



# RESIDENTIAL EVENTS

Toolkit (version four)

Our vision: lives and communities transformed and enriched as individuals seek, serve and follow Jesus Christ!





## INTRODUCTION

This resource has been designed to help leaders plan Residential Events.

It addresses spiritual, pastoral, legal and practical considerations that are both important and necessary to ensure we provide events for children and young people that are safe, happy and spiritually engaging experiences.

When taking children and young people on a Residential Event we should have two clear goals in mind:

- To ensure that the experience contributes to the fulfilment of GB's aim and reflects our values
- To do everything in our power to keep the children, young people and leaders in our care safe throughout the event.

This toolkit is designed to help us ensure that our planning and preparation equips us to achieve both these goals.

The toolkit takes us through three specific areas of preparation for Residential Events:

- Logging important information about the event, the attendees and the leaders
- An assessment of issues about the aims and purpose of GB. It reminds us that Residential Events provide a great opportunity for those attending to discover and grow in Christian faith. Preparation and expectation about our spiritual aims and values is key - and we risk much if our events do not reflect GB's Christian faith, values and purpose.
- A step by step assessment of areas where we have legal and good practice responsibilities. It addresses travel, health and hygiene, safety and security, and canvas camping.

We really hope that you find this Residential Events toolkit useful and easy to access and, even more importantly, we pray that your time away as a group will be a place of Fun, Friendship, Discovering Jesus, Sound, YES! and Living It. Please do share your 'event stories' with us and don't hesitate to contact the GB support team if we can be of particular help as you plan for your event.

**Julie Murdy,**  
Director  
GB Ministries

## INSTRUCTIONS

### 1. Complete the toolkit

The leader in charge, together with all leaders who will be present at the event, should complete the toolkit.

Leaders should read carefully the risk assessments suggested for each aspect of the event and should highlight those actions relevant to their event and delete those which do not apply. Individual comments relevant to their own situation should be added in the comments column and dated, for example a note should be made of:

- Individuals who have special dietary/health needs
- Individuals who need special/additional supervision i.e. young people with specific educational, behavioural or medical needs
- Information regarding the suitability, qualifications and responsibilities of leaders, especially those who have specific roles
- Full details relating to hazardous activities.

When the Residential Events Toolkit has been completed...

### 2. Fill out a Residential Events Registration Form

Please return to Girls' Brigade Support Centre at least six weeks prior to the event – with £10 registration. Forms sent after this time will need to pay £15 registration. Forms received less than three weeks before the event **may not be authorised** as DBS checks take a minimum of three weeks.

On receipt of the verified registration form and fee, GB's Support Centre will send out an insurance certificate.

On receipt of the insurance certificate you are able to embark on your Residential Event.

Take the completed Residential Events Toolkit and your insurance certificate with you when you go on your Residential Event.

After the event retain the Residential Events Toolkit and insurance certificate in your group archives in case it is needed for insurance or safeguarding purposes. **Your toolkit/risk assessment should also be kept in case you are chosen by GB for a random spot check.**

### N.B. For joint BB/GB events you may:

Follow the GB process and registration and insure all non GB members (i.e. BB members) through GB

**or**

Follow the BB process and registration and insure all your girls via your church or other independent source (BB do not currently offer this service).

## BASIC INFORMATION

### Notes about DBS:

For all adult leaders attending a Residential Event you need to see:

An enhanced DBS check issued by GB/any other body for 'child workforce'. If this is a paper DBS it needs to have been issued within the past three years. If the leader has registered for the online update service then they need to log in and show you their electronic DBS.

Contact GB's Support Centre for advice if DBS has any disclosures or a new DBS is needed or to register non-GB adult leaders as residential helpers.

### Notes about supervision:

A minimum of three leaders (two of whom should be female) are required for any residential.

Add one adult leader for each additional 10 (or part of 10) young people present, so 11-20 young people = four adults; 21-30 young people = five adults; 31-40 young people = six adults etc.

For each 30 young people (or part thereof) there must be one adult leader with a relevant (indoor/outdoor) Residential Events qualification.

Additional supervision should be added where there are special needs and under 8s.

### Notes about insurance:

All registered GB members are covered for £10 million public liability insurance.

All non GB members must pay for public liability cover on registration.

Public liability for non GB members or registered leaders is £5 per head.

GB insurance is for public liability and does not provide travel insurance cover. Therefore personal items/money/camp equipment is not included, and there is no provision for delays, cancellation or for medical cover for non-UK based trips. Please contact Gallagher Insurance for additional cover quotes: **020 3040 6411**.

### In addition to the above, the following points should be noted:

- Health/consent forms must be completed for all attendees and handed to the leader prior to departure
- The site must have at least one toilet per 10 (or part of 10) attendees
- Arrangements must be made for separate sleeping and washing facilities for male/female attendees and girls/leaders. Please arrange facilities for any transgender young people or leaders in consultation with them.
- Rules stipulated by the Residential Event location (e.g. church) may override some of these rules if they require a higher standard
- No Residential Event may be undertaken prior to the receipt of an Insurance Certificate, which will be issued upon verification of a Residential Events Registration Form.

### General information

Group/District/Region

Dates

Venue address

Postcode/map reference

### Nature of event (please delete/highlight as appropriate)

Indoor camping (e.g. in church/hostel) organised by local GB and/or BB

Outdoor camping organised by local GB and/or BB

Part of a national event e.g. Firm Foundations/Leading Edge

Other

### Number of attendees

Number of girls/young women who are GB members eight yrs +

Number of other young people eight yrs + (incl. BB members)

Number of young people under eight years

Number of GB leaders

Number of additional leaders (i.e. all other adults)

Number of leaders with appropriate RE qualification

LEADERS' NAMES (Use additional sheet if necessary)	Role – GB or BB leader/ parent driver/church leader/other	Date of RE training – state in/outdoor	DBS number and date (required for all)		
			DBS number	Issued by	Date of issue (if paper-based) or date viewed online
Leader in charge					
Leader responsible for first aid/medical					
Leader responsible for catering					
Leader responsible for under eights					
Leader responsible for safeguarding					
List all other adults who will be present					

The transforming and enriching love of Jesus Christ is central to the gospel. Experiencing and sharing this love is a mark of our identity as Christians. It is key in all our relationships and for the way in which we work among children and young people. In GB, as we seek to encourage one another to discover the good news of Jesus Christ our starting point is one of acceptance, nurture and respect. This is demonstrated by the way in which we **behave**, **listen** and **speak** as we discover together what it means that Jesus came so that we may experience 'life to the full!' (John Ch.10:10).

SPIRITUAL & PASTORAL CARE					
SPIRITUAL & PASTORAL CARE	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Christian values	<p>The event does not reflect the good news of Jesus and GB's Christian values</p> <p>Young people gain a negative view of the Christian faith</p>	M	<ul style="list-style-type: none"> <li>• All participants feel accepted and valued.</li> <li>• All leaders take responsibility to build Christ centered, positive relationships with each other and with young people.</li> <li>• Event provides a range of activities so that all young people can participate and learn to serve others in the context of a community.</li> <li>• The programme gives opportunity for fun!</li> <li>• Young people are given help and support to develop and maintain friendships in a community setting e.g. how to manage a falling out.</li> <li>• Young people are given the opportunity to discover Jesus and grow in relationship with him.</li> <li>• The environment is safe and all risks are carefully measured.</li> </ul>	L	
Lifestyle	<p>Young people observe or experience behaviours that are inappropriate/unhelpful to fulfillment of our gospel aims</p> <p>Expectations regarding behaviours are not clear</p> <p>Safe practice is not adhered to</p>	<p>M</p> <p>M</p> <p>H</p>	<ul style="list-style-type: none"> <li>• Codes of conduct are formed together, prior to event, based on our values and covering issues around positive community living and boundaries of behaviour e.g.               <ul style="list-style-type: none"> <li>o Respect, acceptance and affirmation</li> <li>o Relationships and sex</li> <li>o Alcohol and drugs (including smoking)</li> <li>o Language and speech</li> <li>o Rewards and sanctions</li> <li>o Proposed response to bullying or similar</li> <li>o How to deal with inappropriate behaviours</li> <li>o Agreed child protection processes and procedures</li> <li>o Appropriate use of photographs/videos/mobiles.</li> </ul> </li> <li>• Young people play a part in creating the rules.</li> <li>• Codes reflect positive expectations.</li> <li>• Codes are displayed for all to see.</li> </ul>	<p>L</p> <p>L</p> <p>M</p>	

## SPIRITUAL & PASTORAL CARE

SPIRITUAL & PASTORAL CARE	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Worship, faith discovery and prayer	Worship is not age appropriate/ does not meet the needs of the group	H	<ul style="list-style-type: none"> <li>• Themes chosen to meet needs/interest/age of group.</li> <li>• Worship to be relevant to the experience of the group.</li> <li>• Worship times/experiences to be carefully selected for greatest engagement.</li> <li>• Appropriately skilled/gifted leader(s) appointed to plan and lead worship.</li> <li>• Opportunities are provided for young people to lead and/or share questions and experience of God as appropriate.</li> <li>• Careful consideration given to mode/s of delivery.</li> <li>• A variety of styles/approaches to prayer to be introduced.</li> <li>• Opportunities planned to allow follow through to responses made by young people.</li> <li>• Prayer support group is established at home church.</li> <li>• Opportunities are planned for leaders to pray together during event.</li> <li>• Young people have space/opportunities/encouragement to pray.</li> </ul>	L	Outline of worship theme:
	Young people do not progress in their journey with God/are not challenged spiritually	H		L	
	Prayer is absent or neglected before/during/after the event	H		L	
Mission relationship with church	Church is unaware of the event and/or uninvolved in sense of shared mission	H	<ul style="list-style-type: none"> <li>• Communication with church leaders and congregation about event e.g.                             <ul style="list-style-type: none"> <li>o Prayer opportunities</li> <li>o Aims and themes</li> <li>o Financial needs</li> <li>o Stories of faith discovery and growth.</li> </ul> </li> </ul>	L	

## TRAVEL

TRAVEL	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Boarding/ exiting vehicles	Slips/trips while boarding vehicle leading to injury	M	<ul style="list-style-type: none"> <li>• Leaders to monitor boarding/exiting of the coach.</li> <li>• Coach to park so entry/exit is on path side.</li> <li>• Young people to be asked to board/exit in an orderly fashion.</li> <li>• Bags to be stored away in boot/under seats to avoid trips.</li> <li>• Young people to be warned about moving vehicles in parking area.</li> </ul>	L	
Minibus	Legal requirements not met	H	<ul style="list-style-type: none"> <li>• Carry the required minibus permit.</li> <li>• Undertake required vehicle safety checks daily.</li> <li>• Use car seat as stipulated by current legislation.</li> <li>• Ensure driver has necessary qualifications, licence and insurance.</li> <li>• Supervisory adult to be present in addition to driver.</li> <li>• When travelling in a minibus, the driver should be accompanied by an additional adult for supervision but please note this should not be two family members or a husband/wife. If your church requires stricter protocol than this then you should follow their guidance.</li> </ul>	L	
Private cars	Legal requirements not met	M	<ul style="list-style-type: none"> <li>• Ensure driver has licence, MOT and fully comprehensive insurance.</li> <li>• Each car to have an adult (apart from driver) to supervise young people.</li> <li>• When travelling in cars, whilst acting in your capacity as a GB leader, there should always be two adults present but please note this should not be two family members or a husband/wife. If your church requires stricter protocol than this then you should follow their guidance.</li> <li>• Ensure you're up-to-date with the latest seatbelt and child car seat regulations.</li> </ul>	L	
Public transport	Public disorder	H	<ul style="list-style-type: none"> <li>• Brief group on acceptable behaviour and respect for other travellers – no music, loud conversations etc.</li> <li>• Ensure group stand well away from road/platform when waiting.</li> <li>• When boarding and alighting transport ensure one leader is at front and another brings up the rear.</li> <li>• All young people to sit down whenever possible.</li> <li>• Leaders to alert group when they need to disembark.</li> <li>• Group to be counted off the vehicle.</li> </ul>	L	
	Separation from group	H		M	
	Trips/falls	H		L	
Journey	Disruptive girls/noise/distracting driver/other passengers	M	<ul style="list-style-type: none"> <li>• Ensure adequate supervision.</li> <li>• Behaviour standards to be explained in advance to all participants.</li> <li>• All passengers to wear seatbelts at all times (where provided).</li> <li>• Seatbelts to be checked by designated adult prior to departure.</li> <li>• No girls to sit in front seats or next to emergency exits.</li> <li>• Leaders to be spread out around vehicle and to sit next to emergency doors where possible.</li> <li>• Each young person to have own seat – no sharing.</li> <li>• Headcount to be taken on boarding/prior to exiting and after any stop.</li> </ul>	L	
	Injury through movement or as a result of sharp braking	H		M	

## TRAVEL

TRAVEL	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Stops on journey	Young people getting lost/accident with moving vehicles	L	<ul style="list-style-type: none"> <li>Plan comfort stops prior to journey to ensure dangers are known.</li> <li>Remind young people to stay with group while visiting toilets/refreshment area.</li> <li>Alert group to dangers of moving vehicles and of talking to strangers.</li> <li>Identify safe crossing points within the stopping area.</li> </ul>	L	
Accident en route	Trips/falls during evacuation	H	<ul style="list-style-type: none"> <li>Ensure all exits are free from luggage.</li> <li>Ensure all leaders know their role in helping young people to leave the vehicle safely in the event of an accident.</li> <li>Each vehicle to have a designated leader in charge with list of those on board.</li> <li>Cascade system or similar to be in place to contact parents in an emergency.</li> <li>Luggage to be stored safely in luggage racks/boots.</li> <li>Suitable/adequate first aid kit to be taken on trip.</li> </ul>	L	
	Members trapped or injured	H		M	
Vehicle breakdown	Vulnerability at side of road	M	<ul style="list-style-type: none"> <li>Check relevant safety checks have been made prior to departure and daily if vehicle is on site with you.</li> <li>Use a reputable firm if hiring vehicle.</li> <li>Confirm membership of breakdown recovery organisation.</li> </ul>	L	
Travelling on boat/ship	Falling/slipping	H	<ul style="list-style-type: none"> <li>Follow instructions of crew at all times.</li> <li>Move around with care – no running and hold rails when using stairs.</li> <li>Do not lean over side of ship.</li> <li>Remain seated whenever possible.</li> <li>Girls to be warned of danger of wet, windy outdoor decks.</li> <li>Leaders to be posted on all decks.</li> </ul>	M	
	Man overboard	L		L	
Walking to and from beach/town/camp site etc	Getting lost	M	<ul style="list-style-type: none"> <li>Leader to check route prior to journey.</li> <li>Adequate supervision to be maintained.</li> <li>Regular head counts to be undertaken.</li> <li>All members to have card with address of camp to use in case of emergency.</li> <li>Ensure group walk on pavement whenever possible.</li> <li>When there is no pavement walk in single file on right of road.</li> <li>Leaders to walk on outside of group and spread out (rear middle and back).</li> <li>Whenever possible use designated crossing places to cross roads.</li> <li>Two leaders to stop traffic when group is crossing roads.</li> <li>Leaders to wear fluorescent jackets if out at night.</li> <li>Unsupervised groups to be reminded of road safety rules.</li> </ul>	L	
	Road accident	M		L	
Collection	Children not reunited with parents	L	<ul style="list-style-type: none"> <li>Maintain list of approved adults who will be collecting each person.</li> <li>Checklist to be used to tick off young people as they are collected.</li> <li>Leader to ensure young people leave with known adult.</li> </ul>	L	

## SAFETY & SECURITY

SAFETY & SECURITY	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Personnel	Inadequate/inappropriate supervision of activities	M	<ul style="list-style-type: none"> <li>• Conform to required supervision levels for RE*.</li> <li>• Ensure relevant leaders have necessary qualifications*.</li> <li>• Ensure all leaders are allocated to specific tasks and that they understand their roles and responsibilities.</li> <li>• Allocate additional supervision for any young people who need additional support for medical, behavioural or emotional needs and under 8s.</li> <li>• Ensure a daily leaders' briefing includes confirmation of who does what ensuring safe supervision levels are maintained in emergencies.</li> </ul>	L	*See Basic Information section.
Home contact	Parents unable to be contacted in an emergency	M	<ul style="list-style-type: none"> <li>• All parents to provide contact address with two phone numbers for emergency contact.</li> <li>• Full list of leaders and young people attending the event to be left with key contact at 'home'/at the site.</li> <li>• Tree telephone/cascade contact system to be set up for use in emergency.</li> </ul>	L	
Loading and unloading luggage	Strains/crushed foot/trips/falls	M	<ul style="list-style-type: none"> <li>• Ensure all equipment is carried safely with more than one person lifting if object is heavy and adults taking heaviest loads.</li> <li>• All food and cooking equipment to be taken directly to cooking area.</li> <li>• All other luggage to be stacked in designated area for distribution.</li> <li>• Ensure passageways and stairs are kept clear of luggage/equipment.</li> </ul>	L	
Security	Unauthorised personnel entering site/intruders/theft	M	<ul style="list-style-type: none"> <li>• Lock all doors (except fire escape) when on site.</li> <li>• Maintain regular patrol of perimeter fence of any outdoor site.</li> <li>• Monitor the entry of all visitors.</li> <li>• Leave lights over/near exits etc if possible, especially at night.</li> <li>• Inform police and fire brigade that you are in residence.</li> <li>• Maintain up to date list of who is on site – use a sign in/out list.</li> <li>• Challenge any 'visitors' and report immediately to leader in charge.</li> <li>• Bona fide 'campers' to wear identity badges/bracelets at all times.</li> </ul>	L	
Accommodation	Trips/falls	H	<ul style="list-style-type: none"> <li>• Make visual check of premises/site on arrival.</li> <li>• Isolate any danger areas and declare them out of bounds.</li> <li>• Relocate or secure any unnecessary and potentially dangerous obstacles.</li> <li>• Ensure sensible footwear is used, especially on stairways/on outside site.</li> </ul>	L	
Out and about	Getting lost	M	<ul style="list-style-type: none"> <li>• Ensure all young people have In Case of Emergency (ICE) contact numbers.</li> <li>• When out, identify a meeting point manned at all times by a leader.</li> <li>• Issue all young people with ID cards to be carried at all times.</li> <li>• When young people have mobiles ensure leaders know their numbers.</li> <li>• Ensure younger members are supervised at all times.</li> <li>• Ensure older young people are in groups of three/four or more when allowed out unsupervised.</li> <li>• Organise regular check in times for those allowed out without leader.</li> </ul>	L	

SAFETY & SECURITY					
SAFETY & SECURITY	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Outside space	Wandering off/stings/bites/scratches/trips/falls	M	<ul style="list-style-type: none"> <li>Secure the perimeter of site and explain boundaries to all.</li> <li>Ensure entry/exit gates are secured.</li> <li>Make car park areas out of bounds except when boarding vehicles under supervision.</li> <li>Identify and draw attention to potential hazards – nettles, barbed wire etc.</li> </ul>	L	
Valuables	Loss/theft	M	<ul style="list-style-type: none"> <li>Young people to be advised against bringing valuables to event.</li> <li>Young people to be reminded of personal responsibility for own items.</li> <li>Any valuables brought to event to be named.</li> <li>Camp bank system to be used to keep money safe.</li> <li>'Camp' monies to be locked away and under the care of designated leader.</li> <li>Site to be locked when group off site.</li> <li>Two leaders to remain on canvas site at all times.</li> </ul>	L	
On site	Fire	M	<ul style="list-style-type: none"> <li>Fire extinguishers/blankets to be identified/checked on arrival.</li> <li>All fire escapes to be kept clear of equipment/beds etc.</li> <li>Fire drill/fire meeting points to be explained to young people ASAP.</li> <li>Fire drill to be held within 24 hours of arrival on site.</li> <li>Smoke detectors to be installed in cooking area.</li> <li>All young people to be instructed what to do if they discover a fire.</li> </ul>	L	
Child protection	Inappropriate behaviours	M	<ul style="list-style-type: none"> <li>A code of conduct for acceptable behaviours to be agreed prior to event.</li> <li>All leaders to hold appropriate DBS* clearance.</li> <li>Clear boundaries to be made between leaders/young people's accommodation.</li> <li>Leaders' tents/rooms to be out of bounds to young people.</li> <li>Remind boys/girls not to enter each other's tents/rooms/toilet areas.</li> <li>No leader to be alone with young people at any time.</li> <li>Any inappropriate behaviours to be reported to leader in charge.</li> <li>All Life to the Full guidelines to be adhered to.</li> <li>Agree sensible/sensitive use of photographs.</li> </ul>	L	*See Basic Information section.
Transition points	Young person left behind	L	<ul style="list-style-type: none"> <li>Young people to be divided into small groups for ease of checking.</li> <li>Rooms/tents/toilets to be checked before leaving site.</li> <li>Headcounts to be taken every time group moves from A to B.</li> </ul>	L	
Emergency situation	Leader in charge/first aider cannot be found	L	<ul style="list-style-type: none"> <li>Ensure young people know where they can find a leader at all times.</li> <li>Identify leaders' accommodation for access at night if required.</li> <li>Leaders to exchange mobile numbers to assist communication.</li> </ul>	L	

## HEALTH & HYGIENE

HEALTH & HYGIENE	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Cooking	Food poisoning	M	<ul style="list-style-type: none"> <li>• Cook has appropriate food hygiene certificate.</li> <li>• Guidance on health and hygiene in kitchen to be given to all on 'duty'.</li> <li>• All surfaces to be cleaned regularly with anti-bacterial spray.</li> <li>• Use correct chopping boards, store raw/cooked foods appropriately, be aware of the danger of reheating foods/observance of 'eat by' dates.</li> <li>• Avoid foods that will go off quickly and have ice packs in picnic packs.</li> </ul>	L	
Meals/tuck shop/refreshments	Possible allergic reactions	M	<ul style="list-style-type: none"> <li>• Check for allergies (see health forms).</li> <li>• Ensure cook is aware of special dietary needs.</li> <li>• Inform all leaders of possible allergic reactions and necessary action.</li> <li>• Provide serving tongs/spoons for serving all foods including sweets.</li> </ul>	L	List special diets required:
Travelling	Travel sickness	H	<ul style="list-style-type: none"> <li>• Parents to inform leaders of any potential travel sickness.</li> <li>• Travel sick tablets to be administered prior to all journeys.</li> <li>• Each vehicle to have bucket, wet wipes, tissues, plastic bags etc.</li> <li>• Those suffering from travel sickness to sit near front, facing forward.</li> </ul>	L	List those who are travel sick:
Cleaning toilets	Sickness/diarrhoea bugs	M	<ul style="list-style-type: none"> <li>• Ensure toilets are thoroughly cleaned daily and checked regularly.</li> <li>• Provide hot water, soap and towels for hand washing.</li> <li>• Insist all wash hands before touching food/crockery.</li> <li>• Isolate and allocate one toilet for the use of anyone suffering from a bug.</li> <li>• Clear up and disinfect immediately any areas soiled by sickness.</li> <li>• Use surgical gloves when dealing with any of the above.</li> <li>• Ensure those suffering from tummy bug have specific crockery identified for their use and ensure thorough cleaning of same.</li> <li>• Maintain routine cleaning schedule to avoid spread of germs.</li> <li>• Ensure sanitary waste is disposed of regularly.</li> </ul>	L	
Health/illness	Illness due to prescribed medication not being taken	M	<ul style="list-style-type: none"> <li>• Identify first aiders.</li> <li>• Ensure all campers complete health form identifying allergies and previous health history etc and hand this to first aider prior to the event.</li> <li>• First aider to check health forms/administer medicines as directed by parent.</li> <li>• First aider to use medical gloves when touching any bodily fluids.</li> <li>• All medication/first aid administered to be recorded.</li> <li>• Keep all medicines locked away.</li> <li>• Make prior contact with local doctor for advice/call out if necessary.</li> <li>• Research the local A&amp;E address for use in emergency.</li> <li>• Inform parents of any basic medications that may be used.</li> <li>• Relevant information from health forms to be passed on to all leaders.</li> <li>• Health forms to be carried with group when out and about.</li> </ul>	L	Note doctor's telephone number:
	Allergic reactions leading to illness	M		L	
	Overdose due to misuse of drugs/medication	L		L	Note hospital address/postcode:
Health/illness	Hospitalisation due to unavailability of medication	L	<ul style="list-style-type: none"> <li>• Designated leader/s to carry first aid kit with each group off site.</li> <li>• First aider to ensure medications are readily available for those needing medication in emergency/regularly through day.</li> </ul>	L	List those needing asthma pump/EpiPen etc:

## HEALTH & HYGIENE

HEALTH & HYGIENE	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Health/illness	Adverse reaction to weather conditions	H	<ul style="list-style-type: none"> <li>• Young people to be reminded to use sun screen in hot weather.</li> <li>• Shoulders/heads to be covered in hot sun.</li> <li>• Ensure ready access to plenty of fluids during hot weather.</li> <li>• Wet clothing/footwear to be removed and dried ASAP.</li> </ul>	M	
Sleeping	Tripping in night/wet beds	H	<ul style="list-style-type: none"> <li>• Ensure beds are well spaced.</li> <li>• Store cases/bags/belongings safely, not creating hazards.</li> <li>• Leave lights in passage/around site to give light at night.</li> <li>• Insist that footwear is worn when going to the toilet etc.</li> <li>• Wet bedding to be dealt with discreetly/quickly by designated leader.</li> <li>• Where bunk beds are used these must be accessed by ladder.</li> </ul>	M	
Bed time/meal times	Homesickness	H	<ul style="list-style-type: none"> <li>• Keep young people busy/use distraction tactics and discourage phone calls.</li> <li>• Identify buddies to support them.</li> </ul>	M	
Duties/ washing up/food preparation	Cuts	H	<ul style="list-style-type: none"> <li>• All sharp implements to be stored safely (in box with lid or knife block).</li> <li>• Instruct young people in sensible use of peelers, knives, scissors, tins.</li> <li>• Only older campers to be allowed to wash and dry sharp implements.</li> <li>• Sharp utensils to be washed individually - not to be left in bowl of water.</li> </ul>	L	
Duties/ cooking and washing up/ washing	Burns and scalds	M	<ul style="list-style-type: none"> <li>• Leaders to ensure washing up/washing water is safe temperature.</li> <li>• Hot water/food to be carried by leader.</li> <li>• No young people to be allowed unaccompanied in cooking area.</li> <li>• Cook to be responsible for safe practices around cookers.</li> <li>• Oven gloves to be used when moving hot dishes from oven.</li> <li>• Water spills to be mopped up immediately to avoid slipping.</li> </ul>	L	
Disposal of rubbish	Illness from germs/allergic reactions	M	<ul style="list-style-type: none"> <li>• Rubbish sacks/bins to be placed strategically around site.</li> <li>• All rubbish containers to be emptied/changed daily using rubber gloves.</li> <li>• Kitchen surfaces to be wiped down regularly with anti bacterial spray.</li> </ul>	L	
Cleaning of wash rooms and toilets	Illness from germs/allergic reactions  Slips	L	<ul style="list-style-type: none"> <li>• Rubber gloves to be used when cleaning.</li> <li>• Chemical cleaners to be used under leaders' supervision.</li> <li>• Young people to be given training in how to clean toilets, sinks etc.</li> <li>• Hands to be washed after all cleaning duties.</li> <li>• Warning signs to be used when floors are wet.</li> </ul>	L	
Storage/use of cleaning materials	Allergic reactions/poisoning	L	<ul style="list-style-type: none"> <li>• All hazardous substances to be stored in original containers.</li> <li>• All hazardous substances to be stored away from food.</li> <li>• Leader to ensure correct amount of detergent is used.</li> </ul>	L	

## ACTIVITIES

ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Games	Slips/trips/falls/hit by ball/bat/other equipment	M	<ul style="list-style-type: none"> <li>• Supervise activity adequately/check regularly if group are playing informally.</li> <li>• Ensure young people wear suitable footwear/clothing for the type of game e.g. trousers to avoid carpet burns.</li> <li>• Check area and remove potential hazards.</li> <li>• Cordon off areas where playing is not allowed/limit playing area.</li> <li>• Explain rules carefully to avoid collisions.</li> <li>• Explain specific risks, e.g. keep legs straight, keep hand inside circle etc.</li> <li>• Ensure equipment is well maintained and used correctly.</li> <li>• Ensure young people do not carry heavy loads.</li> </ul>	L	
Wide games	Lost member	L	<ul style="list-style-type: none"> <li>• Clearly define the boundaries for the game.</li> <li>• Leaders to patrol parameters of boundaries.</li> <li>• Time bind the activity.</li> </ul>	L	
Spectating	Hit by ball	L	<ul style="list-style-type: none"> <li>• Spectators to sit at safe distance.</li> </ul>	L	
Craft	Cuts	M	<ul style="list-style-type: none"> <li>• Teach safe use of scissors, pins, needles etc.</li> <li>• Adults to undertake more complicated cutting requiring e.g. craft knives.</li> <li>• Ensure sufficient leaders/help for the activity and the number of girls.</li> </ul>	L	
	Solvent abuse	L	<ul style="list-style-type: none"> <li>• Ensure room is well ventilated and choose glue wisely.</li> </ul>		
Using TV/DVD/ computer/ projector	Trips/falls/inappropriate viewing	M	<ul style="list-style-type: none"> <li>• Ensure there are no trailing wires.</li> <li>• Use slip covers for wires/tape wires down.</li> <li>• Ensure electrical equipment is safety checked.</li> <li>• Check appropriateness of age of any DVDs/films being shown.</li> </ul>	L	
All places of interest	Getting lost/personal safety	M	<ul style="list-style-type: none"> <li>• Ensure group is divided into small groups each monitored by an adult.</li> <li>• Point out specific landmarks to assist with familiarisation.</li> <li>• Follow guidance for out and about/getting lost/walking to and from.</li> <li>• Rehearse the phrase - go together - stay together - come back together.</li> <li>• Identify any member who should not be allowed out unsupervised and organise a leader to go with them.</li> <li>• Identify boundaries and time-frames for any group who are allowed out unsupervised.</li> </ul>	L	
Fun fair/adventure parks	Trips/falls/breakdowns	M	<ul style="list-style-type: none"> <li>• Attention to be drawn to safety instructions/height restrictions on rides.</li> <li>• Sensible clothing to be worn (no loose skirts).</li> <li>• Listen to and obey instructions given by ride attendants.</li> <li>• No-one is to 'force' anyone on a ride with which they are not comfortable.</li> </ul>	L	

## ACTIVITIES

ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Hikes/walks	Trips/falls  Getting lost	H  M	<ul style="list-style-type: none"> <li>• Route to be pre-planned and checked by leader prior to event.</li> <li>• Leaders to carry maps with route clearly marked.</li> <li>• Young people to be warned in advance about hazards on route e.g. rivers, rough terrain, overgrown hedges etc.</li> <li>• Correct clothing/footwear to be worn and young people to carry necessary equipment e.g. water, mobile, food, torch.</li> <li>• Walk in single file in restricted areas e.g. cliff path, overgrown pathway etc.</li> <li>• Group members to warn one another of tricky spots on route.</li> <li>• Wear fluorescent jackets.</li> <li>• Adhere to walking rules (as above).</li> </ul>	M  L	
Beach visit	Getting lost/dangers from tide or water drift  Sand in eyes  Accident from beach debris	M  H  M	<ul style="list-style-type: none"> <li>• Check status of tides before visit and time swim accordingly.</li> <li>• Identify a landmark to help find your designated spot on the beach.</li> <li>• Young people not to leave beach without permission.</li> <li>• Swimming only to happen in bathing parade (see below).</li> <li>• No beach balls or inflatables allowed in the sea.</li> <li>• No throwing of sand/pebbles.</li> <li>• Fresh water to be available in case sand gets in eyes.</li> <li>• Leaders to be vigilant about prevailing weather conditions.</li> <li>• Those going to toilet/shop to go in groups and to report to leader before they leave the beach and on return.</li> <li>• Young people to be alerted to dangers of beach debris.</li> </ul>	L  M  L	
Parks	Falls/cuts and bruises/equipment failure/injury from equipment	H	<ul style="list-style-type: none"> <li>• Remind group to watch out for other users.</li> <li>• Walk round equipment, not in front of danger zones.</li> <li>• Provide adequate/vigilant supervision.</li> <li>• Adhere to age restrictions displayed.</li> </ul>	M	
Shopping	Getting lost Road accident Trips and falls	M L H	<ul style="list-style-type: none"> <li>• Adhere to guidelines for visiting a place of interest - see Page 12</li> <li>• Adhere to guidelines for walking to town - see Page 7</li> </ul>	L L M	
Animal park/zoo/farm visit	Specific infection from animal sources/bites or scratches/infection from animal faeces	L	<ul style="list-style-type: none"> <li>• Instruct all members to avoid touching animals unless permitted.</li> <li>• Ensure hands are washed using anti-bacterial wipes/spray before eating.</li> <li>• Avoid poking, prodding or agitating animals in any way.</li> <li>• Obey all signs and safety notices.</li> </ul>	L	

## ACTIVITIES

ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Barbecues and bonfires	Fire/burns	H	<ul style="list-style-type: none"> <li>• Choose location carefully and gain permission if appropriate.</li> <li>• Ensure a leader is present all the time once fire is lit.</li> <li>• Sit young people at a safe distance from bonfire/barbecue.</li> <li>• Ensure leaders are spread among young people round fire.</li> <li>• Check fire buckets etc are to hand in case of need.</li> <li>• Brief young people on safe behaviour.</li> </ul>	L	
Swimming in baths	Drowning/difficulty in water/slipping	L	<ul style="list-style-type: none"> <li>• All parents to declare each child's swimming ability.</li> <li>• GB designated 'life guard' to check ability of swimmers.</li> <li>• GB designated 'life guard' to set rules about who may go where in pool.</li> <li>• Non swimmers to use the learner pool/shallow end.</li> <li>• GB 'life guard' to be a marker to show how deep they may go.</li> <li>• Pool rules to be pointed out and adhered to e.g. no running round pool.</li> <li>• Additional leaders to observe from bath side.</li> <li>• All swimmers to keep within set boundaries and all to come out of water on given command.</li> <li>• Group to be counted into and out of water.</li> </ul>	L	Non swimmers list:
Swimming on beach	Drowning/drifted with tide	H	<ul style="list-style-type: none"> <li>• All parents to declare each child's swimming ability.</li> <li>• Swimming only permitted when flags say it is safe.</li> <li>• Swimming only to take place where beach life guards are on duty.</li> <li>• All group to swim together or in allocated groups.</li> <li>• Leaders to act as life guards/markers in sea to show how deep the young people may go – use human triangle of supervision.</li> <li>• Additional leaders to patrol on shore line with whistles to attract attention when needed.</li> <li>• All swimmers to keep within set boundaries and all to come out of water on given command.</li> <li>• Group to be counted into and out of water.</li> </ul>	M	

## COVID-19 RISK ASSESSMENT

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Christian values and equal opportunities	<p>Measures in place do not ensure access to GB programme and activities for clinically vulnerable young people and/or leaders</p> <p>Some volunteers and young people may need pastoral support. They may have missed out on exams, suffered bereavement, be struggling with mental health etc.</p>		<ul style="list-style-type: none"> <li>Identify ways in which volunteers and young people who may be extremely vulnerable can take part in activities eg providing online sessions, emailing resources</li> <li>Consider if measures need to be put in place for those in the vulnerable category eg wearing of face coverings, explaining measures being put in place with parents and young person to allay any fears</li> <li>Ensure you are mindful of young people's circumstances</li> <li>Encourage time of sharing and discussing feelings</li> <li>Equip leaders by revisiting the Volumise resources around loss and mental health as a leadership team</li> <li>Know where to signpost young people who may need additional support</li> </ul>		
Worship, faith discovery and prayer	Activities may encourage transfer of the virus		<ul style="list-style-type: none"> <li>Ensure prayer methods do not encourage spread of the virus</li> <li>No holding of hands during prayers or worship</li> <li>Avoid passing around objects that are touched by many</li> <li>Consider use of projected visuals to focus prayer</li> </ul>		
Spread of virus at venue	<p>Transfer of virus</p> <p>Risk of spread of virus due to measures in place at centre/venue</p> <p>Transfer of virus through mixing of fixed groups</p>	<p>H</p> <p>H</p>	<ul style="list-style-type: none"> <li>Social distancing is highly recommended in poorly ventilated areas</li> <li>Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles.</li> <li>Ask venue to provide risk assessment to show how they are meeting COVID-19 secure requirements for hotels and accommodation</li> <li>Document how you and the venue will ensure the integrity of your Residential Event fixed group and reduce contact with other groups at all times including at mealtimes, during free time and in communal areas</li> <li>Welfare leader groups should be kept separate outside of conducting activities</li> <li>Document the measures you and your venue will take to reduce this risk in the comments section</li> </ul>	<p>M</p> <p>L</p>	
Accommodation	Sleeping arrangements may lead to spread of the virus	H	<ul style="list-style-type: none"> <li>Face masks aren't required</li> <li>Ensure adequate ventilation overnight</li> </ul>	L	
Lateral flow test	Virus may spread due to members of the group being asymptomatic	H	<ul style="list-style-type: none"> <li>It is strongly recommended that all members and leaders take lateral flow tests before attending the residential.</li> <li>It is strongly recommended that lateral flow testing to take place every 48 to 72 hours</li> <li>Recommend testing on return</li> </ul>	L	

## COVID-19 RISK ASSESSMENT

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Hygiene	Virus may be spread through poor hygiene		<ul style="list-style-type: none"> <li>• Ensure that GB members understand the importance of good hand hygiene</li> <li>• Provide access to running water and soap or hand gel to be used upon arrival and departure</li> <li>• Hands should be washed at frequent intervals</li> <li>• Provide paper towels or hand dryers to dry hands</li> <li>• Ensure signs are placed to encourage good hand hygiene</li> <li>• Consider how you will ensure hygiene and cleaning in toilet areas</li> <li>• What steps may need to be in place to maintain social distancing particularly if you have boys in trust</li> </ul>		
Cleaning	Virus may be spread by touching of surfaces, materials, and tools		<ul style="list-style-type: none"> <li>• Consider and record ways in which to reduce the need to clean</li> <li>• Have you discussed with your church the cleaning requirements they need you to have in place – record them in this risk assessment</li> <li>• Who will be responsible for cleaning?</li> <li>• Ensuring frequent cleaning of work areas and equipment between activities</li> <li>• Frequent cleaning of objects and surfaces that are touched regularly eg door hands, light fittings</li> <li>• Clear away and remove waste and belongings at the end of a session</li> <li>• Use disposable gloves for cleaning</li> <li>• Parents and leaders should be asked to wash uniform between meetings</li> <li>• Follow the specific government guidance for cleaning in the event there is someone who has signs of COVID-19 during the session</li> </ul>		
Craft	Items may be handled by more than one person, increasing the risk of cross contamination		<ul style="list-style-type: none"> <li>• Wipe down tables/work surfaces after each activity</li> </ul>		

## COVID-19 RISK ASSESSMENT

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Emergency processes	Accident  Members/volunteers show COVID-19 symptoms		<ul style="list-style-type: none"> <li>Those responding to accidents should ensure that they follow good handwashing technique immediately after dealing with the accident</li> <li>Ensure parents and volunteers are aware of the response to be taken if they or their child shows COVID-19 symptoms eg not to attend group meetings; isolate, obtain testing and encourage reporting to the government's track and trace service</li> <li>If members or volunteers show symptoms during group meeting, they should be sent home</li> <li>Isolate with adult supervision, if necessary whilst they are waiting to be collected</li> <li>Ensure register of those attending is taken so that you can alert them to a possible COVID-19 outbreak</li> <li>You should document in the comments section and advise leaders and parents how you'll respond if any of your residential group(s) test positive for COVID-19 or shows symptoms of COVID-19, particularly if this would affect your staffing ratios</li> <li>Advise parents that if their child shows symptoms of COVID-19 they'd need to collect their child from the residential venue and take them home</li> <li>Consider the steps you may have to take in the event there are changes to government guidelines e.g. introduction of a further lockdown, implementation of local lockdown</li> </ul>		
Games	Risk of virus being spread		<ul style="list-style-type: none"> <li>Consider the types of games that can safely be played whilst maintaining social distances if required</li> <li>Consider steps to reduce transfer of the virus</li> <li>Document any specific needs for sports as required by sporting bodies</li> </ul>		
Travel	Risk of virus spread while travelling	H	<ul style="list-style-type: none"> <li>Ensure good hand hygiene and avoid face-to-face travel where all seats are used on a minibus or coach</li> <li>Where possible ensure good ventilation in the vehicle</li> </ul>	L	

## COVID-19 RISK ASSESSMENT

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Band	Items may be handled by more than one person, increasing the risk of cross contamination Virus may be spread through use of brass instruments Virus may be spread through use of wind instruments		<ul style="list-style-type: none"> <li>No sharing of instruments</li> <li>Social distancing measures should be at least 1 metre</li> <li>Instruments should be cleaned after use</li> </ul> See <a href="https://www.4barsrest.com/news/41530/bbe-issues-covid-19-update-on-guidance-and-good-practice">https://www.4barsrest.com/news/41530/bbe-issues-covid-19-update-on-guidance-and-good-practice</a> for more detailed guidance		
Online activities eg Zoom, Microsoft Team	Safeguarding measures and staff ratios are not maintained Inappropriate images or language can be seen or heard during the call People not associated with GB may join in the video call		<ul style="list-style-type: none"> <li>Ensure you have more than 2 leaders on a call and that they're logged on and set up in advance of the children and young people joining the call</li> <li>As 13s and over may have access to their own Zoom/video conference accounts make sure you still gain parental consent for them joining the call – this could be as simple as an email from a parent</li> <li>For under 13s ensure that you have consent from parents. Encourage parents to be in the background for video calls</li> <li>Maintain a record of who attends the online meeting in your group register</li> <li>Let parents know what you are planning each week. Remind them that what they are doing or saying may be heard on the call</li> <li>Think about what can be seen in the background of your call and ensure that you/anyone likely to appear in the background is appropriately dressed</li> <li>Make use of the password and waiting room functions so your calls are only between you and the people you invite and not random 'Zoom bombers'</li> </ul>		

## HAZARDOUS ACTIVITIES

Abseiling, archery/cross bows, assault course, beach visit, bouncy castles/inflatables, bush craft, camp fire, canoeing/kayaking, caving, climbing, dry skiing, fencing, go karting, horse/pony riding, ice skating, laser quest, low/high ropes, miscellaneous water sports, mountain biking, mountain walking, orienteering, overnight hike, paint balling, pot-holing, punting, quad biking, rafting, rock climbing, roller skating/blading, rowing, sailing, self-defence/martial arts, shooting, soft play centres, street parades/carnivals, swimming, ten-pin bowling, theme parks/fairground rides, toboggan, trampoline parks, water sports, white water rafting, windsurfing, zip wires, zoo/farm parks.

If this page applies, please submit it to GB's Support Centre so we can record it accordingly.

DATE	ACTIVITY	LOCATION	INSTRUCTOR QUALIFICATION (if applicable)	NO. OF CHILDREN FROM EACH SECTION				NON-GB MEMBERS
		With activity centre licence number where appropriate		n:vestigate	n:gage	n:counta	n:spire	

## CANVAS CAMPING

CANVAS CAMPING	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Pitching and striking camp	Strains Insecure tenting	H	<ul style="list-style-type: none"> <li>• Use manual handling equipment to move equipment when appropriate.</li> <li>• Use correct posture when moving heavy items.</li> <li>• Pitching and striking to be undertaken/supervised by experienced leaders.</li> <li>• All canvas to be inspected for safety before use.</li> </ul>	M	
Site safety	Injury	H	<ul style="list-style-type: none"> <li>• Give a welcome chat: highlight hazards, procedures and site rules.</li> <li>• Daily inspection of canvas to ensure all is secure.</li> <li>• Site safety certification to be checked.</li> <li>• Hazardous areas (cess pit, kitchen, toilet areas etc) fenced off/clearly identified/declared out of bounds.</li> </ul>	M	
Moving round	Trips and falls	H	<ul style="list-style-type: none"> <li>• Dangers to be explained at beginning of event.</li> <li>• No one to walk between tents unless working on tents.</li> <li>• Tent pegs/guy ropes to be tagged to assist visibility.</li> <li>• Any dangerous ground to be declared out of bounds.</li> <li>• Suitable footwear to be worn at all times.</li> <li>• All equipment to be returned to storage areas after use.</li> <li>• Those leaving tents after dark to use torches and go in pairs.</li> </ul>	M	
Tent maintenance	Strains/splinters/mallet injuries	M	<ul style="list-style-type: none"> <li>• Do not use damaged pegs/mallets.</li> <li>• Leaders to check status of equipment before use.</li> <li>• Educate young people on correct procedures for tent maintenance.</li> <li>• Educate young people on safe use of mallets.</li> <li>• Ensure safe footwear is worn at all times.</li> <li>• Supervise/daily check all tent maintenance activities.</li> </ul>	L	
Adverse weather	Flooding/slippy surfaces/falls/slips	H	<ul style="list-style-type: none"> <li>• Tent doors to be braided when off site/when raining.</li> <li>• All equipment/luggage to be kept away from sides of canvas.</li> <li>• Access to tent to be restricted when raining.</li> <li>• Leaders to advise and supervise tent maintenance in adverse conditions.</li> <li>• Plastic matting/other protection to be laid across muddy access points.</li> </ul>	L	
Clothing	Illness	H	<ul style="list-style-type: none"> <li>• Young people to wear waterproof clothing when raining.</li> <li>• Wet footwear/clothing to be removed and dried out ASAP.</li> <li>• Warm clothing to be worn at night.</li> </ul>	L	
Site	Fire	H	<ul style="list-style-type: none"> <li>• Sand and water buckets to be placed strategically around site.</li> <li>• Tents to be spaced out so that fire will not spread.</li> <li>• No naked flames to be used in tents.</li> <li>• Site to be declared a no smoking zone.</li> </ul>	M	

## ADDITIONAL RISK ASSESSMENT AREAS

[illegible]

the **GIRLS'**  
**BRIGADE**  
ENGLAND & WALES



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Part of GB Ministries

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