# Supplier Safety Information Document (SSID)

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| Property Name: ……………SENTIDO KAKTUS…………..…. Country (i.e. Spain) …………Croatia…………….…………..…Address: Put Vele Luke 4………………..……………………… Gateway/Location: (i.e. TFS or Tenerife)…Island..Brač………. Supetar 21400, Croatia……..…………………….…………….. Area/ Resort (i.e. Los cristianos)…………Supetar………….…Telephone (include international code) ………………………………. Language: ………………Croatian………………………………Fax (include international code) ……………...………………….… Email: …… durda@watermanresorts.com ……………….… Date Completed 23./02./2016(day/month/year) |
| IMPORTANT NOTICEThe following information is provided by the hotelier or accommodation supplier directly. The objective is for the supplier to provide key safety information pertaining to their property. Based on the information provided tour operators can analyse the information submitted and based on their own safety management system decide whether the property is suitable for use or whether it is necessary to contact the supplier for additional information or send a health & safety officer or consultant to inspect the premises. |
| I confirm as the responsible person for the property that the information provided is an accurate reflection of the safety facilities at the accommodation Yes ❏ (tick box as confirmation)Name: ………Đurđa Radojković Glušević…… Position Held: …General Manager…….. |
| **00.01.00** | I confirm as the responsible person for the property that the information provided is an accurate reflection of the safety facilities at the accommodation.**Please state position held …………General Manager** | Yes ❏No ❏ |
| **00.02.00** | **Documentation**  |  |
| **00.02.00a** | **Is the hotel in possession of the following:** |  |
| 00.02.01a | Fire Certificate  | Yes ❏No ❏ N/A ❏ |
| 00.02.01b | Public Liability Insurance | Yes ❏No ❏ N/A ❏ |
| 00.02.01bb | State the expiry date of the public liability insurance  |  |
| 00.02.01c | Log Book for fire alarm system, emergency lighting system, fire extinguishers, hose reels, hydrants and electrical equipment  | Yes ❏No ❏ N/A ❏ |
| 00.02.01d | Fire Training Log Book | Yes ❏No ❏ N/A ❏ |
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| **01.01.00** | **WHAT TYPE OF BUILDING IS THIS?**  |  |
| 01.01.01 | Type 1 - Single Storey Bungalow or Chalet | Yes ❏No ❏ N/A ❏ |
| 01.01.02 | Type 2 - 3 floors and below, with totally open to air corridors | Yes ❏No ❏ N/A ❏ |
| 01.01.03 | Type 3 - 3 floors and below, with enclosed corridors | Yes ❏No ❏ N/A ❏ |
| 01.01.04 | Type 4 - 4 floors and above, with totally open to air corridors | Yes ❏No ❏ N/A ❏ |
| 01.01.05 | Type 5 - 4 floors and above, with enclosed corridors | Yes ❏No ❏ N/A ❏ |
| 01.01.06 | Number of upper floors (including ground floor) | 4 |
| 01.01.07 | Number of floors below ground | 2 |
| 01.01.08 | How many separate buildings, blocks or towers are there? | - |
| 01.01.13 | Total number of stairways suitable for use in an emergency | 3 |
| 01.01.16 | Total number of rooms/apartments in this building | 105 |
| **01.02.00** | **FIRE ALARM SYSTEM** |  |
| 01.02.01 | Is there an electrical fire alarm system located in the building?  | Yes ❏No ❏ |
| 01.02.01b | On what date did the installation / service company last make a certified maintenance check of the fire system. State date and name of maintenance company in comments |  |
| 01.02.04 | Is the fire alarm system tested on a regular basis?  | Yes ❏No ❏ N/A ❏ |
| **01.02.07** | **Is the fire alarm** |  |
| 01.02.07e | Automatic? i.e. does not require manual intervention on the control panel to activate sirens/bells | Yes ❏No ❏ N/A ❏ |
| 01.02.13 | Does the fire alarm system have standby power supplied by batteries and a charger? | Yes ❏No ❏ N/A ❏ |
| **01.03.00** | **FIRE ALARM PANEL AND DETECTION** |  |
| 01.03.01 | Is there a 24-hour staffed reception so that immediate response can be given in the event of an emergency? | Yes ❏No ❏ N/A ❏ |
| 01.03.04 | Does the fire alarm control panel provide "zone" or "addressable" call point" indication?  | Yes ❏❏No ❏ N/A ❏ |
| **01.03.05** | **Are there smoke detectors connected to the hotel fire alarm in the following areas:**  |  |
| 01.03.05a | Apartments  | Yes ❏❏No ❏ N/A ❏ |
| 01.03.05b | Enclosed Corridors | Yes ❏❏No ❏ N/A ❏ |
| 01.03.05c | Enclosed Main Public Areas | Yes ❏ ❏No ❏ N/A ❏ |
| 01.03.05d | Hotel Rooms | Yes ❏❏No ❏ N/A ❏ |
| **01.03.06** | **If smoke detectors are NOT connected to the fire alarm system there domestic/battery smoke detectors sited in the following areas?** |  |
| 01.03.06a | Apartments  | Yes ❏No ❏ N/A ❏ |
| 01.03.06b | Enclosed Corridors | Yes ❏No ❏ N/A ❏ |
| 01.03.06c | Enclosed Main Public Areas | Yes ❏No ❏ N/A ❏ |
| 01.03.06cc | Hotel Rooms | Yes ❏No ❏ N/A ❏ |
| 01.03.06d | Are domestic / battery smoke detectors tested on a weekly basis and the results recorded? | Yes ❏No ❏ N/A ❏ |
| **01.03.07** | **Are there any heat detectors provided in the:** |  |
| 01.03.07a | Boiler Room? | Yes ❏No ❏ N/A ❏ |
| 01.03.07b | Kitchen? | Yes ❏No ❏ N/A ❏ |
| 01.03.07c | Laundry? | Yes ❏No ❏ N/A ❏ |
| **01.04.00** | **SPRINKLER SYSTEM** |  |
| **01.04.01** | **Is there a sprinkler system - If Yes :**  | Yes ❏No ❏ N/A ❏ |
| 01.04.01a | Is it Partial? | Yes ❏No ❏ N/A ❏ |
| 01.04.01b | Is it Total? | Yes ❏No ❏ N/A ❏ |
| 01.04.06 | If Yes to 01.04.01 Is the system serviced regularly | Yes ❏No ❏ N/A ❏ |
| **01.06.00** | **MEANS OF ESCAPE** |  |
| 01.06.03 | Do all means of escape stairways discharge to open air via a risk-free sterile area at ground level and NOT back via a risk area? | Yes ❏No ❏ N/A ❏ |
| 01.06.05 | Are all stairway(s) protected by self-closing fire doors on all levels?  | Yes ❏No ❏ N/A ❏ |
| 01.06.07 | Are handrails installed on stairways? | Yes ❏No ❏ N/A ❏ |
| **01.07.00** | **EXIT DOORS AND ESCAPE ROUTES** |  |
| **01.07.01** | **Are all final fire exits :**  |  |
| 01.07.01b | Clearly signed externally?“KEEP CLEAR FIRE EXIT DOOR” | Yes ❏No ❏ N/A ❏ |
| 01.07.02 | Are all exit(s) free to open from the inside without use of a key? | Yes ❏No ❏ N/A ❏ |
| 01.07.03 | Are escape routes to exits kept clear of obstructions, including storage items? | Yes ❏No ❏ N/A ❏ |
| **01.08.00** | **RISK ROOMS FIRE SEPARATION** |  |
| **01.08.01** | **Are fire doors fitted to all the following risk rooms:** |  |
| 01.08.01a | Kitchen | Yes ❏No ❏ N/A ❏ |
| 01.08.01b | Laundry | Yes ❏No ❏ N/A ❏ |
| 01.08.01c | Boiler Rooms | Yes ❏No ❏ N/A ❏ |
| 01.08.01d | Electrical Switch Rooms | Yes ❏No ❏ N/A ❏ |
| 01.08.01e | Cleaner’s Stores | Yes ❏No ❏ N/A ❏ |
| **01.09.00** | **DEAD ENDS/CORRIDORS** |  |
| 01.09.01 | Are all corridor dead-ends less than 10 metres?  | Yes ❏No ❏ N/A ❏ |
| 01.09.01a | If NO, indicate maximum length of any dead-end corridors in metres. | = m |
| **01.10.00** | **PROTECTION OF STAIRWAYS** |  |
| 01.10.04 | Are all doors protecting stairways either closed at all times or only held open using electro-magnetic door holders connected to the fire alarm system? | Yes ❏No ❏ N/A ❏ |
| **01.11.00** | **FIRE EXTINGUISHERS, HOSE REELS AND HYDRANTS** |  |
| **01.11.01** | **Are there fire extinguishers to cover the following locations:** |  |
| 01.11.01a | Corridors? | Yes ❏No ❏ N/A ❏ |
| 01.11.01b | Public Areas? | Yes ❏No ❏ N/A ❏ |
| 01.11.01c | Risk Rooms? | Yes ❏No ❏ N/A ❏ |
| 01.11.01d | Children’s Clubs? | Yes ❏No ❏ N/A ❏ |
| 01.11.02 | Is there a wall mounted fire blanket available in the main kitchen? | Yes ❏No ❏ N/A ❏ |
| 01.11.04 | Are hose reels/hydrants available on site? | Yes ❏No ❏ N/A ❏ |
| 01.11.07 | State date of last maintenance of extinguishers and hose reels|? | February 2016 |
| **01.12.00** | **EMERGENCY LIGHTING** |  |
| **01.12.01** | **Is emergency lighting provided to illuminate the:** |  |
| 01.12.01a | Escape stairways? | Yes ❏No ❏ N/A ❏ |
| 01.12.01b | Emergency escape routes? | Yes ❏No ❏ N/A ❏ |
| 01.12.01c | Corridors? | Yes ❏No ❏ N/A ❏ |
| 01.12.01d | Electrical switch rooms | Yes ❏No ❏ N/A ❏ |
| 01.12.01e | Exits? | Yes ❏No ❏ N/A ❏ |
| 01.12.01f | Public areas? | Yes ❏No ❏ N/A ❏ |
| 01.12.01g | Secluded paths? | Yes ❏No ❏ N/A ❏ |
| 01.12.02a | State date of last maintenance of emergency lighting? |  February 2016 |
| **01.13.00** | **EXIT AND DIRECTIONAL SIGNAGE** |  |
| 01.13.02 | Is the route to the emergency exit stairway(s) clearly signed? | Yes ❏No ❏ N/A ❏ |
| 01.13.03 | Is the final exit door(s) identified as an exit? | Yes ❏No ❏ N/A ❏ |
| **01.15.00** | **EMERGENCY PROCEDURES – STAFF FIRE TRAINING** |  |
| **01.15.01** | **Is there a written emergency procedure plan in operation for the hotel covering the following:** |  |
| 01.15.01a | Fire? | Yes ❏No ❏ N/A ❏ |
| 01.15.01b | Power failure? | Yes ❏No ❏ N/A ❏ |
| 01.15.01c | Security incidents? | Yes ❏No ❏ N/A ❏ |
| 01.15.01d | Emergency Situations? | Yes ❏No ❏ N/A ❏ |
| 01.15.01e | Persons with reduced mobility or other disability? | Yes ❏No ❏ N/A ❏ |
| 01.15.01f | Incidents and sickness outbreaks? | Yes ❏No ❏ N/A ❏ |
| 01.15.02 | Is training on emergency procedures and evacuation carried out at least twice a year? | Yes ❏No ❏ N/A ❏ |
| 01.15.04 | Is there a designated fire assembly point? | Yes ❏No ❏ N/A ❏ |
| 01.15.05 | Are regular patrols made of the property at night time? | Yes ❏No ❏ N/A ❏ |
| **01.18.00** | **DISCO/ENTERTAINMENT AREA** |  |
| 01.18.01 | Is there a disco/independent entertainment area? If yes state floor location in comments (ie basement, ground floor first floor) **…………………………………………..** | Yes ❏No ❏ |
| 01.18.01b | Is the disco/entertainment area totally separate from the hotel? | Yes ❏No ❏ N/A ❏ |
| 01.18.03d | Are the exit routes from the disco/entertainment area clearly signed and permanently illuminated? | Yes ❏No ❏ N/A ❏ |
| 01.18.03e | Do all exit doors in the escape route of the disco / entertainment area open in the direction of travel? | Yes ❏No ❏ N/A ❏ |
| 01.18.03f | Are all exit doors from the disco/entertainment area immediately available without the use of a key? | Yes ❏No ❏ N/A ❏ |
| 01.18.03g | State number of exits (including main entrance) |  |
| 01.18.07 | Is fire detection provided in the disco/entertainment area? | Yes ❏No ❏ N/A ❏ |
| **01.19.00** | **HEATING AND AIR CONDITIONING** |  |
| **01.19.04** | **Is air conditioning installed:** |  |
| 01.19.04a | From independent self-contained units e.g. split heater coolers or fan coil systems? | Yes ❏No ❏ N/A ❏ |
| 01.19.04b | From a re-circulated central system linked to other parts of the building? | Yes ❏No ❏ N/A ❏ |
| 01.19.05a | If air conditioning is provided by re-circulated central system;Does the air conditioning system shut down automatically on the activation of the fire alarm to prevent spread of smoke? | Yes ❏No ❏ N/A ❏ |
| **01.20.00** | **FIRE INSTRUCTION NOTICES** |  |
| **01.20.01** | **Are fire safety instructions including route plans located as follows:** |  |
| 01.20.01a | On the back of bedroom/apartment doors? | Yes ❏No ❏ |
| 01.20.01b | In corridors? | Yes ❏No ❏ N/A ❏ |
| **01.21.00** | **BEDROOM/APARTMENTS** |  |
| 01.21.02 | Are the bedroom/apartment doors self-closing? | Yes ❏No ❏ |

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| **01.22.00** | **LIFT SAFETY** |  |
| **01.22.01** | **Are the following signs placed outside the lift at every floor level?** |  |
| 01.22.01a | Do not use in case of fire | Yes ❏No ❏ N/A ❏ |
| **01.23.00** | **KITCHEN** |  |
| 01.23.03 | Are gas shut-off points provided in the kitchens? | Yes ❏No ❏ N/A ❏ |
| 01.23.04 | Is an automatic fire suppression system provided for the cooker hood area in all kitchens? | Yes ❏No ❏ N/A ❏ |
| **01.27.00** | **ATRIUM AREA** |  |
| 01.27.00a | Is there an atrium at the property? | Yes ❏No ❏ |
| 01.27.01a | Over how many floors does the atrium extend? | Ground floor |
| **01.27.02** | **Is the atrium ventilated:** |  |
| 01.27.02a | Automatically?  | Yes ❏No ❏ N/A ❏ |
| 01.27.02b | Manually?  | Yes ❏No ❏ N/A ❏ |
| 01.27.08 | Do any guest bedrooms open onto the atrium space? | Yes ❏No ❏ N/A ❏ |

Swimming Pool safety

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| **02.01.00** | Pool Section I confirm as the responsible person for the property that the information provided is an accurate reflection of the safety facilities at the accommodation. Please state position held **………General Manager………….** | Yes ❏No ❏ N/A ❏ |
| **02.01.00** | GENERAL POOL INFORMATION |  |
| 02.01.00a | Is there a swimming pool? | Yes ❏No ❏ |
| 02.01.01 | Is there more than one adult pool? | Yes ❏No ❏ N/A ❏ |
| 02.01.01a | If there more than one adult pool state how many? | **=2** |
| 02.01.01b | Are the swimming pools |  |
| 02.01.01ba | Connected | Yes ❏No ❏ N/A ❏ |
| 02.01.01bb | Separate? | Yes ❏No ❏ N/A ❏ |
| **02.01.03** | **If the pool is connected to any other adult pool, how is it connected?** |  |
| 02.01.03a | Waterfall | Yes ❏No ❏ N/A ❏ |
| 02.01.03b | River/stream feature | Yes ❏No ❏ N/A ❏ |
| 02.01.03c | Slides/slopes | Yes ❏No ❏ N/A ❏ |
| 02.01.03d | Bridge | Yes ❏No ❏ N/A ❏ |
| 02.01.03e | Walkway | Yes ❏No ❏ N/A ❏ |
| 02.01.05 | Are there any features around the pool which guests may be tempted to dive from? (i.e. rocks or other decorative features, raised platforms, walkways, urns or bridges) | Yes ❏No ❏ N/A ❏ |
| 02.02.01c | Is diving prohibited from the poolside? | Yes ❏No ❏ N/A ❏ |
| 02.02.01d | If YES to 02.02.01cAre there prominently displayed pictorial ‘No Diving’ signs? | Yes ❏No ❏ N/A ❏ |
| **02.04.00** | **POOL DEPTHS** |
| 02.04.01 | Are depth markings present? | Yes ❏No ❏ N/A ❏ |
| **02.04.11** | **Is there a multiboard/safety notice indicating:** |  |
| 02.04.11a | Pool opening and closing hours? | Yes ❏No ❏ N/A ❏ |
| 02.04.11c | Children must be supervised at all times? | Yes ❏No ❏ N/A ❏ |
| 02.04.11d | Emergency action information? | Yes ❏No ❏ N/A ❏ |
| 02.04.11e | Shower before entering pool? | Yes ❏No ❏ N/A ❏ |
| 02.04.11f | Details of whether there is a life guard on duty or not? | Yes ❏No ❏ N/A ❏ |
| **02.05.00** | **LIFEGUARD SUPERVISION AND RESCUE** |
| 02.05.01 | Does the pool have trained dedicated lifeguards on duty at the poolside when the pool is open? | Yes ❏No ❏ N/A ❏ |
| 02.05.01a | If NO to 02.05.01 Does the pool have a "No Lifeguard on Duty" sign? | Yes ❏No ❏ N/A ❏ |
| **02.06.00** | **POOL QUALITY, MANAGEMENT AND SURROUND** |
| 02.06.19 | Are pool maintenance staff trained in pool management, including water testing and chemical dosing, and the actions to be taken if test results are outside the required range? | Yes ❏No ❏ N/A ❏ |
| **02.07.00** | **CHILDREN’S POOL(S)** |  |
| 02.07.01 | Is there a children’s pool? | Yes ❏No ❏ |
| 02.07.02 | Is the distance between the children's pool and main pool 3 metres or greater?  | Yes ❏No ❏ N/A ❏ |
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| **02.08.00** | **ADDITIONAL POOL FEATURES** |  |
| 02.08.01 | Is there a heated Jacuzzi? | Yes ❏No ❏ |
| 02.08.03 | Does the Jacuzzi have an emergency shut off facility? | Yes ❏No ❏ N/A ❏ |
| 02.08.04 | Are there any flumes/waterslides over 2m in height? | Yes ❏No ❏ N/A ❏ |
| 02.08.05 | Are slides/flumes supervised when open? | Yes ❏No ❏ N/A ❏ |
| **02.09.00** | POOL WATER TREATMENT & FILTRATION |  |
| 02.09.08 | Is a record kept of the chemicals added to the swimming pool water, including dosages dates and times? | Yes ❏No ❏ N/A ❏ |
| 02.09.09 | Are pool water tests undertaken at intervals throughout the day? | Yes ❏No ❏ N/A ❏ |
| 02.09.10 | Are the pool water test results recorded? | Yes ❏No ❏ N/A ❏ |
| **02.10.00** | **EMERGENCY PROCEDURES**  |
| 02.10.01 | Is there a documented procedure for dealing with faecal and vomitus incidents in the swimming pool? | Yes ❏No ❏ N/A ❏ |

Food hygiene

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| **03.01.00** | Food hygiene I confirm as the responsible person for the property that the information provided is an accurate reflection of the safety facilities at the accommodation. Please state position held **……General Manager….** | Yes ❏No ❏ |
| 03.01.00 | MANAGEMENT CONTROL |
| 03.01.00a | Is there a kitchen or restaurant in this property? | Yes ❏No ❏ |
| 03.01.01a | Is there a food safety management system in place? ie HACCP | Yes ❏No ❏ N/A ❏ |
| **FOOD CONTROLS** |
| 03.02.00 | RECEIPT OF DELIVERY |
| 03.02.01 | Does the property have a system of assessing suppliers? | Yes ❏No ❏ N/A ❏ |
| 03.02.02 | Is there a documented system for reviewing delivery problems and complaints relating to suppliers? | Yes ❏No ❏ N/A ❏ |
| 03.04.00 | FROZEN STORAGE |
| **03.04.03** | **Are the frozen foods**  |  |
| 03.04.03a | Covered | Yes ❏No ❏ N/A ❏ |
| 03.04.03b | Within date code | Yes ❏No ❏ N/A ❏ |
| 03.04.03c | Stock rotation procedures followed? | Yes ❏No ❏ N/A ❏ |
| **03.04.04** | **Are frozen food temperatures**  |  |
| 03.04.04b | Recorded? | Yes ❏No ❏ N/A ❏ |
| 03.04.05 | Are freezers maintaining food temperatures at or below -18°C (0°F)? | Yes ❏No ❏ N/A ❏ |
| **03.05.00** | REFRIGERATED STORAGE |
| **03.05.03** | **Are all refrigerated foods**  |  |
| 03.05.03a | Covered | Yes ❏No ❏ N/A ❏ |
| 03.05.03b | Within date code | Yes ❏No ❏ N/A ❏ |
| 03.05.03c | Stock rotation procedures followed? | Yes ❏No ❏ N/A ❏ |
| **03.05.04** | **Are refrigerated food temperatures**  |  |
| 03.05.04b | Recorded? | Yes ❏No ❏ N/A ❏ |
| 03.05.05 | Are refrigerators maintaining food temperatures at or below 8°C (46°F) | Yes ❏No ❏ N/A ❏ |
| **03.09.00** | COOKING / REHEATING |
| **03.09.01** | **Are temperatures of cooked foods:** |  |
| 03.09.01b | Recorded? | Yes ❏No ❏ N/A ❏ |
| 3.09.01c | Over 75°C (167°F)? | Yes ❏No ❏ N/A ❏ |
| **03.09.02** | **Are temperatures of re-heated foods:** |  |
| 03.09.02b | Recorded? | Yes ❏No ❏ N/A ❏ |
| 03.09.02c | Over 75oC (167 oF)?? | Yes ❏No ❏ N/A ❏ |
| 03.09.03 | Are procedures in place to ensure foods are only reheated once? | Yes ❏No ❏ N/A ❏ |
| **03.10.00** | COOLING |  |
| 03.10.01 | Are documented procedures for the cooling of food in place?  | Yes ❏No ❏ N/A ❏ |
| **03.11.00** | SERVICE |  |
| **03.11.02** | **Are documented procedures for the hot holding of food:** |  |
| 03.11.02b | Recorded? | Yes ❏No ❏ N/A ❏ |
| 03.11.03 | Are hot holding units maintaining food above 63°C (145°F)? | Yes ❏No ❏ N/A ❏ |
| 03.11.05 | Are hot foods removed from display after 2 hours and discarded? | Yes ❏No ❏ N/A ❏ |
| **03.11.06** | **Are documented procedures for the cold holding of food:** |  |
| 03.11.06b | Recorded? | Yes ❏No ❏ N/A ❏ |
| 03.11.07 | Are cold foods on display removed after 4 hours and discarded? | Yes ❏No ❏ N/A ❏ |
| 03.11.08 | Are cold holding units maintaining food below 8°C (46°F)? | Yes ❏No ❏ N/A ❏ |
| 03.11.09 | Are foods on display in restaurants and buffets adequately labelled to describe the food items? | Yes ❏No ❏ N/A ❏ |
| **03.13.00** | WATER & ICE |
| **03.13.01** | **Is the quality of water:** |  |
| 03.13.01b | Recorded? | Yes ❏No ❏ N/A ❏ |
| **03.13.02** | **Is the quality of ice:** |  |
| 03.13.02b | Recorded? | Yes ❏No ❏ N/A ❏ |
| 03.13.03 | Do food preparation areas have a constant supply of hot and cold water available? | Yes ❏No ❏ N/A ❏ |
| 03.13.04 | Does the temperature of the hot water at taps and faucets in food preparation areas exceed 50°C (122°F)? | Yes ❏No ❏ N/A ❏ |
| PREMISES CONTROL |
| **03.15.00** | PEST CONTROL |
| 03.15.01 | Is there a pest control program including the provision for the eradication of infestations in place?  | Yes ❏No ❏ N/A ❏ |
| **03.16.00** | STRUCTURE |  |
| 03.16.07 | Are separate hand washing facilities provided in kitchens and food preparation areas? | Yes ❏No ❏ N/A ❏ |
| **03.16.08** | **Are wash hand basins provided with:** |  |
| 03.16.08a | Hot water? | Yes ❏No ❏ N/A ❏ |
| 03.16.08b | Cold water? | Yes ❏No ❏ N/A ❏ |
| 03.16.08c | Antibacterial soap | Yes ❏No ❏ N/A ❏ |
| 03.16.08d | Hand drying facilities? | Yes ❏No ❏ N/A ❏ |
| **PERSONAL HYGIENE** |
| 03.19.00 | TRAINING |
| 03.19.01 | Do all food handling staff and management receive appropriate food hygiene training? | Yes ❏No ❏ N/A ❏ |
| 03.19.03 | Are training records available? | Yes ❏No ❏ N/A ❏ |

GAS Safety

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|  | **Gas Safety** |  |
| **08.0.01** | I confirm as the responsible person for the property that the information provided is an accurate reflection of the safety facilities at the accommodation. Please state position held **…General Manager…** | Yes ❏No ❏ |
| **08.01.00** | **Which fuel is used to produce hot water or heating?** |  |
| 08.01.00a | Electric or solar powered | Yes ❏No ❏ N/A ❏ |
| 08.01.00b | If Electric or Solar powered, is gas, oil or solid fuels used as a secondary fuel or backup | Yes ❏No ❏ N/A ❏ |
| 08.01.00c | Natural Gas (Mains Gas ) | Yes ❏No ❏ N/A ❏ |
| 08.01.00d | LPG (Gas from Storage vessel/Bottle ) | Yes ❏No ❏ N/A ❏ |
| 08.01.00e | Oil/Diesel fuel (Oil from storage vessel) | Yes ❏No ❏ N/A ❏ |
| 08.01.00f | Other (Steam/Geo Thermal)Please state…………………………………………………. | Yes ❏No ❏ N/A ❏ |
|  | **If there is only Electric or Solar in the property and NO other fuels (including gas****cooking facilities), please proceed to Question 08.04.00.** |  |
| **08.01.01** | **Is there more than one boiler/ Water Heater?** | Yes ❏No ❏ N/A ❏ |
| 08.01.01a | If more than one boiler/ water heater are they in the same location or room? | Yes ❏No ❏ N/A ❏ |
| **08.01.02** | **Where is the boiler/water heater Location: (Please tick all relevant locations)** |  |
| 08.01.02a | Central boiler room accessed from within the main building but **NOT directly** connected to a customer’s room or apartment | Yes ❏No ❏ N/A ❏ |
| 08.01.02b | Central boiler room accessed from within the main building and **directly** connected to a customer’s room or apartment | Yes ❏No ❏ N/A ❏ |
| 08.01.02c | Boiler room Externally accessed from outside the main building and directly connected to a customer’s accommodation. | Yes ❏No ❏ N/A ❏ |
| 08.01.02d | Boiler room that is totally separate from the guest accommodation and not attached to any part of the building | Yes ❏No ❏ N/A ❏ |
| 08.01.02e | A single boiler / water heater within the customer rooms or villas(Individual water heater /boiler) | Yes ❏No ❏ N/A ❏ |
| 08.01.02f | A single boiler / water heater accessed externally but directly connected to a customer room or villa (or to more than one customer room or villa but not a central boiler as in 08.01.02a and 08.01.02b above).(Individual water heater /boiler) | Yes ❏No ❏ N/A ❏ |
| **08.01.03** | **Please indicate exact location of Boiler (s) on diagram below** **(Please note the shaded box shown in each location indicates the boiler location)**  |  |
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| 08.01.03a  | Location A – Roof top | Yes ❏No ❏ N/A ❏ |
| 08.01.03b | Location B – Guest room (Internal) | Yes ❏No ❏ N/A ❏ |
| 08.01.03c  | Location C – Attached to guest room in a separate room (main building) | Yes ❏No ❏ N/A ❏ |
| 08.01.03d  | Location D – Separate Building  | Yes ❏No ❏ N/A ❏ |
| 08.01.03e  | Location E – Basement  | Yes ❏No ❏ N/A ❏ |
| 08.01.03f | Location F – Attached to a Villa/Individual dwelling in a separate directly connected room | Yes ❏No ❏ N/A ❏ |
| **08.02.00** | **Flue/Chimney Termination**  |  |
| 08.02.01 | Does the water heater or boiler have a flue/chimney attached that goes directly to outside? | Yes ❏No ❏ N/A ❏ |
| 08.02.02 | Does the flue(s) /chimney terminate 3metres or more in distance from any re-entry/opening into guest accommodation (balcony, open windows)? | Yes ❏No ❏ N/A ❏ |

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| 08.02.05 | Please indicate on the diagram below where all the flue or chimney’s from your water heater/ boiler(s) terminate |  |
| **gas1** |
| 08.02.05a | Location A – On the roof the building  | Yes ❏No ❏ N/A ❏ |
| 08.02.05b | Location B – On the roof of a totally separate building  | Yes ❏No ❏ N/A ❏ |
| 08.02.05c | Location C- On the roof of a connected building, but not above the height of the roof of the building  | Yes ❏No ❏ N/A ❏ |
| 08.02.05d | Location D – Above the roof of a connected building and above the height of the roof of the main building  | Yes ❏No ❏ N/A ❏ |
| 08.02.05e | Location E – On the side of the building not within 3metres of any re-entry points i.e. balcony, doors or windows | Yes ❏No ❏ N/A ❏ |
| 08.02.05f | Location F – On the side of the building and within 3 metres of any re-entry points balcony doors or windows | Yes ❏No ❏ N/A ❏ |
| 08.02.05g | Location G – Other not described abovePlease explain location:  | Yes ❏No ❏ N/A ❏ |
| **08.03.00** |  |  |
| 08.03.01 | Are there **gas** cooking facilities in the customer room/apartment? | Yes ❏No ❏ N/A ❏ |
| 08.03.02 | Is gas for cooking in guest rooms provided from gas bottles? | Yes ❏No ❏ N/A ❏ |
| 08.03.03 | Are these gas bottles within the guest room? | Yes ❏No ❏ N/A ❏ |
| 08.03.04 | Are written instructions provided for the use of the cooker? | Yes ❏No ❏ N/A ❏ |
| 08.03.05 | Is Gas used for cooking in the main kitchen of the property? | Yes ❏No ❏ N/A ❏ |
| **08.04.00** |  |  |
| 08.04.01 | Are there any gas fires or portable gas heaters in the guest rooms? | Yes ❏No ❏ N/A ❏ |
| 08.04.02 | Are carbon monoxide detectors fitted in all customer rooms that are directly connected to a boiler/water heater?  | Yes ❏No ❏ N/A ❏ |
| 08.04.03 | Have all boilers and water heaters been installed by a qualified person in accordance with the manufacturers instruction. | Yes ❏No ❏ N/A ❏ |
| 08..04.04 | Have Boilers/water heaters been serviced in the last 12 months by a qualified person? | Yes ❏No ❏ N/A ❏ |
| 08..04.05 | Date of fuel appliance service : | February 2016 |
|  | **Please write the Manufacturer and Model of Boiler/Water Heater**MANUFACTURER.MODE | Toplota Zagreb |

General Section

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| **03.01.00** | General Safety I confirm as the responsible person for the property that the information provided is an accurate reflection of the safety facilities at the accommodation. Please state position held **…………General Manager…….** | Yes ❏No ❏ |
| **004.02.00** | **BALCONIES** |  |
| 004.02.01 | Is the height of the balcony 1m or over (e.g. from the floor to the top of the balcony)? | Yes ❏No ❏ N/A ❏ |
| 004.02.03a | Do balcony railings have gaps wider than 10cm?If greater than 10cm, please state width ………….cm. | Yes ❏No ❏ N/A ❏ |
|  | Please provide a diagram of typical balcony construction:- |
| **04.02.08** | **Do all full length glass doors/partitions have identifying warning strips or stickers at:** |  |
| 04.02.08a | Adult eye level (approx 1.5m) | Yes ❏No ❏ N/A ❏ |
| 04.02.08b | Child eye level (approx 0.8m) | Yes ❏No ❏ N/A ❏ |
| **04.03.00** | **BEDROOMS AND BATHROOMS** |
| 04.03.01 | Do you provide Murphy beds (ie beds that fold up into a storage cupboard or wall space) | Yes ❏No ❏ |

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| **05.01.00** | **BEACH/LEISURE FACILITIES** |
| 05.01.01 | Does the property directly access the beach? | Yes ❏No ❏ |
| 05.01.02 | Is the beach under the control of a hotel? | Yes ❏No **❏** N/A ❏ |
| 05.01.03 | Is there a flag warning system? | We gave it in to concession |
| 05.02.00 | WATERSPORTS |
| 05.02.02 | Are the watersport activities under the direct control of the hotel?  | Yes ❏No ❏ N/A ❏ |
| 05.02.03 | Are any watersport activities operated by a hotelier in conjunction with third party suppliers? | Yes ❏No ❏ N/A ❏ |
| **06.01.00** | **CHILDREN’S CLUB ROOM** |
| 06.01.00a | Is there a children’s club? | Yes ❏No ❏ |
| 06.01.01 | Please state floor location (i.e. -2, -1, 0, 1, 2, 3 ,4 ) of the children's clubroom. | -1 |
| **06.01.01a** | **Is the Club's location:** |  |
| 06.01.01aa | Safe? (away from roads, basements, water) | Yes ❏No ❏ N/A ❏ |
| 06.01.01bb | Secure? (gated/fenced) | Yes ❏No ❏ N/A ❏ |
| 06.01.02 | Is the children's club supervised at all times by staff who are qualified in child care? | Yes ❏No ❏ N/A ❏ |
| 06.04.02 | Are all low lying electrical sockets in the children’s club room protected by safety plugs | Yes ❏No ❏ N/A ❏ |
|  | CHILDREN’S’ EXTERNAL PLAY AREAS |
| **06.06.00a** | Does the property have an outdoor play area? | **Yes ❏No ❏** |
| 06.06.01 | Is the play area in a safe location (i.e. away from road/ traffic/ electrical or other hazards) | **Yes ❏No ❏ N/A ❏** |
| 06.06.05 | Is the play area protected by a wall or fence? | **Yes** ❏**No ❏ N/A ❏** |
| 06.06.07 | Is a warning sign in place in the play area stating that ''children must be supervised at all times by an adult''? | **Yes** ❏**No ❏ N/A ❏** |
| **06.07.00** | Medical Facilities |  |
| **06.07.01** | Are there on-site medical facilities? | Yes ❏No ❏ |
| 06.07.02 | Is there a trained nurse on site? | Yes ❏No ❏ N/A ❏ |
| 06.07.03 | Are any other staff trained in first aid? | Yes **❏**No ❏ N/A ❏ |
| 06.07.04 | Will a doctor come to the hotel? | Yes ❏No ❏ |
| 06.07.05 | Is there an emergency ambulance service available? | Yes **❏**No ❏ |

Legionella

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| --- | --- | --- |
| **09.00.00** | Legionella I confirm as the responsible person for the property that the information provided is an accurate reflection of the safety facilities at the accommodation. Please state position held  **……………General Manager…..** | Yes ❏No ❏ |
| **09.01.00** | Legionella Management  |
| 09.01.01 | Does the premises have a Legionella prevention and control programme which includes the ELDSnet 14 point plan? | Yes ❏No ❏ |
| 09.01.02 | Is there a named person responsible for Legionella control? State person’s name in comments | Yes ❏No ❏ |
| 09.01.03 | Has the named person received specific training in the control of Legionella? | Yes ❏No ❏ N/A ❏ |
| 09.01.04 | **Does the hotel water maintain a temperature of 50o C to 60oC at all hot taps** | Yes ❏No ❏ N/A ❏ |
| 09.01.05 | Is there a policy to ensure that all taps and showers in guest rooms run for 5 minutes at least once a week if they are unoccupied and always prior to occupation? | Yes ❏No ❏ N/A ❏ |
| **09.01.06** | **Are the shower heads and taps:** |  |
| 09.01.06a | Cleaned quarterly? | Yes ❏No ❏ N/A ❏ |
| 09.01.06b | Kept free from scale? | Yes ❏No ❏ N/A ❏ |
| 09.01.07 | Are cooling towers and associated pipes used in air conditioning systems cleaned and disinfected regularly - at least twice a year? | Yes ❏No ❏ N/A ❏ |
| 09.01.07a | Are cleaning records of the cooling towers and associated pipes retained?  | Yes ❏No ❏ N/A ❏ |
| **09.01.08** | **Are water heaters (calorifiers):**  |  |
| 09.01.08a | Cleaned once a year? | Yes ❏No ❏ N/A ❏ |
| 09.01.08b | Disinfected once a year? | Yes ❏No ❏ N/A ❏ |
| **09.01.09** | **Is there documented evidence that the hot water system disinfected with high level (50mg/l) chlorine for 2-4 hours:**  |  |
| 09.01.09a | Before the beginning of every season? | Yes ❏No ❏ N/A ❏ |
| 09.01.09b | Following any maintenance work on water heaters? | Yes ❏No ❏ N/A ❏ |
| **09.01.10** | **Is there documented evidence that all water filters are:** |  |
| 09.01.10a | Cleaned regularly (every 1 to 3 months)? | Yes ❏No ❏ N/A ❏ |
| 09.01.10b | Disinfected regularly (every 1 to 3 months)? | Yes ❏No ❏ N/A ❏ |
| 09.01.11 | Are water storage tanks, cooling towers and visible pipe work inspected monthly? | Yes ❏No ❏ N/A ❏ |
| **09.01.12** | **Is there documented evidence that the insides of cold water tanks are:** |  |
| 09.01.12a | Inspected at least once a year? | Yes ❏No ❏ N/A ❏ |
| 09.01.12b | Disinfected with 50mg/l chlorine? | Yes ❏No ❏ N/A ❏ |
| 09.01.12c | Cleaned annually? | We don’t have it |
| **09.01.13** | **Are fountains and decorative features:** |  |
| 09.01.13a | Cleaned twice per year | Yes ❏No ❏ N/A ❏ |
| 09.01.13b | Chlorinated daily and records retained | Yes ❏No ❏ N/A ❏ |
| **09.02.00** | **SPA POOLS (also known as whirlpool spas, "Jacuzzis", spa baths)**  |
| 09.0200a | Does the property have spa pool (also known as whirlpool spas, "Jacuzzis", spa baths) | Yes ❏No ❏ |
| 09.02.01 | Are spa pools continuously treated with either 2-3 mg/l chlorine or 3-5mg/l bromine? | Yes ❏No ❏ N/A ❏ |
| 09.02.02 | Are the chemical levels of the spa pools monitored at least three times a day? | Yes ❏No ❏ N/A ❏ |
| 09.02.03 | Are the records of all spa water treatment readings including temperature and chemical levels retained? | Yes ❏No ❏ N/A ❏ |
| 09.02.04 | Is at least half of the water within the spa pool replaced each day? | Yes ❏No ❏ N/A ❏ |
| 09.02.05 | Are sand filters for the spa/Jacuzzi backwashed daily? | Yes ❏No ❏ N/A ❏ |
| 09.02.06 | Is the whole spa pool system cleaned and disinfected once a week? | Yes ❏No ❏ N/A ❏ |