

# Pre-Booking & Supervisory Accommodation Checklist

## Standard Accommodation/Property Audit - UK and Europe

<b>Property Name:</b>
<b>Property Address:</b>
<b>Telephone No:</b>
<b>Fax No:</b>
<b>Email:</b>
<b>Website:</b>
<b>Date of Audit:</b>

Before we can confirm our contract we require this short, simple safety audit to be completed. It should take no more than 5 minutes.

Please complete as accurately as possible, and answer all questions.

**Thank you for assisting us in the important management of safety.**

### Type of Building

A Ground floor only - eg chalets	
B Up to 3 floors only (inc ground floor) with all corridors & stairways open to the air	
C Up to 3 floors only (inc ground floor) with internal corridors and stairways	
D Accommodation with more than 3 floors	
Number of rooms	
Bed Capacity:	

Questions	Yes	No	N/A
Does the property have an operating licence?			
Does the hotel have liability insurance?			
<b>Date of Issue:</b>			
Copy of insurance obtained?			
<b>Does the hotel have a systems test log book for:</b>			
a) Gas?			
b) Electrics?			
c) Lift?			
d) Boiler?			
e) Emergency Lighting?			
If gas appliances are present is a carbon monoxide detector fitted?			

### Fire Awareness

Are groups given a fire talk by management on arrival?			
Are combustible materials stored in escape routes (Should be kept clear)?			
Does electrical wiring appear to be in good condition?			
Are there 'No Smoking' signs in risk areas?			
Are ashtrays provided in smoking areas?			
Is there 24hr active staffing at the hotel?			
Do members of staff receive regular H&S training, and have they been trained on what to do in case of a fire?			
Is there an electrical or manual fire alarm system fitted?			
Is the alarm tested regularly?			
Is there a formal record?			
Does the alarm include:			
a) Sounders (Bells or sirens)?			
b) Manual call points (Alarm push buttons)?			
c) Back up power supply (battery back up in control panel)?			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

Are smoke detectors interconnected to each other and a fire alarm panel?			
Are smoke detectors fitted?			
If Yes, are they:			
a) In the bedrooms?			
b) In the corridors?			
c) In stairways?			
d) In public areas?			
e) In risk rooms (kitchen, meeting rooms)?			
If individual detectors (domestic type) how are guest alerted in the event of a fire? Please State:			
Is the alarm linked to the Fire Service?			
If No how is the Fire Service called?			
How far away is the Fire Service?			
<b>Means of escape in case of fire</b>			
Are there adequate stairways/escape routes (2 or more for buildings more than 4 floors)?			
Do all stairways lead to a place of safety?			
Are escape routes leading to the outside fitted with fire doors or partitions to prevent the spread of fire and smoke?			
Do all internal fire doors <b>either</b> automatically close when the alarm sounds, or are they always shut at night?			
Are all bedrooms within 20m of the escape staircase or within 35m if there are 2?			
Are all exit doors free to open from the inside without the use of a key?			
Are escape routes (corridors and stairways) totally unobstructed?			
Are any dead end corridors less than 10 metre in length? (if no dead end corridors tick YES)			
<b>Signs and Notices</b>			
Are all escape routes clearly signed throughout their length with pictogram type signs?			
Are there clear evacuation signs posted:			
a) In the bedrooms?			
b) In the corridors?			
c) In the reception?			
Is the fire assembly point clearly identified?			
Where is it?			
Are there safety instructions in English posted in the bedrooms?			
<b>Emergency Lighting</b>			
Is there an emergency lighting system?			
If YES does it appear to be operational?			
<b>Fire Fighting Equipment</b>			
Are fire extinguishers or hose reels available:			
a) In corridors?			
b) In stairways?			
c) In or near risk rooms?			
d) In public areas?			
Are fire extinguishers well positioned (at most 30m apart) and wall mounted (1m from ground)?			
When have the extinguishers last been checked?			

### Security

Are all final exit doors to outside secure from intruders?			
Do bedroom doors lock from the inside?			
Do bedroom windows have means to prevent intruders whilst allowing ventilation?			
Will groups be accommodated together?			

### Food Hygiene

Is food prepared and cooked on the premises?			
Have food preparation & service employees been trained in food hygiene procedures?			
Are temperature records maintained for hot food?			
Are temperature records maintained for chilled food?			
Are formal cleaning records maintained?			

Is there a current pest control contract in force?			
Are you inspected annually by an external organisation/authority?			

**General**

Are all electrics in good working order and all switches and sockets fixed correctly?			
Do all plate glass windows or patio doors have ant-collision stickers? (if no plate glass or patio doors tick YES)			
Are all carpets on stairways in good condition and fixed securely? (If all stairways are uncarpeted tick YES)			
Do all balconies have guard rails at least 1m high? (If no balconies tick YES)			
Are any individual water heaters in rooms electrically powered rather than gas? (If no individual water heaters in rooms tick YES)			

**Pool**

Does the property have a swimming pool?			
Is the poolside safe and in good condition?			
Are there any trapping risks in the pool construction?			
Are depth markings in place around the pool?			
Are sudden changes in depth clearly indicated?			
Is water clarity checked regularly?			
Is rescue and first aid equipment available within 5m of the poolside?			

**Are there any other Health & Safety issues that our group leaders should be aware of?**