



## FOUR CANOES HOSTEL ROTORUA

Four Canoes Hostel Rotorua

273 Fenton Street Rotorua 3010

### ***Risk Analysis Management Report***

Date: Updated February 2016

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#### **Hostel Guest Management**

1. Set time restrictions on all Communal Areas.
  2. 10pm shut down on all Communal Area's.
  3. Supervising adults must be present whenever children are outside or in Communal Area's such as pools, Cinema Room and Kitchen area.
  4. Supply hand basin and soap dispenser in Kitchen, "Wash your hands" signs in kitchen.
  5. Maintain clean kitchen area, adequate food storage and waste disposal facilities. All eating/drinking utensils to be sterilised after washing.
  6. In house Housekeeping - Colour code cleaning cloths to avoid accidental use of bathroom cloths in kitchen. Maintain all bathrooms cleaning equipment in workshop separate from kitchen cleaning equipment.
  7. Teacher must have medical forms for all pupils and all pupils must have adequate supply of any required medication. This is the responsibility of visiting group.
  8. Certified Kitchen hand Staff and Cooks employed in our Licensed Restaurant. All Staff have undergone a minimum certification and training scheme through WA Consultation.
  9. All rooms are installed with hand soap dispensers and hand towels for hygiene
  10. All food brought into the Hostel by guests are required to label and date food and stored in designated areas in communal kitchen.
  11. Rules are displayed in all pool areas.
  12. In case of thefts of belongings in rooms or on Four Canoes Hostel are at guests expenses. The Hostel is not responsible for the replacement of stolen belongings.
  13. Hostel is opened 24 hours and is closely monitored through Security camera's throughout the property. If any signs or cases of theft Four Canoes has the right to seek any evidence on our Surveillance Cameras and provide relevant information to the person effected.
  14. To ensure customer safety we advise all guests to close all doors in their rooms once they leave their rooms.
  15. Please refer to Group Waiver Check in form for all relevant details and information.
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