

Property Name: YHA Apollo Bay

Location: 5 Pascoe St Apollo Bay

Phone Number: 03 5237 1133

Email: apollobay@yha.com.au

Please mark 'Yes' or 'No' with 'X'

Rooms	<i>Not Applicable</i> <input type="checkbox"/>		
	Yes	No	Notes
Rooms are secured with individual access	X		
Type of key	X		Keycard
Room doors are fire rated	X		
Interconnecting doors lockable			N/A
Beds are compliant with current government standards	X		
Mattresses are compliant with current government standards	X		
Bunk beds and ladders are compliant with current government standards	X		
Property conducts regular inspections and maintenance of beds and in-room equipment	X		
There are lockers in the rooms to secure personal property and bags	X		
Are Group leaders provided keys to all group rooms?		X	
Evacuation plans are displayed in all rooms in line with Australian standards	X		
Property information is displayed in all rooms	X		
Type of windows in room	X		Fly screen doors in dorms on GF, retractable in private on GF, balconies in private on 1F, retractable in dorms on 1F
Windows that open have a restriction in place	X		

Common Areas and Facilities	<i>Not Applicable</i> <input type="checkbox"/>		
	Yes	No	Notes
How many floors is the property?	X		3 including rooftop deck
Balconies have railings/balustrades that comply with BCA (Building Code of Aust.)	X		
Property has private meeting rooms		X	
Meeting rooms have locks			N/A
Rooms have evacuation maps and information on the back of room doors	X		
Hallways and common areas are marked with evacuation maps in line with Australian standards	X		
Meeting rooms have locks			N/A
Property has ramp access	X		
Property has as elevator		X	
Property has stair access only	X		

AED (defibrillator) is available on property	X		
BBQ on property	X		
Property has a wellness space with fitness equipment		X	
Property has co-working space	X		
Property has a TV or Cinema room	X		
Property hosts inhouse activities whereby a waiver and consent is required for participation		X	

Bathrooms			Not Applicable
	Yes	No	Notes
Property has communal bathrooms	X		
Bathrooms are gender specific and clearly signed	X		
Bathroom access is restricted by encoded keys		X	
Accessible bathrooms are available	X		
Accessible bathrooms are fitted to in line with Australian standards.	X		
Showers and toilets stalls have individual locks on each door	X		

Staffing and Property			Not Applicable
	Yes	No	Notes
Staff are onsite 24 hours	X		Available before 9am and after 7:30pm on call
Property uses an electronic access management system (key card access)	X		
Staff receive comprehensive, role- specific training	X		
Property has a current emergency procedures and serious incident manual that staff have access to	X		
Staff have received training in emergency procedures	X		
Staff are First Aid and CPR certified.	X		
All staff have access to a first aid kit	X		
Property is accessible in line with Australian standards	X		
Group receive an induction to the property on arrival?	X		
There are specific areas that groups are restricted from.		X	
Property has dedicated space for groups		X	
The property have a dedicated area for luggage storage	X		
The property has an after-hours check in procedure	X		

Elevator			Not Applicable
	Yes	No	Notes
Number of elevators at property			
Elevators are serviced on a schedule by a licensed contractor			

Elevator/s is registered inline with local government regulation			
Elevator/s have a phone to contact someone in case of an emergency and listed information			
Elevator/s doors are controlled by sensors			
Elevator/s have floor access restrictions			

Kitchens				<i>Not Applicable</i>	<input type="checkbox"/>
	Yes	No	Notes		
Kitchen is accessible to groups	X				
The kitchen has fire extinguisher	X				
Fire Blanket available	X				
Property is equipped with gas/electricity emergency cut off	X				
Equipment is tagged and tested regularly	X				
Property has guest use	X				
Property has surge protections installed	X				
Kitchen has an Instant boiling water unit		X			
Dry food storage, Fridges and freezers (where applicable) are cleared and cleaned on a regularly schedule	X				
Kitchen is cleaned regularly	X				
Kitchen is open 24 hours		X			

Security				<i>Not Applicable</i>	<input type="checkbox"/>
	Yes	No	Notes		
There is CCTV throughout the property	X				
External doors is restricted overnight	X				
External access can be restricted at any time to ensure guest safety	X				
Emergency phone number is clearly displayed	X				
Property has on call security		X			
Rooms have encoded door locks	X				
Property has key card access to each floor		X			
Is there an emergency phone number listed after hours	X				

Pool				<i>Not Applicable</i>	<input checked="" type="checkbox"/>
	Yes	No	Notes		
Pool has a current pool safety certificate					
Pool Rules and Conditions of entry and use are clearly displayed					
Pool depth					
Is pool heated and if so what temperature?					
Pool opening hours					

The pool is fenced per regulations			
Lifeguard on duty at property			
Water tested on a daily basis			
Scheduled maintenance plan is in place			
Pool Safety equipment is available in the area			
Is a specific shower in the area			
Changing rooms available and lockable			
Pool area is shaded			
There are restrictions regarding food and beverage consumption in the area			
The property has contamination procedures in place.			

Food and Beverage Services			Not Applicable	<input checked="" type="checkbox"/>
	Yes	No	Notes	
The property has a license bar?				
The bar is accessible to all guests				
The bar is accessible to the public (non-guests?)				
The property sell alcohol?				
Guests can bring their own alcohol into the property				
Property has a current Plan of Management				
Staff hold current RSA certificate and information is recorded				
Staff trained in site specific RSA including requesting ID				
Property has qualified Food Safety Supervisors				
Property has a current food safety management plan				
Property has a café				
The property uses external catering				
External caterers are compliant with all food safety legislation and local regulations				
The property provides inhouse catering				
The property caters for dietary requirements				
All outlets conduct regular temperature testing on cooling and heating equipment				
All team members cooking and/or serving food have had food safety training.				

Car Parking Loading Pick-Up, Drop-Off			Not Applicable	<input type="checkbox"/>
	Yes	No	Notes	
Car park is secure		X		
Car park requires key card access		X		
Car park have CCTV footage		X		
Is the car park internal or external to the property				EXTERNAL
Height restriction of car park		X		

Property has a safe area for bus drop off and pick up	X		
Property has a Loading Area (size & times)		X	

Fire System			Not Applicable
	Yes	No	Notes
Property has an approved fire safety management plan in place.	X		
The property has a fire panel installed	X		
Fire Panel is linked to the Fire Service (emergency services) for automatic deployment	X		
Property has fire suppression system installed	X		
Property has an audible alarm system that can be heard in all areas including rooms	X		
All rooms are fitted with smoke detectors in line with Australian standards.	X		
Smoke detectors are connected to fire panel	X		
Manual Call Points (MCP) are located throughout the property	X		
Staff receive training in the use of the fire panel	X		
Property has Fire Wardens	X		
All staff are trained in evacuation procedures	X		
Emergency signage and lighting is installed	X		
Regular testing of the fire system and equipment is conducted by a licensed contractor	X		
Number of Fire Stairs	X		1
Hallways longer than 30 metres have fire exits at regular intervals	X		
Fire Extinguishers/Fire Reels are located on each floor of the building and in common areas	X		
Property has systems in place to manage occupant density.	X		

Cleaning and Maintenance			Not Applicable
	Yes	No	Notes
Staff are trained in the use of cleaning products and chemicals	X		
Cleaning products and chemicals are stored in appropriate containers and areas in accessible to non-staff	X		
Cleaning products and chemicals are environmentally friendly (where possible)	X		
Occupied rooms receive regular servicing	X		
Rooms are checked by housekeeping daily	X		
Property has detailed cleaning program in place	X		
Property conducts regular maintenance inspections	X		

Property has regularly scheduled maintenance with contracted services, such as pest control, air conditioning, sanitary	X		
Are licensed trades are used for all construction, maintenance and repair work?	X		
Property conducts regular testing as outlined by policy or regulations	X		
External contractors are required to register their attendance at reception	X		
Property conducts regular testing of plant/equipment as outlined by policy and local standards and regulations	X		
Safety signage and barricades are used to restrict access to staff only areas	X		
Property has surge protections installed	X		
PPE easily accessible to staff members	X		

Privacy and IT		Not Applicable	
	Yes	No	Notes
YHA has privacy policy that all staff are trained on	X		
YHA has cyber security protection in place	X		
YHA complies with PCI-DDS regulations	X		
Staff receive training in relation to Cyber Security	X		
YHA conducts audits on current system regularly	X		
YHA complies with reporting of security breaches and concerns	X		

Other Identifiable Risk at the Property		Not Applicable	
	Yes	No	Notes

Liability + Compliance Certificates			
Public Liability Insurance	Coverage to \$20,000,00	YHA Public-Liability	

Local Facilities			
	Name	Distance from property	Notes
Hospital	GOR Health	1km	
Medical Centre	As Above	As Above	
Police	AB Police Station	200m	
Train Station	N/A		
Airport	N/A		
Poisons Hotline	Call 131 126		

YHA Policies and Information	
Name	Link
House Rules	YHA House Rules
Child Safety Policy	YHA Child Safety Policy
Direct Bookings Non Groups Booking Terms and Conditions	Booking Terms and Conditions YHA Australia
Group Booking Term and Conditions	Refer to Booking form

FAQ's

- All group rooms are booked exclusively to the group, no guests outside the group will be accommodated in the room.
- Any group involving a majority of children under the age of 18 must be booked via the Groups team, any group that is found to have booked via another platform maybe cancelled.
- A ratio of 1 responsible adult (refer to child safety policy) per 15 children (1:15) needs to be booked to ensure proper and adequate supervision is provided.
- YHA cannot guarantee exclusive access to floors or spaces, other than rooms, as fire doors elevators cannot be locked off due to safety regulations.
- Other guests may be allocated to the same floor as the group, Guests outside the group will not be allocated to the same rooms.
- Communal bathrooms are available for all guests and cannot be reserved for a group or time period. Ensuite rooms should be booked if the group does not want to use the communal facilities.