

Insert Address here

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Example Residential Risk assessment

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| Event: Date and Location: Group leaders: Contact details:  |
| Activity | Possible Risk | Prevention | Action to be taken to reduce risk | Responsibility |
| Before event/throughout event | Illness, accident, emergency |  | * Ensure all present overnight have handed in consent forms to leaders (leaders included). These should include details of next of kin and doctors’ details
* Hard copies on site and digital copies available if needed
* All dietary needs informed and accommodated by menu
 |  |
| Travelling by coach/minibus/car | * Road traffic accident
* Safeguarding infringement
* Travel sickness
* Breakdown
 | * Seatbelts to be worn
* Young person to alert leader if feel unwell
* Ensure there is a chaperone present with the driver
* Hire from reputable company
 | * Ensure leaders have completed consent form for each young person
* Ensure all parents have emergency contact number
* Check appropriate insurances
* Check that all young people have taken travel sickness pills if required
* Take First Aid kit
* Take bucket/bags
* Check for breakdown cover
 |  |
| Throughout weekend | * Fire
 | * No smoking or candles in bedrooms
* Ensure that all appliances in kitchen switched off after use
* Ensure all present are aware of the evacuation procedure
 | * Fire drill
* Check location of fire extinguishers
* Ensure all present are aware of evacuation procedures
 |  |
| Throughout weekend | * Leaving site
 |  | * Over 18’s to notify leaders
* Under 18’s not to leave site unaccompanied
 |  |
| Throughout weekend  |  |  |  |  |
| Safeguarding | * Protecting young people from each other and adults
* Risk from other adults on the site
 |  | * Close monitoring, accountability
* Bullying awareness
* Appropriate sleeping arrangements
* Travel policy adhered to
* One-to-one conversations not behind closed doors
* Always aim to work with or within sight of another adult
 |  |
| Alcohol/Drugs | * Alcohol, drugs or other illegal or dangerous substance being brought on site
 | * No drug’s alcohol policy
 | * Behavioural expectations
* Bag searches if required
 |  |
| Weapons | * No weapons to be brought on site
 | * No weapons policy
 | * Behavioural expectations

Bag searches if required |  |
| Smores around Firepit | * Burns
* Clothing catching fire
* Trip/fall into fire
 | * Set behavioural expectations
 |  |  |
| Cooking/making hot drinks | * Burns/scalds
 | * Set behavioural expectations
* Leader presence during cooking
 | * Appropriate first aid kit on site
 |  |
| Rats/wildlife in kitchen | * Disease
 | * Keep door closed
 | * Awareness
* Visual checks
 |  |
| Food Poisoning | * Illness
 |  | * Use of colour coded chopping boards
* Aprons
* Thermometer
 |  |
| Walk/outdoor games | * Sprains/falls
 | * Appropriate shoes
* Appropriate games
 | * Walk route known
* Ensure at least one fully charged phone
* Appropriate route for walk
 |  |
| Stairs | * Falls
 |  | * Appropriate footwear
* Behavioural expectations
 |  |
| Terrorism or external attack | * Death or serious injury
 | * Leaders all known and safer recruited

  | * Drill/plan for event of attack
* Ensure young people know what to do if they are attacked
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| Completed by: Victoria Etherington |
| Signed: |
| Date: |