



Risk assessment form for overnight sleeping

Event/Activity (brief description): Indoor residential event Conditions of Use Policy: 1. For Girlguiding members the use of WALLASEY GUIDING HQ must be under the supervision of the appropriate number of adult leaders (over 18 years) in accordance with GGUK policies on residential events. 2. Users other than Girlguiding should ensure they comply with their own activity/ residential policy requirement of their organisation. You must ensure you have on site at all times enough adults to ensure the proper supervision and safety of all under 18s. 3. All users are expected to show consideration to our neighbours when carrying out on site activities. 4. All users are expected to leave the Headquarters and all associated equipment including the oven/fridge and freezer in a clean and tidy condition at the end of their stay. Users are expected to take as much of their own rubbish home as possible. 5. Unit/ group leaders are responsible for having a Fire Evacuation List of persons staying and to have conducted a fire drill before the first night of the stay.					Date: 31.3.2025			
Leader in Charge:	Number s attendi ng:		Adults:¹	Maximum users up to 30 people	Girls/Young Women:	Maximum Brownies: Guides or Rangers:	General Public:	
Consent for Event/Activity forms completed: GGUK members - REN form signed by Commissioner; parental Information & Consent forms and Health forms. For non-GGUK members appropriate enquiries should be made with your organisation concerning consent.		Venue: Wallasey Guide Headquarters			Instructor qualifications checked*			

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Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Minor injury - slips, trips, falls, cuts, sprain	Users	Leader in charge responsibility to ensure children are supervised at all times. Groups using WALLASEY GUIDING HQ are expected to have with them suitable First Aid Kits and leaders who are able to deal with minor injuries. Additional First Kit is located in the kitchen.	Medium	Low	Children are to be supervised when using sharp knives in the kitchen. Children told not to run indoors.	
Major injury -head injury/ fractures	Users	Leader in charge responsibility to ensure children are supervised at all times Groups using WALLASEY GUIDING HQ are expected to have with them suitable First Aid Kits and leaders who are able to deal with major injuries. Additional First Aid Kit and first aid book is located in the kitchen Children told not to run inside. No-one to stand on chairs. Steps/ ladders available to reach high places if required. Children told not to stand or jump on beds.	Low	High	Visiting groups to have a working mobile phone available at all times. Site users should be aware of any medical needs of their members. Appropriate care plans should be in place.	
Medical emergency	Users	Protocol for calling Emergency service including the site address is detailed on Information notice board by the kitchen door.	Low	Medium	Visiting groups to have a working mobile phone available at all times. Site users should be aware of any medical needs of their members. Appropriate care plans should be in place.	

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Fire	Users	<u>Detection and Alarm system</u> WALLASEY GUIDING HQ has installed a suitable interlinked smoke detection and alarm system that are serviced on an annual basis by an approved contractor. In the event of a fire, the Fire Service must be called on 999. <u>Fire drill and evacuation</u> It is the responsibilities of the group leader to have a list of all persons staying in WALLASEY GUIDING HQ to ensure all are safely evacuated in the event of the fire alarms sounding. <u>The Group leader MUST make all users aware of the location of the fire exits.</u> A fire drill MUST be carried out with all users prior to the first night of the stay. The muster point is at the end of the driveway near the gate OR at the wooden fence at the side rear of the property. <u>Muster point</u> End of the drive near to the gates. OR the wooden fence at the rear of the property <u>Extinguishers and fire blankets</u> Fire extinguishers located in both halls and the new building. A fire blanket is located in the kitchen. An approved contractor service extinguishers and fire blankets on annual basis. Emergency Lighting Wallasey HQ have installed an internal and external emergency lighting system that is serviced on an annual basis by an approved contractor. A site representative checks the system monthly	Low	Medium	Entrances/fire exits are to be kept clear. Adults to ensure walk ways between beds are kept clear. <u>Activities using a naked flame are not permitted inside the WALLASEY GUIDING HQ.</u> <u>LEADER IN CHARGE MUST CONTACT THE LOCAL FIRE DEPARTMENT PRIOR TO THE EVENT TO INFORM THEM a) WHEN THE EVENT IS b) HOW MANY SLEEPING c) LOCATION d) EVENT COORDINATOR DETAILS</u> Yes - users to carry out fire drill. <u>LEADER IN CHARGE IS RESPONSIBLE FOR CONTACTING THE FIRE SERVICE ONCE EVERYONE IS EVACUATED FROM THE PREMISIES</u> Users must familiarise themselves with the location of extinguishers and exits Yes - user must ensure that they do not block fire doors or emergency exits. <u>LEADERS MUST HAVE WORKING TORCHES THAT ARE TO BE KEPT BY EACH EMERGENCY EXIT DURING THE STAY AT HQ</u>
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		<u>Fire door and emergency exits</u> These are clearly marked and must not be obstructed.				
Sleeping areas	All users	<u>It is the responsibility of the Group leader to ensure that Camp beds are not be joined together, there should be clear space between each bed.</u> <u>It is the responsibility of the Group leader to ensure Clothes and blankets should NOT be placed over the radiators to avoid the risk of fire.</u> <u>It is the responsibility of the Group leader to ensure There should be a clear route down the centre of the hall</u>			Group leaders should ensure that there are no clothes, bags or toys on the floor besides beds at night. Leaders should ensure there is a clear pathway down the centre of the hall to the fire exit. Leaders to ensure that ALL fire exits are kept clear of any obstructions	
		Volunteer wardens seeing groups/units in the WALLASEY GUIDING HQ explain the fire detection/ alarm system and point out location of fire blankets, extinguisher and exits, and muster point.	Low	Low		
Step and areas of the courtyard.	All users, slips, trips and falls.	Steps can get slippery in wet weather. Courtyard is block paved. Area has security lighting for when dark. All users advised to walk during wet weather.	Low	Medium		
Ramp from main hall to courtyard.	All hall users. Slips ,trips and fall.	All users advised to walk in and out of the building				
Corridors	All hall users. Slips ,trips and fall	Corridors to be kept tidy and free from obstruction	Low	Medium		

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Electricity supply and appliances	Users	Portable appliance testing of electrical items in the WALLASEY GUIDING HQ is conducted on an annual basis. Devices are labeled with their last inspection date. Electrical devices should be turned off overnight with the exception of the fridge and freezer, Electrical fixed wiring throughout the WALLASEY GUIDING HQ is subject to inspection and testing on a 5 year programme in accordance with current legal requirements by an approved person. Portable charging device are NOT permitted in the sleeping areas.	Low	Medium	Group leader check that portable charging devices are NOT in use during sleeping hours or in use in the bedroom. <u>All and any Portable charging devices ARE NOT TO be left on charge overnight</u>	
Portable charging devices	Users	<u>Portable charging devices are not permitted in the sleeping area.</u> <u>Portable charging devices or mobile phones must not be stored in coat pockets in either sleeping area or the entrance hall by the door due to the significant fire risk they pose.</u> <u>They MUST NOT be left on overnight.</u>	Low	Low	Group leader check that portable charging devices are not in use during sleeping hours or in use in the bedroom. <u>All and any Portable charging devices ARE NOT TO be left on charge overnight</u> <u>NO INERT ELECTRICAL DEVICES (eg MOBILE PHONES) ARE TO BE STORED IN THE LEADERS ROOM</u>	
Gas supply and appliances	Users	There is a mains gas supply in to the WALLASEY GUIDING HQ The internal gas supply off valve is located to the RIGHT of the cooker hood above the hob. These are checked annually by a qualified person.	Low	Medium		
Water supply	Users	All water to the WALLASEY GUIDING HQ is mains fed supply. There are no water storage tanks for drinking water on site.	Low	Low		

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Food preparation area/ Kitchen	All users	Floor is in good condition and non-slip Colour coded chopping boards are provided to prevent cross contamination during food preparation. No unsupervised children in kitchen area. The internal gas supply off valve is located to the RIGHT of the cooker hood above the hob. No trailing electrical wires. Sharp knives stored away. All users are expected to leave the kitchen area and all equipment in a high standard of cleanliness at the end of their stay. Hands must be washed before preparing food/eating. Glass is not in general use in the kitchen	Low	Low	It is the responsibility of the group leader to ensure that a high standard of food hygiene practice is used in all food preparation.	
Waste/ rubbish	Users	Commercial bins are provided at the property (green rubbish and grey recycling) for the removal of rubbish from the site. Recycling of all clean paper, cardboard, tins, glass and plastic is encouraged by all site users. Neither bin bags or food waste should be stored outside the building due to fire risk/ vermin this poses - all rubbish should be placed in the main bins. There are no facilities for the disposal of medical waste.	Low	Low	<u>Where possible hall users are requested to take as much of their rubbish away with them .</u> The group leader should take medical waste off site for appropriate disposal.	

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Cleaning materials		Only the cleaning products provided should be used . All cleaning products are stored in the marked cleaning box in the cupboard above the fridge out of the reach of children. Only washing up liquid, anti-bacterial counter spray & hand wash are permitted in the kitchen. Hand wash soap is provided in the toilets. All cleaning products are stored in the locked cupboard in the wash room, key in the key safe in the kitchen Children to be supervised if and when using cleaning materials. Hand wash soap is provided in the toilets.	Low	Medium	It is the responsibility of the group leader to ensure cleaning chemicals are out of the reach of children at all times.	
Intruders	All users	External doors to be kept locked when everyone is indoors. Side gate to be kept locked at all times. Main entrance gate to be closed over when on site	Low	Low		
Drive way	All users approaching the HQ.	Children to be supervised outside Children to be supervised if vehicle access is required. Cars to be parked on the grass at the entrance to the site. Water logged area on grass in the winter.	Low	Low	Area roped off during wet season	

¹Adults refer to adult volunteers who are part of the team delivering the event or activity

*Refer to the [A-Z of activities for information](#) about instructor qualifications



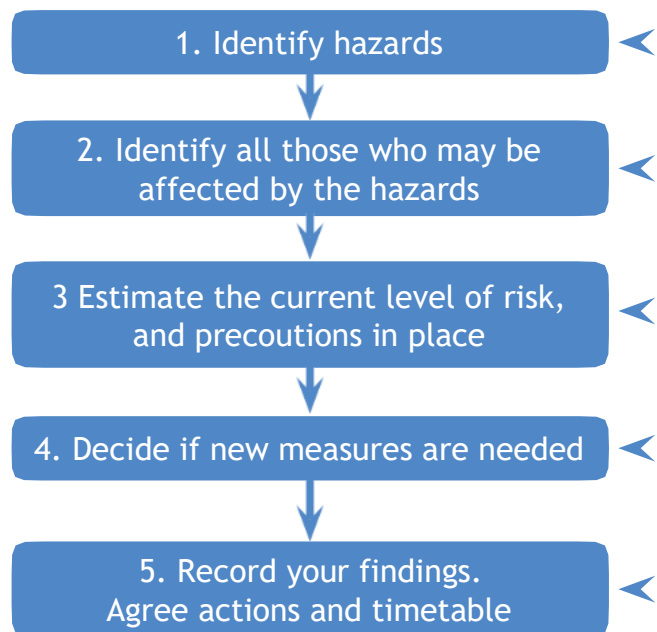
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Decision: once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (ie have a degree of challenge and risk whilst keeping girls safe)		Yes ☐ No ☐	
If you answered 'no' to the above 'Decision' questions please explain why:			
Risk Assessment completed by: insert name and role	J Smitton Trustee	Date completed:	31.3.2025
Has the Risk Assessment been shared with the leadership team?		Yes ☒ No ☐	
Risk Assessment due for review: insert date (no more than 12 months time)		Date:	Within 12 months

Continue on additional sheet if necessary

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What to do



How to do it

Look at things that can cause injury or damage, thinking about activity, location and surroundings

Think about the people around, not just members, who could be injured or affected by the activity

See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?

List actions required to reduce risk.
Decide if you want to go ahead.

Make sure everyone knows what they are going to do and by when.
Make sure it is done and record it

Severity \ Likelihood	Slight harm superficial injuries, minor cuts and bruises	Harmful minor fractures, ill health leading to minor disability	Extremely harmful multiple injuries, major fractures, fatalities
Unlikely Rarely happens	Low	Low	Medium
Likely Often happens	Low	Medium	High
Very likely Nearly always happens	Medium	High	High