



Safe, Clean & Legal™
Accreditation Completion Notes



All information in this document is copyright © 2020 M Assessment Services Ltd

t: 0845 300 6996 | e: hello@qualityintourism.com | w: www.qualityintourism.com

Thank you for signing up to the Quality in Tourism **Safe, Clean & Legal™** accreditation. The first step is for us to gain completed Risk Assessments from you.

In order to help support this process, we have put together three key documents:

- Cleaning protocols.
- Best practice guidelines.
- Risk Assessment template.

Cleaning Protocols

- A chance for you company to self audit all current protocols and processes.
- Are your current processes, protocols, cleaning regimes, staff training fit for purpose?
- These protocols will help you to identify gaps in your procedures and create new ones.
- Back fill your knowledge and showcase best practice .

Best Practice Guidelines

- These guidelines can be used as a tool to create new procedures, protocols, regimes, staff training, and very importantly compliance documentation (cleaning checklists / cleaning schedules).
- Back fill your knowledge and highlight gaps in current procedures.

Risk Assessment Template

- This template document outlines all the aspects of the business protocols and processes to be risk assessed.
- Completion will give the proof that actions within the cleaning protocols and best practice guidelines documents have been adhered to, and good practice has been applied in all areas of the Risk Assessment.

Take the time to read through all three documents before embarking on completing and reviewing what processes and procedures you already have in place. Once you have completed the Risk Assessment templates, please return them to Quality in Tourism by e-mail: hello@qualityintourism.com. Or call **0845 300 6996** and one of our assessors will be able to assist.