

## ABC Hotel Register of Regulations, Legislation, Licences, Permits & Consents

Last Updated: 4<sup>th</sup> October 2018      Updated By: Josephine Bloggs

### Register of Legislation & Regulations

Name & Date of Legislation	Related business area/function	How we implement the requirements	Required evidence, permits & consents	Person responsible	Date compliance last checked	Compliant?
<a href="#">Environmental Protection (Duty of Care) Regulations 1991</a>	Waste management	<p>Waste materials to be stored securely.</p> <p>Waste materials to be disposed of by a licensed waste company.</p> <p>Waste companies are checked to ensure they are licensed to carry waste</p>	<p>Copy of waste carriers licence</p> <p>Written confirmation of waste disposal site licence</p> <p>Waste transfer notes collected from the company for each collection and stored for 3 years.</p>	Maintenance Manager	22/12/2018	Yes
<a href="#">The National Minimum Wage (Amendment) Regulations 2014</a>	Human Resources	The current minimum hourly rate in the UK is £7.23 per hour and we pay a minimum hourly rate to all staff and contractors of £8.13 per hour.	Payroll records showing hour rates and wages paid for all staff including contract and casual workers.	Human Resources Manager	11/11/2018	Yes
<a href="#">The Health and Safety at Work Act 1974</a>	All	<p>Must have a written risk assessment report, explaining findings and actions taken to mitigate risk.</p> <p>Health &amp; Safety policy that covers all requirements of act.</p>	<p>Written risk assessment updated annually.</p> <p>Copy of Health &amp; Safety policy.</p> <p>Staff training records.</p>	General Manager	06/01/2019	Yes

		Health & Safety training for relevant staff.	Signage posted in relevant staff areas.			
		Health & Safety signage in staff areas.	Required equipment in relevant areas (fire extinguishers, first aid kits etc.) with records of equipment checks.			
<a href="#">Companies Act 2006</a>	Accounting	Must send <a href="#">Companies House</a> a corporate return by 31 <sup>st</sup> March every year.	Records of returns sent to Companies House kept for 7-years.	Accounts Manager	22/12/2018	Yes

### Register of Licences, Permits & Consents

Permit/Licence Name	Location	Document No.	Start Date	Expiry Date	Person Responsible
Alcohol Licence	Original displayed in lobby bar.  Scanned copy on computer (C/Legal/Licences and Permits)	X123456Y	1 <sup>st</sup> March 2017	1 <sup>st</sup> March 2019	Food & Beverage Manger
Planning Consent for Spa	Computer (C:/Legal/Spa Planning	AX1234	1 <sup>st</sup> April 2015	-	General Manager
Water Abstraction Licence	Computer (C:/Legal/Water	891011G	20 <sup>th</sup> January 2010	-	General Manager
Fire Safety Permit	Computer (C/Legal/Health & Safety	122135	1 <sup>st</sup> November 2018	1 <sup>st</sup> November 2019	Maintenance Manager