

### Generic Risk Assessment for use of Residential Accommodation

Hazard	People Harmed	Risk Control	Further Action
Fire	All participants	<p>Check that accommodation meets national standards or has a fire certificate.</p> <p>Visual inspection of fire escapes, alarms, equipment, meeting point and procedures.</p> <p>Ensure that all pupils are aware of their nearest fire exits.</p> <p>Ensure that all pupils know fire assembly points.</p> <p>Ensure there is a fire practice as soon as possible after arrival.</p> <p>Ensure pupils know basic drills in the event of a fire for example, use stairs not lifts, not to return to a burning building.</p> <p>Ensure that pupils' doors open correctly and all locks operate smoothly.</p> <p>Ensure that any electrical equipment taken by the participants is compatible with the electrical system in the accommodation. (Voltage / outlets abroad may be different).</p>	<p>Pre visit check or check of information / assurance from reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management.</p> <p>All supervising staff to have complete list of staff and students, with contact numbers where applicable.</p> <p>Insistence upon electrical testing is a sensible approach.</p>

Dietary requirements	Those effected	<p>Ensure that accommodation staff are aware of requirements well in advance.</p> <p>Check with accommodation staff on arrival that inappropriate food or additives will not be present.</p> <p>In foreign countries, have relevant medical treatments to hand at meal times especially if eating out.</p>	<p>Staff to source alternative food supplies in the locality if this is a problem.</p> <p>Those potentially at risk should be clearly identified to all staff before trip takes place. All staff should be aware of remedial treatment required.</p>
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Child protection	All participants	<p>Ensure immediate accommodation is exclusive to your group.</p> <p>Ensure wherever possible that access to the group's accommodation is restricted. This can be via either reception staff or some other method.</p> <p>Ensure that linking balconies are secured and locked from the inside.</p> <p>If young people's rooms have keys the staff must have access to a master key.</p> <p>Staff must be available to students throughout the night.</p> <p>Young people are checked into rooms at 'lights out'</p>	<p>Gain floor plan on pre-visit.</p> <p>Pre visit check or check of information / assurance from reputable tour operator.</p> <p>Provide staff room numbers to all students</p>

Hazards in rooms	All participants	<p>Check rooms immediately on arrival.</p> <p>Check security of balcony doors, ensure they shut and lock correctly.</p> <p>Check that balconies have guardrails and appear safe to stand on.</p> <p>Check temperature of hot water to rooms.</p> <p>Check on any boiler systems in rooms looking especially for sooting around vents and pilot light holes.</p> <p>Check all electrical equipment and plug sockets.</p> <p>Check security of bunk beds and their proximity to light fittings or other hazards.</p> <p>Check for openings into roof space, especially where bunk beds are being used.</p>	<p>Consider placing balconies out of bounds for total safety.</p> <p>If not safe insist that the balcony doors be secured.</p>
Hazards in hotel / on site	All participants	<p>Ensure that lifts have internal doors fitted.</p> <p>Place out of bounds any areas considered dangerous, for example, balconies, rooftops.</p> <p>Place out of bounds any entrances that open directly onto main roads unless accompanied by staff.</p> <p>Ensure party awareness of slippery floors (wet) at entrances and where cleaning is taking place.</p>	Pre visit to check this out.

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Young person gets lost	All participants	<p>Issue all participants with details of the hotel(s) used and contact numbers (in English &amp; local language(s) if abroad).</p> <p>If off-site the details of an emergency contact and location to be provided as above.</p> <p>Party organisation and regular head counts to reduce the danger.</p>	Consider audible recall system (air horn) on field type trips.
Special needs	All	Accommodation meets any special needs of anyone in the group.	Pre visit check as necessary.
Night time tendencies	Young People	<p>Information gained from parents for example with reference to pupil's illnesses, sleepwalking.</p> <p>Suitable supervision arranged to meet needs of pupils.</p>	Use of parental consent form

**Additional Risk Assessment For Use During Foreign Visits**

<b>Hazard</b>	<b>People Harmed</b>	<b>Risk Control</b>	<b>Further Action</b>
Traffic abroad	All participants	Remind participants that road traffic regulations and priorities are different to UK. Pedestrian priorities (for example at crossings) may not be recognised. In some places 'jaywalking' (crossing without using a formal crossing place) is an offence.	Consider a road signs/spot the difference quiz when travelling.

Passports (foreign)	Young Persons	<p>Collect passports from young people as soon as possible. Store them in the hotel / site safe until needed.</p> <p>Ensure that each individual carries a photocopy of his / her passport.</p>	Supervising staff to organise a collective passport for younger children where the risk is greater.
Medical treatment (foreign)	All participants	<p>Collect medical permission forms from all participants prior to departure.</p> <p>Have someone who can speak the language amongst the party.</p> <p>Participants to have completed European Health Insurance Cards (EHIC) as appropriate.</p> <p>Ensure sufficient funds are available for medical treatment in the country to be visited.</p> <p>Organise such additional medical insurance as may be necessary in the country to be visited.</p> <p>Ensure personal sterile equipment is available where necessary.</p>	If this is not possible ensure that the “company” / provider will be able to supply a translator.
Hygiene	All	<p>Tourist board rating / environmental health endorsement or similar.</p> <p>Visual inspection of washing facilities, lighting, heating, ventilation, catering.</p>	Pre visit check and / or check of information / assurance from reputable tour operator).