

# Risk Assessments for Residentials: A Commissioner Checklist

## Considering the adults

- Do all of the adults hold an up to date DBS check?
- Does at least one member of the event team have/or are working towards the relevant GAW qualification (consider modules needed for the event)?
- Do the adults have the skills and qualifications needed for their role on the event? (eg First Aider holding First Response or equivalent)
- Are there enough adults to comply with Girlguiding ratios?
- Does the girl/adult ratio provide for the girls to be able to take responsibility in all the activities on the event? (eg cooking, tidying, maintenance and other independence skills)
- Are any adult males on the trip considered in terms of sleeping and toilet arrangements?
- Are any 'extra' children attending the event (ie leaders' children) considered in the risk assessment? Consider ratios as well as sleeping and toilet arrangements.
- Do any of the adults on the trip have any additional needs and are these considered in the risk assessment? (eg disability, diet, allergy)

## Considering the girls

- Do any of the girls on the trip have any additional needs and are these considered in the risk assessment? (eg disability, diet, allergy)
- If the event a multi-section, has this been considered in the risk assessment?
- Does the risk assessment consider the emotional needs of the participants? (eg homesickness/culture shock)
- Does the risk assessment include plans for unexpected illness?
- Does the risk assessment include plans for prevention of spread of viruses?
- Does the risk assessment include consideration of mobile phones/devices? (are they allowed; issues related to communication with parents)
- Does the risk assessment consider ways to avoid participants getting lost? (or absconding if appropriate)

## Considering the accommodation

- Is the proposed accommodation suitable for the age and abilities of the participants?
- Has the proposed accommodation been approved by Girlguiding (locally) as a residential venue?
- Is it clear that there are suitable sleeping arrangements which include (where appropriate) separate sleeping areas for the adults?
- Does the risk assessment include a fire evacuation plan?
- Does the risk assessment consider security of the venue? (eg theft, risk of intrusion)
- Does the risk assessment consider hazards relating to the accommodation venue? (Indoor accommodation examples might include slippery floors, stacked chairs. Outdoor accommodation examples might include tripping over guy lines, uneven ground, gas lights)

## Considering the activities

- Are the proposed activities suitable for the age of the participants?
- Are ALL of activities considered in the risk assessment? (check the proposed event outline/timetable)
- Has parental permission been given for all of the proposed activities? (cross reference with information/consent form)
- If an 'activity provider' risk assessment is being submitted, is there evidence that this has been considered by the leader in relation to their own girls' abilities and needs?
- Do the qualifications of the activity instructors meet the standards for Girlguiding? (check the activity A-Z on the GG website for details)
- Does the risk assessment consider 'housekeeping' activities such as cooking, washing up, collecting wood, Hoovering etc, including for the adults as well as the girls?
- Does the risk assessment consider external risks? (eg terrorism, evacuation, civil unrest)

## Considering the weather

- Does the risk assessment include protection from the weather? (eg sunburn, chilblains)
- Are there contingency plans in place for adverse weather conditions?

## Considering transport

- Does the risk assessment consider transport to and from the event where this is provided as part of the event?
- Does the risk assessment consider travel during the event? (How will the participants get to the activities?)
- Does the risk assessment consider hazards at the beginning and end of the event? (dropping off/picking up)
- Does the risk assessment include contingency plans for transport disruption?
- Does the risk assessment include contingency plans for lost luggage?

## Considering finances

- Is there insurance in place for the trip? If not are there funds in place to cover losses in the event of cancellation?
- Is there a contingency budget in place for any unexpected expenses?

## Considering travelling abroad

- Does the risk assessment consider border crossings? (eg passport loss, visas, process for airport security)
- Does the risk assessment consider risks relevant to the countries being visited? (eg hostage taking, infectious diseases, animals)
- Does the risk assessment include cultural considerations? (eg clothing appropriate to the culture)