

Dramart Productions Limited

Health and Safety Policy – Overseas Tours

At Dramart Productions Ltd we are committed to ensuring a high level of safety for all our customers. The main criteria for assessing your tour is as follows:-

1. **COACH TRANSPORTATION.** All our European coach travel is undertaken by Cochrane's Kelvin Travel based in Peterlee, Co. Durham. The company's vehicles are fully compliant with road traffic regulations set out by the Department for Transport and are inspected monthly by Department officials. Additionally they are members of the Coach Tourism Association and comply with the comfort and safety regulations set out by the Association, whose governing body inspect the vehicles annually as part of the membership renewal procedures.
2. All coaches are fitted with seatbelts and the school group leaders are actively encouraged at the start of each journey, either by Dramart's representative or the Coach Driver, to ensure that all students use them and in any event remain seated throughout the journey except at designated breaks in the journey.
3. Any local coaches used in European resort (where appropriate to the needs of the group who may have flown to resort as opposed to overland with Cochranes) are fully compliant with the road traffic regulations of the country in which they operate. In Europe there is a requirement that all coaches are fitted with seat belts and the school group leaders are actively encouraged at the start of each journey, by Dramart's accompanying representative to ensure that all students use them and in any event remain seated throughout the journey except at designated breaks in the journey.
4. Groups who fly to resort are responsible for their own coaching arrangements to and from the UK departure airport and must ensure themselves of the ability of the vehicle to undertake the journey(s) safely.
5. **SEA TRANSPORTATION.** All sea transportation between the UK and the Continent is undertaken by licensed ferry operators (eg: P&O, Stena, Seafance) all of whom fully comply with the relevant health and safety procedures and drills as laid down in maritime statute both of the UK and other European countries.
6. **PUBLIC TRANSPORT.** Dramart Productions Ltd. **never** includes the use of public transport in its itineraries. Any use of public transport by groups or individuals during a tour is solely at the discretion of the school group leader and is outside the control of DramArt Productions Ltd.
7. **ACCOMMODATION.** All accommodation featured in our programme meets with, and often exceeds, Health and Safety standards set out in the relevant country of residence. Further, each hotel is fully inspected by Dramart Productions Ltd before first use and in any event annually. Top-up audits are undertaken regularly by Dramart staff whenever in residence.
8. All properties are in possession of a current and valid Fire Certificate (or equivalent documentation) issued by the appropriate licensing authority. Properties all have documentary evidence that that all fire-fighting equipment, fire alarms, extinguishers/hoses emergency lighting are in good working order and regularly serviced and maintained.
9. All properties are in possession of a current Electrical Certificate (or other recognised document) stating that wiring conforms to national and international standards and is in safe working order.
10. All properties are in possession of valid indemnity, public liability and buildings fire insurance.

11. The Dramart Productions Ltd Course Leader always holds an introductory meeting after the group arrives at the hotel where matters of safety and conduct are itemised and discussed with both students and teachers.
12. **POLICY ON SWIMMING.** Dramart Productions Ltd often contracts hotels with swimming pools. These hotels do not necessarily comply fully with the provision of rescue and safety equipment. The hotels rarely have provision of a qualified lifeguard on duty. We therefore **never** promote the pool facilities in our introductory talk to the students. Swimming is solely at the discretion of the School Group Leader. Likewise, Dramart Productions Ltd always includes a **verbal ban on all sea swimming** or even close proximity to the water. Again, any beach activity is solely at the discretion of the School Group Leader.
13. **RESPONSIBILITY IN RESORT AS SCHOOL GROUP LEADER** We expect all our party leaders to behave responsibly towards their group. We have the responsibility of the students whilst in workshop and rehearsal sessions and also for the duration of the evening activities. On any excursion days Dramart Productions Ltd staff will be in attendance. Once the evening activities are concluded it is the school teachers' responsibility to ensure that the students are in bed by the allocated time and that the conduct in the hotel does not disturb or annoy the other guests. Our Course Leader will work closely with you at all times during the trip and conduct daily meetings with you to talk through each day and to ensure everyone is conversant with the next days activities. In any matters of coach transportation either to/from resort or during day excursions the coach driver's decision in respect to working hours allowed and matters of safety are final and binding on all parties. At least one member of school staff must accompany the group on planned activities in the evening and any excursion trips during the day.
14. **DRAMART PRODUCTIONS – PUBLIC LIABILITY INSURANCE**
Dramart has its own policy provided by VANTAGE INSURANCE SERVICES (Tour Operators and/or Travel Agents Combined Liability Insurance) to a maximum level of £5million.
Certificate No: L00155C06ACO-3018.
15. **C.R.B. CHECKING POLICY** All Dramart Productions staff are CRB (Police Checked) for working with children.