



Ski Rep Resort Checklist

A. Coach

- Parking Sorted
- Driver's rooms sorted
- Drivers briefed on expectation and programme given
- Driver contacts checked.
- Last day arrangements checked.

B. Hotel

- Hotelier contacted and briefed.
- Room's allocation confirmed.
- House rules checked.
- Meal arrangements checked.
- Room checks completed.
- Hotel dynamic risk assessment undertaken and controls identified.
- Bar arrangements checked.

C. Skiing

- Equipment hire arrangements checked and implemented.
- Liff pass requirements checked and passes obtained.
- External instructors contacted and briefed.
- Conditions in resort checked and dynamic risk assessment undertaken with controls identified.
- TGM staff team briefed and documents distributed.
- Outline plan for ski groups and ski week agreed.

D. Group

- Party Leader and staff introduced to hotel staff and TGM Staff.
- Planning sessions with party leader completed. (To include briefing on hotel, skiing, transport and entertainment programme with any specific risk issues identified.)
- Group Introduction and Safety Briefing given as per briefing sheet.
- Ski Briefing given.
- Copies of Parental consent and medical declarations available.

Introduction/Safety Brief: Key Issues

- General introductions, TGM Staff, Hotel Staff, Others.
- Thanks to Drivers.
- Domestic arrangements to include meal times, facilities, specific house rules.
- Fire Arrangements and Fire Drill
- Hotel Safety to include locking of doors, protection of valuables and reporting of concerns.
- Room damage checks
- Resort safety including roads, village and specific risks.
- Illness, injury and First Aid.
- Entertainment Briefing, poss. use of hat or other awards.
- Ski Briefing