

Residential venue

Approval checklist

This checklist must be completed by two venue assessors before a residential venue can be approved. Please work through all compulsory questions and return the completed checklist to your approving advisor.

In order to complete this form you must:

- Be a member of Girlguiding
- Be a Going Away With (GAW) scheme holder
- Have the appropriate courses completed relevant to the venue type (e.g. camping course for campsites)
- Not have a conflict of interest in relation to the venue - for example, being related to the property owner or having a financial interest in it.

Venue details

Name and address of venue:	
Guiding county that venue is located:	Choose one: Northamptonshire
Owner of venue:	
Property manager/contact of venue:	
Contact details: This can be email, phone number or website for making bookings.	

To be completed by the approving advisor

Last date the venue was approved:	
Date of this sign off (MM/YYYY):	
Next review date (2 years from sign off):	

Assessor details (people completing checklist)

First and surname of person 1:	
Membership number:	
Role:	
Please tick to confirm the following:	☐ Girlguiding Member ☐ Going Away With holder ☐ Camping module (if campsite)
Date of venue visit:	

First and surname of person 2:	
Membership number:	
Role:	
Please tick to confirm the following:	☐ Girlguiding Member ☐ Going Away With holder ☐ Camping module (if campsite)
Date of venue visit:	

Guidance

Please answer all questions in the checklist. If the answer is 'Not Applicable' please leave blank and add 'N/A' to notes. If the answer to any question is 'no', please provide details in the comments box – the approving adviser will consider whether any mitigations are possible, or if the venue cannot be approved. **If the venue has multiple buildings**, please complete individual forms.

If you have any major concerns regarding safety or safeguarding concerns that requires immediate attention, please follow Girlguiding reporting procedures by contacting:

Safeguarding during office hours on **+44(0)207 834 6242 ext. 3037** or

email **safeguarding@girlguiding.org.uk**

Out of hours emergencies **+44(0)7508 032997**

Checklist for both indoor and outdoor accommodation

		Yes	No	Notes/Information
1	Is the venue insured? This includes:	☐	☐	
	a) Does the venue have public liability insurance of at least £5million?	☐	☐	
	b) Does the venue's property insurance allow for overnight stays?	☐	☐	
2	Water:			
	a) Is the water plumbed into the public mains supply? If no, please answer b.	☐	☐	
	b) Is there a UK drinking water standard certificate report in the last 12 months showing that the water has been tested confirming it is safe to drink? If no, answer c.	☐	☐	
	c) Is there an alternative method in place that provides clean drinking water?	☐	☐	
3	Has the venue confirmed that there are preventative measures in place to address legionella disease? (e.g. regular flushing of water systems/temperature checks)	☐	☐	
4	Is there a way to contact emergency services? E.g. include phone signal, a landline or a pay phone.	☐	☐	
5	Can the venue owner/manager/ warden (or similar) be contacted in the event of an emergency during a booking?	☐	☐	
6	Is there safe access to the venue either on foot or by vehicle?	☐	☐	
7	Based on a visual check, are floors, surfaces in the venue and access paths to and from the venue free from hazards and in a good condition?	☐	☐	
8	a) Are there fixed toilet and handwashing facilities? If no, please answer b.	☐	☐	
	b) is there a way to provide facilities, including disposal of waste? (chemical toilets and hand washing stands)	☐	☐	
9	Does the venue have a fire risk assessment?	☐	☐	
10	Is the website free from content that raises concerns about its suitability for young people?	☐	☐	

This section applies to indoor accommodation:

This section applies to indoor accommodation. E.g. residential building, chalet, lodge, camping pod, static ships.

	Indoor accommodation	Yes	No	Comment
1	Based on a visual inspection, is the building in good condition, with no visible signs of leaks, damp, mould or significant cracks?	☐	☐	
2	Are there appropriate fire extinguishers and fire blankets with service dates?	☐	☐	
3	a) Are fire exits labelled and clear of obstructions?	☐	☐	
	b) Is there a suitable process for unlocking fire doors if they are kept locked when the building is not in use?	☐	☐	
4	Is there a suitable fire assembly point?	☐	☐	
5	a) Is there a suitable automatic fire detection system which can be heard throughout the building?	☐	☐	
	b) Are alarms, smoke alarms and carbon monoxide alarms regularly tested?	☐	☐	
6	Where necessary, does the venue have a current Gas Safety certificate? (Gas appliances and gas pipe work)	☐	☐	
7	Is there adequate emergency lighting to safely evacuate if normal lighting fails?	☐	☐	
8	Can rooms be ventilated as needed? This may be working extractor fans or windows that can be opened.	☐	☐	
9	Is it possible to secure the building from inside at night without compromising quick escape in case of emergency?	☐	☐	
10	For windows above ground level, that are big enough for someone to fall through do they have window restrictors to limit opening to 100mm or less?	☐	☐	
11	Do bunk beds have a safety rail and permanently attached ladder and look in good repair?	☐	☐	

This section applies to outdoor accommodation:

Outdoor accommodation is camping using tents.

	Outdoor accommodation	Yes	No	Comment
1	Does the campsite have reasonable drainage to mitigate risk from flooding?	☐	☐	
2	If applicable, is there a plan for keeping the campsite clear of farm animals at least 3 weeks before use with visible droppings removed at the beginning of the 3-week period?	☐	☐	

What next?

Once both assessors have completed the checklist, send it to your approving adviser to sign off. Whether the venue is approved or rejected, the county contact will notify Girlguiding HQ of the outcome, and be given the option to add to the adventure map.

Please remember that approval of a venue does not replace the usual planning process. The leader in charge is still responsible for ensuring the venue is suitable for their group and must complete their REN form and risk assessment before every trip. Find out more on the [Going on Residentials page](#).

Venue sign off (Adviser)

Name of venue:	
First and surname:	
Role:	☐ County Residential Adviser ☐ County Outdoor Activities Adviser ☐ Division Residential Adviser ☐ Division Outdoor Activities Adviser
Membership number:	
Date of sign off:	
Approval Status	☐ Approved ☐ Rejected

☐ I confirm that this venue has been visited and the checklist completed by 2 volunteers who are GAW scheme holders.

Other Useful Information (Optional)

This section captures useful information for leaders booking the venue. It does not form part of the approval decision but can be shared with those looking to use it.

Capacity and suitability		
1	How many separate spaces are there? E.g. for adult volunteers, young leaders and young members?	
2	What sections would the venue would be suitable for?	☐ Rainbows ☐ Brownies ☐ Guides ☐ Rangers
	Is there availability of wet weather shelter and drying facilities?	
Safety & Emergency		
3	Location of local emergency and medical services (if the venue is not usually used for sleeping include details for local police & fire for them to be notified).	
Accessibility & Shared Use		
4	What disability access and facilities does the venue have?	
Catering		
5	What are the catering facilities available at the site, if any?	
6	What food storage is available? Fridge/freezer access or electrical input outside for camp fridge.	
7	Does the venue allow supermarket/food deliveries?	