



**ORCHYD**  
Holidays for Children with  
Disabilities

## 2025 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)

Registered Charity Number: 1072239

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

### 2025 ORCHYD 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(which includes daily vehicle checks)		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/equipment 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.		

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						<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> <p>Follow Government Guidelines on keeping children safe in hot weather and minimise outdoor exposure if necessary by finding appropriate shade/cover</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>		

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						On all outings, everyone must go around in small groups which should include a Floater		
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.  Each child has a designated volunteer with them at all times  Extra volunteers in the pool to assist with children  Extra volunteers on poolside		
Day Trips involving animals	Infection Animal Bites	Children Volunteers	Unlikely	Slight Harm	Low	All reminded about hand washing  Safe handling of animals is advised by appropriate activity lead (eg Farm visit personnel)		
Reliance is placed on the Day trip venues Risk Assessments for outing specific Risks - eg HOAC, Roundtable Camp, Odds Farm, Cinema, Ice Skating, Paradise Wildlife Park, Lido Railway, Thames Valley Adventure Playground, Aldenham, Gullivers, Camp Mohawk, Snow Centre, Ice Skating. Copies of these are held in the Outings Folder.								
Health Care Professionals								
First-Aid	Accident or incident arising (eg. fall, choking, burn)	Children Volunteers	Unlikely	Extremely Harmful	Medium	Designated First-aiders  First Aid kits taken on all outings	Staffing Team to ensure all First Aid expiry dates	First-aid qualification

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						For outings where children/volunteers can go round in small groups, a First Aider is present in every group	are recorded on the database and that copies of certificates are held electronically	
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	Train more volunteers	HCP Professional qualifications

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						experience are allowed to administer gastro feeds.		
<b>Housekeeping</b>								
Dangerous substances	Access to cleaning fluids such as bleach	Children	Unlikely	Extremely Harmful	Medium	All cleaning fluids stored in locked cupboard.  No access for children to the cupboard.  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 (6) present in kitchen at any one time  Serving hatch only open when catering staff are in the kitchen		
Kitchen Hygiene	Hygiene- Long hair Tabbards	Children Volunteers	Likely	Slight Harm	Low	Long hair must be tied back Tabbards must be worn in kitchen (and taken off if going to the bathroom)	Put reminder signs up in the kitchen	

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Food Hygiene	Food poisoning	Children Volunteers	Unlikely	Slight Harm	Low	Always a volunteer on catering duty trained in Food Hygiene		Food Hygiene Certifications
Cooking	Risk of fire when children in bed	Children Volunteers	Unlikely	Extremely Harmful	Medium	Ovens/hobs not to be used in the evenings when children are in bed.		
<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. Only those who have been trained can use the hoist.  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 beds for those at risk  Further 'softening' applied to floor for those most at risk - cushions/bean bags/mats  Mattress placed on floor if risk is considered high		

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Overnight	Reduced Staff overnight - impacts on evacuating children in an emergency	Children	Unlikely	Harmful	Low	Wheelchairs kept close to beds.	Call Emergency services / close contacts if an emergency	Minimum 7 staff on site overnight (6 + 1 HCP) NB. Reduced for 2025 as only 14 children. Min 5 staff (4 + 1 HCP)
Overnight - sick child	Sick child on their own in HCP room with one adult.	Children Volunteers	Likely	Medium	Medium	Two overnight volunteers stay in HCP room with sick child. HCP stays in main hall/girls room.	Revert to infection control policy if necessary	
Wheelchair s/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/Longridge where straps are undone for safety whilst out on the boats, that they need to be redone once on land etc		
<b>St Martins</b>								
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.	Children Volunteers	Likely	Harmful	Medium	Plan and layout of venue updated each year.		

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	Layout doesn't provide adequate means of escape or easy identification of fire exit routes					Fire evacuation routes identified on plan		
Tea/Coffee in volunteer room	Children get access to boiling water	Children	Likely	Harmful	Medium	<p>Only Volunteers have access to the room.</p> <p>Proximity of room is close to security desk who can monitor who has access to the room</p> <p>Any hot drinks in areas outside of the volunteer room should be in lidded cups</p>		
Spillages	Falling/Slipping	Children Volunteers	Likely	Harmful	Medium	<p>Any spillages are immediately cleaned up.</p> <p>Area is kept 'cordoned off' until spillage cleaned</p> <p>Wet floor sign to be displayed</p>		
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	<p>Visual checks carried out for loose and damaged electrical cables.</p> <p>Electrical equipment regularly inspected</p>	PAT testing required	

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Fire	<p>Children/Volunteers are not evacuated from the building</p> <p>Fire Brigade are not aware that premises is being used a residence for the duration of the ORCHYD holiday</p>	Children Volunteers	Unlikely	Extremely Harmful	Medium	<p>Inform everyone of the fire procedures, also available in the policies folder.</p> <p>Ensure some Volunteers are designated as Fire Wardens and understand procedure in event of a fire</p> <p>Fire Brigade informed of dates when ORCHYD is in residence</p> <p>Kitchen is not used for cooking when children are in bed - breakfast can start when sufficient volunteers on site to help with evacuation if needs be.</p> <p>Hatch between kitchen and girls bedroom fire proofed as much as possible.</p> <p>Overnight evacuation plan displayed on wall in HCP room. Overnight HCP has responsibility for taking the 'grab bag' with essential kit in it.</p> <p>Grab handle sheets available for less ambulant children if needed.</p>	Hold a fire drill within the first few days	Volunteers have knowledge of fire procedures

Hazard	Risks Arising	People at Risk	Likelihood	Severity	Risk Ranking	Control Measures	Further Action	Staff Experience Qualifications
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 Volunteers / Adults	Children left with an unknown adult	Children	Unlikely	Harmful	Low	<p>All volunteers are DBS and 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> <p>All visitors to ORCHYD have to sign visitor check-in form (they need only do this once if visiting multiple times)</p>		