

ACTIVITY	<b>Dramart Productions Tours</b>  <b>Accommodation Guidelines &amp; Checks Template</b>
HAZARDS	<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 students</li> </ul>
RATIO	1:10
QUALIFICATIONS	✓ Experience of residential visits
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Check accommodation holds a fire certificate or is exempt and has a fire risk assessment and has had a recent inspection from a fire officer. (Abroad – ensure it meets 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 (preferably on a pre-visit but if not then before use).</li> <li>➔ Accommodation has electricity at work certificate.</li> <li>➔ All electrical appliances are marked as being in date portable appliance tested.</li> <li>➔ Group has exclusive use of the sleeping accommodation (preferred) or at least all group rooms are adjacent. Staff accommodation is adjacent to students.</li> <li>➔ Group accommodation is segregated by gender.</li> <li>➔ Student rooms can be locked if necessary but staff can always gain access (master key system).</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 main door is 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.</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> </ul>	