

Example Accommodation Checklist

Template

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The following form is designed to be sent to providers, for them to complete and return answering all relevant questions. However, youth work organisations may opt to complete the checklist themselves by conducting a visit to the provider or by asking questions of the provider by other means. Whichever way it is used, the following form provides pertinent questions and considerations to ask of a potential provider.

Further to the questions and considerations below, youth work organisations should also consider the following, where relevant:

- Do you feel you have enough information and knowledge of the provider and their services to be confident when planning your trip, activity or venture?
- Is the provider able to meet the needs of your group and the purpose of the trip / venture?
- Does the provider's approach and ethos meet those of your organisation?
- Does the provider represent good value, in terms of finance, safety, comfort, convenience and overall service?
- Are the terms and conditions of booking acceptable, including cancellation?
- Does the provider have any conditions that young people and your workers will be expected to comply with for their own safety?

Name:		Tel:		Number and type of rooms available:	
Address:		Fax:		Single	
		Email:		Twin (2 x single beds)	
		Web:		Double (1 bed for 2 adults)	
City:		Describe location of Property: (Include suitability for youth groups and details of any outside road traffic hazards)		Triple (beds for 3 adults)	
Country:				Multiple (beds for 4 adults or more, including bunks)	
Star Rating or external accreditation:				Camping	
Property observation and description:	<p>General description of property type. Auditor to take photos of exterior, indicative guest rooms, public areas, kitchen, public areas, pool, other facilities Description to include/consider:</p> <ul style="list-style-type: none"> - Type of accommodation (tented, hotel, hostel, outdoor education centre etc) - Number of guest accommodation floors (including basements) - Number of separate buildings with guest accommodation - Wall construction (canvas, wood, brick, concrete, other) - Roof construction (canvas, thatch, wood, tile, metal) - Bathroom facilities: are these shared or en suite? - Is there public liability insurance held? <p>Take copy wherever possible</p>				

	TO BE COMPLETED BY PROVIDER OR YOUTH WORK ORGANISATION			TRIP LEADER ACTIONS	
Hazard	Criteria	Comply? (Y, N, or N/A)	Notes	Actions / considerations (if non-compliant)	Completed?
Fire	Accommodation complies with the local fire regulations and has annual inspections.			Assess risk & consider alternatives	
Fire	There is a 24hr staffed reception/porter or other means to raise the alarm in case of fire			Group Leader to familiarise themselves with security arrangements upon arrival	
Fire	There is a written fire plan available for the property (take a copy) and staff are trained in it			Group Leader to brief young people of key contents	
Fire	There is an alternative escape route other than the main staircase			If only one staircase, leader to monitor and ensure it remains free from blockage.	
Fire	There are doors that would limit the immediate spread of fire up stairways to each floor. These close automatically or are kept closed at night			Select rooms on ground floor or lowest floors possible and close to escape routes.	
Fire	No combustible materials are stored under stairs			Provider to be asked to remove materials and store elsewhere	
Fire	Fire exits are clearly marked			Leader to brief young people that they must all know the escape route in case of fire and where to find it. Leader to conduct full fire practical evacuation drill with all young people before first night. Leader to group rooms as close together where there own room is known and accessible to young people in an emergency	
Fire	Fire doors and exits are closed, but not locked, unobstructed and signed				
Fire	Evacuation plans (diagrams) are in every room, with exits, firefighting equipment and rendezvous points clearly marked				
Fire	Emergency lighting is in all public areas and is tested regularly				
Fire	Young people can be accommodated no higher than the 3rd floor				
Fire	Fire extinguishers are on all floors and have been checked by the hotel				
Fire	Fire alarms are regularly tested.			Group leader to request alarm test and ensure audibility in all guest rooms to be used. Consider carrying own smoke alarms.	
Fire	Smoke detectors are in every room (including non-guest areas) and are tested regularly. Are these battery powered or mains electricity?			Group Leader to test if there are user test facilities. Request replacement batteries or maintenance if not working. Consider carrying own smoke alarms and placing in each room.	

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Hazard	Criteria	Comply? (Y, N, or N/A)	Notes	Actions / considerations (if non-compliant)	Completed?
Fire	Candles, smoking or other naked flames are forbidden in bedrooms			Brief young people to use a torch instead of a candle in bedrooms	
Fire	Are there 'dead end corridors' with only one exit? Are these corridors longer than 10m?			Avoid accommodation in these locations where possible	
Fire	All high fire risk rooms such as kitchen, boiler room, laundry, electrical switch rooms have adequate doors to limit spread of fire and these are separated from guest accommodation			Avoid use of rooms close to high fire risk areas	
Tripping	Carpets and mats are in good condition and are securely fastened			Brief young people about any risk	
Tripping	Corridors are lit at all times			Brief young people and establish appropriate control measures for the use of shared bathrooms outside of bedrooms at night	
Tripping	Stairs have handrails and banisters or other barriers to protect falls			Brief young people about any risk. Use alternative staircases/routes if possible.	
Lifts	Meet national safety standards			Brief young people against use in case of fire	
Lifts	Have internal safety door/grill.			Brief young people against use or if using, to stand clear of and keep clothing clear of unprotected "moving wall"	
Balconies	Are well constructed and fitted with balcony rail that has a minimum height of 1m.			Brief young people not to use balcony or switch rooms if possible.	
Balconies	Gaps between railings are not wider than 10 cms				
Balconies	Sufficient lighting exists so floor can be clearly seen				
Balconies	There are no objects that could cause a slip or trip or be used as a climbing aid. Chairs and tables are placed away from base of balcony.				
Safeguarding & welfare	Provider Management enforce a policy of appropriate staff behaviour and do not allow harassment of any sort. For example, giving out room numbers or permitting access to rooms to unauthorised people; sexual harassment or demands for tips.			Brief young people about any risk	
Safeguarding & welfare	Staff/worker accommodation is close enough to young people to allow adequate supervision to meet the needs of the group			Brief young people how to raise staff overnight	

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	Criteria	Comply? (Y, N, or N/A)	Notes	Actions / considerations (if non-compliant)	Completed?
Electricity	Bedrooms are free from defective plugs, sockets, loose/exposed electrical wires			Brief young people regarding hazards. Ask for dangerous looking appliances to be replaced or, when not possible, remove/place out of bounds.	
Electricity	There are no plug sockets or appliances (other than showers and shaver sockets) in bathrooms				
Electricity	Electric showers are professionally installed, in good working order with no exposed wiring				
Electrical Appliances	All electrical appliances and plugs are insulated, fitted with a fuse and professionally installed				
Electrical Power Points	All electrical power points are earthed, and any cables are insulated				
Electrical Heaters	All heating appliances have temperature controls and guards				
Electrical lighting	Faulty lighting is replaced immediately.			To brief on any areas of the accommodation (or times of the day) where lighting is poor or non-existent and for young people to use torches	
Gas appliances	Gas-powered water heaters are checked annually for carbon monoxide emissions by a nationally qualified engineer.			Brief young people of any risk and not to touch appliances. Consider carrying portable CO alarms.	
Gas appliances	All heating appliances have temperature controls and guards				
Gas appliances	Gas-powered water heaters or other potential carbon monoxide sources are not located in guest rooms. Carbon monoxide monitors/alarms are available where sources exist			Non compliance is not acceptable. Consider carrying portable CO alarms.	
Swimming Pools	Describe pool size, shape, location in relation to accommodation, diving boards etc			Brief young people on any risk, set clear boundaries and behavioural expectations. Maintain appropriate supervision.	
Swimming Pools	Pool has a trained and dedicated lifeguard on duty				
Swimming Pools	The bottom must be clearly visible, with no rocks or ornaments in the pool			Brief young people about any risk	
Swimming Pools	Rescue equipment including life rings are accessible around the pool			Brief young people how to raise staff overnight	

Completed by: Accommodation provider

Name & position:

Signature:

Date:

Approved by: Youth work organisation

Name & position:

Signature:

Date: