# Accommodation checks

The type of accommodation will vary visit to visit and standards abroad can differ from what we would expect in the UK. Where possible, the visit leader should carry out a pre visit to satisfy themselves of the arrangements, and where this isn’t possible, they should seek to gather as much information as possible to satisfy themselves about the accommodation arrangements.

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|  | **General considerations prior to booking or on arrival** | ✓ |
| 1 | Insurance |  |
|  | Evidence of £10 million public liability insurance |  |
| 2 | Tour operator or travel agent arranged accommodation |  |
|  | Check the type and nature of the accommodation as part of the tour operator or travel accent selection process |  |
|  | Evidence of LOTC quality badge or satisfactorily completed provider statement |  |
|  | Agree clear responsibility between establishment staff and the tour operator e.g. supervision |  |
| **If a LOTC quality badge is in place, no need to proceed any further.** | | |
| 3 | Shared accommodation |  |
|  | Clarify policy on shared use expectation |  |
|  | Clarify policy on behaviour expectations |  |
| 4 | Fire safety checks |  |
|  | Rooms are not allocated above the 6th floor |  |
|  | All rooms have fire/smoke and carbon monoxide detectors |  |
|  | Knowledge of emergency evacuation plan |  |
|  | Personal Emergency Evacuation Plan (PEEP) is in place for anyone that requires it |  |
|  | Is there a risk of pupils smoking or vaping in rooms or tents? |  |
| 5 | Supervision |  |
|  | Plan in place for effective remote supervision such as a buddy system |  |
|  | List is kept of room allocations |  |
|  | Students with mental health issues identified and monitored as appropriate |  |
| 6 | Security |  |
|  | Consider the hazards of the immediate surroundings – this should be during the selection process. |  |
|  | Can rooms be allocated next to each other on the same floor? |  |
|  | How secure is the building from external intrusion? |  |
|  | Is there 24-hour staffing on reception? |  |
|  | What ID/checking is required for a replacement key to be issued by Reception |  |
|  | Can rooms be made secure? Do leaders have a master key? |  |
|  | Avoid arriving at accommodation late at night where possible |  |
| 7 | Group |  |
|  | Consider room allocations in advance |  |
|  | Consider appropriate allocation and placement of the leaders’ rooms |  |
|  | Arrangements in place for using share facilities such as showers |  |
|  | Separate showering and changing arrangements in place where appropriate for transgender young people |  |
|  | Behaviour expectations made clear including use of alcohol, drugs, smoking and vaping |  |
|  | Visit code of conduct established and in place |  |
|  | Expectation of leaders’ use of alcohol. Where responsible drinking is permitted (school policy), there must always be sufficient staff who remain alcohol free |  |
| 8 | Site Hazards: will there be; |  |
|  | Balconies:  Does the structure appear solid?  Railings are 1.1.m in line with UK regs? If not consider suitability,  Who will be allocated rooms with balconies? |  |
|  | Swimming pool:  Will a qualified lifeguard be present at all times?  Has knowledge of the group’s swimming ability been received?  What are the changing facilities and are they adequate/private? |  |
|  | Lifts:  Consider if lifts can be used appropriately. |  |
|  | Bars and public spaces:  Where are these located in relation to students’ rooms?  How will these spaces be supervised? |  |
|  | Access to Alcohol:  Room service not allowed in students’ rooms  Minibars emptied |  |
| 9 | Catering |  |
|  | Needs of the group communicated in advance to all parties |  |
|  | Where self-catering, ensure food hygiene and safe food handling plans and risk assessments in place |  |
|  | If staff prepare packaged food such as packed lunches, you may need to label them in accordance with [‘Natasha’s Law’](https://www.food.gov.uk/business-guidance/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-schools-colleges-and-nurseries) |  |

**On arrival Accommodation checklist**

* Conduct a register to ensure everyone has arrived
* Check accommodation and surrounding is as expected
* Check, and relay to the group, what the fire alarm sounds like and where the assembly points are
* Assess any hazards in the accommodation
* Check any shared use facilities
* Check cleanliness
* Allocate rooms appropriately
* Check toilets and showering areas
* Check fire exits and routes are signed, clear and working
* Access a master key for rooms
* Check security of the building overnight
* Assess public areas and consider how these will be managed.

**Rooms checked:**

* Breakages or damage
* Safety of windows and balconies
* Door security
* Electrical hazards
* Ventilation
* Fire/smoke detectors
* Carbon monoxide sources
* Routes to fire exits
* Minibar

**Brief group on**

* Hazards
* Shared facility use
* Emergency evacuation procedure, fire alarms and assembly points
* Location of leaders overnight
* Boundaries – where can they go
* Behaviour and code of conduct
* Times and meeting places