



Riversdale Lodge, Riversdale, Bourne End, Buckinghamshire  
SL8 5EB

From Cookham Bridge turn left into the SECOND entrance of Riversdale. From Bourne End take the FIRST turning into Riversdale. Go over 3-speed bumps and the house is a black and white house on the right-hand side just after the bend and the gates are just after the house.

Amber - 07831167335 / Howard - 07775681748 / Katie - 07825 287201

We have no problem at all with you texting or phoning us with any problems. If you cannot get hold of us then please contact Katie who lives above the garage.

INTERNET

WiFi: Riversdale

Password: Riversdale2022

**PLEASE READ EVERYTHING IN RED**

Our reviews [Google](#) or [TripAdvisor](#) - Please add your review!

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# LOOKING AFTER THE HOUSE

1. Please do not smoke anywhere on the property, including putting cigarette butts in the indoor bins.
2. No unauthorised guests, parties or events. This includes caterers and hired furniture.
3. We ask that you do not allow any animals on the property, even for a visit - we have a resident cat who is very upset by other animals in his territory.
4. No shoes other than indoor slippers may be worn in the house.
5. Please do not move the furniture, particularly on the wooden floors, as it leaves scratches. Please do not move furniture from inside to outside or vice versa. Please do not use indoor blankets outside, especially by the fireside, as these are not fire-resistant and it is a hazard!
6. Due to new fire rules for rented properties, no candles can be used. We have some LED ones instead and 3 table lamps for the outside. If you need to recharge any the cable is next to the black Chinese unit in the kitchen. Similarly, the fire pit must be attended to at all times when lit. Please only make a very small fire as it is on a wooden deck.
7. We ask that you keep noise to a minimum between 11pm and 8am to respect our neighbours. Sound travels very far across and down the river, so be careful what you say (!). There must be no singing or music by the river unless previously authorised.
8. The rugs and carpets can be cleaned in the case of most spills, but turmeric and beetroot do not come out, and so will result in you being liable to pay for the cost of replacing the rug or carpet. As such, we recommend that food and beverages containing these ingredients be served downstairs on the wooden floors or with great care!
9. Accidents happen, but please do tell us if there is any damage incurred to the property during your stay so that we can mend or replace the item. We may need to charge a fee if the item needs to be replaced. Similarly, if the linens or towels are damaged such that they need to be replaced, we may need to charge a fee.

10. Please ensure that if the house is vacant, you lock all the doors.
11. Please wash up and put everything away as there is a £50 charge if the kitchen is left in a mess.
12. Please take all your rubbish out to the bins when you leave and recycle. There is a £50 charge if we have to go through all the bags and do the recycling.
13. All beds have single duvets including double beds which have 2.
14. Suppliers - No non-approved suppliers (including catering companies, activity suppliers, or any other third party) are permitted to operate at the property without the owner's prior permission. The owner may seek to see sight of a supplier's insurance certificates before approving them - or may disapprove at their discretion.

## ACCESS

There is on-site parking for 15 cars. **There is no parking on the lane or blocking the right hand side garage.**

Please come and go as you please. The surrounding area is full of delightful walks in nature - we have printouts of routes you might like to explore in the hall. Please take a photo and leave the laminated originals in case other guests would like to look at them.

On hot days, feel free to fully open the large bifold doors in the kitchen. Open the central doors first, using the magnets to lock them in place. Only then can you fold the other doors back. To close, go in reverse, unfolding and locking in place the outer doors before closing the central doors. The fly doors must not be left unattached to the next set of doors by a magnet as this damages the hinges. **THIS COULD SERIOUSLY DAMAGE THE DOORS IF LEFT HANGING.** To lock the doors in the new block, lift the handle and then turn the key.

On very hot days, the doors may expand in the heat and you may need to wait for them to cool before they will close again. If the expanded doors really need to be closed, crack open the outer doors by a few inches on one side, then lock the centre door before bolting the outer doors.

The floors and stairs are slippery if you are in socks: bare feet or slippers are best.

# LIGHTS

To control the outside lights, kitchen and hall lights please use the Rako app on the iPhone in the kitchen. The outside lights go off at 11.30pm but these can be overridden by the app.

The picture in the main hall, table lights in the new block stair lobby, the landing lamp, the yoga studio light under the stairs and the living room Christmas lights turn themselves on and off. Please turn off all lights when you go to bed apart from these.

# THE KITCHEN

The main kitchen LIGHTING is controlled by the switch on the wall by the double doors. There are 4 scenes from dim to bright, or use the app.

The EXTRACTOR FAN over the hob and its lights are controlled by the remote control in the utensil drawer. Please use the extractor fan when frying.

The top drawers pull open, the lower drawers push to spring open. Close the draw by gently flinging the draw closed this will engage the soft self-closers. DO NOT PULL OPEN AS THIS BREAKS THE DRAW.

The cupboard doors without handles press to open and press to close. The far-right cupboard is good for dry food storage.

The BOILING TAP works by pressing the knurled ring down twice in quick succession, then turning anti-clockwise. Turn this ring clockwise to turn it off. For COLD FILTERED WATER press knurled ring down until blue light shows.

Please use the DISHWASHER. Tablets are supplied and are under the sink. If you prefer to wash dishes in the sink, you can find a drying mat under the sink. The big plates only fit in the back right of the lower shelf, anywhere else and the rotary arm doesn't rotate and your dishes will not be clean. The plates go better in the dishwasher in the prep kitchen, please stagger the plates. In the prep and yoga kitchen, use the rapid wash. In the Kitchen, use program 5.

INDUCTION HOB, turn on and then select the correct ring by pressing the red number, not the image, then slide the heat up.

To unlock the HOB in the YOGA KITCHEN, switch on, then hold the + and - buttons down together until the lock releases.

MICROWAVE > (start (adjust power)) > start (select duration) > start

Please don't cut food in the pans or on the marble surfaces - use a cutting board!

Please use plastic utensils only in the pans.

Do not use Viakal on stone surfaces!

Black microfibre CLOTHS are for food prep surfaces only! The other coloured cloths in the prep kitchen wall-mounted cupboards are for general cleaning outside of the kitchen, with the red and purple cloths used for bathrooms only. TEA TOWELS and black cloths are in the second drawer down on the left of the island.

HOT items can be placed on the stone surfaces, apart from hot frying pans, which can mark the surface. Mugs with hot beverages or warmed plates can be placed on the table, but please do not put hot pots from the hob or oven on the table. If the OVEN needs professional cleaning, this will be chargeable at £50. Please use foil.

Please RECYCLE. The crates on either side of the sink are for clean, dry recycling. The island bin has 2 sections one for non-recyclable waste and cooked food or meat and the other for vegetable peeling. The Vegetable peelings go in the black bin around the side of the garage for composting.

Please take all your rubbish to the bins next to the gate when you leave. All cardboard and paper are to be disposed of in the boxes. Bottles, tins, rigid plastic and cartons must go in the blue bin. Anything else goes in the black bin.

The yoga kitchen has a FIRST AID KIT including a heart attack kit and they are on the shelving.

There is a BLUE FOLDER that has all the info on all the appliances in the black Chinese cupboard in the Kitchen

## INFO FOR CATERER

The lower, main oven has fan assistance; the upper oven has a grill.

Please use the dishwasher in the prep kitchen for the plates. Stagger the plates on the lower draw and the bowls on the top draw. Both dishwashers will need their strainers rinsed at least once during your stay.

Use the island bins for veg peelings; use the black counter bin for plate scrapings. Use the shelves in the prep kitchen for stacking plates.

There is a folder provided with our food hygiene policies and a full inventory. There are 3 water jugs and 3 combined salt and pepper grinders. We supply the oven and serving dishes, but please feel free to bring your own. We supply napkins. There is an electric fabric plate warmer - please turn it off when finished. There is a small set of steps kept in the utility cupboard to reach the higher cupboards. We have 2 x 4 slot toasters and a 2 slot gluten-free toaster.

Please be careful with your crates as they scratch the floor when pushed.

## WATER MAIN, GAS, ELECTRIC AND HEATING

The incoming water main can be turned off in the study (lift the hatch in the skirting between the small windows), or in the lane (lift the small round cover in the ground to the left of the main gates). The gas and electricity can be turned off in the utility cupboards, in the rear alley, outside the annexe next to the boiler room. Water and space heating are automatic and should not need adjusting. If you do need to have the heating changed please contact us and we can do it remotely.

## THE CAT

Romeo, the grey cat must not be in the kitchen when humans are cooking or eating. He eats in the prep kitchen - only 3 pouches a day, no matter what he tells you... We have dated the pouches so you know if he has been fed. Dried food and water should be in the bowls at all times.

Romeo has a cat flap he comes and goes through, but he does prefer to use the man door! Please make sure he can get to his cat flap at night.

## TECHNOLOGY

The TVs are internet-based, with iPlayer and Netflix etc. and should be signed in and ready to watch. There are Apple HomePods in the kitchen and the studio / games room. The Apple Homepods are accessed via AirPlay or by using the Cast button on Spotify. Simply select the appropriate speaker, once you are on the WiFi. If it doesn't work it is usually because another device has already connected.

The blinds in the river suite are remote control - turn the dial and all the blinds turn. You can also select individual blinds on the remote.

HIRE OF PROJECTORS/SCREENS: [Corporate Audio Visual Hire and Production | Academy Productions, Bucks, Berks](#)

## FIRE SAFETY

In case of a fire, a loud alarm will sound. If the fire cannot easily be tackled, please immediately make your way out of the house and through the gates onto the road as quickly as possible, taking nothing with you. Call 999.

If the main stairs in the old house are inaccessible, there is an alternative route via the stairs on the other side of the roof terrace. Exit onto the roof terrace taking the blue tassel key with you (which is on the window sill next to the door), and go across the roof terrace to the other staircase.

Please do not smoke. Due to new fire rules for rented properties, no candles can be used. We have some LED ones instead.

## FIREPLACE INSTRUCTIONS

To light either stove, place 2 logs in the fire, make a jenga of 6 kindling sticks on top, then put 2 firelighters on top and light them. With the vent open, leave the door very slightly ajar until the fire is established and only add more logs when the fire is drawing well. The door can then be closed. Close the vent if the fire gets too hot.



## LOST PROPERTY

We can send any property you leave here to your address, but we will pass on the cost of P&P and a handling fee. The minimum charge is £20.

## MEDICAL EMERGENCIES

Each kitchen has a First Aid Kit including a heart attack kit (give an Aspirin and use the spray under the tongue - this can save lives). The first aid kit for the main kitchen is located in the prep kitchen wall-mounted cupboard. The first aid kit for the yoga kitchen is on the lowest mug shelf.

The nearest A&E hospitals:

Wexham Park A&E - 0300 614 5000 - SL2 4HL (20 minutes)

Hillingdon A&E - 01895 238282 - UB8 3NN (28 minutes)

Stoke Mandeville Hospital - 01296 315000 HP21 8AL (37 mins)

For minor injuries, make an appointment at Wycombe Hospital - 01494 526 161  
HP11 2TT (21 minutes)

# OUTDOORS

## Kitchen patio:

There are outdoor sofas and a table with a small fire pit that you are welcome to use. **Only put on 3 logs as the stone will crack if it gets too hot. If it rains, please put the rain cover over the cushions.** The splash pool is fully automatic.

## River patio:

There is a round table and chairs by the river, with extra chairs and chair cushions stored in the boat shed, a sun lounger and a large fire pit. **Please do not have a large fire or leave it unattended as the fire is on a wooden deck!** The fire extinguisher is in the boat shed. Included in the price is one wheelbarrow of logs and kindling, which you will find in the boat shed, but if you need more, we can supply them for an extra cost. **The ramp to the deck can be slippery, so walk down the black-taped section.**

## Meditation bubble:

Relax here on the bean bags. There are outdoor rugs in the bubble. **Please do not use the blankets by the fire as they are not fire resistant!**

## The Boat Shed:

There are lots of cushions in the boat shed for use in the garden.

We have 1 canoe and 2 paddleboards that you are welcome to use. There are a few life jackets that you may use. Please note that you should only engage in activities on the water if you feel confident, we cannot take any responsibility for accidents or injuries incurred while you are out on the river.

If you would like to try out paddleboarding with an instructor, Tara can give you a lesson or take you out on a trip. She can also provide extra paddleboards for a larger group: [Paddleboard Maidenhead](#). Please do not leave any inflatables in the sun, they need to be on the water or in the boat shed to avoid overheating and bursting.

If you wish to wild swim, please use the deck shoes in the black box in the boat shed as there can be sharp things in the water. There are a few towels on the shelf. To turn on the outdoor shower you need to turn on the valves that are located behind the chairs in the shed. Please turn it off when finished.

The BBQ can be found under a cover by the boat shed. The coals are in the boat shed, please bring more if you want to do lots of BBQs. Please only use the BBQ if

you are confident doing so, we cannot take responsibility for accidents or injuries incurred while using the BBQ.

We have various games and toys in the boat shed, including 2 super soakers, boules and badminton equipment. Feel free to use the trolleys to take things down to the river. **Be aware that the robot mower loves to eat items left on the lawn!** If we have forgotten to turn off the mower and you see it out and about, press stop and then pick it up and put it back onto its charger next to the greenhouse.

#### The Outdoor Kitchen:

The kitchen has a sink, a hob, a kettle, a fridge and cups and glasses behind the mirrored door. The light switch is also in here. There are plastic glasses under the sink.

#### Instant kettle:

Please fill the reservoir, select the cup size and push the round button. If you wish to manually stop the boiling water, press the black lever at the front of the machine.

#### The hob:

If the hob is locked, press and hold the on/off button until it unlocks, which takes several seconds.

#### Roof terrace:

You are welcome to sit out here - it gets the first sun so it's perfect for a morning coffee.

## THINGS FOR CHILDREN

There are games and a few toys in the cupboard in the hall, the Chinese cabinet in the kitchen and garden toys in the boat shed.

We have a Stokke Tripp Trapp high chair available, as well as a BabyDan cot with a mattress. We also have toys for playing in the splash pool and some cars and blocks. Just let us know if you would like these and we can pop them out for you.

# GENERAL INFO FOR WELLNESS FACILITATORS

- Clients are welcome to stay extra nights at £75pp
- Make sure your waivers have a clause regarding wild swimming and paddleboarding.
- Clients should be reminded to bring their own mats to make the floor softer, as we only provide one mat per person.
- Clients should also be advised to bring extra outdoor blankets if they will want a blanket for sitting on the grass or around the fire. **DO NOT TAKE ANY INDOOR BLANKETS OUTSIDE AS YOU WILL BE CHARGED FOR CLEANING!**
- There are a few blankets in the bubble and 20 seat mats in the boat shed.
- There is a small blackboard that you can use to post your timetable.
- Due to new fire rules for rented properties, no candles can be used. We have some LED ones instead.
- Please strip the beds as you leave, putting the used linens and towels in a pile on the floor, and anything not used left on the bed.
- Please empty all bins including rooms and bathrooms and take out to the gate bins.
- Please remind your clients to bring outdoor towels if they wish to wild swim
- Please remember to bring your own teas and snacks for the yoga kitchen.
- Please use the stair lobby door to get in and out of the house. (shoes under the stairs)

# THE STUDIO

The studio happily takes 20 mats plus the teacher, and if needed there is room for two extra mats in the stairs lobby. You can have the studio set up in rows or in a circle.

At night, please close the blind on the stairs.

We normally teach with the teacher up by the doors to the kitchen with the curtain closed. When the curtain is closed, clients can gain access to the studio via the living room.

The Apple Homepods are accessed via AirPlay or by using the Cast button on Spotify. Simply select the appropriate speaker, once you are on the WiFi. If it doesn't work it is usually because another device has already connected. **IF YOU DO NOT HAVE SPOTIFY OR AN APPLE IPHONE, PLEASE BRING YOUR OWN SPEAKER.**

There is also an oil diffuser and incense, which you are welcome to use. Please bring your own oil.

In the summer, the studio can become hot. You can open the front door, plus the doors to the living room and its external door to cool down. There is also a window at one end that can be opened. We also have covers to go on the roof.

Instant kettle in yoga kitchen: please fill the reservoir, select the cup size and push the round button. If you wish to manually stop the boiling water, press the black lever at the front of the machine.

# PARKING

Please get as many vehicles behind the garage as possible. Do not block the right hand garage as this is Katie's garage and she needs access at all times.



# FIRE RISK ASSESSMENT

RIVERSDALE LODGE, Riversdale, Bourne End, SL8 5EB  
created by Howard Reay 31.09.2023

Our policy is to protect all those who enter the premises from the risks of fire by providing safe, healthy conditions and by maintaining equipment and systems to minimise risk and ensure mitigation and escape from possible fire risks.

## THE PREMISES

The house is used both as a private home, and as a guest house and retreat centre. It comprises 610m<sup>2</sup> over 2 storeys with 2 staircases.

There are 7 ground-floor and 4 first-floor egress doors, providing multiple escape routes.

There is an additional 90m<sup>2</sup> garage block with accommodation above.

The main building is of traditional brick construction under a tiled roof.

The kitchen extension is steel framed with timber infill, partially under a tiled roof and partially under a GRP flat roof.

The central atrium and roof terrace are constructed in steel and timber with a GRP weathering layer under hardwood decking.

All steelwork is encased in fire-rated plasterboard.

The garage block is of similar construction and standard to the main building.

The renovation was completed in 2023 to current Building Control standards, including wired, linked smoke and heat detectors with battery backup.

All internal doors in the main house and kitchen extension are 44mm FD30 rated and fit well within their frames.

The garage block has its own separate wired, linked fire detection system.

The main house is let out as a short-stay holiday let, with a maximum of 22 guests staying at various times, including weekends and overnight. It is also used as a retreat centre for both residential and non-residential events.

If guests have mobility issues, they will be given ground-floor accommodation in one of 3 ground-floor bedrooms.

## POSSIBLE SOURCES OF IGNITION

Wood-burning stoves are installed in the drawing room and the kitchen.

They are new units installed by registered installers and meet current HERAS requirements, including non-combustible stone hearths.

CO detectors are fitted in both of these rooms, and are regularly checked.

Logs and firelighters are stored sufficiently far away from the stoves to prevent accidental ignition and hand-operated gas lighters are stored separately from these, out of reach of children.

Cooking facilities are provided in both kitchens.

Induction hobs and electric ovens are fitted, with no gas supply available.

Worktops are made of stone.

Wired, linked heat detectors are installed and are tested regularly.

Electrical items, including a toaster and coffee machine, are regularly tested and maintained.

The house is heated by wet underfloor heating throughout, with no additional heaters supplied or allowed.

The heating in the kitchen block is by Air Source Heat Pump, sited outside the utility room.

The main house is heated by 2 gas boilers, housed in the brick-built external boiler room, which has a linked smoke detector. Both boilers are serviced and tested annually.

All lighting was installed and safety tested in September 2023.

Candles are not allowed in the building, apart from under the supervision of the lead guest on the dining table and in the deep glass jars in the yoga studio, which are part-filled with sand and sufficiently deep to minimise risk.

No smoking is allowed in any part of the premises.

The house is protected from arson by locked security gates and the bin store is over 10 metres away from the building.

No lithium battery-powered bikes or scooters are allowed in the building.

#### POTENTIAL SOURCES OF FUEL

Potentially flammable items are considered and minimised.

All furnishings are fire retardant.

All janitorial supplies and paper are kept away from potential ignition sources.

All electrical equipment has been tested in September 2023 and will be re-tested annually.

Guests are not permitted to bring untested electrical equipment into the house.

Waste is stored over 10 metres away from the building in a designated area.



## THOSE AT RISK

Guests are shown the exits and reminded that smoking and candles are not permitted.

Instructions are given on the safe use of the wood burners.

The fire extinguishers are pointed out to the principal guests.

## THE FIRE DETECTION SYSTEM

Smoke and heat detectors are linked and wired with battery backup.

The system was installed in 2023 and is tested regularly, with a note being kept of test dates.

The system will simultaneously warn all occupants of the house with an audible alarm.

## ESCAPE ROUTES

Doors leading out of the building are obvious and there is sufficient external street lighting to allow people to see to escape in the event of a power failure at night.

There are two staircases, providing alternative routes down from the first floor.

The egress doors are easy to open, with either thumb-turn locks or keys kept in the locks and are kept free from obstructions.

All but the annexe door and the rear hall open outwards.

## FIRE EXTINGUISHERS

Foam, CO2 and powder extinguishers are provided at the front door, the main landing and in the secondary staircase hall and are regularly checked and maintained.

The responsible person is Howard Reay and this risk assessment will be reviewed annually in September.