

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

Last Updated: 4th 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?
Environmental Protection (Duty of Care) Regulations 1991	Waste management	Waste materials to be stored securely. Waste materials to be disposed of by a licensed waste company. Waste companies are checked to ensure they are licensed to carry waste	Copy of waste carriers licence Written confirmation of waste disposal site licence Waste transfer notes collected from the company for each collection and stored for 3 years.	Maintenance Manager	22/12/2018	Yes
The National Minimum Wage (Amendment) Regulations 2014	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
The Health and Safety at Work Act 1974	All	Must have a written risk assessment report, explaining findings and actions taken to mitigate risk. Health & Safety policy that covers all requirements of act.	Written risk assessment updated annually. Copy of Health & Safety policy. Staff training records.	General Manager	06/01/2019	Yes

		Health & Safety training for relevant staff. Health & Safety signage in staff areas.	Signage posted in relevant staff areas. Required equipment in relevant areas (fire extinguishers, first aid kits etc.) with records of equipment checks.			
Companies Act 2006	Accounting	Must send Companies House a corporate return by 31 st 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	Checked	Person Responsible
Alcohol Licence	Original displayed in lobby bar. Scanned copy on computer (C:/Legal/Licences and Permits)	X123456Y	01/03/17	01/03/19	01/10/18	Food & Beverage Manger
Planning Consent for Spa	Computer (C:/Legal/Spa Planning)	AX1234	01/04/15	-	01/10/18	General Manager
Water Abstraction Licence	Computer (C:/Legal/Water)	891011G	20/01/10	-	01/10/18	General Manager
Fire Safety Permit	Computer (C:/Legal/Health & Safety)	122135	01/11/18	01/11/19	01/10/18	Maintenance Manager