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Hotel HSE Safety & Compliance Audit Checklist

Property-level HSE audit: fire & emergency, staff safety, premises, COSHH, and governance — with compliance ratings.

HOTEL / PROPERTY

LOCATION / CITY

AUDITOR NAME

ROLE / DEPARTMENT

AUDIT DATE

SCOPE (AREAS / DEPARTMENTS INCLUDED)

1. Fire safety & emergency preparedness

Fire alarm tested to schedule; records available	◯ Compliant	◯ Non-compliant	◯ N/A
Extinguishers located, accessible, in date, and tagged	◯ Compliant	◯ Non-compliant	◯ N/A
Emergency exits signed, unobstructed; doors open in escape direction	◯ Compliant	◯ Non-compliant	◯ N/A
Emergency lighting installed, functional, and tested	◯ Compliant	◯ Non-compliant	◯ N/A
Evacuation plans posted in guest rooms and common areas	◯ Compliant	◯ Non-compliant	◯ N/A
Assembly points signed; staff roles for evacuation understood	◯ Compliant	◯ Non-compliant	◯ N/A

FIRE / EMERGENCY FINDINGS

2. Occupational health & safety

Mandatory H&S induction / training completed and recorded	◯ Compliant	◯ Non-compliant	◯ N/A
Manual handling controls in place (aids, training, task design)	◯ Compliant	◯ Non-compliant	◯ N/A
PPE provided, used, and maintained where required	◯ Compliant	◯ Non-compliant	◯ N/A
Incident / near-miss reporting process known and used	◯ Compliant	◯ Non-compliant	◯ N/A
First aiders and first aid kits adequate for property size	◯ Compliant	◯ Non-compliant	◯ N/A

STAFF H&S NOTES

3. Premises, plant & contractors

Electrical fixed wire / PAT inspections current where required	◯ Compliant	◯ Non-compliant	◯ N/A
Gas / boiler servicing and certificates current	◯ Compliant	◯ Non-compliant	◯ N/A
Lifts / escalators inspected; certificates available	◯ Compliant	◯ Non-compliant	◯ N/A
Plant rooms and back-of-house free from combustibles / clutter	◯ Compliant	◯ Non-compliant	◯ N/A

Contractor control: induction, permits, and supervision in place	◯ Compliant	◯ Non-compliant	◯ N/A

4. COSHH & housekeeping

SDS available; COSHH assessments completed for cleaning chemicals	◯ Compliant	◯ Non-compliant	◯ N/A
Chemicals stored securely, labelled, away from food and guests	◯ Compliant	◯ Non-compliant	◯ N/A
Floors managed for slip / trip risks in public and BOH areas	◯ Compliant	◯ Non-compliant	◯ N/A
Legionella / water safety controls documented (as applicable)	◯ Compliant	◯ Non-compliant	◯ N/A

5. Audit summary

Overall audit outcome ◯ Satisfactory ◯ Satisfactory with actions ◯ Unsatisfactory

KEY RISK AREAS / PRIORITY ACTIONS

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY