

Suidhe Farm
Cottages

Self-catering Cottages

www.suidhefarmcottages.co.uk

Welcome

A warm welcome to Suidhe Farm Cottages. We hope you have a comfortable stay on the beautiful island of Mull.

This booklet contains useful information and advice to help you make the most of your holiday. Please familiarise yourselves with the Fire Safety Policy to be found in this booklet. There is a separate file in the cottage containing instruction leaflets for all the electrical equipment in this cottage.

In case of rainy days or when you just want to sit and relax, there is a supply of games on the hall table and DVDs and books on the bookshelves in the dining area. Should you find that you are only half way through a book when it is time to leave, please feel free to take it with you, as long as you leave a suitable replacement book behind. A supply of second hand books is available to purchase from MESS in Bunessan.

If you have any further questions or problems, please call at the house or telephone 01681 700 668 or 07850 673 078.

Before you leave, please would you be good enough to sign the visitors' book which is on the hall table. It would also help if you would:

1) Strip the beds that you have used



2) Wash up



3) Put all recycling in the white plastic bins in the vestibule.



4) Leave any unused and unwanted food on the kitchen worktops



5) Leave the cottage tidy

6) Vacate the cottage by 10am and leave the keys on the hook on the wall just inside the front door.

MANY THANKS!



SUIDHE FARM COTTAGES

BUNESSAN

ISLE OF MULL

PA67 6DU

FIRE SAFETY POLICY

This report consists of a Fire Risk Assessment to comply with the provisions of The Fire (Scotland) Act 2005, (as amended) and Fire Safety Policy

The primary purpose of the assessment is to establish the adequacy of the fire prevention measures present in the premises to protect guests, visitors, contractors and others from the risk of fire.

The Responsible Person

The "Responsible Person" under the Act is usually the employer and any other person who may have control over any part of the premises e.g. the building manager, occupier or owner, and has the responsibility for compliance.

The Fire Risk Assessment for the premises takes into account the safety in case of fire, of all 'relevant persons', particularly those at special risk such as the disabled and those with special needs.

Additionally, special risks have been considered including any dangerous substances likely to be on the premises.

The Responsible Person has produced a Policy detailed below, in respect of the procedures (Fire Strategy).

- A Clear Means of Escape
- Fire Detection and Alarms to the appropriate standards
- Portable Fire Appliances
- Staff Training

Periodic review of the assessment and continuous monitoring of conditions within the premises are undertaken in order to ensure that the risk assessment findings and resultant risk control measures remain relevant.

Fire Risk Assessment

Record of fire safety risk assessment			
Adviceline: 0800 019 2211 www.healthyworkinglives.com www.infoscotland.com/firelaw			 <input type="button" value="Print"/>
Building use and address	Suidhe Farm Cottages (Fraoch, Caorann and Ros-Mairi)		
Postcode	Bunessan Isle of Mull PA67 8DU		
Name of person(s) with fire safety duties	Jenny Jeffree		
Name and contact details of Assessor	Jenny Jeffree 01681 700 668 Jenny@Jeffree.co.uk		
Assessor signature		Date of assessment	19 Feb 2015
STEP 1 Identify people at risk			
List all persons potentially at risk from fire, including employees, residents, visitors and contractors			
Guests, visitors, cleaners, managers, contractors			
STEP 2 Identify fire hazards			
Note: Action Points should be recorded at STEP 4			
Fire hazards	Comments		
Sources of ignition	Faulty electrical appliances Oven, microwave and hob Things left over storage heaters or electrical wall heaters Illegal smoking BBQs brought inside Candles or indoor fireworks supplied by guests Incorrect use of tumble drier		
Sources of fuel	Electricity		
Source of oxygen	Air		
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		<input type="checkbox"/>	<input checked="" type="checkbox"/>

STEP 3 Evaluate risk and adequacy of existing fire safety measures							
Note: Action Points should be recorded at STEP 4							
a) Likelihood and consequences of a fire starting		Comments					
Accidentally		Very low - new build to comply with regulations at the time of construction. All electrical appliances were new in 2011 and are checked at least yearly.					
By act or omission		Low					
Deliberately		Low					
		Action required (Please tick) If you answered yes, record action at STEP 4	<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	YES	NO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
YES	NO						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
b) Adequacy of existing fire safety measures		Comments					
Provision and protection of escape route		Keep front and back doors clear of obstructions. All rooms have windows through which escape is possible.					
Lighting and signage		Not required					
Fire detection and fire warning		Smoke and heat detectors in each cottage - hard wired with battery backup incorporating light and sound alarms					
Fire fighting equipment		Fire blanket and extinguisher in each kitchen. Outside water tap on the garage. Fire hydrant within acceptable distance for local fire brigade.					
Staff training and fire drills		Not required					
Management and fire safety policy		Regular reviews and updating of manuals. Fire safety policy created and regularly reviewed. Welcome pack for guests provided in each cottage. Link to Fire Safety Policy sent to guests prior to arrival.					
Co-operation and co-ordination with other building owners/occupiers.		Not applicable					
		Action required (Please tick) If you answered yes, record action at STEP 4	<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	YES	NO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
YES	NO						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						

The assessor completing the following section should prioritise remedial measures, based on the level of risk.

Priority ratings and suggested timescales:

Low (L) 3 – 6 months	Medium (M) Up to 3 months	High (H) As soon as possible
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The above timescales are recommendations, however, risks should be removed as soon as possible.

STEP 4 Action points			
	Priority	Person responsible	Completion date
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Continue on separate sheet if necessary.

Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

STEP 5 Assessment review

Review date	19 Feb 2015	Reviewed by	Jenny Jeffree
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Reason for review

Contact details incorrect

Previous action points removed from assessment as all completed in 2013

Outcomes of review

Correct contact details supplied

Action points removed - no new action points identified

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion.

To arrange a workplace visit, call our advice line free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the advice line and are given on our website at www.healthyworkinglives.com

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).



healthy@living



2468 12/2007

Fire Policy

A copy of the Fire Risk Assessment shall be retained on the premises in the Welcome Pack. An electronic link to the Welcome Pack is sent to Guests prior to arrival.

Prior to Guests arriving at the cottages they will be advised that no smoking, naked flames, fireworks or barbeques are permitted within the cottages.

Storage and Electrical heaters should not be covered or obstructed.

The doors generally should be closed at night to reduce the spread of fire and smoke.

Fire Detection in the form of heat and smoke detectors are available in the hall, living room and kitchen areas, and are regularly checked.

A Fire Blanket and Fire Extinguisher are properly mounted in an easily accessible location in the kitchen.

The Fire Service provides the Buinessan Community Fire Service in the village and should be called in the event of a fire by telephoning 999 - if this cannot be done using the phone services in the cottages, a mobile phone should be used but if signal is not available then the alarm should be raised at Suidhe Farm or neighbouring houses across the road. Alternatively try phoning the Buinessan Community Fire Station on 01681 700 618. The service can be directed to the lochan for extra water supplies in case of need.

In the event of a fire all personnel should be alerted to the danger and vacate the premises by the nearest and safest route without delay.

The main escape routes are through the front and rear doors, which should not be obstructed at any time. Note, in addition all ground floor windows can be opened outwards to provide a secondary escape route.

Inform the owners at Suidhe Farm as soon as possible.

All personnel should assemble on the far side of the garage, next to the large wooden field gate and inform the Fire Officer whether everyone is properly accounted for.

No-one should re-enter the premises until advised that it is safe by the Fire Officer.

Guests are requested to inform the owners at Suidhe Farm (01681 700 668) of any damage or fault to any of the fixed or portable electrical appliances.

Updated 12th February 2018

Important information



All our cottages are strictly non-smoking.

Doors and windows:

- The locking mechanism for the external doors requires you to lift the door handle and release it prior to locking the door, using the key on the outside or the thumb catch on the inside.
- The safety mechanism for the windows requires you to press the grey lever within the window frame on the left before attempting to close the window or to open it further than the first catch.



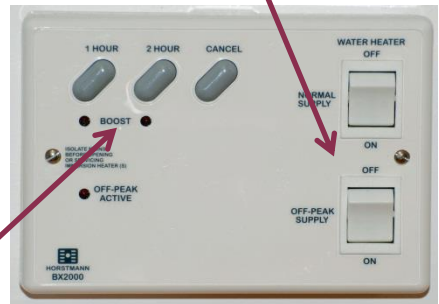
Water and drainage:

- We are not on mains drainage and therefore it is important for the continued satisfactory function of the septic tank that you do not flush **ANYTHING** down the toilets other than human waste and normal toilet paper. Please dispose of all sanitary items in the normal refuse.
- Please do not put fat or oil down the sink.

- It is also important that ecological cleaning materials are used in the sinks, dishwasher and washing machine as provided and that no strong chemicals are used.
- The stop cock for the water supply is situated under the sink in the kitchen.

Vestibule:

- The cupboard nearest the window contains the fuse box.
- The heated cupboard nearest the internal door contains hanging space to dry off wet outdoor clothing. There is a low-power cylindrical heater at the bottom of the cupboard that can be left switched on to assist drying; DO NOT cover this heater.
- Make sure that both the switches on the right hand side of the hot water control panel (situated in the vestibule above the washing machine) are switched ON at all times.
- If you find you are short of hot water, there are booster buttons which give up to an extra 2 hours of heating to the hot water tank.
- Next to the front door is a plaque containing the What3Words address for your cottage. If you have need to phone the GP during your stay, it would help him/her to know your What3Words if they need to visit you in the cottage.
 - Fraoch: `///ordeals.posts.resold`
 - Caorann: `///stitch.dynamic.crouching`
 - Ros-Mairi: `///whizzing.evidence.dimes`



- It would be really helpful if all items to be recycled are placed in the appropriate labelled containers next to the washing machine.
- There are containers for:
 - cardboard and paper.
 - drinks cans, food tins and empty aerosols (no lids) - please rinse before placing them in the container.
 - plastic bottles/tubs/pots/trays - please rinse before placing them in the container.
- Glass bottles and jars - please remove lids and rinse before placing them in the outdoor dark grey wheelie bin.
- Rubbish goes in one of the light grey wheelie bins outside.
- Please read the instructions for the washer/drier before use. Note that the drying cycle accepts only a half load of washing; attempting to dry larger loads may result in overheating, potentially damaging both the machine and the clothes.



Bedrooms:

- Please do not attempt to move the beds as you may damage the support mechanism for the mattress. Also, the beds are very heavy and you may injure yourself!

Outside the cottages:

- Please do not paddle or swim in the lochan.
- The green rectangular tanks in the field between the cottages and the lochan are part of the waste water treatment system and **MUST NOT** be climbed on. Similarly, the grey plastic box close to the tanks is part of the control for the treatment system; please leave this alone. A permanently flashing light on this box indicates that the pump has malfunctioned; if this happens, please let us know (01681 700 668) or call at the house.
- At the top of the hill are the ruins of the depopulated township of Suidhe which is a scheduled ancient monument and is therefore protected under the Ancient Monuments and Archaeological Areas Act 1979. Scheduling means that it is an offence for any visitors to the scheduled site to damage or disturb the designated area in any way. Climbing on the walls, digging and the use of metal detectors within the boundaries of the township are not permitted.



- When driving on the roads of Mull, please adhere to the rules regarding use of single track roads (see separate leaflet):
 - Always stay on the left at a passing place irrespective of the side of the road that the passing place is on.
 - It is courteous to allow faster moving traffic to pass you by pulling in to the left at a passing place.

- Whilst walking in Scotland, please be sure to follow the Country Code at all times:
 - Guard against all risk of fire.
 - Leave all gates as you find them.
 - Use stiles when provided.
 - Keep dogs under close control and on a lead when going through a field containing farm animals.
 - Keep to paths across farm land.
 - Avoid damaging fences, hedges and walls.
 - Leave no litter of any kind.
 - Safeguard water supplies.
 - Protect wildlife, plants and trees.
 - Go carefully on country roads.
 - Respect the life of the countryside.
 - Take only photographs, leave only footprints.

WiFi service – Acceptable Use Policy

WiFi service is provided in the cottages, and can be configured using the following:

SSID: Suidhe-Cottages

Security Key: Happy-Holidays

(The security type is WPA2 and encryption is AES)

Use of the WiFi service is subject to the following conditions:

- The WiFi service is intended for uses that have a low data requirement, such as email and web browsing, and not for high data uses, such as video streaming or multi-user gaming. We reserve the right to surcharge guests for excessive data usage.
- Any use of the WiFi service must be acceptable according to UK law and any other applicable law.
- Use of the service is granted only to guests that are booked in the cottages, and only for the duration of their booking.
- By using the service, users accept all responsibility, legal and/or financial, for any consequences of their actions and agree to indemnify the owners of Suidhe Farm Cottages against any action that may be taken by 3rd parties arising out of their use of the service.

Television and DVD/CD player

Each cottage is provided with a television that also serves as a DVD or CD player. The television is provided via "Freesat" satellite TV transmissions, so there is a remote controller for the TV and a separate remote controller for the satellite decoder box. It is the satellite controller that you use to select the TV channels, and the TV needs to be set to use the "AV 2" input in order to display the TV channels.

As the cottages will often have young children staying in them, we have set up the satellite decoders to exclude channels that we felt carry inappropriate content; if you find there are channels we have missed and that should be excluded please let us know!

Phone service

There is a telephone provided in each cottage for the use of guests; this is a portable phone that needs to be recharged from time to time, so it is advisable to leave it on its charging base when not in use.

The telephone service is provided via a VoIP connection that makes use of the broadband network; the network therefore has to be up and running in order for the telephone to work. Therefore, PLEASE OBSERVE THE "DO NOT SWITCH OFF" LABELS THAT ARE ATTACHED TO THE VARIOUS NETWORK COMPONENTS, AND DO NOT ATTEMPT TO RE-CONFIGURE ANY OF THE NETWORK CABLING! If you switch off or fiddle with any of these devices, you may be affecting not only your own telephone and network access but also the access provided to the other cottages.

Because the phone service relies on the network being available, it may be disrupted in the case of fire or power failure and therefore it cannot be relied upon to support "emergency services" (999) phone calls.

We will make sure that there is at least £5 of credit available on the phone at the beginning of your stay, to cover calls to land lines (e.g., for booking restaurants etc.), but be aware that high usage may result in that credit

running out. £5 represents about 400 minutes to a UK land line or 50 minutes to a UK mobile. Overseas calls can be made, but these will be more expensive than UK land line calls.

If you find you need more credit, we can "top it up" for you, but we will charge for the additional cost; please phone (01681 700 668) or email us (Tony@Jeffree.co.uk) with your request. Payment for additional credit will be by PayPal (preferred) or cash.

The phone numbers for each cottage are:

Fraoch: 01681 778109

Caorann: 01681 778041

Ros-Mairi: 01681 778107

Local Services

Bunessan Community Fire Station

01681 700618

Doctor (Bunessan)

01681 700261

Hospital (Craignure)

01680 300392

Dentist (Tobermory)

01688 302105

Police (Bunessan)

01681 700222

Vet (Fishnish)

01680 300319

Post Offices:

Spar, Bunessan

01681 700252

The Ferry Shop, Fionnphort

(cash machine available)

01681 700470

CalMac Ferry Services:

01631 700506

0800 0665000

West Coast Motors (bus)

01586 552319

Groceries

Spar, Bunessan

The Ferry Shop, Fionnphort

Ardalanish Organic Farm

Crofters Kitchen, Kintra

Spar, Iona

Fish van: in the car park at Fionnphort and then Bunessan on Wednesday lunchtimes.

Petrol station

Ardfenaig Filling Station about 2 miles away on the road to Fionnphort.

Eating Out/Pubs

Argyll Arms Hotel, Bunessan 01681 700240

Bunessan Bakehouse - Opening days and times vary according to the season but are advertised in their window.

Keel Row, Fionnphort 01681 700458

Lunches available in high season

Evening meals served from 6pm

- no bookings taken so turn up early

Ninth Wave Restaurant, Bruach More, Fionnphort

01681 700757

www.ninthwaverestaurant.co.uk

High quality restaurant

Booking essential

Pennyghael Hotel 01681 704288

Iona

Argyll Hotel 01681 700334

St Columba Hotel 01681 700304

Martyrs' Bay Restaurant 01681 700382

Places of Interest and Things to Do

Ross of Mull Historical Centre, Bunessan

Iona Abbey

Isle of Staffa - boat trips from the pier at Fionnphort

Boat Hire from Iona

Swimming Pool and Spa, Isle of Mull Hotel, Craignure

Other Shops

Isle of Mull Weavers, Ardalanish Organic Farm, Bunessan

Fingal Arts and Crafts, Fionnphort

Eleanor MacDougall Silver, Fionnphort

Fingals Cave, Bunessan

Iona

Iona Gallery and Pottery

Columba Steadings

Iona One

Finlay Ross Ltd, Martyr's Bay

Iona Scottish Crafts