

Standard Audit



As part of our continuing efforts to closely match the requirements of our clients, before we can confirm any booking we require this safety audit to be completed. Please complete as accurately as possible, and answer all questions, it should take no more than 10 minutes.

This form is common for most School Travel Forum members and once completed can be saved for further requests. Thank you.

Property Name	Poppies 2		
Address	G. de Stuersstraat 2		
	8900 IEPER (Belgium)		
Telephone	0032 57 21 20 01	email	info@thepoppies.be
Web address	www.thepoppies.be		


	Question	Yes	No	N/a	Detail/Comment
1/ About the building					
1.1	Number of floors including ground floor?				4
1.2	Number of bedrooms?				12
1.3	Maximum number of guests at full capacity?				57
1.4	Do you share the building with other businesses?				No
1.5	Do you have bedrooms and facilities for guests with reduced mobility?				No
2/ Insurance					
2.1	What is the amount of your public liability insurance cover?			[£] [€] [\$] 1.500.000€	
3/ Fire Awareness and Training					
3.1	If requested, can groups be given a fire talk by management on arrival?	X			
3.2	Do staff receive training in fire, and health and safety?	X			
4/ Fire Detection and Alarm					
4.1	Does the property have an electric fire alarm?	X			
4.2	Is the fire alarm serviced and inspected regularly?	X			
4.3	Is the property fitted with fire sprinklers?		X		
Does the alarm system include:					
4.4	Fire alarm manual call points (push button, break glass boxes)	X			
4.5	Sounders (bells or sirens)?	X			
4.6	An alarm panel that still works if the main power fails?	X			
4.7	Smoke or heat detectors that are interconnected with each other and the fire alarm panel?	X			
Where are detectors located?					
4.8	Bedrooms	X			
4.9	Corridors	X			
4.10	Stairways	X			
4.11	Public Rooms	X			
4.12	Kitchen	X			
5/ Fire Protection and Means of Escape					
5.1	Do you have fire evacuation instructions in English and/or a pictorial evacuation plan in all bedrooms?	X			
5.2	Are emergency stairways either outside, open to the air or protected by suitable fire doors at each internal stairwell entrance?	X			
5.3	How many normal and emergency exit staircases are there, which can be reached from all floors?				2
5.4	Are all emergency exit routes and exit doors fully signposted with pictorial signs?	X			
5.5	Do all emergency exit routes and corridors have emergency lighting?	X			
5.6	Are long internal corridors (30m+) sub-divided by fire doors?	X			
5.7	Are bedroom doors fire resistant doors?	X			
5.8	Are all fire doors closed at night or closed automatically when the fire alarm is activated?	X			

	Question	Yes	No	N/a	Detail/Comment
5.9	Do <u>all</u> doors on emergency routes and <u>all</u> final exit doors open from the inside without use of a key?	X			
5.10	Where corridors have only one direction to an exit route, what is the maximum distance to travel to the exit route?			X	
5.11	Do all atriums have a method to vent smoke from the Atrium in the event of fire?	X			
6/ Security					
6.1	Do bedroom doors lock from the inside?	X			
6.2	Do bedroom windows that are easily accessible from the outside have restricted opening?	X			
6.3	Will groups be accommodated in rooms that are adjacent or close together?	X			
6.4	Are all entrances to the accommodation secure or supervised to prevent intruder entry?	X			
6.5	Can guests contact a member of staff for urgent assistance 24 hours a day?	X			
7/ Food and Water Hygiene					
7.1	Is food that is prepared and cooked on the premises in accordance with a HACCP food safety system?			X	
7.2	Are you inspected at least annually by an external food safety authority or organisation?			X	
7.3	Do you have a pest control contract in force?	X			
7.4	Do you have a Legionella control policy?	X			
8/ General Safety					
8.1	Are all electrics maintained in good working order?	X			
8.2	Do all full length glass panels, including patio doors, have anti-collision stickers?	X			
8.3	Are carpets on stairways fixed and secure from slipping?	X			
8.4	Are all balconies at least 1.1m high with no horizontal bars to encourage climbing?			X	
8.5	If supplied, are safety rails fitted to all bunk beds?	X			
8.6	Are bedrooms, apartments and public areas free from gas-fired appliances?	X			
8.7	How often are gas appliances including central heating boilers, serviced by a qualified engineer?			Every year	
9/ Pools					
9.1	Does the property have a pool		X		
9.2	Are depth markings and changes in depth clearly marked?			X	
9.3	Are lifeguards on duty when in use?			X	
9.4	Is rescue and first aid equipment available within 5m of the pool and clearly marked?			X	
9.5	How often is water clarity and condition checked?			X	
9.6	Is the pool locked or illuminated at night?			X	

Please make any additional comments here on any of the above questions, or if there are any other health & safety issues that our groups should be aware of:

--

I confirm that the hotel conforms to local and national fire, safety and hygiene standards and has current and valid permissions to operate. I also confirm the information provided in this Standard Audit form is correct and accurate to the best of my knowledge.

Name	Stephanie Vandenhove	Signature	
Position	Sales & manager's assistant	Date	01/02/2018

Thank you for your time and attention.