GOLD RIBBON 2002
WTB 5 STAR

EGLWYSFACH MACHYNLLETH POWYS SY20 8TA
TEL 01654 781209 FAX 01654 781366 E-MAIL INFO@YNYSHIR-
HALL.CO.UK WEB WWW.YNYSHIR-HALL.CO.UK

NOTICE OF LICENCE APPLICATION
JULY 22ND 2005

Under the Licensing Act 2003

Mr Robert John Reen and Mrs Joan Agnes Reen of;
Ynyshir Hall Hotel, Eglwysfach,
Machynlleth, Powys, SY20 8TA

Have applied to convert and vary their existing justices licence,
first granted to Mr Reen on July 5th 1989.

The variations are as follows:

We have a piano in the bar which may be used by residents at
any time, and non residents during opening hours (08.00 to
01.00)

We wish to have musical performances as background music for
the residents and occasional performances for guests from 08.00
to 00.30.

We wish to hold murder mystery weekends, small performances
of plays dance or poetry readings, and guests may wish to show
films for training or entertainment, all from 08.00 to 00.30.

We wish to provide facilities for dancing for guests at special
events until 01.00, and New Years Eve until 02.00 am.

We wish to extend our hours for serving alcohol to non residents
from 23.00 to 24.00, and until 02.00 on New Years Eve.

We wish to extend the service of late night refreshment to non
residents from 23.00 to 01.00 and until 02.00 on New Years Eve
and Christmas Day.

The application is available for inspection at ;
The Licensing Section, Ceredigion County Council,
Penmorfa, Aberaeron, Ceredigion, SA46 OPA

Between the hours of 10.00am till 4.00pm Mondays to Fridays.
Any interested party may make representations to this licensing
authority for a period of 28 days from the date shown above.

The representations should be made in writing to the above
address.

It is an offence to knowingly or recklessly to make a false
statement in connection with an application, the maximum fine
for which a person is liable on summary of conviction for the
offence is £5,000.

**Annex 3 - Conditions attached after a hearing by the licensing authority/
Mediation Meeting.**

Annex 4 - Plans



Siteplan® 1:2500



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Centre Coordinates: 268266 295902

National Grid sheet reference at centre of this Siteplan: SN6886

Supplied by: National Map Centre
Serial Number: 04431200

 BOUNDARY OF GARDENS. FOOD, BEVERAGES AND ALCOHOL MAY BE SERVED DURING DESIGNATED PERIODS.

Options
3D Survey
FOR THE NATIONAL GRID

267500, 266840

Leif Bedford - National Map Centre [\(log out\)](#)

[MAIN MENU](#)
[USEFUL LINKS](#)
[EXTRANET](#)

LOCATE AN AREA
DEFINE PRODUCT
EXTRA INFO
MODIFY

Define product

You are in AREA OF INTEREST mode

UNDO **REDO**

Mode

single

multiple

Hover the mouse cursor over the text below to get instructions.

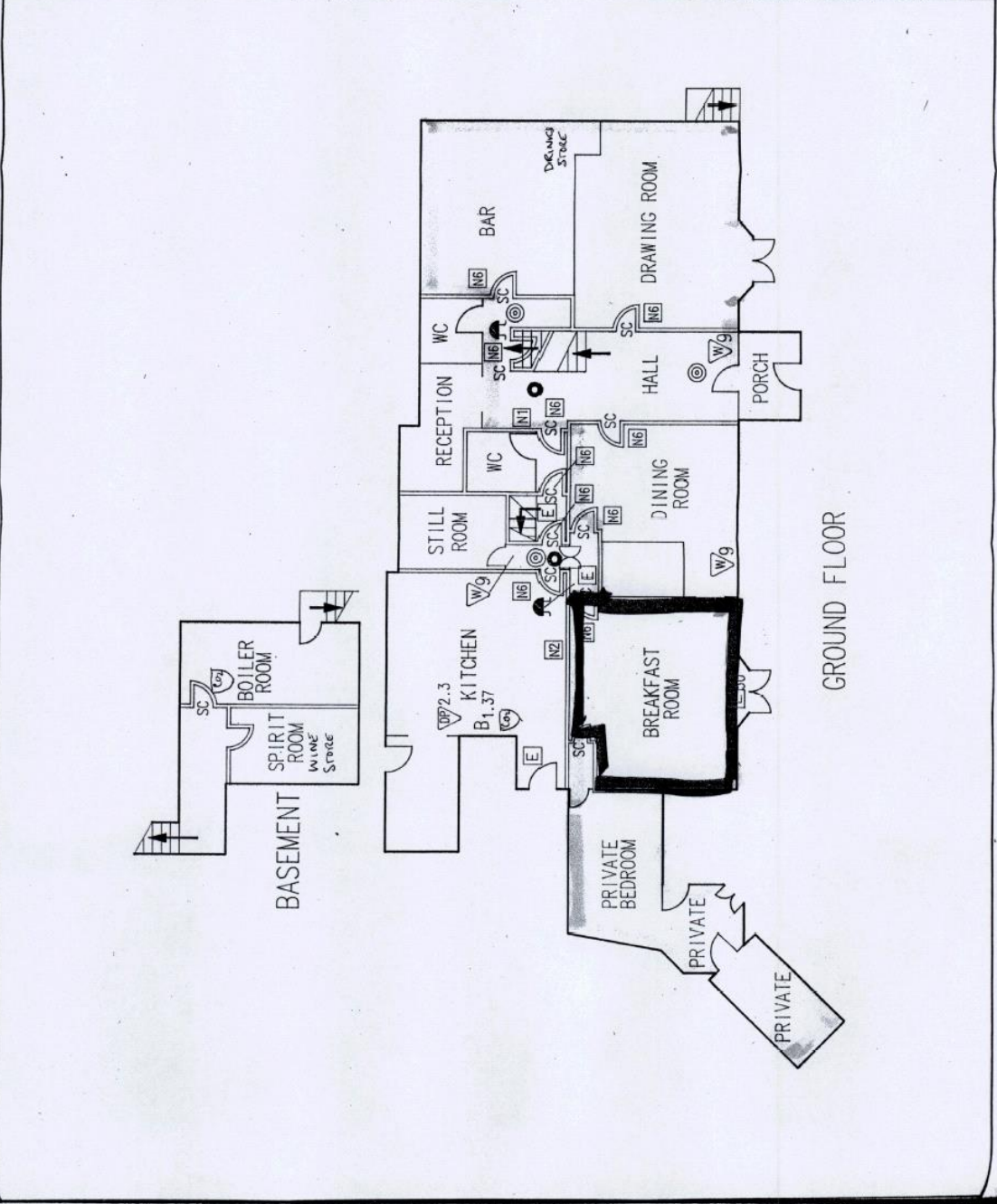
Centre	
Bottom left	
Top right	
Width	
Height	

PROGRESS WITH ORDER

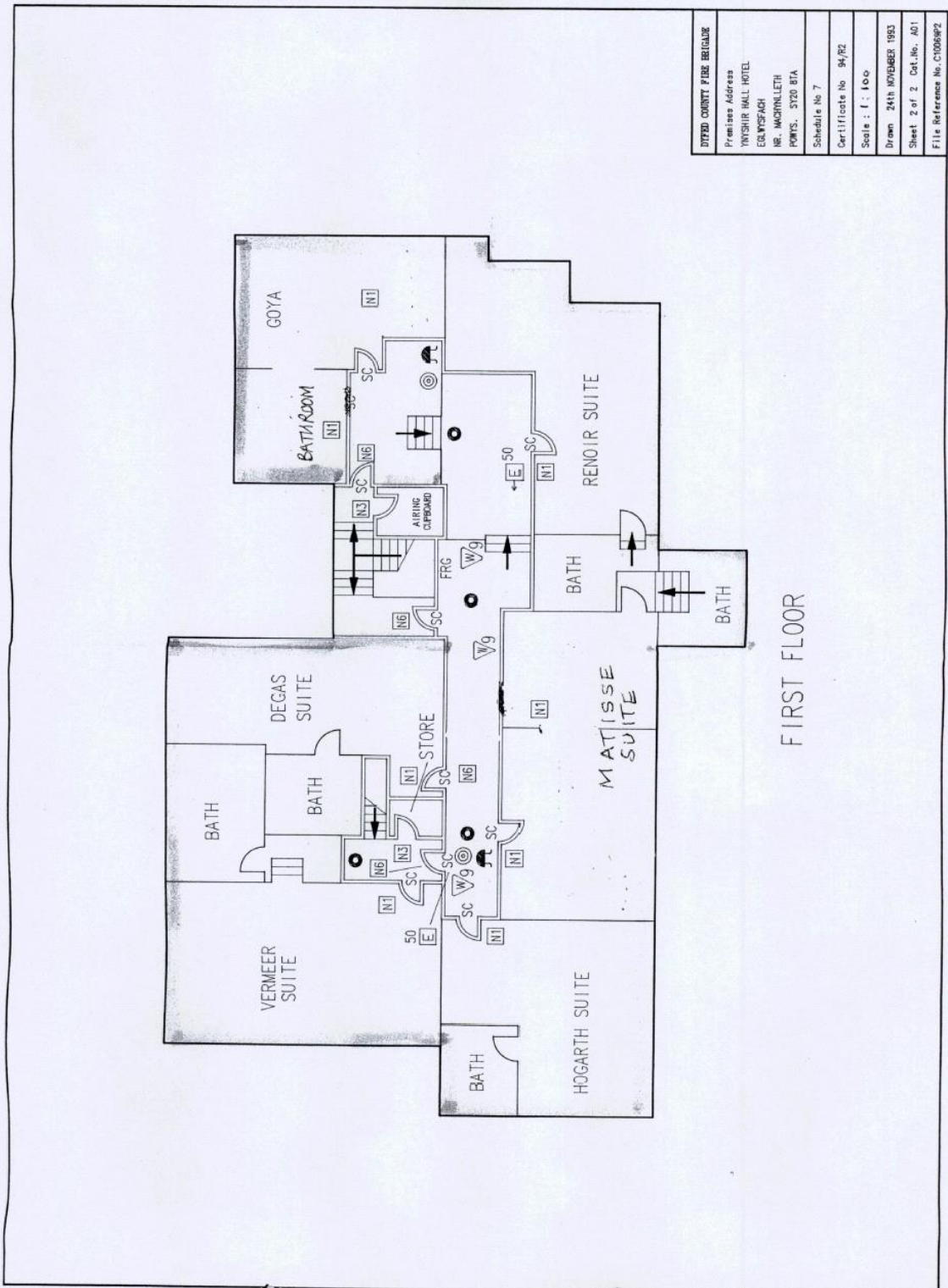
NEXT >>>

LOCATION OF YNYSHIR HALL

KEY:	W	FIRE EXTINGUISHER WATER
	DP	FIRE EXTINGUISHER DRY POWDER
	Ca	FIRE EXTINGUISHER CARBON DIOXIDE
	B	FIRE BLANKET
	☂	FIRE BELL
	ND	FIRE DOOR
	SC	SELF CLOSING DOOR
		AREA WHERE DRINKS & BEVERAGES WITH ICE SERVED
		FOOD TRUCKS



DUFFY COUNTY FIRE DEPARTMENT
 Premises Address
 WINDSOR HALL HOTEL
 EDWARDSFACH
 NR. MACHYALLETH
 POWYS, SY20 8TA
 Schedule No 7
 Certificate No 94/82
 Scale : 1 : 100
 Drawn 24th NOVEMBER 1983
 Sheet 1 of 2 Oct.No. A01
 F.I.e Reference No. C10068P1



FIRST FLOOR

DIVISION COUNTY FIRE BEHALF
Premises Address YINSHIR HALL HOTEL EGLYNSFACH NR. MACHINLETH POWYS, SY20 8TA
Schedule No 7
Certificate No 94/92
Scale : 1 : 100
Drawn 24th NOVEMBER 1993
Sheet 2 of 2 Cat.No. A01
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