

## Preferred Code of Practice – Villa Safety

### General

- There should be no badly fitted carpets (or other potential trip hazards) within the villa.
- The general décor of the villa should be in a satisfactory condition.
- All areas of the property should be well lit, including gardens and pool area.
- All electrical fittings should be fixed securely and tested on an annual basis by a qualified electrician.
- All staircases within the property (internal or external) should be fitted with a hand rail or some form of barrier.
- There must be no gaps greater than 10cm within the hand rail/barrier (including the landing at the top of the stairs).
- Sufficient ash trays should be provided.

### Balconies/Terraces

- The overall height of the balcony should be over 1m i.e. from the floor to the top of the balcony. For new builds the balconies should be 1.10m in height. If it is necessary for the balcony height to be raised, it is recommended they be raised to the new build specification of 1.10m.
- Any vertical or horizontal gaps between the balcony railings must be less than 10cm. If necessary, the hotel must provide netting or perspex as a temporary measure for balconies to cover gaps that are greater than 10cm.
- There should be no climbing or step up allurements at the base of the balcony.

### Glass Partitions

- All full length glass doors/partitions must have identifying stickers at:
  - Adult eye level (approximately 1.5m).
  - Child eye level (approximately 0.8m).
- Glass must be fitted securely in balcony doorframes and windows.
- All balcony doors must have handles for ease of open and closure.

### Bedrooms/Bathrooms

- All bedroom furniture must be clean, secure and in good condition.
- All bedrooms should clean, well maintained, free from signs of damp, dirt and residue.
- All bathroom fixtures and fittings must be clean, secure and in good condition.
- All showerheads and taps must be free from rust and sediment.
- There must not be any loose or broken tiles.
- Hand basins, baths, shower trays and toilets must be clean and free from cracks.
- Ideally with the exception shaver points, plug sockets should not be provided in the bathrooms.
- If hairdryers are provided in the bathrooms, they should have permanently wired flexes.

### Cots/Bunk Beds

- All cots must be clean, well constructed and maintained regularly.
- All cots should be provided without wheels. If wheels are present, a wheel-locking device must be provided.
- Any gaps between the cot rails must be less the 10cm.
- There must be a distance of at least 50cm between the mattress and the top of the side rail.
- The mattress must fit snugly into the base of the cot.
- The mattress should be covered in PVC.
- The mattress must be in good condition and free from tears and splits.
- Bunk beds should be fitted with suitable ladders.
- Side railings must be fitted to the top bunk (high enough to prevent a child from rolling out).

## Kitchen/Dining Areas

- All eating areas and furniture must be clean, tidy and in good condition.
- All linen, cutlery, and condiments must be clean and in good condition.
- All crockery and glass must be clean, well maintained and free from cracks.
- All other equipment provided must be clean and in good condition.
- Written instructions (in English) should be provided for the use of equipment (i.e. washing machines, cookers etc).
- Lidded waste bins must be provided in the kitchen.
- All food storage areas must be clean, dry, and free from signs of pests (cock roaches, ants etc).
- Refrigerators and freezers must be in a good state of repair, including door seals which should be clean and close fitting.

## Highchairs

- High chairs should be free standing traditional types. Note: If clip on highchairs are provided they must be used in accordance with the manufactures instructions. They should be clearly labelled with the age and weight restrictions and be made of tough durable plastic – not glass.
- All highchairs must have fixing points and harnesses.
- Highchairs should not be fitted with wheels. If wheels are present, then wheel-locking devices must be provided.
- All highchairs must be well constructed and stable, without sharp edges and corners.
- All highchairs must be clean, sanitised and well maintained.

## Gas

- Ideally internal gas water heaters should not be provided in accommodation. If they are present then they should be serviced annually and subject to inspection by a qualified UK gas safety engineer.
- If gas-cooking facilities are provided, the appliance must be fitted with burner caps and on off knobs.
- Cookers must be sited in a secure position within the property and should not rock.
- Cylinder gas bottles for cooking must be stored at a low level in a well-ventilated area, which allows easy access to connections and regulating devices.
- Cylinders should be sited to allow replacement with the minimum of disturbance to installation and ancillary equipment.
- Adequate ventilation to prevent build up of gas should be provided directly to the outside.
- The rubber piping from the gas cylinder or mains supply to the cooker appliance must be within date. Please note some countries put the expiry date, whilst other countries put the date of manufacture. In the latter case the years have to be added to give an expiry date i.e. a maximum of three years.
- The rubber pipes between the cooking appliance and the cylinder should be fastened with jubilee clips.
- The rubber pipes should be maintained regularly. There must be no signs of the rubber piping hardening, becoming brittle or evidence of cracks or splits appearing (especially near the jubilee clips).
- Clear operating instructions; in English must be provided for all gas appliances.
- Ideally a carbon monoxide detector should be sited in the vicinity of gas appliances.

## Children's External Play Areas & Surrounding Areas

- The play area must be located in a safe place i.e. away from the road, traffic, electrical and hazards.
- Wherever possible the play area must be protected by a wall or fence.
- All gates and ancillary present must be in good condition.
- All play equipment must be regularly maintained, serviceable and in good condition.
- All play equipment should be adequately spaced to allow free movement.
- The play area surface should be impact absorbent and must be suitable for children.

Note: European standards (BS EN 1176 & BS EN 1177) have been produced relating to the safe operation of children's playgrounds which expand in greater detail on the code stated above, every effort should be made to comply with the guidance given in these standards.

- BBQ area must located in a safe place and be kept free of any potential hazards i.e. overhanging trees etc.

### Pool Features

- Steep slopes from standing depths should be clearly and prominently highlighted with the use of painted and/or buoyed lines across the top of the slope, and further indicated by the use of additional depth marks. Where possible, consideration should be given to removing the slope altogether.
- If the pool surround incorporates raised dive allurements such as decorative rocks, urns, bridges or other raised features, 'No Diving' signs must be displayed on the features themselves. Where possible, consideration should be given to removing the raised feature(s) altogether.

### Diving Boards/Platforms

- Where possible all diving boards and platforms should be removed from the pool(s).
- If a 1m diving board is present the depth of the water below the diving board, should be 3.5 metres or more and this depth must extend forward for 5 metres with a total forward clearance distance of 9 metres.
- A 1m fixed platform requires a minimum of 3.2 metres of water underneath it, extending forward for 4.5 metres with a total forward clearance distance of 8 metres.

### Depth Markings

- Depth markings must be present around the pool and should be:
  - Clearly visible – not faded and washed out.
  - Accurate – to indicate the exact depth of the water.
  - Adequate in size (10cm) and adequate in frequency (approximately every 3 metres).
  - Indicate every change of 0.3 metre depth.

### Pool Depths

- The freeboard distance (the distance from the top of the water surface to the top of the pool surround) should not be more than 30cm.
- If there are any obvious sudden changes in depth from standing, then notices or preventative measures to reduce the slopes danger should be installed i.e. painted or buoyed lines and the slope should be further indicated by the use of additional depth markings.
- Where possible, consideration should be given to removing the slope altogether.
- Diving from the poolside should be prohibited where the depth of water is less than 1.5m and the forward clearance less than 7.6m.

### Pool Surround

- The pool surround must be non-slip.
- There should not be any cracks or broken tiles around the pool area.
- Readily accessible rescue equipment must be provided for the pool area in the form of life ring, reaching hook etc.

### Pool Maintenance & Records

- The pool water must be clear with the bottom of the pool visible (at its deepest point) at all times.
- The pool(s) must be regularly cleaned (including the grease line).
- There must be a documented chemical disinfectant treatment system in place.
- Pool chemical dosing records should be retained and available for inspection. The records should as a minimum be signed by the pool maintenance person and include date, times, the chemicals used and the dosage. Where more than one pool is a feature of the property, individual pool records must be retained as above and be clearly labelled with the pool name.
- The pool plant room must be securely locked at all times.
- The pool plant room must be kept clean and organised at all times.

## Pool Outlets

- There should be at least two outlets per suction line.
- Each pool outlet should be separated by at least 2 metres.
- Each pool outlet should be sited at least 3 metres away from poolside walls.
- Each pool outlet should be free from significant suction.
- Each pool outlet should have a net free surface area of 6–10 times that of the suction line.
- Each pool outlet should be free from damage.
- Each pool outlet should be free from entrapment hazards.
- The pool outlets should be located outside the dive trajectory.
- Emergency shut off must be possible and a documented procedure on how to do this must be written and available for use.

## Pool Fixtures & Fittings

- All pool fixtures and fittings i.e. in pool-lights, grills, handrails, steps covers, filters etc must be in place and securely fitted.
- There must be adequate means of access and egress to the pool.
- Pool access steps (not ladders) must have their leading edges highlighted.

## Means of Escape

- All doors should be easy to open, from the inside, at all times, and always unobstructed.

## Fire Warning

- Domestic type smoke alarm must be fitted in the villa, To avoid many nuisance false alarms these should be sited in a suitable location away from the immediate vicinity of the cooking area.
- Suitable means of summoning assistance must be provided (Manual alarm, Telephone etc.).

## Fire Fighting equipment

- Ideally a fire blanket should be provided for the kitchen area.
- A general-purpose fire extinguisher, of a suitable size, must be provided for general use.

## Emergency Lighting

- Ideally a torch or hand lamp should be provided to aid evacuation of the property in the event of an emergency.

## Signs and Notices

- A notice indicating the action in case of fire on the back of the entrance door.
- In the case of remote villas the sign should include contact numbers and the full address of the villa, together with contact numbers and procedures covering all emergencies.
- Direction notices should be provided where appropriate.
- In European Union member states there will be a requirement for signs to be provided in accordance with the current EC Directive on signs and notices.