



## GRA004A – HOTEL/ACCOMMODATION ENQUIRY FORM

### To the Owner/Director/Senior Manager

In the footsteps & Take us Touring only employs bona fide, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed at your establishment.

In order to safeguard our customers when they stay at your accommodation the owner or a Senior Manager, who represents your company/organisation, is asked to either forward a copy of your risk assessments or answer the questions below, and sign the form, as assurance of the safety and quality of services provided.

Companies that regularly provide services to In the footsteps will usually be requested to supply and update this information annually.

Please note that companies are responsible for notifying and updating In the footsteps of any significant changes in their circumstances and arrangements during the course of the year.

Please could you answer the following questions by placing a tick (to indicate “yes”) in the box beside all specifications you can meet. Please leave the box blank (to indicate “no”) beside any specifications that you cannot meet, or that are not applicable to your company.

Please note that a “no” answer does not automatically mean disqualification from use.

#### 1. Approval for contract work

- Has your company already been accredited/approved by In the footsteps or Take us Touring to supply hotel/accommodation services for our tours?

If “yes”, please add date/year of approval .....

**If “yes” please now complete only section 5.**

**If “no” please complete all the following sections:**

#### 2. Does your company:

- Have a documented safety policy and procedures covering the hotel/accommodation?
- Ensure that the hotel/accommodation meets statutory fire regulations?
- Ensure that statutory fire regulation requirements are regularly checked are strictly adhered to?
- Carry out independent third party reviews of the hotel/accommodation’s security and safety features?
- Ensure that suitably qualified personnel are available around the clock to deal with guest emergencies and requirements?
- Ensure that suitably qualified security personnel are available around the clock?
- Carry out background pre-employment checks for all members of staff, including housekeeping and catering personnel?

- Require proof of identification from all guests staying in the hotel, particularly when asking for replacement 'lost' keys?
- Restrict the access to guest room floors to resident guests and hotel staff only?

**3. Does your hotel/accommodation:**

- Have adequate and suitable internal lighting in the corridors and stairs?
- Have adequate and suitable external lighting covering car parks and external entrances?
- Have an automatic fire sprinkler system?
- Have dedicated non-smoking rooms?
- Have disability rooms suitable for wheelchair users, including bathrooms and showers that allow wheelchair access?

**4. Are your guestrooms:**

- Fitted with a smoke detector?
- Fitted with a view port (one way peep-hole), deadlocks and safety chain on the door?
- Have lockable safes for the storage of valuables?
- Have direct dial emergency phone access to the emergency services, and is the emergency number prominently displayed in every guestroom?

**5. How many incidents of burglary and other crimes are there each year at the hotel/accommodation?**

**6. If the answer to any of the above is no, please give details below:**

**7. I declare that the statements and assurances above are correct at the present time, and agree to inform you immediately, and prior to any future journey, should circumstances, that might adversely affect the health and safety of passengers, change in any way:**

Signed:

Date:

Name in capitals:

Position in organisation:

Address:

Telephone number:

Email address:

Thank you for completing this form.

**For further assistance, please contact us on +44 (0) 1989 565599**