

RISK ASSESSMENT

For Group Educational Travel



Health, Safety and Emergency Policy

1. Adaptable Travel comply with all relevant health and safety regulations, including the Health and Safety at Work Act 1974, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles used are roadworthy and meet the requirements of relevant regulations in the country in which they are being used, including where relevant the European Community Licence authorising the International carriage of passengers by coach and bus for hire or reward in the territory of the Community pursuant to conditions laid down by Council Regulation (EEC) No 684/92, as amended by Regulation (EC) No 11/98 and in accordance with the general provisions of the licence.

Ferries

4. All ferry companies operating to and from the UK comply with the requirements of the International Safety Management (ISM) Code. The ISM Code is the safety management system required by International law for all companies operating passenger vessels.

Staffing

5. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability for work with young people.
6. There are adequate and regular opportunities for liaison between our staff and group leaders and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to group leaders.

Insurance

7. Adaptable Travel has public liability insurance for £10 million with a clause giving "indemnity to principal".

Accommodation

8. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented and a fire risk assessment has been completed. UK accommodation is inspected by the local Environmental Health Officer and any recommendations are implemented.
9. Overseas accommodation complies with the fire, health and safety regulations which apply in the country concerned.
10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
11. Separate male and female sleeping accommodation and washing facilities are provided.

Venues

12. All venues used (for seminars or conventions) comply with the fire, health and safety regulations which apply in the country concerned.

Financial Protection

13. Under 'The Package Travel, Package Holidays & Package Tour Regulations 1992' we are required to provide sufficient evidence of the security of money paid over and for the repatriation of the consumer in the event of insolvency. Our arrangements have been organised to meet the requirements of these regulations.

ATOL

The Adaptable Travel Group is licensed with the Civil Aviation Authority (ATOL 6870).

All the flights and flight-inclusive are financially protected by the ATOL scheme. When you pay you will be supplied with an ATOL Certificate. Please ask for it and check to ensure that everything you booked (flights, hotels and other services) is listed on it. Please



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see our booking conditions for further information or for more information about financial protection and the ATOL Certificate go to: www.atol.org.uk/ATOLCertificate

ABTA

Book with Confidence. We are a member of ABTA which means you have the benefit of ABTA's assistance and Code of Conduct. We provide financial protection for your money when you buy a package holiday.

If you buy other travel arrangements such as accommodation only this protection doesn't apply.

Many of the travel arrangements that we sell are protected in case of the financial failure of the travel company. Please ask us about the protection that applies to your booking. ABTA and ABTA Members help holidaymakers to get the most from their travel and assist them when things do not go according to plan. We are obliged to maintain a high standard of service to you by ABTA's Code of Conduct. For further information about ABTA, the Code of Conduct and the arbitration scheme available to you if you have a complaint, please visit www.abta.com.

