**Parish of …………….…….…. Risk Assessment for outings and residential stays**

**When a parish based group is on the premises the Parish Risk Assessment template should be used. However as group outings and residential stays will involve other potential risks this addition risk assessment should be used. This form should be completed by the leader-in-charge.**

**To assist you with this process the table below lists hazards that have already been identified for most activities off site. If your organisation identifies any further risks then please list them in the rows provided. In addition, if there are risks or hazards not applicable to your activity then please cross these out.**

**Organisation/Activity: Assessment carried out by: Date:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity or Area** | **What are the hazards? *(cross out if not applicable)*** | **Who might be harmed and how?** | **What are we already doing?**  ***(cross out if not applicable)*** | **What further action is necessary?**  ***(cross out if not applicable)*** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done**  ***(If applicable)*** |
| Youth or Children’s group day trip or residential trip away from the premises  Other outings with adults | All hazards  Car transport  Hire travel  Public Travel  Getting lost  Accidents  Walking near roads  ‘Additional Needs’ Risk  Water  Alcohol/drugs  Illness  Food  Organised activities and other facilities  Falls trips and sports/games injuries  Insurance and risk assessment | All users  Users coming to harm in transport accidents.  Users coming to harm in transport accidents.  Users coming to harm while moving on transport  Danger of C & YP getting lost, distressed and alone  Unforeseen accidents such as trips and cuts.  Risk of collision with traffic.  Heightened risk for C & YP with additional needs  C & YP too close to deep water. Drowning  Risk that YP may consume alcohol/drugs that they bring or acquire.  C & YP become ill through known or unforeseen medical conditions.  Users becoming ill or reacting to food. E.g. allergies, uncooked.  Risk to harm taking place at other facilities (e.g. bowling, karting) and with external activity providers by not obeying instructions.  Risks to all users of falls and trips and contact injuries from activities.  Activities and risks that may not be covered by insurance. | Safeguarding Trust procedures to be followed.  Permission and health forms brought.  Safeguarding Policy followed with regard to transport and insurance. Ensure seatbelts worn.  Transport provider checked that adequate insurance and risk assessment is in place. Ensure seatbelts.  Provision of adequate supervision near to all C & YP on transport and movement from seats only allowed if part of transport policy (e.g. trains) and kept to a minimum.  Ensure adequate supervision, monitor behaviour, encourage common sense.  Regular head counts, ‘buddy system’, small groups.  Where free time to wander is allowed a meeting place, time, contact number for leader(s) arranged. Leaders to stay for the duration at a central meeting place when appropriate.  First Aid kit brought and destination venue(s) checked for provision of first aider and/or first aid kit.  Pedestrian areas, footpaths and crossings used. Road safety reminders given to C & YP beforehand  Ensuring that supervision is increased an activities are assessed as appropriate. Extra liaison with parents regarding needs and checks that venue(s) have suitable policies.  Ensuring no activity takes place near deep water without buoyancy aids and professional supervision.  Young people reminded of the group rules in regard to this and the sanctions and issues involved. Monitor the behaviour of the group.  Ensuring trained first aiders on trip/residential. Health forms completed and parents liaised with.  Users told what to do and who to contact if they have a health issue.  Permission forms as per Safeguarding to list allergy and dietary information. Catering to account for this.  Check that cooks have food hygiene certificate.  Provision and use of hand sanitizer in eating areas    All users made aware of the safety instructions at all venues visited and external activities provided.  Leaders to ensure there is a ‘listening environment’ for instructions and to remind users regarding instructions. Own group rules also to apply.  Safeguarding Trust adhered to with regard to leaders and children in activities.  All activities, games and sports to be properly supervised and ‘heavy contact’ sports to be avoided.  Games and sports with a contact element (e.g. football) to avoid large differentials in player size.  Surfaces where walks, games and activities take place to be surveyed for trip hazards.  Ensure public liability insurance in place for activity.  Check venues for activity specific insurance. | Policy copy brought on trip.  Drivers warned about the extra safety required when transporting children.  None.  Check any further public transport policy requirements for travel and communicate to users.  C & YP also encouraged to use common sense and informed about what to if they become lost.  Check First Aid kit appropriate for the outing.  On-going vigilance.  Explore if extra training is required for leaders with regard to additional needs and residential/trips.  On-going vigilance.  On-going vigilance.  On-going vigilance.  Liaise with parents about possible issues regarding health risks that may arise  Bring sanitizer on journeys.  Parents to be made aware that C & YP must adhere to safety both at a parish level and also the venue or other requirements too.  Leaders reminded to adhere to Safeguarding Trust with regard to supervision and participation in activities.  Group leaders reminder of insurance needs. | Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  Group Leaders  HSSC | As required |  |
| ***Other Risk and Hazards identified in addition to those above:*** | | | | | | | |
| **Activity or Area** | **What are the hazards? *(cross out if not applicable)*** | **Who might be harmed and how?** | **What are we already doing?**  ***(cross out if not applicable)*** | **What further action is necessary?**  ***(cross out if not applicable)*** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done**  ***(If applicable)*** |
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