



HOTEL HEALTH & SAFETY AUDIT

Property Name	Stayokay Utrecht-Bunnik
Property Address	Rhijnauwenselaan 14b
Property Code	3981HH, Bunnik
Main Contact	Christof Grijsbach

As part of our continuing efforts to closely match the requirements of our clients and 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, noting any local regulations which are applicable and answer all questions.

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

Type of Building	Please tick a box	
Ground floor only - e.g. chalets	X	
Up to 3 floors only (Inc. ground floor) with all corridors & stairways open to the air		
Up to 3 floors only (Inc. ground floor) with internal corridors & stairways.		
Accommodation with more than 3 floors		
	Yes	No
Fire Awareness		
Are groups are given a fire talk by management on arrival?		X
Are there appropriate English instructions on the Fire Action Notices and is the fire assembly point clearly indicated on them?	X	
Do hotel staff have formal training in what to do in case of fire?	X	
Do hotel staff carry out fire drills at regular intervals?	X	
Is there a procedure in place if persons are in the lift?	NA	
Is the hotel manned 24hrs by a member of staff?	X	
Are heating appliances fixed in position at a safe distance from any combustible materials and suitably guarded?	X	
Is the upholstery of furniture fabric fire retardant?	X	
Are there suitable facilities for the disposal of smoking materials?	X	
Fire Detection & Alarm		
Does the property have an electric fire alarm?	X	
Does the alarm include:		
Sounders (Bells or sirens)	X	
Manual call points (Alarm push buttons)	X	
Backup power supply (battery backup in control panel)	X	
Are smoke detectors interconnected to each other and to a fire alarm panel?	X	
Where are detectors located?		
Bedrooms	X	
Corridors	X	
Stairways	X	
Public Rooms	X	
Kitchen (If there are no kitchens please tick YES)	X	
Fire Fighting Equipment		
Are there portable fire extinguishers, fire blankets etc. available?	X	

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Are the extinguishers in working order, wall hung/on stands?	X	
Have staff been trained in the safe use of fire fighting equipment?	X	
Have portable fire extinguishers, fire blankets etc., been checked and regularly maintained?	X	
Fire Escape		
Does the property have at least two separate emergency exit routes from the sleeping accommodation area?	X	
Do exits lead to a place of safety?	X	
Are any dead end corridors less than 10 metres in length (If no dead end corridors tick YES)?	X	
Are emergency exit routes marked by 'green running man' or equivalent signs?	X	
Are emergency exit routes protected by suitable fire doors?	X	
Do all internal fire doors either automatically close when the alarm sounds, or are always shut at night?	X	
Do all doors on emergency routes, including the final exit doors open from inside without use of a key?	X	
Is there emergency lighting available and is it tested?	X	
Are all exits clearly indicated where necessary and are all escape routes adequately lit?	X	
Is shelter and refreshment available for staff, visitors and contractors during a prolonged evacuation?	X	
Have provisions been made to evacuate permanent and temporarily disabled people in the event of fire?	X	
Security		
Are all final exit doors to outside secure from intruders?	X	
Do bedroom doors lock from the inside?		X
Do bedroom windows have means to prevent intruders whilst allowing ventilation?	X	
Will groups be accommodated together?	X	
Are there CCTV cameras at the hotel?	X	
Is there a danger that a person could fall out of a window?		X
Food Hygiene		
Is food prepared and cooked on the premises?	X	
Have food preparation & service employees been trained in food hygiene procedures?	X	
Are temperature records maintained for hot food?	X	
Are temperature records maintained for chilled food?	X	
Are formal cleaning records maintained?	X	
Is there a current pest control contract in force?	X	
Are you inspected regularly by an external organisation/authority?	X	
General		
Do all plate glass windows or patio doors have anti-collision stickers (If no plate glass or patio doors tick YES)?		X
Are all carpets on stairways in good condition and fixed securely (If all stairways are uncarpeted tick YES)?	X	
Are all balconies at least 1m high (with no horizontal bars) (If no balconies tick YES)?	X	
Are any individual water heaters in rooms electrically powered rather than gas (If no individual water heaters in rooms tick YES)?	X	
Is the environment outside the property safe for school children - e.g.: away from main road?	X	
Do all gas appliances have regular documented safety checks?	X	
Have all items of electrical equipment been maintained and tested for safety?	X	
Are all electric installations maintained and tested for safety?	X	



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Pool		
Does the property have a swimming pool?		X
Is the pool locked or illuminated at night?		X
Are life guards on duty whilst the pool is open?		X
Are depth markings in place around the pool?		X
Are sudden changes in depth clearly indicated?		X
Is water clarity checked regularly?		X
Is rescue and first aid equipment available within 5m of the poolside?		X
Are there adequate warning signs?		X
Is there a poolside telephone and an alarm?		X
Is an emergency action plan displayed?		X
Is the depth of the water less than 1.5 metres? (If so diving must not be permitted)		X
Is there regular testing of water quality?		X

I certify that the details given in this health and safety assessment questionnaire are correct and accurate.

Signed Christof Grijsbach Date 15/04/2019

Surname and initials (BLOCK CAPITALS): CHRISTOF GRIJSBACH

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