



GENERIC RISK ASSESSMENT - ACCOMMODATION (GENERAL) - GRA004



Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i>	CONTROL MEASURES and/or PRECAUTIONS that 'employees' adopt as their normal practice <i>All 'employees' that organise and lead tours are to consider the suggested measures below. They are to tick those that they decide are helpful and applicable, and delete or put a line through those that are not. Extra control measures and/or precautions can be added in each section if required.</i>
Pre-tour Hotel/Accommodation compliance checks → fire → accidents → injury → security	In the footsteps & Take us Touring will ensure that prior written assurance is obtained that: - <ul style="list-style-type: none"> <input type="checkbox"/> The hotel/accommodation meets current fire safety standards and is covered by a current Fire Certificate. <input type="checkbox"/> The hotel/accommodation is covered by adequate and appropriate insurance. <input type="checkbox"/> The hotel/accommodation employs suitably qualified and vetted staff to ensure the safety and welfare of our tour participants. <input type="checkbox"/> Access to the guestroom areas is adequately and properly controlled. <input type="checkbox"/> The Internal and external lighting of general areas is adequate. <input type="checkbox"/> The guestrooms are suitably secure and fitted with appropriate fire/smoke detection systems. <input type="checkbox"/> The hotel makes proper and adequate provision for participants with reduced mobility or special needs as appropriate. Form GRA004A is to be used for this purpose.
On tour Hotel/Accommodation compliance checks → fire → accidents → injury → security	The 'employee' leading the tour will ensure that: - <ul style="list-style-type: none"> <input type="checkbox"/> The hotel/accommodation is covered by a current Fire Certificate. <input type="checkbox"/> Emergency evacuation procedures are clearly displayed. <input type="checkbox"/> Emergency exits and escape routes are clearly signed, uncluttered and not blocked. <input type="checkbox"/> Suitable fire extinguishers are readily available and clearly identified. <input type="checkbox"/> The hotel/accommodation staff are: - <ul style="list-style-type: none"> • Courteous and friendly. • Take appropriate care to ensure the safety and welfare of our tour participants. • Adequately control access to the guestroom areas. <input type="checkbox"/> The Internal and external lighting of general areas is adequate. <input type="checkbox"/> The guestrooms are suitably secure and fitted with appropriate fire/smoke detection systems. <input type="checkbox"/> The hotel makes proper and adequate provision for any of our tour participants with reduced mobility or special needs. <input type="checkbox"/> Reports back on completion of the tour as to the appropriateness of the hotel/accommodation used.
Additional hazards?	<input type="checkbox"/> Additional precautions?