



HEALTH & SAFETY MANAGEMENT REVIEW

	ITEM	DETAILS
1	Dates of the last three H&S meetings	
2	Details of any major issues at meetings not covered elsewhere in this report	
3	Date of last external safety audit at the hotels Score of latest External Audit Score (if any) in % Latest 2010 Internal Audit Score	
4	Trends of external audit scoring for 2010 (if more than one has been done)	
5	Details of any significant emergency Capex items identified	-
6	Details of any future legislation and confirmation that a work plan is in place and on schedule	
7	Update on cost implications for compliance with new legislation	
8	Update on progress of work plans against latest internal audit (percentages completed, part completed, not done and those that will not be completed by the end of the year)	



RESOURCE LIBRARY - TECHNICAL SERVICES
Health & Safety Review

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9	Details of any significant pending legal action	
10	Details of any outcome from legal action	
11	Details of significant civil claims (likelihood of compensation in excess of £30,000)	
12	Details of civil claims which may significantly affect brand	
13	Details of any significant food poisoning outbreak	

MONTH YEAR

Hotel:

Signed and Approved by:

General Manager

Date: