Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Alice Chapman	March 2026	/	May 2026

Hazard & Associated Risk	**Persons at Risk**			**Control Measures**	**Additional Precautions**	**Probability**	**Impact**	**Score**	**Risk**
	Young	Staff	Visitors						
Event Planning & Leadership -Lack of proper planning and communication	P	P	P	- An event like a DofE Gold Residential will have a designated and competent event organiser/s who is responsible for the planning, delivery and risk assessments. - The event organiser/s will have knowledge, training and experience to understand their leadership obligations and responsibilities ensuring plans and decisions are logged and available for scrutiny if required.		2	3	6	Moderate
Contingencies – Knowing what to do if the plan must change	P	P	P	- An event plan should use the listed contingencies in the site *Emergency and Disaster Recovery Plan* that are required to be available and briefed for use. - All relevant contingencies should be incorporated into the event plan in case such a situation arises. - The event organizer and their immediate team must familiarise themselves with this plan, before the start of the event.	- A copy of this *Emergency and Disaster Recovery Plan* is also located in the Nepal reception.	1	2	2	Minor
Cars - Collisions with vehicles	P	P	P	- Speed limit of 10mph in place across the site, signs displaying this. - Speed bumps and gates in place to slow/prohibit vehicle movement. - Car parking and traffic stewards are placed during any peak traffic periods for large events etc. - Cars will not be permitted below the Nepal reception gate during a large event, except during designated times. - All access roads around site must remain accessible.		1	3	3	Minor
	P	P	P			1	2	2	Minor

Insurance – Not being covered for planned events				- The event organiser/s must ensure that the site's insurance covers any proposed event, and any queries must involve liaison with the insurance company.					
First Aid – Lack of Provision	P	P	P	- There will be an on call First Aider onsite throughout the residential experience, who will be available to be contacted at any point. - Each activity area/zone will have a First Aid Kit available to it. - There will are more First Aid Kits available at the Jubilee Centre and Nepal receptions. - There are 3 defibrillators located onsite, available in the Jubilee Centre (in the entrance), at the Nepal reception (under Nepal shelter near activity store) and near Bradley Lodge (on side of metal container).	-There will a First Aid Kit located in the bunkhouse in which they are sleeping in	1	2	2	Minor
Adverse Weather: storms, high wind and heavy rain etc – Resulting in injury or damage	P	P	P	- Adjustments can be made to the programme to accommodate poor weather conditions, i.e. indoor activities - Event may be cancelled or postponed for safety.	- Site *Emergency and Disaster Recovery Plan* in place which details the procedures to take in severe weather.	1	2	2	Minor
Hazards Arising from the Actions of Group Members - i.e. disorderly behaviour.	P	P	P	-Supervision will be in place throughout the event directly from the Bradley Wood team. -Behaviour expectations will be briefed by the event lead/s to the participants. -Poor behaviour incidents brought to the attention of the event staff will be discussed directly with the appropriate section Leader (if the participant is a Scouting member & completing the Residential though their Scout group).	-This will be supported by regular walkarounds by the organising team.	3	1	3	Minor

				-Poor behaviour incidents brought to the attention of the event staff will be discussed directly with the appropriate School/Provider contact (if the participant is a not a Scouting member). - Any safety or safeguarding concerns related to any participants will be reported through the appropriate channels in Scouting and DofE.					
Young People Operating Alone - Missing child / safeguarding concern	P	P	P	-Due to the nature of this event, participants may navigate the site without Bradley Wood Team. They will be informed that they do so in pairs or small groups and clearly communicated that young people should not navigate the site on their own. -If participants are to operate without direct supervision from the Bradley Wood Team, they will have access to a radio/phone to maintain constant communication.		1	2	2	Minor
Activities – Instructors understanding responsibilities	P	P		- See individual activity risk assessments. - Risk assessments and Standard Operating Procedures will be shared with the instructor/s, and they must read over them and confirm understanding before commencement of the activity. -If participants of the Gold DofE Residential are to assist on activities, they must follow the directions of the activity instructor.		1	3	3	Minor
Uneven Ground – Resulting in trips / slips	P	P	P	-The nature of this event and the activities taking part will mean that the ground at the location may be uneven, can have obstacles and potentially debris on the ground and may be slippery due to weather conditions. -People will be advised to wear appropriate footwear, any high footfall areas or areas identified as at particularly high risk will be monitored during the event, this might include temporary surfaces being put down to aid traction if considered appropriate. - There will be an on call First Aider onsite throughout the residential experience, who will be available to be contacted at any point.	- Consider fencing off worst areas of site to reduce access to slip hazards and damage to the ground of site.	2	3	6	Moderate

Young People – Safeguarding risks	P	P	P	-All Staff/Volunteers on the site will have up-to-date safeguarding training, logged on the Scouts Membership System. - Any safeguarding matters or concerns should be raised with the event leader/s so that they can be dealt with immediately and appropriately. - All adults on camp or visiting the camp must be wearing a necker or Scout branded uniform, to differentiate from public and make sure young people are appropriately briefed. -Secondly a briefing to all participants by the event lead/s, that there may be large numbers of young people on site, and should they ever feel uncomfortable about something someone has done or talked about, they should report it to the Bradley Wood Team straightaway. -All DofE Participants will be given a 'DofE Residential' ID badge to wear while on site for ID purposes. -Adults must follow the Scout Association Safeguarding cards (Yellow for Adults and Orange for Young People) when working with / on call for the DofE participants	-Sleeping arrangements in the bunkhouse must follow Scouting rules for over and under 18s	1	2	2	Minor
Missing Child – Not knowing what to do if this occurs	P	P		- Should a lost child situation occur, the event leader will co-ordinate a reaction to the situation in line with the procedures at the venue.	- Site *Emergency and Disaster Recovery Plan* contains the procedure for a missing child. This is in Risk Assessments Folder the Nepal reception and Jubilee Centre.	1	2	2	Minor
Food Preparation - Illness / food poisoning	P	P	P	-The building is equipped with all cleaning products and cooking equipment for the number of participants that the building can accommodate. This includes ensuring the right level of cleanliness, appropriate storage of food and sufficient use of PPE during the process of preparing food. -The participants are in control of preparing their own food during the residential.		1	2	2	Minor

				- There will be an on call First Aider onsite throughout the residential experience, who will be available to be contacted at any point.					
Overnight Accommodation – Following Scout POR / DofE Rules	P	P	P	-Overnight accommodation will be implemented using the Scouts Nights Away rules and guidance from POR (For Scouting Participants). - DofE Rules for overnight accommodation must be followed.		1	2	2	Minor
Site Security - Lack of Provision	P	P	P	- Bradley Wood Staff / Volunteers will be present throughout the event. -On duty staff will be contactable at any point during the event, and their location/contact details will be visible from the Nepal reception window. - Participants will be briefed on arrival and boundaries will be clearly marked in event communications. -Additional signage may be placed adjacent to public areas to ensure that unwanted foot traffic does not stray into prohibited areas of the site.		1	2	2	Minor
Site Emergency or Incident – Not knowing what to do	P	P	P	-This event is being held at Bradley Wood. The site *Emergency and Disaster Recovery Plan* will apply to any such emergency or incident. - Any incident should be reported to the event leader/s who will decide on the course of action to be taken and will either co-ordinate this themselves or will delegate to the most appropriate person. -A reportable incident must be reported through the appropriate processes as soon as possible.	- A copy of the site *Emergency and Disaster Recovery Plan* is available in Nepal reception & Jubilee Centre Office.	1	2	2	Minor
Personal Information – GDPR Breach	P	P	P	-All personal information will be kept and used in accordance with Scouting and DofE GDPR Rules.		1	3	3	Minor

Site Maintenance – Personal Injury / Damage During Tasks	P	P		-Appropriate PPE, training and supervision will be provided for any site maintenance tasks. - There will be an on call First Aider onsite throughout the residential experience, who will be available to be contacted at any point.		2	3	6	Moderate
Alcohol – Underage Drinking / Safeguarding Concerns	P	P		-DofE participants are NOT allowed to drink any alcohol while partaking in the Gold DofE Residential, regardless of if they are over 18. -Adults must follow the Scouts Green Card when working with / on call for the DofE participants		1	3	3	Minor
Fire Doors / Hinged Doors Closing -Trapped Fingers	P	P	P	-The Hinge Cavity and Hinge Pin side of the door pose the most risk of trapped fingers when a door is closing. Fire doors with self-closing fixings are of higher risk. The site is currently in the process of covering all these trapping points on the doors that customers use on site. However, some doors will still be exposed during this stay. -All participants will be briefed on this risk and to keep hands well away from these points when doors are closing.		1	4	4	Moderate