PEOPLE · B3 HEALTH & SAFETY · ATTRIBUTE PPL-04

Health & safety

How the hotel keeps staff safe at work, and how many are hurt badly enough to miss work.

HOW OFTEN	EVIDENCE	ENTERED BY	TYPE
Quarterly	Incident register	The property	Measured (incidents)

Why it matters

Hotel work involves hot kitchens, wet floors, heavy lifting, chemicals and late hours. Everyone should go home unharmed, and a business that looks after its people's safety is looking after its own future.

How to do better

- Give one person clear responsibility for safety.
- Write down every accident and near miss, however small, and what caused it.
- Walk through each department looking for hazards at least once a year.
- Train staff in the risks of their own job, including chemicals and lifting.

How to record it in Canoprise

1. Name the health and safety lead in writing.
2. Record lost-time incidents each quarter from the incident register.
3. Record the date of the last risk assessment and attach the register.

What you enter

Ref	What to enter	How it is entered
PPL-04.1	**Lost-time incidents**	Count
PPL-04.2	Named H&S lead	Short text
PPL-04.3	Hours worked (for rate)	Count
PPL-04.4	Risk assessment current	Date
PPL-04.5	Incident register	Document
PPL-04.6	Recordable work-related injuries	Count
PPL-04.7	Work-related fatalities	Count

Items marked “calculated for you” need no entry.

How it is scored

Measured. The score runs from 0 at a floor to 100 at a target, both set by your group.

COMMON MISTAKE

Recording no incidents because minor ones are never written down.

WHAT GOOD LOOKS LIKE

A register in regular use, with causes and corrective actions noted.

IF YOU ARE WORKING TOWARDS A CERTIFICATE

A safe and healthy workplace is a basic requirement of every certification scheme. Requirements differ between schemes and change over time, so check the one you are applying to.

Where it counts

Certification

- GSTC Hotel v4 A3: Guest and staff welfare
- Green Key 1.7: Safe and healthy workplace
- EarthCheck 2.4.5: Employment conditions
- EarthCheck 3.3.4: Emergency planning and response (in part)

Reporting frameworks (referenced, not scored)

- GRI 403-5: Health and safety training
- GRI 403-9: Work-related injuries
- GRI 403-1: Health and safety management system (in part)
- CSRD S1: Own workforce

Part of topic guide B3 Health & safety, which covers the whole topic and lists the certification criteria it supports.