Standard Audit for YMCA Bath

**As part of our continuing efforts to ensure all our groups and guests have a comfortable stay and peace of mind. We have a completed audit of our building.** This form is common for most school and group travel and once completed can be saved for further requests. Any further questions please let us know. Thank you.

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| **Property Name** | YMCA Bath |
| **Address** | International House, Broad St Place, Bath, BA1 5LH |
|  |  |
| **Telephone** | 01225 325900 | **Email** | stay@ymca-bg.org |
| **Web address** | [www.ymca-bg.org](http://www.ymca-bg.org) |

|  | **Question** | **Yes** | **No** | **N/a** | **Detail/Comment** |
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| **1/ About the building** |
| 1.1 | Number of floors including ground floor? | 3 |  |
| 1.2 | Number of bedrooms? | 130 |  |
| 1.3 | Maximum number of guests at full capacity? | 180 |  |
| 1.4 | Do you share the building with other businesses? | No |  |  |  |
| 1.5 | Do you have bedrooms and facilities for guests with reduced mobility?  | Yes |  |  | 1 room on ground floor |
| 1.6 | Is the construction inherently low fire risk (i.e. concrete & tile, not timber) and without any exterior cladding)? | Yes |  |  |  |
| **2/ Insurance** |
| 2.1 | Please confirm that you have public liability insurance cover? | Yes |  |  |  |
| 2.2 | What is the amount of your public liability insurance cover? | £10M |
| **3/ Fire Awareness and Training** |
| 3.1 | If requested, can groups be given a fire talk by management on arrival? | Yes |  |  |  |
| 3.2 | Do staff receive training in fire, and health and safety? | Yes |  |  |  |
| **4/ Fire Detection and Alarm** |
| 4.1 | Does the property have an electric fire alarm? | Yes |  |  |  |
| 4.2 | Is the fire alarm serviced and inspected regularly? | Yes |  |  |  |
| 4.3 | Is the property fitted with fire sprinklers? |  | No |  |  |
| Does the alarm system include: |
| 4.4 | Fire alarm manual call points (push button, break glass boxes) | Yes |  |  |  |
| 4.5 | Sounders (bells or sirens)? | Yes |  |  |  |
| 4.6 | An alarm panel that still works if the main power fails? | Yes |  |  |  |
| 4.7 | Smoke or heat detectors that are interconnected with each other and the fire alarm panel? | Yes |  |  |  |
| Where are detectors located? |
| 4.8 | Bedrooms | Yes |  |  |  |
| 4.9 | Corridors | Yes |  |  |  |
| 4.10 | Stairways | Yes |  |  |  |
| 4.11 | Public Rooms | Yes |  |  |  |
| 4.12 | Kitchen | Yes |  |  |  |
| **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? | Yes |  |  |  |
| 5.2 | Are emergency stairways either outside, open to the air or protected by suitable fire doors at each internal stairwell entrance? | Yes |  |  |  |
| 5.3 | How many normal and emergency exit staircases are there, which can be reached from all floors? |  | 2 to 4 exits depending on which floor |
| 5.4 | Are all emergency exit routes and exit doors fully signposted with pictorial signs? | Yes |  |  |  |
| 5.5 | Do all emergency exit routes and corridors have emergency lighting? | Yes |  |  |  |
| 5.6 | Are long internal corridors (30m+) sub-divided by fire doors? | Yes |  |  |  |
| 5.7 | Are bedroom doors fire resistant doors? | Yes |  |  |  |
| 5.8 | Are all fire doors closed at night or closed automatically when the fire alarm is activated?  | Yes |  |  |  |
| 5.9 | Do all doors on emergency routes and all final exit doors open from the inside without use of a key? | Yes |  |  |  |
| 5.10 | Where corridors have only one direction to an exit route, what is the maximum distance to travel to the exit route? |  |  | NA |
| 5.11 | Do all atriums have a method to vent smoke from the Atrium in the event of fire? |  |  |  | NA |
| **6/ Security** |
| 6.1 | Can bedrooms be accessed without a key? |  | No |  |  |
| 6.2 | Do bedroom windows that are easily accessible from the outside have restricted opening? | Yes |  |  |  |
| 6.3 | Will groups be accommodated in rooms that are adjacent or close together? | Yes |  |  | We will endeavour to place groups on one floor where availability allows |
| 6.4 | Are all entrances to the accommodation secure or supervised to prevent intruder entry? | Yes |  |  | Only accessed with a key fob |
| 6.5 | Can guests contact a member of staff for urgent assistance 24 hours a day? | Yes |  |  | 24 hour reception |
| **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? | Yes |  |  |  |
| 7.2 | Are you inspected at least annually by an external food safety authority or organisation? | Yes |  |  |  |
| 7.3 | Do you have a pest control contract in force? | Yes |  |  |  |
| 7.4 | Do you have a Legionella control policy? | Yes |  |  |  |
| **8/ General Safety** |
| 8.1 | Are all electrics maintained in good working order? | Yes |  |  |  |
| 8.2 | Do all full length glass panels, including patio doors, have anti-collision stickers? |  |  |  | NA |
| 8.3 | Are carpets on stairways fixed and secure from slipping? | Yes |  |  |  |
| 8.4 | Are all balconies at least 1.1m high with no horizontal bars to encourage climbing? |  |  |  | NA |
| 8.5 | If supplied, are safety rails fitted to all bunk beds? | Yes |  |  |  |
| 8.6 | Are bedrooms, apartments and public areas free from gas-fired appliances? | Yes |  |  |  |
| 8.7 | How often are gas appliances including central heating boilers, serviced by a qualified engineer? |  |  | Annually |
| **9/ Pools** |
| 9.1 | Does the property have a pool |  | No |  |  |
| 9.2 | Are depth markings and changes in depth clearly marked? |  |  |  | NA |
| 9.3 | Are lifeguards on duty when in use? |  |  |  | NA |
| 9.4 | Is rescue and first aid equipment available within 5m of the pool and clearly marked? |  |  |  | NA |
| 9.5 | How often is water clarity and condition checked? |  |  |  | NA |
| 9.6 | Is the pool locked or illuminated at night? |  |  |  | NA |

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| **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:** |
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| I confirm that the hostel 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 | YMCA Brunel Group | Signature | YMCA Brunel Group |
| Position |  | Date |  6th May 2020 |