

FREE RESOURCE · TEMPLATE

Hotel Risk Register

For Caribbean hospitality teams

Turn hazards, operational concerns and recurring weaknesses into an owned, prioritised management record - not a list that disappears after the meeting.

WHAT'S INSIDE

- Risk and hazard register
- Existing controls
- Review dates
- Likelihood and impact fields
- Action ownership
- Evidence and verification

How to use this template

Use this as a management aid alongside the requirements, procedures and risk method that apply to your property.

- 1 **Define the risk clearly**
Describe the condition or event, where it could happen and who or what could be affected.
- 2 **Use your approved rating method**
Apply the property's own likelihood and impact criteria. Do not import an unsupported universal scoring threshold.
- 3 **Record existing controls**
Show what is already in place before deciding whether more action is needed.
- 4 **Assign the next action**
Give the action to a named role with a due date and an evidence location.
- 5 **Review and re-rate**
Revisit the risk after controls change, an incident occurs or the review date arrives.

Who this is for. General Managers, Operations Managers, safety/compliance leads, department heads and property managers across Caribbean hospitality.

IMPORTANT

Occupational safety, risk assessment, incident reporting and recordkeeping requirements differ by jurisdiction. OSHA references are US good-practice context only. Verify locally before use.

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RISK / HAZARD	AREA	WHO / WHAT MAY BE AFFECTED	EXISTING CONTROLS	LIKELIHOOD	IMPACT	RATING	ACTION	OWNER	DUE	EVIDENCE	REVIEW / VERIFIED
Wet external walkway during rain	Guest arrival	Guests and staff	Drainage, mats, wet-floor controls	[Use local scale]	[Use local scale]	[Rating]	Review drainage and entrance response	[Chief Engineer]	[Date]	[Location]	[Date / status]
Manual handling of linen carts	Housekeeping	Housekeeping staff	Training, suitable carts, route planning	[Use local scale]	[Use local scale]	[Rating]	Review route and cart condition	[Executive Housekeeper]	[Date]	[Location]	[Date / status]
Late-shift lone work	Operations	Night staff	Check-in process, escalation route	[Use local scale]	[Use local scale]	[Rating]	Confirm monitoring and response arrangement	[Duty Manager]	[Date]	[Location]	[Date / status]
Generator failure during outage	Engineering	Guests, staff, operations	Maintenance and testing programme	[Use local scale]	[Use local scale]	[Rating]	Review latest load-test evidence	[Chief Engineer]	[Date]	[Location]	[Date / status]
[Property-specific risk]	[Area]	[Affected]	[Controls]	[Likelihood]	[Impact]	[Rating]	[Action]	[Role]	[Date]	[Location]	[Review]

Finding the issue is a start. CaribSafe keeps the follow-through visible.

Connect risks, incidents, corrective actions, owners, due dates and evidence so management can see what still needs attention and what has actually been verified.

[Book a 20-minute walkthrough](#)

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