



**ORCHYD**

Holidays for Children with  
Disabilities

### 2021 Risk Assessment

An assessment of risk should be carried out for every activity organised by ORCHYD. The assessment is straight-forward, often common sense, in five stages and best carried out by an individual or a small group:

- Look for anything that might cause harm - the hazards.
- Decide who might be harmed and how.
- Evaluate the chance that someone might be harmed - the risk - and decide whether the precautions are adequate.
- Record the findings.
- Review the assessment and revise it if necessary.

#### Looking for the hazards

This is best done by visiting the location. If those looking are not completely familiar with the proposed activity, the advice of someone with experience should be sought.

#### Decide who might be harmed and how

If in doubt, consult those with current, practical experience.

#### Evaluate the risk and the precautions

Look at each risk in turn: it may be that the risk can be eliminated altogether. The aim is to make all risks as small as possible. Again, seek help and guidance from those who have experience.

#### Record the findings

Not every tiny risk and precaution needs to be written down. Exercise judgement and record the major items.

#### Review

At all stages, but particularly after the event, review the adequacy of the arrangements to reduce the risks to see if improvements can be made in future, similar events.

	Severity		
Likelihood	<b>Slight Harm</b> Superficial Injuries, minor cuts and bruises	<b>Harmful</b> Minor Fractures, ill health leading to minor disability	<b>Extremely Harmful</b> Multiple injuries, major fractures, fatalities
<b>Unlikely</b> Rarely Happens	Low	Low	Medium
<b>Likely</b> Often Happens	Low	Medium	High
<b>Very Likely</b> Nearly Always Happens	Medium	High	High



[www.orchyd.org.uk](http://www.orchyd.org.uk)

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Registered Charity Address: 18 St Catherines Road, Ruislip, Middx, HA4 7RU

## 2021 ORCHYD Risk Assessment

COVID-19 specific risk assessments and procedures are covered separately and as part of the infection control policy. This should be read in conjunction with the below risk assessment

Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
Outings								
Transport - Mini-buses	Vehicle not safe  Passengers not safely seated in mini-bus	Children Volunteers	Unlikely	Extremely Harmful	Medium	Regular servicing of vehicles by HCT.  Minibus vehicle checks by Drivers on collection.  Check seatbelts Positioning of adults within vehicles using mini-bus seating plan.  Wheelchairs locked in by qualified Drivers  Mini-bus drivers checklist signed by all Drivers at start of holiday		All drivers hold current MIDAS training
Mini-buses	Incident involving one of the vehicles	Children Volunteers	Unlikely	Slight Harm	Low	All vehicles travel in convoy, particularly with the trailer bus to ensure all wheelchairs are close to hand.		
Hot day	Child gets sunstroke / sunburn / Dehydration	Children	Likely	Slight Harm	Low	All children asked to bring their own suncream.		

Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
						<p>Generic suncream available with parental permission.</p> <p>Volunteers reminded to ensure children are wearing sunhats and have suncream applied</p> <p>Children assigned specific water bottles and volunteers are reminded to ensure children drink fluids regularly</p>		
Accident / Incident	Key Volunteers not available to assist	Children	Unlikely	Extremely Harmful	Medium	<p>All Key Volunteers on Outings (eg Staffing Coordinator / Outing Coordinator / HCP / Floaters) have radio access</p> <p>All volunteers with children considered most vulnerable have radio access</p> <p>All volunteers have knowledge of the ORCHYD mobile number, also detailed on every set of Outings Notes</p> <p>On all outings, everyone must go around in small groups which should include a Floater</p>		
Day Trips involving Swimming	Drowning	Children Volunteers	Unlikely	Extremely Harmful	Medium	Swimming trips are at places where there are qualified lifeguards, or places open exclusively to ORCHYD.		

Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
						<p>Each child has a designated volunteer with them at all times</p> <p>Extra volunteers in the pool to assist with children</p> <p>Extra volunteers on poolside</p>		
Day Trips involving animals	<p>Infection</p> <p>Animal Bites</p>	Children Volunteers	Unlikely	Slight Harm	Low	<p>All reminded about hand washing</p> <p>Safe handling of animals is advised by appropriate activity lead (eg Farm visit personnel)</p>		
Reliance is placed on the Day trip venues Risk Assessments for outing specific Risks - eg HOAC, Scout Camp, Odds Farm, Cinema, Ice Skating, Paradise Wildlife Park, Lido Railway, Thames Valley Adventure Playground, Aldenham								
Health Care Professionals								
First-Aid	Accident or incident arising (eg. fall, choking, burn)	Children Volunteers	Unlikely	Extremely Harmful	Medium	<p>Designated First-aiders</p> <p>First Aid kits taken on all outings</p> <p>For outings where children/volunteers can go round in small groups, a First Aider is present in every group</p>	Staffing Team to ensure all First Aid expiry dates are recorded on the database and that copies of certificates are held electronically	First-aid qualification

Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
Medication	<p>Incorrect medication given to child</p> <p>No medication given to child</p> <p>Wrong dosage medication given to child</p> <p>Access to medication by volunteers/children</p>	Children	Unlikely	Extremely Harmful	Medium	<p>Only HCP qualified volunteers or those with relevant experience are allowed to administer medication.</p> <p>All medication kept in a locked cupboard whilst in the hall and in a locked bag when out of the hall on trips.</p> <p>All medication labelled with child's name, dosage etc</p> <p>Two volunteers on all medication rounds. Lead volunteer and second checker.</p> <p>All medication administered with written parental permission.</p>	HCP status to be independently verified annually with evidence of same recorded	HCP Professional qualifications
Gastro Feeds	<p>Incorrect feed given to child.</p> <p>Feed given incorrectly</p>	Children	Unlikely	Harmful	Low	Only HCP qualified volunteers or those with relevant experience are allowed to administer gastro feeds.	Train more volunteers	HCP Professional qualifications
<b>Housekeeping</b>								
Dangerous substances	Access to cleaning fluids such as bleach	Children	Unlikely	Extremely Harmful	Medium	<p>All cleaning fluids stored in locked cupboard.</p> <p>No access for children to the cupboard.</p>		

Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
						Use of dangerous substances is only undertaken once the children are out of the hall		
<b>Catering</b>								
Access to Kitchen	Access to sharp implements (eg cooking knives)  Hot oven / gas hobs  Boiling water	Children Volunteers	Likely	Harmful	Medium	Key pad lock on kitchen door  Access restricted to authorised volunteers  Maximum number of volunteers present in kitchen at any one time		
Food Hygiene	Food poisoning	Children Volunteers	Unlikely	Slight Harm	Low	Always a volunteer on catering duty trained in Food Hygiene		Food Hygiene Certifications
<b>Children</b>								
Manual Handling	Damage to either child or volunteer through incorrect lifting	Children Volunteers	Likely	Medium	Medium	Best practice at ORCHYD is to always use a hoist when moving children with limited mobility  At a minimum, two volunteers will assist with lifting a child if no hoist available	Increase number of volunteers who can be trained to use the hoist	Best practice guidance given at ORCHYD training day
Beds	Child falls out of bed	Children	Likely	Slight Harm	Low	Those most at risk are put into beds that are most safely positioned in the bedrooms.  Bed sides are attached to		

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						beds for those at risk  Further 'softening' applied to floor for those most at risk - cushions/bean bags/mats		
Wheelchairs/Buggies	Child not strapped in properly.  Child falls out of chair.	Children	Unlikely	Harmful	Low	All volunteers reminded to check children are strapped in safely.  Further reminders are given at activities such as HOAC where straps are undone for safety whilst out on the boats, that they need to be redone once on land etc		
St Martins								
Venue specific Hazards fall under the Remit of the venue owner and are not independently assessed by ORCHYD. This covers items such as: Maintenance of Electrical Sockets Servicing of Fire Alarms / Fire Extinguishers External Pathways/Access routes are safe Adequate lighting								
ORCHYD Set up	Layout of holiday set-up is not safe.  Layout doesn't provide adequate means of escape or easy identification of fire exit routes	Children Volunteers	Likely	Harmful	Medium	Plan and layout of venue updated each year.  Fire evacuation routes identified on plan		
Tea/Coffee in volunteer room	Children get access to boiling water	Children	Likely	Harmful	Medium	Only Volunteers have access to the room.  Proximity of room is close to		

Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
						security desk who can monitor who has access to the room		
Spillages	Falling/Slipping	Children Volunteers	Likely	Harmful	Medium	Any spillages are immediately cleaned up.  Area is kept 'cordoned off' until spillage cleaned		
Equipment	Volunteers injuring themselves. Eg by wearing inappropriate footwear	Volunteers	Likely	Slight Harm	Low	All Volunteers given guidance in Volunteer Booklet and at Induction session on what to wear at ORCHYD		
Electrical Faults	Electrical equipment owned by ORCHYD not safe	Children Volunteers	Unlikely	Harmful	Low	Visual checks carried out for loose and damaged electrical cables.  Electrical equipment regularly inspected	PAT testing required??	
Fire	Children/Volunteers are not evacuated from the building  Fire Brigade are not aware that premises is being used a residence for the duration of the ORCHYD holiday	Children Volunteers	Unlikely	Extremely Harmful	Medium	Inform everyone of the fire procedures  Ensure some Volunteers are designated as Fire Wardens and understand procedure in event of a fire  Fire Brigade informed of dates when ORCHYD is in residence	Hold a fire drill within the first few days	Volunteers have knowledge of fire procedures
No Knowledge of who is onsite	People unknown to ORCHYD on the premises represent a danger to vulnerable children	Children	Likely	Slight Harm	Low	Security Desk record all people on site electronically	Consider procedure for St Martins 'staff'	
Other	Children left with an	Children	Unlikely	Harmful	Low	All volunteers are DBS and		



Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
Volunteers / Adults	unknown adult					<p>referenced check. All volunteers wear an identification badge</p> <p>Where possible a child is never left alone with an adult.</p> <p>Any volunteers (eg visitors / under 16s) not checked by ORCHYD are not given duties one on one with the children</p>		