



AFRICAN
ADVENTURE

RESIDENTIAL PROGRAMME

Generic Risk Assessment 2018

Last Reviewed: April 2019

Next Review: February 2020

This risk assessment has been produced in line with the guidance given in '*Safe Practice in Physical Education and School Sport*', (baalpe 2012).

Signed: 

Name: Simon Scott

Position: Director

Date: 14/05/2019

Please note: The Generic Risk Assessment is to be used in conjunction with the Sizewell Hall Quality Manual 'Risk Assessments for Group Leaders' and the Sizewell Hall Health and Safety Manual for Group Leaders.

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PEOPLE

ASPECTS TO CONSIDER		RISK RATING		EXISTING MEASURES TO CONTROL RISK	
Hazard	Who might be harmed and how?	Probability	Severity	Control Measure	Who is responsible?
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">PEOPLE</p> <p>Inadequately trained and inexperienced residential staff</p>	<p>All Personal safety of all on site</p>	<p>Low</p>	<p>Medium</p>	<ul style="list-style-type: none"> • All residential staff (salaried & voluntary) will be trained and assessed in each activity they deliver. New team members will not expect to lead activities until they have completed an induction of the programme and support will be available for all new team members leading activities. • Where activities require qualification only trained staff will be used as instructors (e.g. archery). • All staff to follow procedures in line with the requirements of the <i>Activity Centres (Young Persons Safety) Act 1995</i>. • All residential staff must be acquainted with the site at Sizewell Hall. 	<p>AA C & Director to ensure all staff are trained and aware of procedures</p>

	<p>Residential staff (salaried and voluntary) may not be trusted to safely supervise children</p>	<p>Pupils Personal safety of children</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> • All staff (salaried and voluntary) to complete a DBS Enhanced Disclosure or the equivalent from their country of permanent residence prior to the commencement of their position. • Salaried members of residential staff to have current First Aid qualification. • Residential staff work as a team to support one another. • School staff on site, participating in activities and supervising children during their stay. • For every 12 pupils there will always be a minimum of 1 adult (ratio 1:12). • Residential staff (salaried and voluntary) complete an application process including references. • Residential staff to follow procedures in the <i>Child Protection Policy</i> • Support and guidance is available for residential staff who may be finding elements of working with children difficult e.g. behaviour management. • If staff are deemed unsuitable for working on the African Adventure team then they may be asked not to continue in their role. 	<p>AA C to ensure applications and training records up to date</p>
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Residential staff may not be insured	<p>Residential Staff Personal safety and security of residential staff</p>	Low	High	<ul style="list-style-type: none"> Staff are covered by Christian Youth Ministries (CYM) Public Liability Insurance and Employers' Liability Insurance. 	CYM Director
Residential staff with inadequate knowledge of pupil medical conditions, behavioural or learning difficulties	<p>Pupils Personal safety of children</p>	Low	Medium	<ul style="list-style-type: none"> Parents complete <i>Pupil Information</i> form prior to visit including details of medical conditions, dietary requirements and doctor's details. School staff and residential staff to have a record of pupils' medical conditions. School staff asked to organise children into equal sized teams (max 12 pupils) before arrival at African Adventure. Residential staff expect the school staff to know the pupils they are bringing and provide information concerning behavioural and learning difficulties as necessary. School staff to provide 1:1 support for children if deemed necessary African Adventure Coordinator can insist a child is removed from the programme if they are deemed to be unsafe to themselves or others. 	AA C

Residential staff unable to enforce acceptable behaviour among pupils	All Personal safety of residential staff and children	Low	Medium	<ul style="list-style-type: none"> For every 12 pupils there will always be a minimum of 1 adult (ratio 1:12). School staff will be encouraged to be present during the delivery of all aspects of the programme. School staff to position themselves so they can observe and encourage pupils during the tasks. School staff and residential staff to discuss and agree acceptable standards of behaviour and appropriate discipline as necessary throughout the visit. Residential staff work as a team and support one another as required. Residential staff follow procedures in line with the <i>Behaviour Policy</i>. 	Residential Team Leader
Residential staff may not be physically able to carry out duties	Residential staff Personal safety of residential staff	Low	Low	<ul style="list-style-type: none"> Residential staff work as a team and support one another as required. Residential staff who are unable to carry out regular duties due to temporary physical condition will be given tasks they are able to complete or replaced by an able staff member. When appropriate the programme will be adjusted to ensure all residential staff, school staff and pupils remain safe. All residential staff are provided with adequate training for the duties they will carry out. Good manual handling practices followed, particularly for lifting etc. 	Residential Team Leader
Residential staff, school staff and/or pupils may	All Personal safety of all on site	Low	High	<ul style="list-style-type: none"> People with minor ailments (e.g. a cold) will be assessed and given the 	Residential Team Leader & Director or AA C (to be consulted

	infectious disease				<p>are comfortable with.</p> <ul style="list-style-type: none"> • Kitchen staff will be unable to continue their duties if they are suffering through illness. • People with severe infection will be isolated from the main group; medical advice sought and asked to depart the programme until they return to full health. • Following isolation due to illness, the sick person(s) will be allocated separate bathrooms to healthy people and anything they have touched will be thoroughly cleaned. • Where pupils are involved parents will be contacted and kept informed of the situation as appropriate. • Where the numbers of school staff or residential staff infected cause other aspects of this policy to be put in jeopardy and replacements are unavailable the programme will be aborted. • Any known episodes of diarrhoea or vomiting will mean staff need to stay away from the programme for 48 hours. 	<i>when people are being asked to depart programme)</i>
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	<p>School staff may have a misunderstanding of the events and activities that have been booked</p>	<p>Pupils and school staff Poor clothing/ bedding for the weather conditions</p>	<p>Low</p>	<p>Low</p>	<ul style="list-style-type: none"> • Pre-visit information sent to all schools • Kit list with weather appropriate recommendations given to schools. • Offer of a preliminary teacher visit to site. • Offer of a visit to school from a member of the African Adventure team. • Coordinator can lend African Adventure uniform, waterproof coats and spare sleeping bags if required. 	<p>AA C or AA Instructor</p>
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	<p>Pupils are unaware of their personal responsibilities for good behaviour and safety</p>	<p>All Personal safety of children and others on site</p>	<p>Low</p>	<p>Medium</p>	<ul style="list-style-type: none"> • The school is expected to have made pupils and parents aware of behavioural standards required before the visit. • Pupils will be briefed by Sizewell Hall Management regarding expectations within Sizewell Hall and treatment of facilities. • Pupils will be briefed by residential staff regarding potential hazards and behavioural expectations upon arrival at African Adventure and as required before each session. • Residential staff will liaise with school staff concerning acceptable behaviour and appropriate discipline. • Should any pupil behave in a manner that puts others at risk, residential staff reserve the right to exclude them from certain activities or complete exclusion from the course. • Smoking, alcohol and drugs will not be tolerated on the site. 	<p>Residential Team Leader</p>
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	<p>Inadequate storage of medication</p>	<p>Pupils</p>	<p>low</p>	<p>high</p>	<ul style="list-style-type: none"> • It is the teachers' responsibility to look after and administer medication for children. • All children should hand their medication in to the designated school staff, with the exception of those with medication which must be kept on their person (e.g. Epi-pens and emergency inhalers) • School staff are advised to keep medication in a locked container in the library. • Sharps bin available for used needles. 	<p>Residential Team Leader</p>
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CONTEXT

ASPECTS TO CONSIDER		RISK RATING		EXISTING MEASURES TO CONTROL RISK		
Hazard	Who might be harmed?	Probability	Severity	Control Measure	Who is responsible?	
CONTEXT	Child getting lost or wandering off site	Pupils Personal safety of children	Low	High	<ul style="list-style-type: none"> • Children will be informed of the site boundaries and which areas require a known adult to access (e.g. beach and pond). • Children will be split into equal sized teams. • Where staff numbers allow, each team will have an appointed adult leader (teacher). • The team leader will have a list of children in their team and other teams. • Residential staff will have a list of children in the team they are working with during each session. • Residential staff will carry a whistle in case they need to call their group together or attract other leaders' attention. • Pupils are reminded of their responsibilities in the behaviour policy. • Residential staff have access to torches and lanterns during activities that take place after dark. 	Residential Team Leader

	<p>Child being approached by a stranger (someone who is not African Adventure Staff or Sizewell Staff)</p>	<p>Pupils Personal safety of children</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> • Signs and fences set out to indicate site boundaries. • Site boundaries described and main boundaries shown to pupils upon arrival at Sizewell. • Pupil head count at the start of each activity and regular scanning of the activity area by all staff. • All Sizewell Hall, African Adventure and School Staff will wear ID badges throughout the trip. All other adults visiting must report to a member of staff who will then issue them with a badge. • When sleeping in Sizewell Hall children all sleep on the first and second floor of the building, with teachers supervising on each floor. • A member of African Adventure staff will circulate woodland during exploring activities and orienteering. • When sleeping in the huts, teachers and residential staff will be present and the village entrances locked internally. • When children have retired to bed, residential staff will check the immediate exterior of Sizewell Hall. • When the exterior has been checked exterior doors and low-level windows will be closed and locked followed by an inspection of all empty rooms. • External entrances to Sizewell Hall have key pad to ensure they are always locked during the visit. • All staff will report adults who take a particular interest in children, to a member of the teaching staff. The leader will decide if the authorities will be informed e.g. the police. • Children will be reminded about stranger danger at the start of the visit and told to report any stranger or adult without African Adventure identification, who approaches them. 	<p>Residential Team Leader</p>
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	Fire	<p style="text-align: center;">All Injuries or death caused by burns or smoke from fire</p>	Low	High	<ul style="list-style-type: none"> • African Adventure complies with the requirements of Sizewell see “<i>Group Health and Safety Manual</i>” produced by Sizewell Hall. • Each room in Sizewell Hall has a sign with fire regulations, routes and assembly areas marked on it. These are explained by site manager to the children at the start of the visit. • At the start of a visit, fire procedures will be walked through and the assembly point clearly indicated. • Bedrooms are not overcrowded and provide adequate space and storage. • Children will be instructed to keep exit routes clear, including floors and doors. • Residential Staff and School Staff will have a list of children in each team and their room allocations. • There will be Fire Marshalls allocated each week and their names made known to school staff and clearly displayed in the lounge or under Camp Kitchen. • In case of a fire in the village a bell is located in a central area. The children are talked through fire procedures. The gate is locked from the inside. • Fires ignited at the African Village campfire area will be supervised at all times by residential staff and Campfire Activity Risk Assessment Measures followed. 	Residential Team Leader
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	Illness/allergy caused by food	<p style="text-align: center;">All Personal health of all on site</p>	Low	Medium	<ul style="list-style-type: none"> • Cooks hold a valid Food Safety and Hygiene Qualification. Copies of their certificate will be available for inspection. • Catering staff are to be informed of pupils and staff dietary requirements (eg. vegetarian and food allergies) preceding the commencement of the trip. In extreme circumstances parental assistance may be required. • Breakfast, Lunch and Dinner will all be provided along with snacks during breaks. • Everyone must wash their hands before eating. • Common allergens are identified and labelled on stored food (Food Information for Consumers Regulation 2014) • African Adventure staff roll up sleeves, tie up long hair and wash hands thoroughly before serving food. • African Adventure staff briefed on good hygiene when serving food. 	<p>AA C to ensure records up to date</p> <p>Residential Team Leader to ensure dietary information is received and procedures followed</p>
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Poisoning	<p>All Personal health of all on site</p>	Low	High	<ul style="list-style-type: none"> All chemicals and hazardous substances are recorded and stored according to Sizewell Hall's <i>Record of Risk Assessment (Hazardous Substances –COSHH)</i> 	<p>Residential Team Leader & Sizewell Hall Management</p>
Unsafe equipment	<p>All Personal safety of all on site</p>	Low	High	<ul style="list-style-type: none"> Equipment (e.g. for archery, bridge build, traversing wall and the low ropes course) is to be checked preceding and following each school visit and repaired or replaced as necessary. Equipment will be stowed in locked stores when not in use. All equipment will be maintained to the highest standard and will be replenished as required. Equipment that breaks or becomes unsafe during a session will be fixed if possible or set aside/stored until an appropriate time occurs for disposal, replacement or maintenance. 	<p>Residential Team Leader</p>

	<p>Unsuitable clothing/ inadequate safety clothing</p>	<p>All Being affected by weather or becoming injured through inappropriate clothing or lack of safety clothing</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> • A list of suitable clothing for pupils to bring will be sent to schools by the residential staff before the visit and will appear on website. • Clothing requirements (e.g. coat) for each day's activities will be advised by residential staff at the start of the day. • African Adventure staff and teachers to visually check pupils' attire is appropriate for activities and ask children to change or bring more layers with them if needed. • Appropriate safety equipment will be used (e.g. bracers for archery) and maintained by the residential staff. • Pupils will be advised on the fitting and use of safety equipment and will be checked by the residential staff before the start of the activity. 	<p>AA C to contact schools preceding visit</p> <p>Residential Team Leader</p>
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	<p>Accidents and injuries to pupils</p>	<p>Pupils Personal safety of children</p>	<p>Low</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Residential staff to highlight any hazards before and during activities. • There will always be a qualified First Aider on site and their name(s) will be made known to residential and school staff and children and clearly displayed in the lounge of Sizewell Hall or under camp kitchen. • Accident report forms will be completed comprehensively by the First Aider. • When an accident report form has been filled in a teacher will be made aware. • Members of the residential staff responsible for an activity must carry the 'session sack' which has a First Aid kit inside and any other essential equipment for the activity. First Aid kits are held outside the Main Hut of the African Village, in the Camp Kitchen and in Sizewell Hall. There will also be a foil blanket at the Camp Kitchen and within Sizewell Hall. • Sizewell Hall Management have details of local doctors, hospitals and casualty departments (these are also found in the session sacks). • Comprehensive information about activities, times and their locations is left with the site manager of Sizewell Hall. • Standard accident procedures to be followed by staff. • Contingency plans are prepared for use in the event of an emergency. • Injured pupils will be assisted by the qualified First Aider(s) and school staff will be kept informed and asked to contact parents/carers when necessary. • When off-site treatment is required, parents will always be informed. • Pupils transported for off-site treatment will be accompanied by a member of school staff. Follow school policy with regards to transporting children. Residential staff to avoid leaving site if at all possible. 	<p>Residential Team Leader & Qualified First Aider(s)</p>
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	<p>Accidents and injuries to school staff</p>	<p>School Staff Personal safety of school staff</p>	<p>Low</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Residential staff to highlight any hazards before and during activities. • There will always be a qualified First Aider on site and their name(s) will be made known to residential and school staff and clearly displayed in the lounge of Sizewell Hall or under camp kitchen. • Members of the residential staff responsible for an activity must carry the 'session sack' which has a First Aid kit inside and any other essential equipment for the activity. First Aid kits are held outside the Main Hut of the African Village, in the Camp Kitchen and in Sizewell Hall. There will also be a foil blanket at the Camp Kitchen and within Sizewell Hall. • Sizewell Hall Management have details of local doctors, hospitals and casualty departments (these are also found in the session sacks). • Comprehensive information about activities, times and their locations is left with the site manager of Sizewell Hall. • Standard accident procedures to be followed by staff. • Contingency plans are prepared for use in the event of an emergency. • Injured members of school staff will be assisted by the qualified First Aider(s) and other school staff will be kept informed and asked to contact the school office when necessary. • When off-site treatment is required the school office/ head teacher will be informed. • School staff will not be allowed to participate in activities without having any specific safety information required. 	<p>Residential Team Leader & Qualified First Aider(s)</p>
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	<p>Accidents and injuries to residential staff</p>	<p>Residential Staff Personal safety of residential staff</p>	<p>Low</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Residential staff trained to identify any hazards before and during activities and made aware of any hazards specific to the activity they are leading or supporting. • There will always be a qualified first aider on site and their name(s) will be made known to residential and school staff and clearly displayed in the lounge of Sizewell Hall or under camp kitchen. • Members of the residential staff responsible for an activity must carry the 'session sack' which has a First Aid kit inside and any other essential equipment for the activity. First Aid Kits are held outside the Main Hut of the African Village, in the Camp Kitchen and in Sizewell Hall. There will also be a foil blanket at the camp kitchen and within Sizewell Hall. • Sizewell Hall Management have details of local doctors, hospitals and casualty departments (these are also found in the session sacks). • Comprehensive information about activities, times and their locations is left with the site manager of Sizewell Hall. • Standard accident procedures to be followed by staff. • Contingency plans are prepared for use in the event of an emergency. • Injured members of residential staff will be assisted by the qualified first aider(s) and residential team leader will be kept informed and asked to contact the CYM office and/or next of kin when necessary. • When off-site treatment is required the CYM office/ Director will be informed. 	<p>Residential Team Leader & Qualified First Aider(s)</p>
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	Drowning	<p style="text-align: center;">All Personal safety of all on site</p>	Low	High	<ul style="list-style-type: none"> • Children will be informed of the site boundaries and which areas require a known adult to access (e.g. Beach and Pond). • Children will be split into equal sized teams. • Where staff numbers allow, each team will have an appointed adult leader (teacher). • The team leader will have a list of children in their team and other teams. • Residential staff will have a list of children in the team they are working with during each session. • Residential staff will carry a whistle in case they need to call their group together or attract other leaders' attention. • Pupils are reminded of their responsibilities in the behaviour policy. • Appropriate safety clothing will be provided as necessary for activities involving water. • Pupils should not enter the pond or the sea. • Teachers are asked to supervise the children during beach time and are informed of their responsibility to keep children out of sea. • There will always be a qualified First Aider on site and their name(s) will be made known to residential and school staff and clearly displayed in the lounge of Sizewell Hall or under camp kitchen. 	<p style="text-align: center;">Residential Team Leader & Qualified First Aider(s)</p>
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	Snake bite	<p>All Poisoning from snake bite leading to injury or death</p>	Low	Medium	<ul style="list-style-type: none"> • Please refer to <i>Sizewell Hall Quality Manual</i> 'Risk Assessments for Group Leaders' pages 41-46 (G19). • Children are informed that they may see animals including snakes around the site of the African village. • If a snake is seen, alert other members of the group and keep away. • If a snake bite is inflicted, appropriate medical treatment will be obtained in line with accident procedures. This information is available in first aid kits which can be found in every session sack. 	<p>Residential Team Leader & Qualified First Aider(s)</p>
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ORGANISATION

ASPECTS TO CONSIDER		RISK RATING		EXISTING MEASURES TO CONTROL RISK		
Hazard	Who might be harmed and how?	Probability	Severity	Control Measure	Who is responsible?	
ORGANISATION	Safety issues not considered	All Injuries or death because safety guidelines are not followed	Low	High	<ul style="list-style-type: none"> Each activity is assessed for risk. Residential staff begin each session highlighting hazards along with safety procedures, clothing and equipment as required. African Adventure team will perform a dynamic risk assessment where activities are changed or a spontaneous game is played. This may be a discussion between team members or a mental consideration. 	<p>AA C & Director to ensure all staff are trained and aware of procedures.</p> <p>Residential Team Leader</p>
	Ratio of adults to children insufficient	Children Personal safety to children	Low	Medium	<ul style="list-style-type: none"> Schools are required to send at least a 1:10 ratio. African Adventure needs a 1:10 ratio of AA leaders to run. There will always be a 1:5 ratio on site. <p>There are back up CYM members of staff with the relevant checks who can be called upon if necessary.</p>	AA C and Director

	<p>Activities are too demanding for the pupils</p>	<p>Pupils Peer pressure causing pupils to push themselves more than they should and getting injured from an accident</p>	<p>Low</p>	<p>Low</p>	<ul style="list-style-type: none"> • Activities are assessed and pupils organised into adequately sized groups. • Activities are selected for their appropriateness for the age group and abilities, with steady progression of skills and knowledge. • School staff and pupils are informed by residential staff of the arrangements and requirements for the residential (e.g. pupil groups, activities, duties, responsibilities). • In the event of accident, illness or inability to participate in the planned activity, a member of the school staff will take care of the pupil. • African Adventure team are able and encouraged to adapt any activity to make it more appropriate or accessible for a child or children in their group. • Team also able to spot children who may need this and stop any overly risky behaviour. 	<p>Residential Team Leader</p>
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<p>Pupils are disorganised and poorly supervised</p>	<p>Pupils Loss of children, injuries on unsupervised equipment</p>	<p>Low</p>	<p>Low</p>	<ul style="list-style-type: none"> • Adult to pupil ratio always at least 1:12. • Children are supervised and instructed to move sensibly between each activity and prepare safely. • Instructions and/or demonstrations are provided for each activity. • Rules and behavioural standards are consistently applied in accordance with the Behaviour Policy. • Appropriate intervention and support is agreed by school and residential staff. 	<p>Residential Team Leader</p>
<p>Residential Staff are disorganised</p>	<p>All Loss of children, equipment left unsupervised, children left in a vulnerable situation</p>	<p>Low</p>	<p>Medium</p>	<ul style="list-style-type: none"> • All residential staff (salaried & voluntary) will be trained and assessed in each activity they deliver. • Where activities require qualification only trained staff will be used as instructors (e.g. archery). • All staff to follow procedures in line with the requirements of <i>the Safe Practice in Physical Education and School Sport</i>, (baalpe 2012). • The Residential Team Leader will appropriately discipline any residential staff member failing to follow procedures. • Timetables detailing activities are provided to school staff, residential staff and Sizewell Hall management. • Staff are given time before or after activities to set up and prepare for leading. Support given to team members who have not set up/led the activity before. 	<p>AA C & Director to ensure all staff are trained and aware of procedures</p>

	School staff are unaware of programme	Children and School staff Children or school staff getting lost, children not prepared appropriately for the activity	Medium	Medium	<ul style="list-style-type: none"> • Timetables are given to school staff at the beginning of each week. Activities locations are explained. • Any changes to timetable are shared with school staff as soon as possible. • Walkie talkies between AA staff to communicate changes of plan in the middle of sessions. 	Residential Team Leader
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NOTES

Simon Scott (Director of CYM)

Kymmene Barnes – African Adventure Co-Ordinator (AA C)

Residential Team Leader – A variety of trained people (supervised by **Kymmene Barnes**) are involved in leading each African Adventure visit. The person leading a particular week will be made known to School Staff, Sizewell Hall Management and the Residential Staff and will assume the associated responsibilities outlined in this document.

Qualified First Aider(s) – Due to the nature of African Adventure the residential staff on site will alter during the programme though a Qualified First Aider will always be available. Residential Staff on site that hold current first aid qualifications will be made known to School Staff, Sizewell Hall Management and the Residential Staff and will assume the associated responsibilities outlined in this document.

Sizewell Hall Management – Sizewell Hall Christian Conference Centre is maintained independently from African Adventure. The centre's management team will be on site during African Adventure and are kept informed of all activities, policies and procedures.

Archery Instructor – Archery requires a nationally recognised qualification and as such only qualified instructors can lead archery sessions. African Adventure has a number of qualified personnel and when on site they must assume the appropriate responsibilities outlined in this document.

School Staff – Each group of children is accompanied by adults determined by the school. It is expected that class teachers will be present; however other responsible adults might include parents, governors, teaching assistants or head teachers. The school staff are expected to assume responsibility for the children during their stay and as such to work with residential staff to ensure safety procedures are adhered to.