

Helpful Hints for completing an Outdoor Residential Risk Assessment (including Covid related risks)

Residential risk assessments should be sent to your local commissioner for approval as well as the county residential adviser - residential_adviser@gghw.org.uk and the county outdoor activities adviser - outdoor_activities_adviser@gghw.org.uk
Who will check them before a commissioner signs them off

Use the outdoor checklist and risk assessment as a starting point then add extra rows to add the more specific camp and activity related risks

Hazards	What to include
Safeguarding:	
Photos or videos being taken of the meeting without permission.	How are you going to make sure the privacy of members is kept. What will be done if someone doesn't adhere to the controls
Adult members posing a risk	Who has appropriate qualifications, and Safe Space level 3. Will you have a spare volunteer on hand in case one of the leaders has a problem Who has GAW qualification
Personal information of adult or young members being given out.	Give specific details about who will be sending out all the information and how.
Sharing personal information	Make sure young members do not include full names or identifiable personal details on any item that is shared with the public.
Age-appropriate	Make sure that young members are drawing/writing content or having conversations which are appropriate for everyone in your unit
Safeguarding disclosure	What will you do Are adult members trained to handle this
Covid:	
Site restrictions or affected by Coronavirus	Check that site has Covid-secure measures in place Check site guidance on group size Check national guidance on group size Check that travel to the destination is allowed by relevant national and local government regulations
Infection risk from parents/carers	Specific meeting point listed and arrangement for pick up/drop off described in reasonable detail How have parents/carers been told about meeting guidelines Have consent forms been completed
From public	We have chosen this site because Will someone assess the site before the young members arrive Explain mitigation actions if site turns out to be unsuitable What would you do if a member of the public interacts with young members
From shared toilets	Arrangements regarding toilets and where they are located

From close contact between people	<p>Explain how are you going ensure young members are aware of social distancing</p> <p>State what the social distancing requirements are</p> <p>How will you maintain social distancing and what will you do if not adhered to.</p> <p>What are the residential ratios for the section, are these being met</p> <p>What are the isolation arrangements for anyone who displays COVID symptoms.</p> <p>Are any adjustments necessary for any members with additional needs - have adjustment plans been completed.</p> <p>Explain how equipment and resources are being given out</p>
Close contact between young members and leaders or adult adult members.	<p>Has masks and gloves been added to the first aid kit, will these be worn when administering first aid</p> <p>Details regarding parent's/carers response if child requires collection during the event (10 minutes may not be realistic)</p> <p>Are lateral flow tests required, if so by who, how and when will these be carried out</p> <p>Do masks need to be worn, if so by who and when</p>
From sharing	<p>Explain the cleaning regime for equipment and hands before, during and after use</p> <p>Arrangements for personal items, drinks and snacks</p>
Poor hand hygiene	<p>Who is providing the hand sanitiser</p> <p>Have allergies been checked if unit supplying</p> <p>Who is checking the hand sanitiser meets the recommended minimum alcohol level</p> <p>Procedure after children have used the toilet - do young members also need to use hand sanitiser</p> <p>When will the young members will be cleaning their hands</p>
Poor standards of cleaning	<p>What are the cleaning procedures</p> <p>What are the site's requirements</p>
Infection of vulnerable members	<p>How are you checking for vulnerable members or family members</p> <p>How are you involving all, including those vulnerable members</p>
Participant displays symptoms after meeting, raising concerns that others may have been infected	<p>Are GO records up to date, who and when checked these</p> <p>What are the register arrangements This must list everyone who is at the event (including adults). The register must be kept for 1 month after the event, this helps with Test and Trace and is in line with Girlguiding policies.</p> <p>If QR codes are in place, who is responsible for scanning into the site</p> <p>Are all adult members aware of the potential impact of self-isolation, as well as the potential of testing positive themselves</p>
Adaptations to activities	<p>How have you adapted activities to be Covid-safe</p>
A positive test from an adult or young member beforehand or change of rules.	<p>Are lateral flow tests being carried out and when</p> <p>Are you aware of rules from GGUK and UK Government</p>
A positive test from an adult or young member during camp.	<p>Are lateral flow tests being carried out and when</p> <p>Are you aware of rules from GGUK and UK Government</p> <p>What procedures will be carried out</p>
Site affected by Coronavirus	<p>Are you aware of rules from GGUK and UK Government</p> <p>What procedures will be carried out</p>

General Camp:	
Vehicle movement	Who and what will be communicated
Slips, trips and falls	How do you intend mitigating this, what precautions or procedures will be in place
Wet grass from rain	How do you intend mitigating this, what precautions or procedures will be in place
Young members getting lost	How will this be dealt with or prevented
Weather	Contingency plan for inclement weather How will sunburn/heat stroke be prevented Treatment for hyperthermia or how will it be prevented Lightning contingency plan Dehydration
Unsuitable campsite/equipment	How will this be prevented or dealt with
Uneven terrain at campsite	What information will be communicated
Strangers on site	Safeguarding risk How will you restrict/manage access Does anyone else have access to the site Do you have a plan for emergencies like someone on site who is a concern Have you talked to the young members about what to do
Carrying of heavy equipment	Will anything be available to use to help with this Manual handling practices
Collapse of tent	How will this be prevented or dealt with
Tents: tripping over guy ropes	How will these be pegged and any other precautions in place
Other groups on site	Explain procedure of interaction with other groups on site
Sleeping arrangements	How many young members per tent Position of tents Adult members' sleeping area
Dogs, wild animals	What information will be shared with members
Poor lighting at night	What equipment will be available

Someone goes missing	What procedure will be followed Who will be informed
Someone has their possessions stolen	What procedure will be followed Who will be informed
Lack of communication with county advisers	Have the home county outdoor and residential advisers been notified the residential is taking place Have the host county outdoor and residential advisers been notified the residential is taking place
Not following Girlguiding procedures	Is the venue Girlguiding approved How has this been checked Ratios for residential and maximum numbers
Kitchen/Food:	
Poor hand hygiene	Hand washing procedure
Food and drink allergies	Who is the first aider Do you have allergy information from parents How will you identify food and its contents so young members know what they can eat Who holds emergency contact details Do you have access to a phone for emergencies
Food preparation	Cross contamination Hand washing routine
Using knives	What are the procedures and expectations of behaviour. Who supervises How to safely use your knives.
Risk of minor injuries while cooking including minor burns/scalds, use of chopping knives/scissors/ can openers, lacerations/ splinters / slips/ trips/falls	What are the procedures and expectations of behaviour. Who supervises Where will equipment be stored and who has access to this What should/shouldn't be worn If a pan is too heavy to carry help must be sought. Appropriate tools and utensils should be used for the job in hand. Water buckets on standby. Use of fireproof gloves. Use the correct knife for the job in hand. Where is wood stored and how is it handled Wood chopping by who Is a First Aid kit available in this area
Risks associated with food e.g. allergies, food poisoning, Norovirus etc	Waste disposal rules How have allergies been checked Food hygiene standards Hands washing Young members will not share food on their plate with anyone
Food preferences for dietary or religious/cultural reasons	Have you considered food preferences for dietary or religious/cultural reasons Have parents been asked Will any documents be checked

Risk of burns and scalds, and minor injuries from cooking on fires/ stoves	Procedures and expectations of behaviour Supervision Fires adequately spaced apart Fires in designated area Fire lighting equipment stored where Hair and clothing. Water buckets Use of fireproof gloves if required Is a First Aid kit available
Gas Stoves	Gas leaks Where will spare gas bottles be stored Will hoses and connections be checked
Health & First Aid:	
Minor first aid incident	What is available Who will administer Will records be checked and kept Is an area set up and where is this located
Risks associated with poor health & hygiene	What are the procedures for waste disposal. Food hygiene standards IS the water safe to drink
Minor rope burns	What are you doing to eliminate this
Allergies/ Hayfever	Has allergies been checked and how Will any medication be available for this
Allergens	Is anyone allergic to any of the items you use Consider food allergens and dietary requirements and plan accordingly. Consider sensitivities to chemicals or objects that could result in reactions, such as latex.
Bee/wasp stings	Consider allergic reaction to bee/wasp sting Will any treatment be available
Chemicals/ hazardous materials	Where will these be stored Will any PPE be used when using chemicals/hazardous materials
Wetting the bed	Will spare bedding be available
Young member starting her period	Will sanitary protection be available Will spare bedding be available
Injury/sickness of a young member during event	What will you do if a member is unwell Will anyone be notified
Injury/sickness of an adult member during event	What will you do if a adult member is unwell Will anyone be notified Will ratios still be maintained

Illness of Leader in charge just before the trip	Will the event continue Are ratios still covered What contingency plan is in place
Injury/sickness of a group member just before the trip	What's the refund policy
Minor illness at event eg tummy bug	What procedure will be followed How will this be prevented
Home sickness	How will this be dealt with Will anyone be notified
Someone becomes seriously ill or is hospitalised	Who will accompany the member to hospital Who will be informed
Someone dies of natural causes	Who will be contacted
Someone wants to return home after a serious incident back at home	How will this be organised Who will be contacted How will arrangements be made
Activities:	
Young members excluded from activities/games	Young members may be unable to take part in games (e.g. through additional needs/disability). How are you going to incorporate all young members What reasonable adjustments can you put in place
Physical exertion	Will you check if anyone has underlying medical conditions or injuries. Will anything be available to help alleviate this What will be communicated. Will any adjustments be made Is the correct level of first aid available
Equipment failure	How will this be prevented or dealt with
Instructor inadequately qualified	What are you doing to make sure instructors have the correct qualification
Water Safety	If applicable Do adult members have the correct qualification or experience What risks should be considered
Walking safely	If applicable Do adult members have the correct qualification or experience What risks should be considered

<p>Going out</p>	<p>What preliminary preparations would have taken place What will be assessed before going out What will be communicated to parents and young members Make sure ratios and consent forms are all in order within Girlguiding policies. Are there any risks from contact with insects Are there any hazards posed by animals, consider dog bites, cat scratches, horse bites or kicks, farm animals and zoonosis Are all areas free of broken glass or other sharp objects Has the area been checked for deep holes Are there any areas of deep water near by Is there any traffic or other moving vehicles to consider Are there any poisonous plants or fungus in the activity area Is public transport being used Is hired transport being used</p>
<p>Using sharp objects (eg. needles or cocktail sticks)</p>	<p>What will be done before the start of the activity involving these items How and where will these items be stored Will a safety briefing be given to young members Consider if PPE is required Supervision of young members What will be checked at the end of the activity</p>
<p>Using tools</p>	<p>What will be done before the start of the activity involving these items How and where will these items be stored Will a safety briefing be given to young members Consider if PPE is required Supervision of young members What will be checked at the end of the activity</p>
<p>Risk of other minor injuries e.g. splinters from wood etc</p>	<p>What will be done before the start of the activity involving these items How and where will these items be stored Will a safety briefing be given to young members Consider if PPE is required Supervision of young members What will be checked at the end of the activity</p>
<p>Risk of Fire</p>	<p>Where assembly point is and fire procedure. Procedures and expectations of behaviour Supervision Fires adequately spaced apart Fires in designated area Fire lighting equipment stored where Hair and clothing. Water buckets Fireproof gloves Is a First Aid kit available</p>
<p>Fire/explosions - risk of severe or minor burns/ scalds and environmental risk of a spreading fire</p>	<p>From cooking area, gas bottles, camp fire Are site rules being followed Participants behaviour Fire drill Clothing, etc Fire positions Fire buckets Gas bottle storage Equipment for tasks</p>
<p>Financial risks:</p>	
<p>Insurance/Loss of money</p>	<p>Has it been checked whether additional insurance is needed What is the sites cancellation policy How will any shortfall be covered Are all activities allowed by Girlguiding Is cancellation insurance needed Who will cover any shortfall Are parents aware of cancellation/refund policy</p>

Lack of money for all activities.	How was the budget calculated How will the shortfall be covered
Excess money for event	What will happen to excess money
Emergencies	
Fire Drill	Has this been carried out Where is the assembly point
Emergency procedure	Who will dial 999 What is the procedure Where are emergency contact details stored
Mobile Phones	Will these be available How will they be charged Is there a signal, has this been checked