



Girlguiding

Risk assessment – Going away and activities while away

Fill out this risk assessment for any residential trip, and activities planned for the trip, including adventurous activities. There is a separate risk assessment for travelling abroad.

Adventurous activities are listed on the [Adventure for girls webpages](#) and can be found by searching under the category 'Adventurous activity'. In addition, if the activity is adventurous, it will have a call out box with an ! on the page highlighting this (for example see [Archery / Girlguiding](#)). Where the activity is adventurous there will be a need for an additional risk assessment to be conducted by the qualified instructor or activity centre.

People potentially at risk: All staff, volunteers, members, visitors, members of the public and anyone else the activity may impact.

Where hazards may be encountered: At the meeting place, during the activity.

It is recognised that not all risks are foreseeable and that there will always be a requirement to be assessed dynamically at the time of the activity – this means they cannot always be recorded but it is good practice to try and record them either contemporaneously or as soon as possible after they have been identified and assessed.

Sign off: Send this risk assessment along with your REN form to your authorizing commissioner and adviser for approval. Any updates to REN forms should also include and updated risk assessment.

Name of unit/group:	
Name of person completing the risk assessment:	
Please provide an outline of the trip (places you are visiting) and where you are actually staying with dates:	

Date and timings of the whole trip:				
How are you travelling to, from and around the destinations?				
Is the trip self-organised or do you have company organising? If so give details:				
<p>Activities covered by this risk assessment</p> <p>If you are carrying out a number of activities while you are away you should list separately and if circumstances are very different for each you may want to consider having a separate risk assessment for each one – in which case use the activity outside the unit meeting place form together with this one.</p> <p>New activities should not be added to the itinerary once final approval has been given and definitely not once the trip has commenced.</p>	Activity description	Date and timings	Location	Separate risk assessment? Yes/ No

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank! If not applicable, insert N/A	Date completed
Information on residentials	Guidance on going on residentials is reviewed and followed at all times.	Have you reviewed and followed Girlguiding's guidance on residentials?		
Attending a large-scale event run by Girlguiding or another organisation	Girlguiding's guidance on taking girls to large-scale events is reviewed and followed, as is any specific event information from event organisers.	Have you reviewed and followed Girlguiding's guidance on taking girls to large-scale events? Having read the guidance and information provided by the event organiser, are there any additional controls not included that you feel you need to put in place?		
Informing the local commissioner/Duke of Edinburgh adviser	At the start of planning a residential event the activity is discussed with the commissioner and the first part of the residential event notification (REN) form is completed and sent together with a copy of this completed risk assessment to the commissioner who will review and confirm approval for the next stage of planning. The timings for the second stage is determined by the type of residential planned (see Going on residentials). This when the updated risk assessment and itinerary are submitted for review and final approval. Continued overleaf	Have you completed the relevant parts of the REN form and sent it along with this risk assessment to your commissioner who will review and confirm approval for the next stage of planning? Include here details of the date you need to complete and submit the form together with any reviewed risk assessment and itinerary. If the activity is in relation to Duke of Edinburgh, have you followed the required process?		

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Informing the local commissioner/Duke of Edinburgh adviser (continued)	For Duke of Edinburgh activities, there is a DofE expedition notification (DEN) form and process that needs to be followed. See Get involved in Duke of Edinburgh award .			
Communications and consent for activities	<p>Information, including any safety information, about the trip is given to volunteers, young members and their parents/guardians as appropriate, and consent obtained.</p> <p>On the consent form, parents/guardians have included emergency contact information.</p> <p>A home contacts system has been put in place.</p>	<p>Have you provided information, including any safety information, about the trip and any activities you're doing, to volunteers, young members and their parents/guardians as appropriate? Have you obtained the necessary consent?</p> <p>Digital safeguarding procedures</p> <p>Getting permission</p> <p>Have you got a home contacts system in place?</p>		

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Communication during event amongst participants	Where appropriate and with parental permission participants' phone numbers are taken and exchanged between them so they can communicate during the trip. These are deleted after the event to prevent misuse.	Do you need to obtain and exchange mobile phone numbers so participants can communicate during the trip? Do you have a process in place to make sure these are deleted after the trip?		
Status of venue including campsite chosen for overnight/residential accommodation	There is a list of approved venues/campsites for sleepovers which is reviewed and checked centrally. If the sleepover is part of a large-scale event run by Girlguiding it's safe to assume checks have been done and no further checks are needed.	Is the venue you've chosen on the approved list? If the venue isn't on the approved list it will need to be approved before you can use it. Contact your district/county/region for details of how to do this.		
Fire risk assessments for venues you're visiting	It isn't necessary to get a fire risk assessment for every building you visit. The people who own and run the buildings are responsible for fire safety and should have done an assessment.	If you have any concerns, speak to the owners and ask for assurance that the building is safe, and they have a suitable risk assessment in place. Ensure that in each and every new accommodation you stay in the leaders familiarise themselves with the emergency exit routes/procedures on arrival – and they feed this back to all the group participants.		

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Specific needs related to evacuation	People with adjustment plans are provided with a Personal Emergency Evacuation Plan (PEEP) if required.	Have you made sure anyone with specific needs has a Personal Emergency Evacuation Plan (PEEP) ? Have you informed the venue where you're staying – and any venues you're visiting – about any specific needs people in your group have related to a PEEP? Are plans in place?		
Specific venue evacuation information	Any specific information about evacuation from venues you're staying in or visiting is obtained and given to everyone as appropriate.	Do you need to have a briefing from any of the venues on their emergency evacuation procedure and assembly point? If so, does everyone who needs it have it? In most public buildings this won't be necessary as they'll take control of any evacuation. However, you may want a briefing if you're alone in the building and/or the evacuation process isn't obvious.		
Issues with individual/group behaviour, including (but not limited) to drugs, alcohol, smoking, sex, absences without leave and breaking bedtime curfews	Ages and group dynamics/history in relation to potential behaviour are considered and appropriate supervision is put in place to control this. Checks are in place to stop issues arising when the group has free time and/or should be somewhere specific as part of the trip programme. These could include checks after lights out and/or agreeing behaviour and expectations of the group before or at the start of the trip.	Have you considered the potential for behavioural issues and thought about suitable control measures? Challenging behaviour in girls You might want to consider a group/event charter agreement agreeing behavior with all participants beforehand so they have ownership and buy into it. Continued overleaf		

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Issues with individual/group behaviour, including (but not limited) to drugs, alcohol, sex, absences without leave and breaking bedtime curfews (continued)		NB It's up to the event leadership whether volunteers can drink alcohol at guiding events. However, all adults must remain capable of dealing with an emergency or first aid incident and at least two adults should be below the UK legal alcohol limit for driving a vehicle.		
Provision of emergency first aid and handling and disposal of items contaminated with bodily fluids	<p>Guidance is reviewed on the appropriate level of first aid cover needed. This differs depending on the activity but when staying away a minimum of one person who has attended a suitable and valid first aid course such as 1st response or a professional similar or higher-level course is required. If the first aider is male, a woman must be present when treating a member.</p> <p>A leader takes an appropriate first aid kit with essential items to activities.</p>	<p>Have you reviewed Girlguiding's first aid guidance and activity finder? And have you arranged for a appropriate number of suitably qualified persons to be present in relation to the activities?</p> <p>Are you are taking an appropriate first aid kit with essential items with you to activities?</p> <p>Have you considered access to accident and emergency services?</p> <p>Do you know your what3words location?</p>		

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Handling medication including prescribed medication	Details of individuals' requirements are included in the health form and leaders ensure the medicine is suitably labeled and stored, and that participants take their medication appropriately.	Have you received all the health forms and made arrangements for any medicines required to be labeled, stored and dispensed appropriately? Giving and administering medicines		
Managing the group if there's an emergency	Contingency plans are considered and written, based on any potential issues that could occur during the trip. These include a home contacts system in case of emergency. Information is given to everyone on the trip about what to do if there's an emergency – where to go if they get lost and where to meet if they get split up, for example.	Have you considered all aspects of your trip, including the logistics, in terms of potential emergencies? What, if any, contingency arrangements need to be put in place? Has this been discussed with participants and parents/carers?		

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Reporting of incidents, accidents and near misses and post-incident support	<p>Any incidents involving the following are reported to headquarters:</p> <ul style="list-style-type: none"> • Significant injury or discomfort • Damage to property • Significant near misses • Potential insurance claims • Involving acts of aggression or violence towards a member of staff or volunteer, including verbal abuse. (Where appropriate, incidents involving young members should be reported to the HQ safeguarding team.) <p>The emergency file is compiled/ reviewed.</p>	<p>Have you compiled/reviewed the emergency file?</p> <p>Do you know what to do if there's an emergency while you're away?</p> <p>Emergency file</p> <p>Accident notification form</p>		
Insurance	<p>The leader in charge makes sure your group has suitable insurance in place.</p>	<p>Do you have all the appropriate insurance cover in place? You may need travel insurance even if your trip is within the UK.</p> <p>Is any equipment insured if appropriate?</p> <p>If you're using an independent company or individual to provide your trip or an activity, have you checked they have appropriate insurance in place? If you are using a non-Girlguiding site or have third party activity providers, please check that they have public liability insurance.</p>		

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Financial consideration	Guidance on what to consider in terms of financial risk and contingency planning is available and should be reviewed and taken into consideration in your planning	Have you reviewed and followed the guidance? You can add these risks to the 'Anything else' section if required. Setting expectations for your residential event		
Adult to child ratios to ensure adequate supervision	Girlguiding's guidance is followed at all times, so the number of adults available to supervise activities meets the required ratios.	Have you reviewed Girlguiding's information about adult to child ratios ? Do you have enough volunteers for your young people? Think about the activities you'll be doing and who will be available to supervise. The adventure for girls section of our website will tell you the adult to child ratios required for different activities. Sometimes a supervisor needs to focus on one individual for example making sure they put a harness on correctly; they are not alone with them, but a re not available to supervise generally as they are focussed onteh individual, so factor this in. What will you do if numbers of volunteers reduces? For example, if someone takes ill or the number of young members increases at short notice?		
The presence of volunteers' family members	Girlguiding's guidance is reviewed and followed at all times.	Have you read our guidance on involving families in adventures ? Have you considered any additional controls you may need to put in place if there are children of a different age taking part in the same activities as young members?		

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<p>Suitability and competence of volunteers and leaders</p> <p>Inadequate training and awareness</p>	<p>Guidance on the training requirements for leaders for some activities is reviewed and followed.</p>	<p>Have you used the adventure for girls section of our website to find out the training requirements for instructors for your activities? Do your activities require a qualified instructor?</p> <p>If you're organising the instructor/activity you'll need to verify their qualifications and make sure they have the appropriate disclosure checks.</p> <p>If you're doing it through an outside organisation, you should check they're using instructors with the appropriate qualifications. It's their responsibility to make sure instructors have these.</p>		
<p>Fitness and ability of volunteers, young members and others doing activities</p>	<p>Individuals' adjustment plans are reviewed by the unit leader before members take part in events or activities.</p> <p>Any adjustment plans for volunteers taking part in the delivery of an event or activity are reviewed by the event organiser.</p> <p>Any issues raised when discussing the trip/activities with girls and parents/guardians are considered.</p>	<p>Does anyone taking part have an adjustment plan? Have you considered how it might play into the trip/activities?</p> <p>Some of the activities planned may trigger participants to tell you they have a problem, for example they're scared of heights or aren't confident in water. Do you need to make any adjustments to travel plans/catering/activities with this in mind?</p>		

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Managing the spread of infectious disease	<p>People who are unwell are asked not to attend. If they become unwell on the trip, arrangements are made for them to go home, if possible, or keep them isolated until they are better.</p> <p>Soiled items are disposed of appropriately.</p> <p>Hands are washed regularly and thoroughly.</p>	<p>Have you asked participants to wash their hands regularly and stay away if they're ill? Consider contingency arrangements if people become unwell on the trip. If washing facilities aren't available, could they use hand sanitisers or wipes during planned activities, particularly before eating food?</p>		
All modes of travel to and from the trip/activities, including walking and travelling by car, train, bus or plane	<p>The risks of the journey from end to end are considered and appropriate controls are put in place.</p>	<p>What modes of travel will you be using? Have you planned your route?</p> <p>Does everyone using vehicles for transporting young members have the appropriate driving licences, tax and insurance cover?</p> <p>Girlguiding's advice on transport and vehicle insurance</p> <p>Our drivers' handbook</p>		
Moving vehicles when crossing roads during activities	<p>Participants are encouraged to be aware of risks and stay safe through dynamic assessments and by using available safe crossing points.</p>	<p>If you're travelling, have you planned your route? Consider how you'll manage crossing busy thoroughfares – will participants be expected to walk in small groups? Will you have any restrictions on wearing headphones or using mobile phones, which may distract from potential dangers?</p> <p>The Highway Code - Guidance - GOV.UK</p>		

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Manual handling of equipment and luggage	Consideration is given to the weight, size and amount of equipment/luggage participants will need to handle.	Have you reviewed the equipment/luggage you're taking and considered safe lifting, and the practical aspects of handling/carrying it? Do you need to give participants any guidance? Health, safety and welfare procedure		
Storage and cooking of food products for eating Lack of availability of food	Girlguiding's guidance is reviewed and followed at all times. Allergies and food intolerances are covered in the unit risk assessment you should have already filled out.	If you're planning to prepare food or are taking food (packed lunches) with you, have you gone through Girlguiding's food safety guidance ? Have you thought about what food will be available for participants with dietary requirements and preferences? Volunteers can sign up for our catering scheme , which covers many of these issues in more detail.		
Adventurous activities	Information on adventurous activities that will form part of the trip is reviewed. Adventurous activity: an activity that's exciting and stimulating. It may take place indoors or outdoors. By its nature or location, it may expose those taking part to higher levels of risk than usual unit activities.	If your trip involves adventurous activities, have you reviewed our adventure for girls webpages to see what you need to do to keep participants safe? If any of the activities you're planning are adventurous (see our definition opposite) and aren't on our adventure for girls pages, you must contact the outdoor activity adviser for your country or region, or email adventure@girlguiding.org.uk . Don't go ahead with the activity until you have confirmation that it's OK to do so. There are some prohibited activities Girlguiding doesn't permit you to take part in.		

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Provision of specialist equipment, including manual handling equipment and protective clothing	<p>Each activity is reviewed, and consideration is given to what equipment/clothing may be required over and above any supplied by the instructors and/or specialist organisations running the activity. For details, see the adventure for girls finder.</p> <p>A qualified instructor and/or company running the activity should be aware of and should supply any specialist equipment required with the appropriate testing.</p>	<p>Have you considered any additional equipment requirements?</p> <p>Have you checked any equipment you've borrowed or own to do the activity? Is it properly maintained and tested, if required?</p> <p>Have you confirmed in writing that the qualified instructor/company running the event is supplying specialist equipment with appropriate testing in place?</p>		
Risk assessments from third parties	<p>Girlguiding expects third parties running activities to have done their own risk assessments.</p> <p>Generally, it's not necessary to check these risk assessments, for example if you're visiting an ice-skating rink or climbing wall operated by a reputable company.</p> <p>Continued overleaf</p>	<p>If appropriate, have you obtained and reviewed copies of the risk assessments and passed them on if required?</p>		

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Risk assessments from third parties (continued)	<p>However, if a third party is running an adventurous activity (as described above) or if an individual instructor or company is running any activity at a venue you've booked, here's what to do:</p> <p>Ask for evidence that the third party has their own risk assessments in place. You may also ask for copies to give the site operator if they need this.</p> <p>You don't need to review, agree with, or confirm the suitability and sufficiency of these assessments. However, understanding and checking that the assessments align with our policies and your own risk assessments may be beneficial.</p> <p>If you're dissatisfied with any aspect of the arrangements, don't go ahead with the event. For more advice, get in touch with the outdoor activity adviser for your country or region, or email adventure@girlguiding.org.uk</p> <p>Girlguiding, our volunteers, and members take no responsibility for the suitability or sufficiency of third-party risk assessments</p>			
Weather contingency plans	Contingency plans are in place if your trip/an activity has to be curtailed, adapted or postponed due to weather conditions. Include consideration of wildfires that may be spread by winds etc.	Have you considered contingency plans if the weather conditions force you to cancel your trip/an activity? Or how you could adapt your plans to so it could go ahead safely?		

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Weather conditions and suitability of clothing and footwear worn	<p>Consideration is given to the weather to help with planning activities and dress code. For example, hats, coats, gloves and appropriate footwear may be needed, or suncream.</p> <p>Weather warnings are monitored regularly to ensure safety, and activities may be adjusted accordingly.</p>	Have you considered the weather at your destination? What does it mean for dress code?		
Lighting levels	<p>Lighting levels are considered for each activity, particularly in relation to risks for tripping and falling. Appropriate controls are put in place.</p> <p>This doesn't mean activities like wide games can't take place in the dark, but the risks should be considered and where appropriate additional controls put in place.</p>	What's the lighting like for your activity, given the time of year, terrain and where it's taking place? What can you do to lower any lighting-related risks?		
Speed and movement of people and animals	Running is restricted to games/outdoor activities where there's good visibility and everyone is aware of potential hazards.	Have you communicated this to everyone taking part?		

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Local environment issues with, for example, blue green algae, Weil's disease, Lyme disease, ticks and E coli, including accessibility of farm animals and/or activity in fields previously used by animals, including dog poo, particularly where food is consumed	Consideration is given to additional controls if necessary, for example keeping arms and legs covered, or regular washing, and/or avoiding certain areas or activities.	Have you considered what additional controls may be required?		
Participation of animals, including pets	<p>Strict guidance is provided if animals are to be involved in the activities. For example, well behaved pets to be kept under the control of owners, who have responsibility for cleaning up after them.</p> <p>If there was an accident, it would be dealt with under public liability insurance. However, Girlguiding would likely try to claim back some of the cost from the owner.</p>	<p>Are you running activities involving animals, for example a walk with dogs? Have you thought about and provided appropriate guidance to participants?</p> <p>If several different types of animals may take part, consider their impact on each other.</p> <p>Have you considered any allergies or fears participants have told you they have?</p>		

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Joint events with Scouts	Girlguiding's guidance on running these is reviewed and followed.	Have you read and considered our guidance on joint adventurous activities with Scouts ?		
Splitting of party into smaller groups	<p>When splitting into groups supervisors know the exact number of people in their group so they can easily check they're all still accounted for.</p> <p>Participants are instructed to stay with their leader at all times and regular headcount checks at appropriate intervals are done to make sure everyone is still present.</p> <p>Communication between the groups is pre-arranged.</p>	<p>As far as possible, make sure any groups are allocated and agreed with participants, so cohorts aren't split up and inclined to try to join another group.</p> <p>Have you given leaders details of any groupings and explained the need for regular headcounts?</p>		
Terrorism including bomb threats	Run Hide Tell information is provided to participants as and when appropriate.	Is your trip/activity taking place in an area that is potentially at a higher risk of a terrorist attack? In central London, another large city or venue, for example. Have you considered showing participants this Run Hide Tell video before you go?		
Availability of toilets, drinking water and other welfare facilities/shelter	Planning includes consideration of where toilets and other welfare facilities/shelter are available on route and/or during the activity, including availability of safe potable drinking water.	Have you considered where toilets and other welfare facilities are located in case participants need them?		

Additional considerations for activities at height

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Activities at height	Girlguiding has specific guidance for these activities.	Have you read our guidance on activities at height and considered any additional controls that may be required?		

Additional considerations for fires and fireworks (Sparklers are classed as domestic fireworks)

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Campfires	Girlguiding has specific guidance for this activity.	Have you read our guidance on campfires and considered any additional controls that may be required?		
Firework displays/non-domestic fireworks	The Health and Safety Executive (HSE) has guidance on this, including on the specific legislation covering handling and storing non-domestic fireworks, and the specific licences required to run displays.	Have you read the HSE guidance on organising firework displays and considered any additional controls that may be required?		

Additional considerations for fires and fireworks – continued

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Location of fires and/or areas where fireworks are let off	<p>Fire/fireworks displays are located in a safe space:</p> <ul style="list-style-type: none"> • At least 5m away from potential sources of fuel that might inadvertently catch, like trees, bushes, wood piles or other combustible items • At least 5m away from buildings • At a safe distance from spectators – if fireworks are involved then the manufacturer’s instructions are observed • Preferably contained in a ring of non-combustible material or in a non-combustible container <p>If it’s been very dry in the area, there’s a risk of wildfires. It may not be appropriate to start any sort of fire that you might not be able to contain.</p>	Are the controls in place?		
Presence of facilities to extinguish fire in an emergency and/or deal with fireworks that don’t go off	<p>Extinguishing material like sand, earth, water or fire extinguisher are readily available to extinguish the fire in an emergency.</p> <p>Fireworks that fail to ignite are left in situ, not approached until it’s absolutely certain they won’t go off, then placed in a bucket of water.</p>	Are extinguishing materials readily available?		
Loose clothing, hair and jewellery accidentally catching fire	Hair is tied back and loose clothing and jewellery is removed.	Have all people who are beside the fire been advised to avoid loose clothing, hair and jewellery? Consider having hair bands and spare clothing available if necessary.		

Additional considerations for fires and fireworks – continued

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Wind direction	Consideration is given to wind conditions. Contingency arrangements are in place if the direction of the wind changes.	Have you considered the effect of the wind on the fire and steps to take if it changes?		
Left unattended	Fires/fireworks are never left unattended.	Have you made arrangements for the fire to be attended until it's fully out and any fireworks to be supervised or secured appropriately?		
Storage of fireworks before and during use	Fireworks are stored in secure, non-combustible containers before and during use.	Have you arranged for a suitable non-combustible container, for example a tin or metal dustbin, to store the fireworks? How will this be kept secure when unsupervised?		

Additional considerations for walks

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank! If not applicable, insert N/A	Date completed
Walks	Routes are planned to take into consideration any obstacles and/or land features such as water courses. Walks are led by an appropriately qualified leader. If the route is weather-dependent, possible alternatives are considered.	Have you planned out your route? Have you flagged any hazards to participants, and discussed how to negotiate these? Do you have a contingency plan in place for an alternative route if necessary? Girlguiding walking guide		

Additional considerations for sports activities

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Items being thrown potentially hitting property, spectators, other participants or people in the area	The area where the activity is taking place is controlled so items can't go astray, and consideration is given to the effect of the wind.	If your activity involves throwing objects, have you considered controls such as location, barriers and timing to make sure items don't hit property, spectators, other participants or people in the area?		

Additional considerations for snow activities

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Snow activities	Girlguiding has specific guidance for these activities.	Have you read our guidance on snow activities and considered any additional controls that may be required?		

Additional considerations for water-based activities

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Water-based activities	There is specific guidance for these activities.	Have you read our guidance on water-based activities and considered any additional controls that may be required?		

Anything else? You can use these rows to add risks more specific to your activity.

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By completing and filling in controls and dating this form, you agree that you've tried your best to think about risks and put measures in place to manage them as far as is reasonably practical.

Name of person completing risk assessment:		Membership number:
Role:	Date review initially completed:	
Signature*:		

* Both electronic and wet ink signatures are acceptable.

Review history

Date	Signature	Summary of changes