

Risk Assessment

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Task/Activity:	Hotel
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Author:	Amy Green – Educational Visits Lead	Date:	8th June 2022
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Quality Assurance Check by Manager / Line Manager (Print Name)	Deb Cross – Head Teacher	Date:	8th June 2022
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Done
Hotel Staff conduct	Pupil/ staff	Accommodation booked through Adaptable Travel. Safeguarding policy available.	Children advised to speak to a member of school staff if they have any concerns.	All	Ongoing	
Hotel Accommodation	Pupils/staff	Rooms allocated before departure. Members of staff will check rooms on a regular basis. Socialising to be done in communal room. Lights out time for bed time will be given to pupils. Accommodation has confirmed night lighting is available and spare linen available if necessary.	<p>Staff to conduct a visual inspection of stairways, balconies (adequate railings/physical barrier), bath/shower facilities including locks etc.</p> <p>Night-time tendency information provided by parents/guardians regarding illness, sleepwalking, night terrors etc.</p>	All	Ongoing	
Child with ASD could possibly 'wander' out of room.	JP	Hostel contacted and have confirmed that the sleeping pod is secure overnight and that JP can't get out of the building. JP buddied up with sensible child instructed to inform an adult if JP leaves the room.	<p>All staff to monitor JP</p> <p>Advised Fire exit will only open if a fire alarm sounds.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Done
Free time in hostel	Pupils/staff- injured	Pupils are permitted to socialise in communal areas which will be supervised by staff members.		All	Ongoing	
Fire	Pupils Staff – burnt, injured	All local safety standards Equipped with fire alarms/firefighting facilities Emergency exit routes clearly displayed. Meeting points indicated in hotel. Pupils reminded to check hair equipment is turned off and left safe within room. Teachers to check this in morning after breakfast. Restaurant comply with local environment standards	Check accommodation holds a fire certificate or is exempt and has a fire risk assessment and has had a recent fire inspection. Staff inspection of fire precautions on arrival to verify escape routes.	All	Ongoing	

Keep the assessment under review:

Throughout the event/visit there will be hazards that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event. Staff will assess the risk in pairs and disseminate information and actions required by adults and children in order for all to remain safe.

For a new procedure, review in the first 6 weeks.

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Review 1 by Author (Print Name)

Deb Cross

Date: 8.6.22

Any Action Necessary:

Review 1 Quality Assurance Check by Manager / Line Manager (Print Name)

Date:

Review 2 by Author (Print Name)	Amy Green	Date: 8.6.22	Any Action Necessary:
Review 2 Quality Assurance Check by Manager / Line Manager (Print Name)			Date:

Review 3 by Author (Print Name)		Date:	Any Action Necessary:
Review 3 Quality Assurance Check by Manager / Line Manager (Print Name)			Date: