



Dear Group Leader

Risk Assessment And Important Information

Loading and Embarkation Areas in the Port of Dover

May we please bring to party organisers / coach drivers attention that whilst travelling through the port of Dover, all waiting and loading areas, including the Travel Centre and the quayside berth areas are subject to normal road traffic regulations and strict road laws are adhered to under Health and Safety Regulations.

We should also advise that the embarkation areas are extremely busy with freight and tourist vehicles manoeuvring to and from our vessels and you are respectfully requested to instruct your party members to follow the designated black and white walkways whenever moving around the portside to access food outlets and other facilities.

Behaviour of Young Persons on board ship

All leaders of school and youth groups should be assured that all P&O vessels comply fully with all current international and national Maritime Safety Regulations and we operate a comprehensive and audited Safety Management System.

Hazard Information Sheet

The following hazards may be met whilst you are on board. Please follow the advice given.

- **Bad weather:** the ship will move. If severe, the captain will advise all to stay seated and to take extra care when moving around.
- **Wet decks:** outside decks will be wet in and after rain. Inside decks may be wet near external doors, or where food or drink have been spilt. Avoid or take extra care.
- **Doors:** to outside can be blown shut. Doors inside the ship can swing shut unexpectedly. Other doors may close automatically. Keep hands and fingers clear of hinges and door edges.
- **Stairs:** can be steeper than you are used to, and get crowded, especially when leaving the ship. Please take extra care, and use the handrails.
- **Door sills:** lots of doors have sills, especially those leading onto or off vehicle decks, and to outside decks. Take care when crossing the sills, step over them, do not stand on them.
- **Congestion:** at stairway heads when leaving the ship. Please do not push or force your way into congested areas. We never leave anyone behind, so do not panic!
- **Young Persons' behaviour:** boisterous behaviour is not welcome onboard ship, it can be offensive and put others at risk. Please do not behave in any way which inconveniences others.
- **Running:** DO NOT RUN on board the ship at any time.
- **Moving vehicles:** on vehicle decks. Be aware that cars, coaches and lorries may have started moving before you rejoin your own vehicle. Take extra care when leaving the stairways and moving around on the vehicle decks.
- **Swimming Pools and Saunas (Pride of Bilbao only):** these are areas which can be dangerous. In order to reduce risk, all children MUST be supervised.
- **Access:** DO NOT assemble or form groups in numbers which block alleyways (corridors) or stairway accesses. It is essential that routes around the ship are kept as clear as possible.

May we also please seek your support as follows. We want your group, along with all our passengers, to enjoy their crossing with P&O Ferries, and therefore we would be grateful for your co-operation on the following points:

1. On boarding, we would ask you to introduce yourself to the Receptionist at the Information Desk and that you hand in the completed form provided overleaf. (There is no need to bring your whole group with you to the Desk.)

2. It is important that your group is made aware of the safety information detailed overleaf and that the potential dangers of unruly behaviour are explained. When a meeting point or area has been allocated or cabins reserved, please ensure your group keep together there until both the Captain's welcome announcement and important safety announcements have been played.
3. For the safety and well being of all passengers and staff, we would request that your group be supervised at all times and that the following points are observed:

DO

- Please respect the peace and comfort of other passengers;
- Please use the waste bins provided and leave the ship in the tidy state you found it in.

DO NOT

- Run, roam around or make noise in cabin alleyways. During night crossings, would group leaders please ensure that their group are in their cabins (where reserved) by 2300 hours British time.
- Allow access to outer decks during night crossings;
- Touch any safety equipment, or enter areas closed off by watertight doors, or access the vehicle decks whilst at sea;
- Use the lifts, sit on the stairs, or block the alleyways;
- Congregate at the top of stairways to the vehicle decks until called forward for disembarkation;
- Congregate at the Information Desk: this area needs to be kept clear.

4. Please note that it is our policy to:

- Not allow anyone under 18 to buy tobacco, cigarettes, wine or spirits, even as gifts. Under 18's are not allowed to buy alcoholic drinks from the bar;
- Not allow anyone under 18 to play on gaming machines or (where provided) to enter casinos;
- Prosecute all incidents of theft.

We ask that you return to your meeting point/area, as agreed with your Group Leader, 10 minutes prior to arrival and wait there for further information regarding disembarkation.

Transcript of Safety Message (This message may vary slightly on different routes)

“Ladies and Gentlemen, this is an important safety announcement.”

“Your attention is drawn to the emergency instruction notices which are displayed in the Assembly Stations and in other passenger spaces. These notices include the location of Assembly Stations; that is the areas where passengers should assemble in the event of an emergency, the method of donning a lifejacket and a description of the general alarm signal.”

“This signal consists of seven or more short blasts followed by one long blast on the ship’s whistle and followed by a similar signal on the alarm bells. If this signal is sounded you should proceed to the nearest Assembly Station. Assembly Stations are located throughout the public passenger spaces and can be identified by a square green and white sign with arrows pointing inwards to a symbol depicting a family group.”

“At an Assembly Station, a crew member will issue you with a lifejacket and instruct you in how to wear it.”

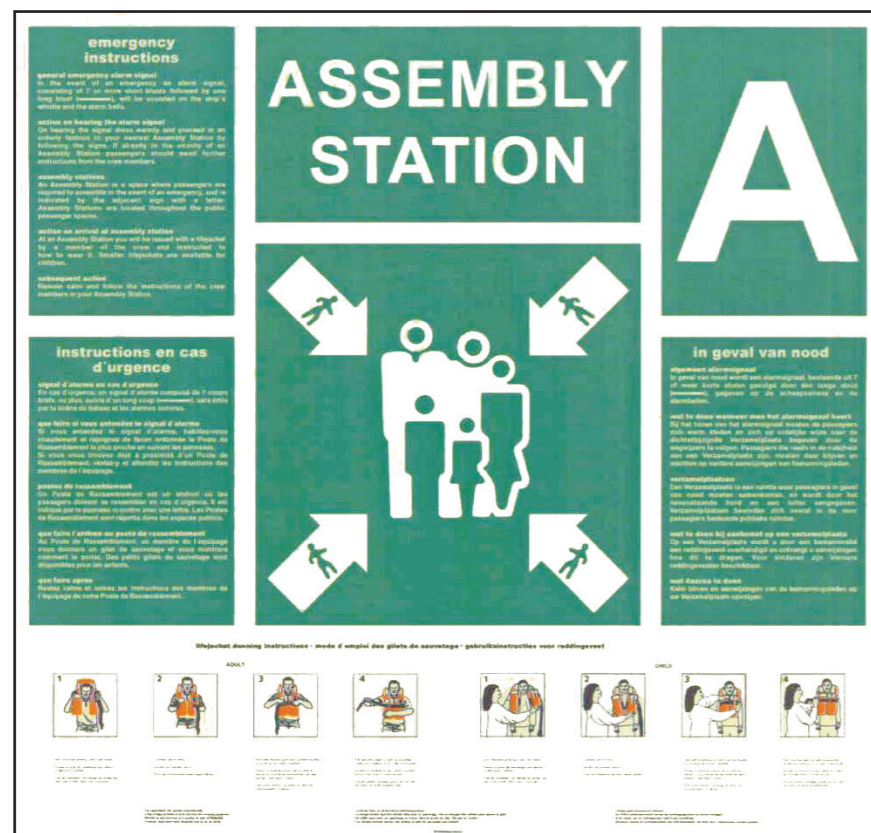
“Smaller Lifejackets are available for children.”

“You should remain calm and follow the instructions of the crew member.”

Thank you for your co-operation and we hope you enjoy your crossing.

P&O Ferries

Assembly Station Sign



RETURN

Name of Travel Company _____ Name of Group _____

Party size: Adults 18-16's 16-11's <11's

Group Leaders' Names (and cabin numbers where reserved): _____

Meeting Area or Point (where allocated): _____
To be handed to the Purser at the Information Desk on Embarkation

OUTWARD

Name of Travel Company _____ Name of Group _____

Party size: Adults 18-16's 16-11's <11's

Group Leaders' Names (and cabin numbers where reserved): _____

Meeting Area or Point (where allocated): _____
To be handed to the Purser at the Information Desk on Embarkation