**Example: SOP/RISK MANAGEMENT – ALL ACCOMMODATION**

|  |  |  |
| --- | --- | --- |
| **ISSUE**  Significant hazards which may result in serious harm and problems of group management.  Pupils  Staff  Members of the public | **HOW TO MANAGE IT**  **(Control measures)**  Procedures in place to reduce risk  Use LOtC provider where possible.  <https://www.lotc.org.uk/lotc-accreditations/lotc-quality-badge/> | **HOW THE CONTROL MEASURES WILL BE CHECKED AND SPECIFIC INFORMATION**  Briefings  Codes of Conduct  Checklists  Training  INSET  #Controls specific to your visit – trip leader to insert |
| Fire | * Check accommodation meets national standards i.e. has fire certificate * Visit site visual inspection of fire escapes, alarms, equipment, meeting point and procedures * Brief students on fire procedures and no smoking rules. * Practice if appropriate. May not be possible to have a practice drill in large hotels. * Often outside the EU - Beware of student rooms where the door can be locked from the inside with a key – insist in this case that key remains next to the lock - so there is no chance of students locking themselves in and misplacing the key. | #Details of your provider |
| Safeguarding | * School has exclusive use of sleeping accommodation. i.e .rooms and dorms not   shared with general public.   * If accommodation is shared – students briefed about appropriate behaviour on public areas * Location of staff accommodation close to students and known to all. * Sexes segregated – occasional exceptions for older students in ‘bunkhouse’   type or expedition accommodation subject to parental consent.   * External doors and windows secure against intrusion * If pupil rooms have keys advice is to lock door but leave key in lock inside room   at night. Stress importance of being able to exit room in dark in fire/evacuation   * emergency. * Keys left in reception during day in hotels * Pupils briefed not to tell anyone where they are staying when they are out and about * Pupils can easily contact staff throughout night – know staff room locations * Pupils are checked into rooms at “lights out” * Room inspections are best carried out by pairs of staff – male/female – be aware of potential for embarrassment! | ‘What if’ briefing for students  #Location/Country specific briefing content |
| Domestic hazards | * Accommodation has tourist board rating/other external validation of standards * Visual inspection of balconies, stairways, glass doors, electrical fittings, hazards in grounds or immediate surroundings * On arrival, staff and pupils to report any faulty/broken/missing items found in rooms * Brief group re any hazards and establish necessary rules eg behaviour in public * areas, noise, no climbing on balconies, lifts are out of bounds (or supervised /careful use). | #Location/Country specific briefing content |
| Rooming | * Information gained from parents re pupils illnesses, sleepwalking etc * Where possible plan rooming to ease group management using your knowledge   of the group and advice of experienced staff. (Sleepwalkers not  on top floor with balconies, the ‘loud lads’ not remote from staff and the potentially ‘naughty’ not in rooms with windows opening at busy street level for example!) | #any group specific information |

**All supervising staff are aware of the above**

**Trip leader name …………………………………..**