

# Accommodation Safety Manual



## Introduction

Safety is of paramount importance in the running of any business and none more so than at small hospitality businesses like yours. The correct arrangements will help protect you, your family and your guests as well as your property and business.

This manual is designed to bring together information on some of the most important safety related issues. It also acts as place to keep all your risk assessment logs and safety test certificates together so you can make sure you are up to date and have them readily to hand for inspection by the authorities or guests.

Some of the stuff in this manual covers issues which are legal requirements while other things apply to some businesses and not others. However, even if something is not necessarily compulsory it is still well worth considering the advice and procedures suggested in the manual.

## Contents

### 1) Check List

### 2) Fire Safety

- a) Fire Risk Assessment
- b) Fire Precautions
- c) Fire Risk Enforcement
- Blackpool Fire Service contact details
- The 5 stages of a Fire Safety Risk Assessment
- Form for recording 'significant' findings
- Fire Safety Record sheets
- Fire Log Book

### 3) Health & Safety

- a) Being 'reasonably Safe'
- b) The Health & Safety Risk Assessment
- c) Insurance
- d) Reporting accidents
- e) First Aid Equipment
- The 5 stages of a Health & safety Risk Assessment
- Health & safety Log Book

### 4) Electricity & Gas

- Electricity at Work
- Gas at Work
- Electricity and Gas Log Book

### Please note

While every attempt to make the contents of this manual as accurate and as up to date as possible Yes Hotels are not experts on any of the topics covered. We strongly advise that you always consult with the appropriate experts if in any doubt.