

Risk Analysis and Management System

Name: Class Tours Ltd. / Date: 1 January 2017

Activity situation: Gite Accommodation & Outdoor Areas (“HEBERGEMENT”)

Analysis	Description		
Risks Accident, injury, other forms of loss	1. Incapacitating injuries 2. Minor injuries (cuts, grazes) 3. Falls 4. Scalds/burns 5. Electrocution 6. Fire 7. Allergies, food poisoning 8. Assault / theft		
Casual Factors Hazards, perils, dangers	People <ul style="list-style-type: none"> - Group poorly controlled/supervised - Insufficient/poor communication - Medical/allergic reactions - Influence of alcohol 	Equipment <ul style="list-style-type: none"> - Faulty equipment - Poor maintenance checks 	Environment <ul style="list-style-type: none"> - Access to outbuildings, outdoor/garden equipment - Access to kitchen area - Open windows - Unmarked boundaries - Unauthorised entry/assault to property - Fire
Risk management strategies Normal operation	<ul style="list-style-type: none"> - Qualified staff - Appropriate group control and supervision - Good communication - Clear explanation of gîte, emergency procedures and out of bounds areas on arrival - Residential staff - Completion of accident log - Advance identification of medical/food intolerances and avoidance where at all possible - Fire evacuation procedure reinforced to group and practice effected on request 	<ul style="list-style-type: none"> - Regular equipment maintenance checks - Completion of property security register by approved bodies (fire alarm, smoke detectors, gas and electrical fittings) - Maintenance of equipment log activity sheets 	<ul style="list-style-type: none"> - Areas of unauthorised access/boundaries clearly identified - Security bars on windows where appropriate - Security lights and emergency exit signage clearly indicated - Locks on all external and internal doors - Fire retardant building materials where necessary - Fully operational fire/smoke alarm system
Emergency	First Aid kit, qualified First Aider, emergency contacts, telephone.		