

# Overseas Travel and Security Policy

## The purpose of this policy

The policy provides guidance and advice to members and employees planning overseas trips, including staff travelling on business, National teams competing in overseas competitions as well as club training trips. It is for the trip organizer to understand the document and apply to their trip as necessary.

## Assess the country before travelling

The Organisation's policy applies to all employees and Swim England affiliated clubs.

Before deciding to travel to an overseas destination it should be considered what risks may be present and what can be done to minimise those risks before travelling. Risk assessing the country to be visited should consider issues such as:

- The economy of that country
- Religious differences and religious laws (for example, laws on dress code and alcohol consumption)
- Social structure and the employment of women and children
- Living standards
- Health, Safety, Welfare and Fire Law
- Effective communication i.e. reliability of phone, email etc
- Security of that country / threat level

Reference: <https://www.gov.uk/foreign-travel-advice>

The risk assessment should consider:

- all the people, places and activities involved
- the risk profile of the individuals you're sending overseas
- political, medical and security risks of the countries involved
- infrastructure and contacts in the countries involved
- cultural awareness and training
- travel planning and vaccination schedule
- personal safety and security training
- communications arrangements
- details of accommodation
- travel within the country, including driving
- information management / contingency and emergency strategy and response / debriefing strategy
- High altitude training – effect on team

## Planning for Travel

When travelling or working abroad, you must be aware of important differences that will influence your activities. The risks of foreign travel generally stem from the language barrier, the traveller's unfamiliarity with the location, health risks, local customs, internal security or political instability, and transport infrastructure.

Most first-time travellers will think as tourists and not understand that their travel is different and has different risks.

### **Insurance**

Suitable insurance should be arranged with the insurer made aware of the reason for travelling. The policy should cover 'routine' travel risks, including flight problems, lost luggage, additional transport costs and medical emergencies (personal accident, local medical costs and repatriation). Insurance should also cover major international travel disruption caused by natural disasters, such as volcanic eruptions, earthquakes and bad weather, as well as civil and political unrest.

The cover should take into account any international agreements on medical care. For example, EU citizens can use a European Health Insurance Card when travelling in the EU to access the same level of medical care that citizens of the country they're visiting are entitled to.

Teams should ensure that they have appropriate travel insurance in place before they travel, This can be arranged through the Swim England insurance provider, Howdens. Swim England can provide contact details if required.

### **Terrorism**

Terrorism is extremely rare, but sadly, acts of terrorism have become a feature of modern life and whilst it must be acknowledged that there is more chance of falling ill whilst abroad or being involved in a vehicle accident their remains an underlying risk to us all of being caught up in a random attack.

Consequently, you have a 'duty of care' to ensure that reasonable precautions are taken to protect your employees and team from foreseeable risks and to that end you need to consider the following:

- Register your overseas competition schedules with [allan.wilson@fco.gov.uk](mailto:allan.wilson@fco.gov.uk). This signposts the 'Foreign Office' to highlight your attendance with the Embassy and Consular staff in the countries to which you are travelling.
- Check the FCO Travel Advice for the country in which you intend to travel: subscribe to the alerts and if in doubt ask for further advice or clarification.
- Consider engaging additional security and medical advice to support the team in country.
- Provide training to the management team to educate them about some of the locations they will be working in, including actions to take if involved in a terrorist attack.
- Provide the management team with a 24 hour helpline / or nominated contact to facilitate the provision of emergency assistance.
- Establish a culture of checking in and out with colleagues especially when overseas. Daily phone call, notification of change in country, arrival at hotel etc.

## **Clothing**

The culture of where you are travelling to should be considered as to whether any specific clothes are required, or should be avoided.

## **Accommodation**

Ideally only hotels that have been recommended, or used previously, should be booked. If this is not possible consideration should be given to the areas potential hotels are located and research on their suitability completed.

Further information is provided in the Event Team section on page 9.

## Medical and Dental Checks

Travel to a country may need vaccinations or anti-malaria tablets. It may require vaccinations etc. to be arranged well in advance of the travel. Some need to be given several weeks before travel, others can't be taken together, some may have side effects. Some countries require proof of vaccination before entry to a country is allowed.

Useful links

- The WHO (World Health Organisation) ([www.who.int/en/](http://www.who.int/en/))
- The UK Department of Health ([www.dh.gov.uk](http://www.dh.gov.uk))
- The US Centers for Disease Control ([www.cdc.gov/travel](http://www.cdc.gov/travel))
- The European Centre for Disease Control ([www.ecdc.europa.eu](http://www.ecdc.europa.eu)).

## Preparation for Travelling

Our policy will enlist, where necessary, the contacting of:

- business travel agents / airlines, shipping lines and rail companies
- UK consulates
- foreign consulates and embassies in the UK
- large international hotel chains
- The Foreign and Commonwealth Office in the UK ([www.gov.uk/fco](http://www.gov.uk/fco)) the US State Department ([www.state.gov](http://www.state.gov)) or the European Commission ([http://europa.eu/index\\_en.htm](http://europa.eu/index_en.htm))
- private security organisations
- organisations with branches in the target country
- Chambers of Commerce
- Government department responsible for trade and industry (e.g. UK government business webpages [www.bis.gov.uk](http://www.bis.gov.uk)) and the European Commission's business pages ([http://ec.europa.eu/policies/index\\_en.htm](http://ec.europa.eu/policies/index_en.htm))
- world satellite television can be useful (e.g. BBC World, CNN, CNBC, Al Jazeera and Russian News)
- local newspapers and business publications
- the International Meteorological Office
- Employees who've had experience of the country you're visiting.

## Passports and Visas

### Passports

If you wish to travel abroad you must hold a valid passport, even for a day trip. Apply in good time. In the UK, you can get advice from the Identity and Passport website or call them on 0870 521 0410 (lines are open 24 hours a day and calls are charged at the national rate). Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore, ensure your passport is in good condition and valid for at least 6 months at the date of your return. This is a requirement of the country concerned, not the UK Passport Service. Any questions should be addressed to their Consulate or Embassy.

Outside the UK, you should get advice from the nearest British Embassy, High Commission or Consulate. Our staff can issue standard replacement passports in most places. However all missions are able to issue emergency passports if more appropriate.

#### General Tips:

- Make a note of the passport number, date and place of issue (or take a photocopy), and keep separately in a safe place.
- Check the passport expiry date.
- Write the full details of your next of kin in your passport.
- Leave a photocopy with a friend or relative at home.
- Take a second means of photo-identification with you.
- Keep your passport in the hotel safe and carry a photocopy with you.
- If your passport is lost or stolen overseas, contact the nearest British Embassy, High Commission or Consulate immediately for advice.
- Keep your passport safe.

#### Visas

If you plan to travel outside British territories you may require a visa to enter the country you are going to.

Check visa requirements with your travel agent or contact the Consulate or Embassy of the country you plan to visit.

If you are a British Dependent Territories Citizen, British Overseas Citizen, British Subject, British National Overseas, or a British Protected Person, you may need a visa that is not required by British Citizens.

## Communications

The best way to keep in touch with employees and club members whilst abroad should be considered. Arrangements should be made to ensure individuals can be contacted at specific times or for the employee to be able to communicate with colleagues/family when they need to. Timetables for communication should be planned before the trip.

It should be acknowledged that most countries do not have good communication networks in outlying areas etc. but that a number of hotels now provide wi-fi either free of charge or for a small fee.

#### Using mobile phones abroad

Before travelling it will be important to check that:

- they're suitable for international roaming.
- the handsets will work in the relevant country.
- a suitable adaptor is taken for the charger.
- there is enough credit on the phone to cover international calls, or the phone is on a contract.
- you have a back-up communication plan if the phone is stolen or the network fails – for example, using the phones at the hotel.

## Personal Health

International travel can expose travellers to a range of health hazards including from food, water, the climate and endemic diseases. The outbreaks of Severe Acute Respiratory Syndrome (SARS) and swine flu around the world showed that it's also possible for illnesses to be spread very fast by international travel. However, there is very little risk of infectious diseases being spread through aircraft ventilation systems. This is because intake air is heated and recirculated air is passed through a high efficiency particulate filter. Illnesses are most likely to spread through close contact with people who are coughing and sneezing, so good personal hygiene is always the best defence.

Before travelling confirming the following should be considered:

- local medical contacts (doctor, hospital, dentist, clinic)
- personal medical and dental insurance
- facilities and local agency contacts for medical evacuation
- personal medical kits
- health guidelines for travel abroad (reference, [www.gov.uk/browse/abroad/travel-abroad](http://www.gov.uk/browse/abroad/travel-abroad) and [www.who.int/ith/en](http://www.who.int/ith/en))
- health briefings and checks before the overseas travel
- how to deal with the problems of long flights and other long journeys, such as joint and muscle ache, swollen ankles, increased risk of deep-vein thrombosis, ear pain and disrupted sleep patterns
- vaccination records
- post-visit debriefings and health checks.

### **European Health Insurance Card (EHIC)**

In 2005, the E111 form was replaced with the European Health Insurance Card (EHIC). The EHIC entitles you to free, or reduced-cost, health care if you become ill, or have an accident, while on holiday in Europe.

If you are travelling to mainland Europe, and you haven't got an EHIC, you will need to apply for one by completing the online form <https://www.ehic.org.uk> (your card will be delivered in seven days) or completing a form available at your local post office (your card will be delivered in 21 days).

Every family member needs to have their own EHIC. You can apply for an EHIC for your spouse, or partner, and any children up to the age of 16 (or 19 if they are in full-time education) at the same time as applying for your own. When applying, you need to have the name, date of birth and NHS, or national insurance (NI) number, of everyone you are applying for.

The EHIC lasts for five years and allows UK nationals, who are resident in the UK, to receive free, or reduced-cost, emergency healthcare when visiting European Economic Area (EEA) countries. These countries include all those belonging to the European Union (EU) as well as Iceland, Liechtenstein, Norway and Switzerland. See the Department of Health website for where the EHIC is valid. The treatment will be free or at a reduced cost, but private treatment is not usually covered.

**Remember that even with an EHIC, it's still important to take out full travel insurance, to make sure that you are covered for all eventualities.**

You can find more information about the EHIC on the Department of Health's website or by calling the EHIC Enquiries Line on 0300 330 1350.

If you lose your card you should call the Enquiries Line on 0300 330 1350, or if calling from outside the UK, +44 (0)191 218 1999.

Alternatively you can write to: EHIC Enquiries, PO Box 1114, Newcastle upon Tyne, NE99 2TL. You will need to enclose your full name, date of birth, UK address and if known, your EHIC Personal Identification Number (PIN).

Emergency medical procedures are to be adhered to at any time whilst overseas.

Emergency contact numbers need to be kept close to hand and, where possible, a contact overseas who can translate in an emergency.

## Personal medical kits

Depending on the destination, this may include:

- a basic first aid kit
- isotonic drinks or tablets
- water purification tablets or filters
- sun protection
- diarrhoea treatment
- insect repellent
- a mosquito net
- anti-malaria drugs
- antihistamine tablets or cream.

If hospital standards are low, provision of a sterile medical equipment pack could be considered containing:

- hypodermic syringes
- dressings
- sutures
- blood plasma/single-use thermometers.

## Local Travel

Research and plan how you are going to get around when you arrive. Driving in some countries can be particularly risky because of poor roads or a high crime rate. In these cases, hire a reliable local driver if possible. Ensure you have information on local traffic laws and the state of the roads before you travel overseas. If possible look to other suitable and safer options i.e. coach hire, hire of drivers and cars in advance of travelling.

If using public transport, get hold of route plans, timetables and, if possible, tickets before travel. Find out how the local transport system works – buy tickets before you travel or on the bus or train. Check transport providers for real-time travel information on their website. Plan for transport from the airport before travelling. If possible ask a local contact to recommend a taxi or coach firm.

## Swim England Transport Policy

This advice should be read in conjunction with the NSPCC Child Protection in Sport Unit document, Safe sport events, activities and competitions (2013).

- When transport is provided by the organization/club e.g. by minibus or coach, the organization/club should ensure written consent is obtained by each parent or carer.
- Contact details for the parents should be checked to make sure they are up to date.

Where the organisation has agreed to transport the team to an event, the team manager will provide parents and carers with written details of:

- The type of transport being provided, e.g. coach, minibus, etc.
- The departure time and the expected time of arrival back.
- The venue for members to meet the coach, and if different, the venue from which they can be collected upon their return.
- The contact number of a nominated officer at the event for emergency use only.
- Assembly details for the event and subsequent collection of children post-trip.

## Personal Security

There are a number of security risks you could face when abroad, ranging from violent attack and kidnapping to extortion and petty street crime. You should consider the country you are travelling to and maintain a level of awareness of your surroundings at all times.

Specific considerations could include:

- the security background of the country and the immediate region of where you are travelling.
- the cultural background (including religious influences and customs) and standards of social behaviour.
- crime and the police (including how to approach the police, what they'll listen to, the extent of their influence and local power).
- personal security awareness and procedures at work, at place of residence and on the move.
- security resources that residents can call on.
- travelling alone, make sure your line manager or knows when you are due to arrive at various destinations during the trip – including back in the UK.
- larger groups should make one person the team leader for safety.

## Crisis Management

Even the best planned and organised trips can go wrong for reasons beyond anyone's control. It's important to plan your reaction to this kind of event in advance.

Disruption can be caused by natural disasters, accidents, outbreaks of disease, political unrest, crime or economic instability – and they can all lead to emergency situations. Swim England will develop workable strategies, policies and systems to minimise the impact of this. These will include regular reviews to make sure they are still effective.

## Trips with Under 18 year olds

Swim England, Regions, county's or clubs, are responsible for the wellbeing and safeguarding of members under 18 years of age, from the moment of handover by the parent/guardian until the moment of return to the parent/guardian. This includes the care of children both day and night at all times during the trip.

The following staff are the core members of the event team;

- Team manager
- Chaperone
- Chief coach

It is important that all event team members have been appropriately DBS checked for their role, they must also be Swim England members. In addition to this, we recommend the event team appoints a 'home contact' for the organisation who will not be attending the event itself but who can contact parents and/or statutory agencies on behalf of the event team if required

### **Team manager**

Swim England conducts appropriate team manager training and it is advised that all persons regularly acting in this role should undertake this training. The advice below is a summary of the learning obtained from the course but is not a substitute for it.

The role includes regularly communicating with parents, verbally and in writing, and acting in the following roles:

- Leader
- Administrator
- Travel agent
- Medical support

- Substitute family
- Disciplinarian
- Team member
- Nutritionist
- Welfare officer

The Team Manager should ensure that there are enough support staff to maintain safe supervision levels. It is recommended to start with a ratio of 10:1 for athletes 11 years and over before looking at potential risks and other factors. Risk assessments should be completed by the Team Manager to identify what the likely problem areas are and how any risks could be minimized or removed. A risk assessment template has been included as Appendix 3.

When completing a risk assessment it is important to consider the following:

- Likely problem areas
- Potential hazards
- Who is at risk?
- Can the risk be prevented or minimised?

If the level of risk remains high then alternative plans should be made to ensure the safety of the team members.

If the team is competing outside of Britain then it is the Team Manager's responsibility to apply for an International Permit and Clearance, at least 28 days before leaving the country. Please note that the permit does not replace the need to take out appropriate insurance. The International Permit and Clearance application form can be downloaded from the Swim England website: <http://www.swimming.org/swimengland/international-permits-faq/>

### **Chaperone**

The role of the chaperone is to:

- Take on the role of a responsible parent, acting 'in loco parentis', for the members for whom they are nominated as chaperone.
- Ensure the general care and wellbeing of members while on the trip and to monitor their adherence to the code of conduct for the events.
- Discuss any issues of child welfare with the designated welfare officer and assist the welfare officer as requested in matters involving child safeguarding and welfare.

General guidelines:

- One chaperone to a maximum of 10 members is the minimum supervision requirement for children over the age of 11.
- Ratios should be higher if children are younger than 11.
- Where the group is of mixed gender, there should be at least one male chaperone and one female chaperone.

There must be enough chaperones to deal with an emergency to ensure team members are not unaccompanied should there be the need for a chaperone to attend to an emergency.

### **The Event Team**

Together, the event team should:

- Identify suitable venues for any overnight stays and risk assess that venue prior to the event, either in person or by obtaining information from the venue management.
- Make a suitable room sharing plan for members
- Consider if additional staff and/or volunteers are required.
- Agree an emergency plan – see below.

- Agree that this is to be a 'dry' camp for all volunteers, staff and over 18 year olds attending as participants (no alcohol), as recommended by Swim England.
- Ensure all documentation has been received by all team members, or their parents, and relevant forms have been completed, signed and returned to the nominated event team member. This should include:
  - Emergency contact information
  - Loco Parentis Forms
  - Medical declaration
  - Code of Conducts
- Ensure that a home contact for the organisation has been appointed and that the relevant contact details have been shared.

Before travelling (alongside other staff attending) the event team should:

- Meet with parents and the members for whom they are to be chaperone.
- Ensure parents have the relevant information which will be supplied by the meet organiser/ manager.
- Have details of the accommodation (address and telephone number).
- Have a full itinerary of the trip, including travel arrangements.
- Have knowledge of the insurance provision for the trip.

Upon arrival:

- The event team should have a room on the same floor as the team members if possible and be as close to the members' rooms as possible.
- Team members should be made aware of the chaperone's room number(s) and how to contact them.
- All team members rooms should be checked on arrival for any damage, ensure the doors can be locked from the inside and that any provided telephones are working.
- Remove alcoholic drinks from rooms.
- If a member of the team requires transport to hospital, a chaperone must accompany them, taking medical information and any medication with them.
- The event team should check to see if there is a fire drill practice, and locate the emergency exits and assembly point.

Ensure the following information has been given to the members:

- Details of the emergency procedures (fire, accident, illness or other incident).
- Curfew and room rules.
- Itinerary and maps.
- An orientation of the venue.
- Guidelines on meal timetable.
- Know where medication is kept and who is responsible for distributing it.

### **Emergency Plan**

If an emergency occurs, the event team must:

- Establish what the emergency is and clarify the details of those involved.
- Establish what action needs to be taken to manage the emergency, ensuring the wellbeing of all members attending the event.
- Establish if anyone is hurt and call for medical assistance as required.
- Nominate a member of the event team to attend any medical treatment centre or other venue (e.g. police station) with the individual(s) concerned.
- Ensure the rest of the members are safe and under the supervision of a suitable person.
- If necessary, inform the police as soon as possible of the incident
- Contact the organisation's home contact and report the details of the emergency.

- If necessary, contact the home contact and ask them to contact the relevant parents of any members involved.
- If necessary, contact the Swim England Child Safeguarding Team for advice and guidance including whether or not insurers should be informed or action to take if the media is involved.
- As soon as possible, write down the details of what has happened.

### **Further Information**

Event teams can find further information on the above areas using the following links:

- Wavepower: <http://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>
- Safe Sports Events, Activities and Competitions: <https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions>
- Good Club Guide (Team Manager): <http://www.swimming.org/swimengland/good-club-guides/>
- Sport England Club Matters: <https://www.sportenglandclubmatters.com/>

# Appendix 1

## Pre-Travel Checklist

<b>About the country:</b>		<b>Actions / Comments</b>
Are there formal political links with the UK?	Yes / No	
Is there political or social instability?	Yes / No	
Are there notable religious customs or laws?	Yes / No	
Are there notable legislative differences?	Yes / No	
Are phone and postal systems reliable?	Yes / No	
Is the transport system reliable?	Yes / No	
Is there a drug problem or bribery culture?	Yes / No	
<b>Insurance Policy:</b>		<b>Actions / Comments</b>
Does it cover the activities taking place?	Yes / No	
Does it provide a replacement car?	Yes / No	
Does it have individual risk profiles?	Yes / No	
Does it cover medical bills?	Yes / No	
Does it include air ambulance cover?	Yes / No	
Does it cover return flights?	Yes / No	
Does it cover repatriation?	Yes / No	
<b>Travel Guidance:</b>		<b>Actions / Comments</b>
Are all passports valid?	Yes / No	
Are visas required, if so have they been obtained?	Yes / No	
Have the British Consulate / Embassy been contacted, where appropriate?	Yes / No	
Have you got a copy of all passports and visas?	Yes / No	
Have you got copies of all tickets?	Yes / No	

Do you require a driving licence, where applicable?	Yes / No	
<b>Medical Provision</b>		<b>Actions / Comments</b>
Have you identified where you can receive medical treatment, if needed?	Yes / No	
Have medical / dental check-ups been completed?	Yes / No	
Have necessary vaccinations been taken?	Yes / No	
Has a medical kit been prepared to take?	Yes / No	
Are any required prescription drugs available to take?	Yes / No	
Do wearers have spare glasses/contact lenses and solution?	Yes / No	
<b>Finance</b>		<b>Actions / Comments</b>
Can a 'float' be provided to cover costs?	Yes / No	
Do you have the right currencies?	Yes / No	
Do you have credit/debit cards?	Yes / No	
Has it been arranged to settle bills in advance?	Yes / No	
Complete a budget, and stick to it	Yes / No	
<b>Personal Security</b>		<b>Actions / Comments</b>
Have you given a security briefing to travelling staff/athletes?	Yes / No	
Is there a named contact to meet?	Yes / No	
Have instructions been given to maintain regular contact?	Yes / No	
Do you have details of high risk areas to avoid?	Yes / No	
Have you had risk avoidance training?	Yes / No	
Has an itinerary been produced?	Yes / No	
<b>Accommodation</b>		<b>Actions / Comments</b>
Has it been used before, or has it been recommended?	Yes / No	
Have you made a security check?	Yes / No	

Have you checked its quality?	Yes / No	
<b>Travel within the destination country</b>		<b>Actions / Comments</b>
Do you need an international driving permit?	Yes / No	
Has a hire car/coach been arranged (and driver)?	Yes / No	
If no hire car/coach is available, have transport options been confirmed?	Yes / No	
Do you have health and safety awareness information?	Yes / No	
<b>Contingency and emergency arrangements</b>		<b>Actions / Comments</b>
Have you done a threat assessment?	Yes / No	
Are there plans to cover flight delays?	Yes / No	
Is a mobile phone available?	Yes / No	
Do you know who to contact in an emergency?	Yes / No	
Do you have local medical contacts?	Yes / No	
Do you have an emergency evacuation plan?	Yes / No	
<b>On your return</b>		<b>Actions / Comments</b>
Have you shared any lessons learned?	Yes / No	
Have you updated your policy on that country?	Yes / No	

# Appendix 2

## Hotel Health and Safety Check List Template

	<b>Event Name</b>			
	<b>Event Dates</b>			
	<b>Health &amp; Safety Lead</b>			
	<b>Name of Hotel</b>			
	<b>Name of main contact at the hotel</b>			
<b>Collation of Hotel Paperwork</b>				
	<b>Steps</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
1	Contact hotel and ask for a copy of the hotel risk assessments (fire and evacuation procedures / kitchen, food hygiene / first aid resources etc.).			<i>Provide details here of where these have been filed and can be accessed.</i>
<b>Risk Assessments</b>				
	<b>Steps</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
2	When was the fire risk assessment last reviewed and were there any significant findings?			<i>Provide date of last assessment and details of significant findings.</i>
3	Read the fire risk assessment / emergency evacuation plan and complete a walk round of the hotel to evaluate its suitability.			<i>Consider areas such as, but not exhaustive to: Lighting, external routes, room location, restaurant, evacuation routes, car park (including safe route from car park to hotel). Provide date of when this walk round took place and who was present.</i>
4	Are you happy that the evacuation plan is suitable?			<i>If YES, continue to Emergency Plans.</i>
5	If you are not happy that the risk assessment is suitable you need to provide details of this and the agreed controls put in place by the hotel when completing your Swim England risk assessment.			<i>Complete Swim England risk assessment as required.</i>
<b>Emergency Plans</b>				
	<b>Steps</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
6	When was the emergency evacuation procedure last practiced?			<i>Provide date.</i>

7	Are you happy that the hotel evacuation procedure is suitable and sufficient for the numbers expected?			<i>If YES, continue to Q9.</i>
8	If you are not happy that the hotel evacuation procedure is suitable you need to provide details of this and the agreed controls put in place by the hotel when completing your Swim England risk assessment.			<i>Complete Swim England risk assessment as required.</i>
9	Have the hotel staff been trained in the fire evacuation procedure?			<i>Note here which staff have been trained and when the training took place.</i>
10	Is the evacuation plan displayed in the hotel rooms?			<i>Complete Swim England risk assessment as required.</i>
<b>First Aid Equipment and Cover</b>				
	<b>Steps</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
11	Is there 24 hour first aid cover at the hotel?			<i>Provide details of number of hotel staff qualified in first aid and their roles and the number of qualified staff on shift overnight.</i>
12	Are there first aid pack provisions available at reception?			
13	Does the hotel have a defibrillator?			<i>Provide details of location.</i>
<b>Kitchen / Food Hygiene</b>				
	<b>Steps</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
14	Does the hotel have a food hygiene and food safety policy?			<i>Ask for a copy of the policy.</i>
15	Is the hotel regulated for food hygiene and food safety standards?			<i>Ask for a copy of the latest food safety and hygiene external audit.</i>
16	Can the hotel accommodate dietary requirements?			<i>Get confirmation so there are no surprises on arrival.</i>
<b>Other Checks</b>				
17	Please list any checks specific to your event that you need to carry out and provide details of			<i>This could be relevant to an individual's specific requirements e.g. food allergies.</i>

# Appendix 3

## Swim England Hazard Identification and Risk Assessment Form

Risk Assessment for:

Undertaken by:

Date:

Identified Hazard	Persons at Risk	Risk Significance			Action required	Date Action taken
		Low	Med	High		