

## Documentation Requirement

### Health & Safety

- H&S policy and procedure (including security)
- H&S Audits
- Risk Assessment
  1. Fire
  2. Legionella
  3. Security
- Electrical equipment maintenance and testing records
- Gas equipment maintenance and testing records
- Lift inspections and maintenance
- Legionella control protocol, plus:
  1. Records of hot and cold water temperature monitoring
  2. Shower head disinfection and sanitization
- Fire safety testing and servicing records for:
  1. Fire alarm and detection system
  2. Emergency lighting
  3. Fire doors
  4. Fire fighting equipment, e.g. extinguisher
  5. Fire escape routes and final exit doors
  6. Fire training summary
  7. Fire drill/emergency evacuation plan and records
  8. Fire/Building certificate
- Swimming pools - Ph and chlorine dosing records / swimming pool license
- Children's Clubs - operating protocol, e.g. staff ratios, signing in/out procedures and recruitment vetting system

### Food Hygiene

- HACCP - documented system / manual
- Hygiene audit
- Temperature records for:
  1. Delivery
  2. Cold storage
  3. Preparation - defrosting & chilling
  4. Cooking



**QUALITY ASSURANCE**  
**Health & Safety and Hygiene Review**

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5. Service

- Cleaning schedules and records
- Food (including water/ice) microbiological testing
- Pest control records
- Staff hygiene training
- Staff health questionnaires