

ACTIVITY 3 - Residential Visit Accommodation

LAST UPDATED: February each year or in response to an incident

HAZARDS

- ✘ Fire
- ✘ Building/grounds fabric
- ✘ Electricity and electrical appliances
- ✘ Catering
- ✘ Child protection
- ✘ Lost students

CONTROL MEASURES

- ➔ Use/consideration of provider's domestic site specific risk assessment, where appropriate
- ➔ Accommodation has an up to date fire risk assessment.
- ➔ Staff inspection of fire precautions on arrival.
- ➔ Briefing of students on emergency procedures (the sounding of the fire alarm on the first day)
- ➔ 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)
- ➔ 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
- ➔ All staff accommodation, including Group Leader, to be adjacent to students, unless remote or indirect supervision has been agreed by the Headteacher/EVC
- ➔ Group accommodation is segregated by gender unless accommodation prevents this (e.g. single room Mountain Hut)
- ➔ Student rooms can be locked if necessary but staff can always gain access
- ➔ All accompanying staff and volunteers must have valid CRB/DBS clearance
- ➔ Pupils know where staff will be throughout the night
- ➔ Pupils are checked into rooms at "lights out"
- ➔ Catering staff have food hygiene qualifications
- ➔ Students are not involved in catering or washing up unless the activity has been specifically risk assessed and is properly supervised/managed/training given
- ➔ Students should be carefully briefed about boundaries for down time and timings/ locations of meetings
- ➔ "Signing out" and "signing in" system is in place and used
- ➔ Regular meetings for "head counts" should be held