



# Risk assessment form (1)

Event/Activity (brief description):				Date:			
Leader in Charge:	Numbers attending:		Adults: <sup>1</sup>		Girls/Young Women:		General Public:
Consent for Event/Activity forms completed: (circle)    Yes    No    N/A		Venue:		Instructor qualifications checked* (circle)    Yes    No			
Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date	

<sup>1</sup> Adults refers to adult volunteers who are part of the team delivering the event or activity

\*Refer to the [A-Z of activities for information](#) about instructor qualifications



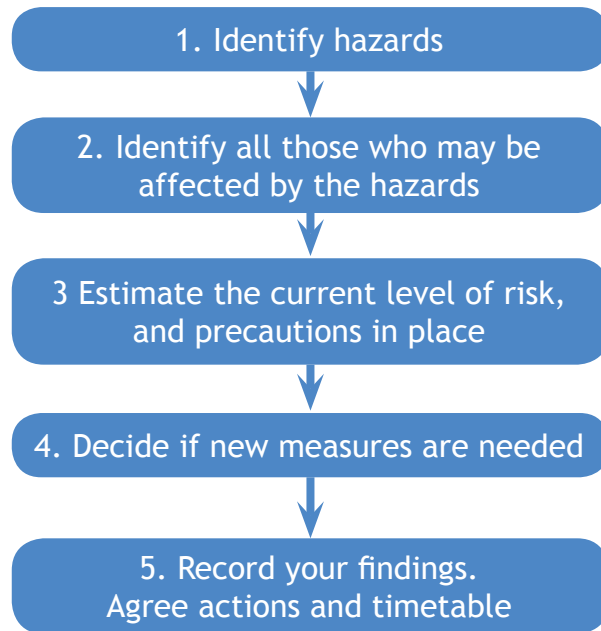
# Risk assessment form (2)

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
<b>Decision:</b> once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (ie have a degree of challenge and risk whilst keeping girls safe)					Yes	No
<b>If you answered 'no' to the above 'Decision' questions please explain why:</b>						
<b>Risk Assessment completed by:</b> insert name and role					<b>Date completed:</b>	
<b>Has the Risk Assessment been shared with the leadership team?</b>					Yes	No
<b>Risk Assessment due for review:</b> insert date (no more than 12 months time)				<b>Date:</b>		

Continue on additional sheet if necessary

# Risk assessment form (3)

## What to do



## How to do it

← Look at things that can cause injury or damage, thinking about activity, location and surroundings

← Think about the people around, not just members, who could be injured or affected by the activity

← See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?

← List actions required to reduce risk. Decide if you want to go ahead.

← Make sure everyone knows what they are going to do and by when. Make sure it is done and record it

Severity \ Likelihood		Slight harm	Harmful	Extremely harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability	multiple injuries, major fractures, fatalities
<b>Unlikely</b> Rarely happens		<b>Low</b>	<b>Low</b>	<b>Medium</b>
<b>Likely</b> Often happens		<b>Low</b>	<b>Medium</b>	<b>High</b>
<b>Very likely</b> Nearly always happens		<b>Medium</b>	<b>High</b>	<b>High</b>