

**3 GENERIC RISK ASSESSMENT – RESIDENTIAL VISIT ACCOMMODATION Page 1**

Hazard	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Fire	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> <li>• Check accommodation meets national standards i.e. meets fire officer's recommendations/or has fire certificate</li> <li>• Visit site visual inspection of fire escapes, alarms, equipment, meeting point and procedures</li> <li>• Establish no smoking rule</li> <li>• Check systems again on arrival</li> </ul>	Pre-visit check usual practice. If not undertaken, check of information /assurance from reputable tour operator Check on arrival. Take up any issues, such as locked fire doors, with management Inform group re fire procedures on arrival	<b>Low</b>	
Child protection	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> <li>• School has exclusive use of sleeping accommodation</li> <li>• Staff accommodation adjacent and same floor as pupils</li> <li>• External doors and windows secure against intrusion</li> <li>• If pupils rooms have keys, staff have access to a master key</li> <li>• Pupils can easily contact staff throughout night</li> <li>• Pupils are checked into rooms at "lights out"</li> </ul>	Pre-visit check and/or check of information/assurance from reputable tour operator	<b>Low</b>	
Domestic hazards	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> <li>• Accommodation has tourist board rating/other external validation of standards</li> <li>• Visual inspection of balconies, stairways, glass doors, electrical fittings, hazards in grounds or immediate surroundings</li> <li>• On arrival, staff and pupils to report any faulty items found in rooms</li> <li>• Brief group re any hazards and establish necessary rules including no climbing on balconies, lifts are out of bounds (or supervised /careful use)</li> </ul>	Pre-visit check and/or check of information/assurance from reputable tour operator Check on arrival and insist on changes if necessary Brief pupils and staff	<b>Low</b>	

*This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, the **GROUP LEADER** must also make an "EVENT-SPECIFIC" assessment of any risks associated with their particular visit, including the **SITE, GROUP, ACTIVITIES, STAFFING & TRAVEL.***

LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED:

DATE:

**3 GENERIC RISK ASSESSMENT – RESIDENTIAL VISIT ACCOMMODATION Page 2**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Hygiene	Illness	Pupils, staff	<ul style="list-style-type: none"> <li>• Tourist board rating/environmental health endorsement or similar</li> <li>• Visual inspection of washing facilities, lighting, heating, ventilation, catering</li> </ul>	Pre-visit check and/or check of information/assurance from reputable tour operator	<b>Low</b>	
Night time tendencies	Injury, possible fatality	Pupils	<ul style="list-style-type: none"> <li>• Information gained from parents re pupils illnesses, sleepwalking etc</li> <li>• Suitable supervision arranged to meet needs of pupils</li> </ul>	Use LEA/DfES recommended parental consent form	<b>Low</b>	
Special needs	Injury	Pupils, staff	<ul style="list-style-type: none"> <li>• Accommodation meets any special needs of anyone in the group</li> </ul>	Pre-visit check as necessary	<b>Low</b>	

*This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, the **GROUP LEADER** must also make an “**EVENT-SPECIFIC**” assessment of any risks associated with their particular visit, including the **SITE, GROUP, ACTIVITIES, STAFFING & TRAVEL**.*

LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED:

DATE: