

<b>ACTIVITY</b>	<b>3. Residential Visit Accommodation</b>
<b>HAZARDS</b>	<ul style="list-style-type: none"> <li>✘ Fire</li> <li>✘ Building/grounds fabric</li> <li>✘ Electricity and electrical appliances</li> <li>✘ Catering</li> <li>✘ Child protection</li> <li>✘ Lost student</li> <li>✘ Unwanted intrusion</li> </ul>
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Use/consideration of provider's domestic site specific risk assessment, where appropriate</li> <li>➔ Check accommodation has a fire risk assessment (Abroad – ensure it meets the appropriate national standards and assess safety before using.)</li> <li>➔ Staff inspection of fire precautions on arrival.</li> <li>➔ Briefing of students on emergency procedures (if possible a fire practice should be held on the first day)</li> <li>➔ Visual inspections of stairways, balconies, bath/shower facilities, furniture, electrical sockets etc. (preferably on a pre-visit inspection and again on arrival and record/report to travel agent rep/hotel as appropriate)</li> <li>➔ Group has exclusive use of the sleeping accommodation (preferred) or at least all group rooms are adjacent or in the same area of the accommodation. Where this is not possible there must be suitable deployment of staff to provide appropriate supervision in accommodation close to the students</li> <li>➔ All staff accommodation, including Group Leader, to be adjacent to students, unless remote or indirect supervision has been agreed by the Headteacher/EVC</li> <li>➔ Group accommodation is segregated by gender unless accommodation prevents this (e.g. single room Mountain Hut)</li> <li>➔ Student rooms can be locked if necessary but staff can always gain access</li> <li>➔ All accompanying staff and volunteers must have valid CRB clearance</li> <li>➔ Student rooms cannot be accessed from outside (ground floor windows, balconies with fire exits etc)</li> <li>➔ External doors and windows are secure against intrusion – or if staying in hotel, main door is continually staffed by hotel staff 24 hours</li> <li>➔ Pupils know where staff will be throughout the night</li> <li>➔ Pupils are checked into rooms at “lights out”</li> <li>➔ Catering staff have food hygiene qualifications</li> <li>➔ Students are not involved in catering or washing up unless the activity has been specifically risk assessed and is properly supervised/managed/training given (e.g. DEAS Expedition training)</li> <li>➔ Students should be carefully briefed about boundaries for down time and timings/ locations of meetings</li> <li>➔ “Signing out” and “signing in” system is in place and used</li> <li>➔ Regular meetings for “head counts” should be held</li> </ul>	
<b>NOTES</b>	
<ul style="list-style-type: none"> <li>• It is good practice for younger students to wear easily identifiable clothing, badges or hats.</li> <li>• Students <b>should not</b> wear any badge identifying them by name.</li> <li>• Students should know details of their destination and of school contacts. It would be good practice for younger students to carry written details of these.</li> <li>• Accidents have occurred as a result of misuse of hotel balconies. Balconies also present possible unauthorised entry and exit points for pupils and /or unwelcome visitors.</li> </ul>	

Created by:

Date:

Review date:

