

## Risk Assessment Guidance\*

EFFECTIVE DATE:	4 <sup>th</sup> December 2024	CATEGORY/ TYPE:	Accommodation
NEXT REVIEW DATE:	3 <sup>rd</sup> December 2025	VERSION:	6

POTENTIAL HAZARD / RISK TO GROUP	CONTROLS OR MEASURES TO REDUCE RISK	FURTHER GUIDANCE OR USEFUL INFORMATION
Deficient general safety arrangements: fire detection and alarm, electrics, glass, gas, bunk beds, drinking water, security, and balconies	Equity selects preferred accommodation operators by way of a Supplier Audit, in accordance with School Travel Forum criteria and carried out by an STF trained Auditor, found to be 'Satisfactory for Use'. As part of this process, a preferred frequent use accommodation operator is subject to an on-site Inspection Audit. Equity selects hotel premises that are suitable for and welcome school groups and have experience and understanding of school group needs, with appropriate arrangements in place. Equity	Party Leader's own Risk Assessment written when viewing the property as part of any pre-travel Inspection Visit. Group supervisory adults provide supportive arrangements to any member of the group with additional needs. Ensure that all group members follow all directions and instructions given by site staff and site signage; Either a welcome talk will be given by the hotel or Party Leader will be given welcome information, to be conveyed to the group. Follow additional advice provided in Equity 'H&S Essential Information' booklet regarding glass doors and windows, balconies, lifts, floorings, gas appliances, electrics, and fire safety.

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	selects hotels that offer guests prompt 24/7 on-site assistance in some way.	
Deficient fire evacuation arrangements	A fire evacuation talk can be given but must be requested / pre- arranged by a Party Leader prior to travel	Where no fire evacuation practice drill takes place, the Party Leader should undertake their own exercise to familiarise the group with the escape routes from their rooms to the Assembly Point. Group supervisory adults provide supportive arrangements to any member of the group with additional needs, such as an evacuation buddy system and to investigate what suitable arrangements the hotel has in place, such as ground floor accommodation, an evacuation chair or hotel staff with a responsibility to assist guests with additional needs.
Deficient food hygiene	Equity selects preferred accommodation operators by way of a Supplier Audit, which includes consideration of food hygiene arrangements, including an inspection of the kitchens of our preferred frequent use accommodation premises.	Confirm if hotel tap water is suitable for drinking. If not, Party Leader should also seek to confirm hotel arrangements for washing salads and fruit and making ice etc. and advise group accordingly. In the event of gastro-intestinal illness, limit the contact between ill and well group members and organise room confinement for a sufficient period where necessary.
Deficient food safety: food allergens and intolerances	Every effort will be made to select a 3rd party accommodation operator that will give their commitment to deliver a special dietary requirement, where reasonably practical for them to do so. Both arrangements rely on	Party Leader aware that it remains their responsibility to ensure that student food provisions are fulfilled correctly and so should seek to reconfirm any such special dietary requirements with the hotelier on arrival. In certain cases

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	Equity being informed of the need sufficiently in advance of group travel.	of very specific requirements, it may be advisable to take additional supplies to bolster hotel provisions. Party Leader to explain to the group they should not swap or share meals where they have been specially prepared for an individual. Where appropriate, ensure epi-pen is kept in proximity in a location known by the sufferer and another supervisory adult trained to administer to the sufferer if necessary.
Swimming pools	Unless an indoor pool, most pools will be closed in winter. Equity can advise if Lifeguards will be present in advance of travel on request.	Party Leader aware that it remains their responsibility to ensure that students are supervised by suitable persons during any water immersion activities. This could be achieved by travelling with a Lifeguard / Lifesaving certified adult if the group wish to make use of an unguarded pool facility. Be aware of which students within the group are weak swimmers, by for example asking for information from parents, or making students undertake a swim test. Follow school's own LEA or governing body guidelines for activities involving water immersion.
Windows without restriction	Common in premises that are not specifically designed for child occupation. Older secondary school students should be more appreciative of the risk than younger primary school groups. However, Equity will endeavour to source and place groups in	On arrival, determine window provisions and advise group accordingly on how they must behave around the window structure and / or any window settings they must not alter.

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	premises where window restriction is present or ground floor accommodation, if a Party Leader is so concerned as to make this request sufficiently in advance of travel.	
Public bar	Can be present in some ski resort accommodation. Equity only selects such premises for use where the operation is well managed and there is a strong commitment by the operator not to serve alcohol to any student members of a school group. Also, where some form of security arrangements are in place to try and control the movement of the public around the hotel premises in general. In all cases, students will be in rooms that can be secured from the inside.	Avoid the public bar and inform students that this part of the hotel is off limits to them. Or if making use of the public bar, ensure that students are supervised and do not provide alcoholic drinks in excess or at all to students. Respect that in some countries an operator can only serve the parent of a child alcohol for consumption by a child.
Other occupants and staff	Sole occupancy or school group only hotels are available in some destinations (if a group is of a reasonable size), if this is a high priority for a Party Leader and a request for this is made to Equity sufficiently in advance of travel. Unless the premises is of a type where there are dorm rooms within a block, where only the main entrance door can be secured, students will be in rooms that can be secured from the inside. Equity also selects premises	Encourage students to speak freely about any concerns they have about the behaviour of any adult towards them. Maintain vigilance and follow school's own Child Protection Policy and associated Guidelines. Ensure large sums of money are placed in room or reception safes, along with passports and any other high value items. Consider issuing students with a fixed amount of spending money each day, so they personally do not have large sums of money on them or around their hotel room. When leaving a hotel room for the day, encourage

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where there will be safes within rooms or allow Party Leader use of the main hotel safe. Equity will not make use of/ceases use of a premises where there is a known safeguarding or theft concern that has the potential to reoccur unless appropriate changes are made by the operator.

students to check all room doors and windows are closed with locks fully engaged, with keys being taken or left at Reception and not hidden around an entrance doorway and when sleeping in a hotel room, close all externally accessible door (including balcony) and windows with locks fully engaged.

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