

# THE VINEYARD

By Petousis

2023

## Safety and Security Arrangements at The Vineyard Hotel, Newlands

### Primary Security Contact

Safety & Security Manager  
Tel: +27 (0) 21 657 4560  
Mob: +27 (0) 83 700 1500

### Secondary Security Contact

Duty Security Officer (24hr)  
Tel: +27 (0) 21 657 4559  
Mob: +27(0) 83 845 3675 & 065 296 9612

Asst Safety & Security Manager

Mob: +27 (0) 82 532 0498

### General Security

- 24-hour Security Team on site
- 24- hour Security Supervisor on site
- Emergency Response Team on site
- Manned Security access control
- Armed Response Team activated by silent panic alarm system
- Passive Infra-Red Alarm Sensor / PIR perimeter detection
- Electrical Fence on perimeter
- Linked to CIDC Control room, LPR monitoring and Response

### CCTV

Surveillance cameras are provided in certain areas as a deterrent to crime. This has been strategically assessed as per the CCTV policy. (Public Areas, Hotel Room Passages, Entrances, Back of House)

### Guest Room Provisions

- External electronic door locks which can be double-locked from the inside
- Secondary locking night latch device for entry and connecting door locks
- Self-closing door closer on entry door
- Spy-hole in the door
- In-room Electronic Safes

### First Aid

The hotel has qualified first aiders on duty 24/7. We provide this facility for both team members, guests, and members of the public. First aid requisites are checked regularly. The hotel has an automated external defibrillator (AED) and it is located at the Reception Area

### Bomb Blanket

The hotel has a Bomb Blanket back of house, should there be a need to cover a suspicious device or package

#### THE VINEYARD HOTEL

Colinton Road, Newlands, 7700, Cape Town, South Africa

PO Box 151, Newlands, 7725, Cape Town, South Africa

T: +27 (0)21 657 4500 E: [hotel@vineyard.co.za](mailto:hotel@vineyard.co.za)

[visit.vineyard.co.za](http://visit.vineyard.co.za)

Vineyard Hotel (Pty)Ltd. Doces: 43 Claremont Reg. No. 2005/041433/07

Vat No. 4280225964 Directors: GF Petousis, JA Petouisi, HD Seymour

## **Food Safety**

The hotel follows the principles of HACCP guidelines in line with national food hygiene regulations. The hotel receives regular inspection from local authorities and has been issued with the required Food Serving Licence (COA) – Certificate of Acceptability

## **Incidents / Accident Reporting**

Incidents, with the potential to have caused injury or accidents causing injury or property damage are recorded.

This pertains to the below and not limited thereto:-

- Security Incidents / Investigations
- Health & Safety Accidents (Near-Misses)
- Operational Risk
- Fire
- Crisis
- Injury On Duty

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## Fire Prevention

- The hotel complies with the requirements of local fire safety enforcement laws
- Fire drills involving all team members are conducted at least semi-annually
- The fire alarm system includes automatic detection and audible alarms
- Team members trained in fire evacuation procedures are on duty 24/7
- Mandatory checks relating to fire alarm system, fire detection, emergency lighting and portable firefighting equipment are in place
- The Fire assembly point is at The Splash parking with Alternative Point at Fountain.

# Fire action

## Any person discovering a fire



Sound the alarm by pressing the nearest break glass call point.



Employees may attack the fire if possible using the appliances provided.

## On hearing the fire alarm



Leave building by nearest fire exit route.



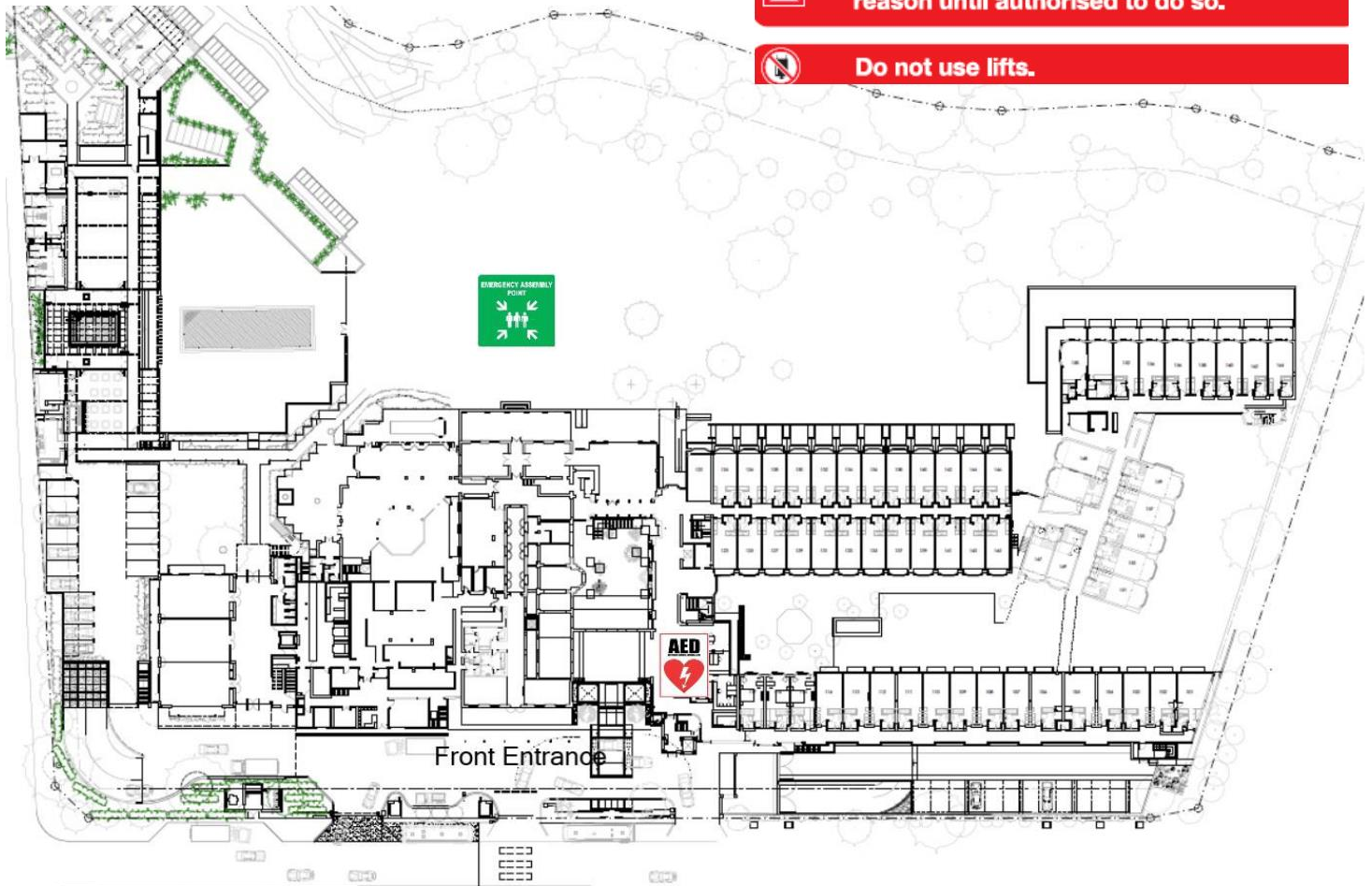
Close all doors behind you.  
Report to fire assembly point at hotel main entrance.

Do not take risks, run or delay your departure



Do not return to the building for any reason until authorised to do so.

Do not use lifts.



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## **Covid-19 Prevention**

The hotel complies with local legislation and industry guidance in order to control the spread of Covid-19. Strict hygiene protocols are followed. More information is available on our website. [www.vineyard.co.za](http://www.vineyard.co.za)

## **Workplace Safety**

This hotel arranges for periodic internal inspections to ensure hazards are identified and removed or control measures implemented. Risk assessments are in place and guide safety mitigation strategies

## **Inspections and Support**

Periodic inspections undertaken to support safety and general welfare conditions. The aim is to confirm compliance with local and national legislation within the country of operation. The inspections confirm compliance or highlight hazards requiring attention. Reports are presented to management and findings actioned

## **Control of Hazardous Substances**

The supply and use of substances in hotels are controlled as part of our environmental policy as is the provision of personal protective equipment

## **Supervision of Gym and Swimming Pool**

This issue is recognised, and clear signage outlines the Hotel's specific safety procedures

## **Emergency Procedures and Incident Control**

The hotel has procedures covering a wide variety of crisis situations. These procedures cover such items as fire, bomb threat, chemical spillage, guest illness, viral outbreaks, food contamination, hostage etc

## **Emergency Power**

The hotel has a generator that will activate about 10 seconds after power down and emergency back-up designated lighting and power to key systems and equipment

## **Engineering Safety Inspections**

Periodic inspections or maintenance on specific items of equipment are scheduled and maintained

## **Water Hygiene**

- Water hygiene assessments and regular sampling carried out
- A system of water temperature monitoring and showerhead cleaning is in place

## **Electrical Safety**

Periodic electrical inspections are carried out

## **Human Resources / Team Members**

- Safety and security training within the hotel are carried out as part of the induction program
- Team members are encouraged to raise suggestions for improvements or safety concerns with their elected representative or line manager
- Team members recognize the importance of working in a safe manner as identified through the induction and departmental training received

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## Contractors

Signing in and identification procedures exist for visiting contractors. Permits to work are used for high-risk work tasks and work are monitored and inspected

## Hotel Specific Information

1. Emergency Equipment: Wheel Chair, Walker, Spine Board, Crutches, Stretcher, First0-Aid Kits
2. Guest fire evacuation notice displayed in bedroom on the back of the bedroom door
3. No. of recognized fire escapes: 8 in the main building and 2 at the River Rooms
4. No. of bedroom floors: 3
5. No. of floors in hotel: 2-4 variety
6. No. of bedrooms: 202 Bedrooms and 9 Apartments
7. Children's Clubs: Not Available
8. No. of Swimming Pools: 2 (1.2m-1.7m deep throughout) No lifeguard on duty & signage is visible

9. Location of local hospitals: **Kingsbury Hospital**  
Address: Claremont Life Kingsbury Hospital, 23 Wilderness Rd,  
Claremont, Cape Town, 7708  
Tel: 021 670 4000  
Free Advanced Life Support  
Paramedic Response Vehicle: Tel: 0860 532 532  
Ambulance: ER24 Tel: 084 124

10. Location of nearest fire station: **Wynberg Fire Station**  
Address: Rosmead Ave, Wynberg, Cape Town, 7800  
Phone: 021 444 9623  
Disaster Management Services Tel: 021 480 7700  
Tel: 107 from main line

11. Location of nearest police station: **Claremont Police Station**  
Tel: +27 (0) 6572240/50  
10111- Flying Squad  
Hotel benefit from armed response

Internal emergency contact number: dial **9 for the operator**

Country Area Code: 0027

For further Hotel information please visit [www.vineyard.co.za](http://www.vineyard.co.za)