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| **Event:** | **The Deep sleepover** |
| **Date:** | Friday 1st - Saturday 2nd December 2023 |
| **Location:** | The DeepTower St, Hull HU1 4DP |
| **Group:** | Beverley and Hornsea District Beavers/ Cubs. |
| **Event leader:** | Karen Coulthard & Sam Fisher |
| **Contact address:** | 1 Farriers Walk, Leven, HU17 5JZ |
| **Phone number:** | 07837 998611 and 07502 175412 |
| **Email address:** | brandesburtonscoutgroup@gmail.com |

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| **Hazard** | **Possible risk** | **Prevention** |  |
| **Fire** | * Fire damage.
* Young people/ leaders being left in the building.
* Trips/ falls exiting the building.
 | * Fire alarm.
* All leaders will be informed of fire procedures before the young people are settled down for the night.
* Leaders should familiarise themselves with fire exits/ routes and if necessary safe haven points for young people/ leaders who cannot access the stairs- if these areas are used a green button should be pressed to inform the emergency services.
* During the event a member of the deep staff will be present to assist fire procedures.
* When setting up sleeping areas they should arrange safely to prevent trips/ falls and to make clear routes to the nearest emergency exits/ toilets.
* All people present are reminded to leave belongings in order to make a quick exit.
* In the event of a fire adults and young people are to meet outside by the shark statue. Shelters can be put up to house people by ‘The Deep’ staff or will be able to access business centre when all accounted for in bad weather.
* Leaders are to check that all young people are present. If not to report missing child immediately. 2 copies of participants one for Group Leader and 1 for the Leader in Charge on the night.
* May hear pre-alarm where lights will come on and may see staff moving through sleeping areas which may cause slight disturbance to all. Adults to be ready but only if main alarm goes where you will hear a ladies voice coming over tannoy to say need to evacuate.
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| **Trip/ slips/ falls.** | * Cuts.
* Bruises.
 | * Leaders/ parents will be present to help and monitor the young people throughout the event. Particular care should be taken when using the stairways/ or when moving through the areas as sloped floors.
* No one should run around the venue.
* In each area make sure there are adults awake in every sleeping area during the night to monitor the young people. To be arranged between yourselves.
* Leaders are to make sure that the sleeping areas are arranged in a way that young people can access the emergency exits and toilets so minimising potential trip hazards.
* Access to the balcony will be cordoned off so that children cannot access this area and leaders/ parents will be present at meal times to monitor this.
* Groups will be set off from different areas of the attraction to avoid congestion.
* There will be some low level lighting during the night so that everyone can access the nearest emergency exits and the toilets easily and safely.
* Adults and Young Leaders to monitor toilet trips.
* Young people are to stay with their groups throughout their visit.
* Young people are to be monitored/ supervised/ assisted when looking around the gift shop and paying for their goods.
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| **Young people and adults with medical requirements** | * Wrong medication administered.
* Chronic conditions e.g. Asthma.
* Allergies
 | * All participants have been asked to fill out a medical form.
* Young people with medical needs have been asked to bring any medicine etc. with them with directions on how to use and given to leader on arrival. 2 adults including one leader to assist with this. Prior to event parents have given permission for this if needed.
* All medicine must be left with a responsible adult and kept in a safe place.
* Records should be kept and any medication given be countersigned by second responsible adult.
* To avoid an allergic reaction no nuts should be brought in pack-up supper.
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| **Food** | * Choking.
* Allergies.
* Dietary intolerances.
 | * There will be leaders and ‘The Deep’ staff who are first aiders present at all times (During the night leaders are responsible for their own group however there will be members of the deep staff on sight as well as a security guard).
* All participants have filled out relevant forms, which ask about allergies- the leaders of the young people should monitor this.
* Mealtimes are supervised by leaders.
* Specialist dietary requirements to be advised to Leader in charge before event so things can be suitably arranged e.g. coconut, soya milk alternative.
* Venue does have a gluten free alternative breakfast but to advise to event leader well before event so can arrange with venue.
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| **Young people leaving the premises or getting locked out.**  | * Young people leaving without their responsible adult.
* Emergency exit being opened and going through causing someone to be locked out.
* Road traffic accident.
 | * The young people will be divided into their ‘colour’ groups.
* Each group will be dropped off and picked up at their allocated entrance door.
* If leaders outside of venue at drop off and pick up must wear Hi-Vis vest.
* A leader is to attend each door and ensure that all children stay within the premises once they have been dropped off and only leave once their parent has arrived to pick them up and leader marked them off.
* Parents are encouraged to leave once their child has entered the building to allow for an easy and clear drop of session.
* A leader is to be awake throughout the night in each area to monitor the children.
* A security guard and two members of the deep staff will be on sight throughout the night. Security do hourly routes but won’t come near where young people sleeping.
* Leaders are to be responsible and monitor their group throughout the event and monitor and keep checking on head counts.
* Exiting wrong door on way to toilets an alarm will sound to highlight to adults someone has gone through wrong door so leaders can let back in.
* Once Groups young people have been collected to inform Karen Coulthard (Event organizer) that all have been collected so can mark off Groups.
* ALL to be aware of traffic coming in car park at pick up and drop off as will be busy at these times.
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| **Craft activities**  | * Cuts (from scissors, paper etc.)
 | * The craft activities have been planned in advance and leaders/ ‘The Deep’ staff will be present to assist/ monitor the young people.
* Children are not to run or mess about with scissors if being used.
* Badge press to only be operated by Venue Staff.
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| **Sickness** | * Coming in contact with bodily fluids.
 | * Gloves to be worn.
* Biohazard kit can be got from outside of security guards office on first floor.
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| **Hands on exhibit if used.** | * Bacteria entering body.
 | * Leaders to make sure all wash hands before and after touching.
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| Risk assessment completed by: | Richard Whomsley on 19 Nov 22 |
| Risk Assessment reviewed | *Karen Coulthard* |
| Date: | 01/09/2023 |

**Miscellaneous.**

**Please note:**

* **No need to purchase an overnight car parking ticket as stated by the machines.**
* **De-brief with a leader from each group in each area will be held prior to bedding down for the night by ‘The Deep’ staff.**
* **Leaders are not to smoke on the premises. If a leader wishes to smoke they must be at least 10 metres away from the premises. If a leader is to leave the venue to smoke there must be enough leaders present to cover their absence. Also there is a perimeter alarm activated after 10:30p.m including in shop/ ticketing area so leaders will not be able to leave the premises after this time.**
* **During the evening and morning there will be ‘The Deep’ staff present to assist with the event however leaders are responsible for pastoral care of the young people.**
* **During the night leaders will be acting as the responsible adults for the young people. There will be members of ‘The Deep’ staff and a security guard on site throughout the night. They should be informed of any medical incidences during the night.**
* **A fully stocked first aid kit can be found in the first aid room on ground floor. Additional first aid kits are scattered around the site.**
* **Young people are asked not to have torches, games or mobile phones present during the event. Also please can any photographs being taken not be used with a flash as this can upset the exhibits.**
* **Photographs will be taken at the event and maybe used on Group/District/ County social media sites. Please make sure we are aware if there is anyone who can’t have their photo’s taken**
* **A leader in each area may have a walkie-talkie overnight in case of emergency.**
* **Advise that cubs and beavers don’t bring fizzy drinks in their pack up.**
* **Tea and coffee will placed usually near the café on first floor. No food or drink to be taken out of the cooling fridges.**
* **Disabled toilet can be used by leaders and adults as well as young people with disabilities during the event on first floor. Young people only to use male and female toilets on first floor. Adults can use additional toilets on ground floor by lifts and on 3rd floor by restaurant.**
* **Area where sleeping needs to be checked around for things being left and rubbish picked up.**