



VENDOR DUE DILIGENCE STATEMENT

Provision of Service	
<p>The Hermitage is able to safely accommodate and provide for school groups visiting our venue. Our booking staff will work with schools to provide information and assistance to ensure a comfortable stay.</p> <p>We will immediately inform a school which is planning to book/visit our venue of any change in the information attached to this statement, and our ability to safely accommodate and provide for the group.</p>	
Public Liability Insurance	
<p>We have adequate public liability insurance cover. We acknowledge that public liability insurance is essential to cover all injuries incurred on our premises. (Public Liability Certificate of Currency in place).</p>	X
Workplace Health and Safety	
<p>We have appropriate workplace health and safety systems in place. (See Risk Assessment Plan)</p>	X
Emergency Procedures	
<p>We have effective emergency/evacuation procedures in place. (See Site map)</p>	X
Venue Briefing	
<p>Excursion groups attending our venue are adequately briefed with respect to safety requirements, rules and emergency/evacuation procedures.</p>	X

Fire Safety		
We have adequate fire safety procedures in place.		X
First Aid		
We provide adequate first aid facilities including Defibrillators at each site. However schools must provide their own kits and trained staff.		X
Access and Egress		
Our venue can provide safe access and egress for the Retreat group, including any persons with capacity requirements. There is no lift available for access to the upper level of the Le Rosey facility. All downstairs facilities are accessible.		X
Staff Qualifications/Background Checks		
All paid and unpaid staff members are appropriately trained and qualified. All staff members on site have a working with children clearance and have undergone background checks.		X
Facility Design and Maintenance		
Our venue meets appropriate building safety standards and is adequately maintained.		X
Amenities		
Our venue ensures that all amenities provided to the public are clean and maintained in accordance with public health requirements.		X
Food Safety		
Our venue upholds adequate food safety standards.		X
Facilities Security and Privacy		
We provide bathroom/shower facilities and sleeping arrangements which are secure and provide adequate privacy for students.		X
The Director, Br Bill Sullivan	December 2022	

