

## **Appendix K**

### **ACCOMMODATION**

#### **Guidance on residential accommodation for residential visits**

**Appendix K to the Off-Site and Hazardous Activities recommendations and advice document**

## 1.00 Introduction

**It is now perceived that intruders gaining access to participants when on residential visits is to be considered a realistic possibility and therefore the possibility of any incident of this type should feature in any risk assessment and planning process.**

- Where possible it is strongly recommended that staff should visit planned accommodation prior to any visit.
- Where this is not possible assurances should be obtained from the suppliers with regard to the suitability of the security of the accommodation together with floor plans showing the rooms allocated and details of the fire precautions and fire exits that are in place.
- When at the venue any circumstances giving cause for concern should be raised with the accommodation management or the company providing the facility.
- If the concerns cannot be satisfied alternative accommodation should be sought or if necessary the visit should be cancelled.

There are many differing types of accommodation used by groups and each one will have different factors affecting the situation.

As far as possible the following factors should be taken into account when considering accommodation:

### 1.01 Hotels and Hostels

- Do the public have access to the site/building particularly at night or do you have sole occupancy?
- Are the access points lockable from the inside but still allows free exit in emergencies?
- Does the building have any form of night security?
- Is it feasible to leave bedrooms unlocked at night or will they require locking?
- If doors are locked, can the door be opened easily from the inside without having to use any form of key or code?
- If bedrooms are locked do staff have ease of access to participant rooms if it is required by use of a pass key or code?
- On what floor or floors is the proposed accommodation?
- Are the corridors well lit?
- Can intruders gain access through windows?
- Can intruders gain access via balconies?

- Can balcony doors and windows be secured and still allow ventilation if necessary?
- Is it possible to avoid using ground floor accommodation?
- Are the fire exits well lit and do they function efficiently?
- Are there washing facilities in the rooms or are they communal and shared with others?
- Are the kitchens clean?
- Are there accommodation staff residential on the site and are they easily identified?
- If wet activities are envisaged are there adequate drying facilities provided?
- Is there space for the group to congregate in the facility if this is desired?

**1.02 The following should be implemented if possible:**

- Participants should be located in rooms close together and staff should be in close proximity to participant rooms with at least one member of staff on each floor where more than one floor is being used.
- participants should not be accommodated on their own in single rooms.
- The accommodation should only be capable of being accessed via one main entrance, which should be secured at night.
- All access doors should be capable of being locked so that they prohibit access but allow residents to exit easily in emergencies.
- Participants should know where staff rooms are located
- All staff should know where participant rooms are located and have a list of room numbers and the names of the occupants.
- Where possible participants should not be accommodated in ground floor rooms.
- At night participants should be checked into rooms and staff should patrol the area at regular intervals until participants are asleep. Anything unusual should be reported to the accommodation management.
- Any strangers should be challenged and reported to the management.
- Participants should know the fire alarm signal, how to evacuate the building and where the assembly points are.
- If possible a fire drill should be practised.

**1.03 Tented or chalet style accommodation**

Security is more difficult to assess in these circumstances and no campsite or tent will ever be totally secure. However staff should have demonstrated that they have exercised due care in the selection of site and arrangements made. The following should be considered:

- How accessible is the site to the general public?
- Does the site have security fencing, which can prohibit access?
- Is the site remote, which can prohibit ease of access?
- Is there a security presence at night, which patrols the grounds?
- Is staff accommodation adjacent to the childrens and young persons?

On occasions, especially with Duke of Edinburgh Award Scheme expeditions, participants will be required to be without staff supervision when wild camping sometimes in remote locations.

The following points should be considered:

- Participants should be well prepared for this type of camping.
- Participants should never be on their own sleeping in a tent.
- If possible participants should have some form of emergency communication system. It should be considered that mobile phones will not operate in some wild locations.
- Groups should be monitored by staff even when unsupervised