

**Annex 2a- Security/ Safety Requirements Checklist**

**For British Council Hotels & Meeting Related Services in Qatar**

**Instructions**

1. Complete (Security/ Safety Requirements Checklist) ensuring all answers are inserted in the space below each section of the requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
2. Complete (Submission Checklist on Supplier Response) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorised representative.
3. Submit all mandatory documentation to British Council’s e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil> by the Response Deadline, as set out in the Timescales section of the RFP document.

**Note:**

***Should safety or security standards drop below the acceptable standard, as described below or observed by British Council staff, during the life of any subsequent contract, the British Council reserves the right to cancel/end that contract without penalty to themselves.***

*In the event of this tender being shortlisted the British Council may need to conduct a safety and security inspection, please acknowledge here that you give permission for such an inspection and are empowered to do so. YES NO*

**Security Provision**

Please describe the area around the hotel building. Please include answers to the following:

* Whether the building is detached from neighbouring buildings? If so by how much?
* How far from the walls is the nearest accessible space into which a vehicle that has not been through a search regime can get?
* Is the building perimeter protected to prevent unauthorised access by vehicles/pedestrians to the building itself? If so by what (e.g. T-walls, bollards)?
* Does the building offer parking either adjacent to the building or beneath the building?

Max: 200 words: (?)

Please briefly describe the process for guests that arrive in vehicles to drop-off *(Note: access control is discussed later)*?

Max: 60 words: (?)

Please briefly describe the process for deliveries using vehicles to drop-off. Please include whether/how a delivery is validated and whether it is physically examined/searched (If so by whom)?

Max: 60 words: (?)

Briefly describe how you manage access Control for guests and staff vehicles? Please describe if/how vehicles are searched and by whom, any system of vehicles passes that you have? Include how taxis and hire cars are treated.

Max: 200 words: (?)

Briefly describe how you manage access Control for guests and staff as they enter the building itself. Include here details of any search regime for both people and baggage, what technical aids you have (electronic bag scanners, metal detection arches and so forth. How guests and/or staff are identified/validated (staff passes/booking etc.)? Confirm that all arrangements described are applicable to every possible entrance to the building.

If employees use an alternate entrance how is it locked and what do they use to gain entrance (keypad, biometrics, electronic key etc.)?

Max: 400 words: (?)

Briefly describe what CCTV coverage you have.

* You should include external cameras, describing how much of the external environment they cover, their range, zoom capability, and whether they have night vision capability.
* You should also briefly describe what internal areas are covered by cameras, with special reference to cameras on entrances/exits.
* Ensure you detail what monitoring arrangements you have in place, including who (guards, customer service staff, managers?) is viewing the monitors, for how many hours a day, and who they inform when they observe something suspicious?

Max: 400 words: (?)

Briefly describe any lockdown procedure you have. Include how the message to lockdown is communicated (audible alarm, word of mouth) and by whom.

Do you have a designated ‘safe room’? If so what level of protection does it offer and how many people can it hold?

Max: 100 words: (?)

Briefly describe your guarding arrangements.

Include whether you have a guard force on site, whether they are hotel employees or a contracted provider (which?), how many guards are on duty during each shift, whether armed or with any armed response capability, their communications amongst themselves and to outside help (radios, phones, panic alarms etc.)

Very briefly describe their positions, and whether patrolling or static.

How is any guard force managed? Do you have an on-site (24hr) security manager/guard supervisor?

Are there any Police/Military units on site?

Max: 400 words: (?)

**Safety Provision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **Comment** |
| Are there smoke detectors in all bedrooms? |  |  |  |
| Are there smoke detectors in all corridors including along the emergency escape routes? |  |  |  |
| How many final exit doors are there from the hotel to outside? |  |  |  |
| Are all final exit doors along escape routes unlocked at all times? |  |  |  |
| How many escape routes are there? |  |  |  |
| What is the maximum number of people that will need to evacuate the hotel at any time including meeting rooms, bedrooms and restaurants? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **Comment** |
| Are there drawings on the back of the bedroom doors clearly showing the primary and secondary protected escape routes? |  |  |  |
| When was the last full hotel evacuation undertaken? |  |  |  |
| How often is the fire alarm system sounded? |  |  |  |
| Are there fire extinguishers available and how many on each bedroom floor? |  |  |  |
| What is the fire resistance time between the protected stair cases and the rest of the building? |  |  |  |
| Are the doors leading onto the protected escape routes sturdy and do they close fully? |  |  |  |
| Are all fire doors fitted with self-closers? |  |  |  |
| When the fire extinguishers were last serviced? |  |  |  |
| Are the escape corridors used for storage, if so how many of them? |  |  |  |
| Is there emergency lighting and when was this last tested? |  |  |  |
| Are there rooms with interconnecting doors? If there are, do they have locks on both sides of the doors between bedrooms? |  |  |  |
| When were the lifts last subject to a maintenance check/service by an external company? |  |  |  |
| How often is the air conditioning system serviced and when was this last carried out? |  |  |  |
| Where gas is used for heating, are carbon monoxide detectors installed? |  |  |  |
| How many first aiders are on duty during each shift and are first aid kits available? |  |  |  |
| Have there been any fires in the last 24 months? |  |  |  |
| Are there any outstanding legal actions against the hotel? |  |  |  |
| Have there been any fatalities at the hotel in the last 24 months? |  |  |  |
| Has a seismic survey been undertaken and is the certificate available? |  |  |  |

Are there any further security or safety features you would like to add?

Max: 200 words: (?)