



EXAMPLE FOR TRAINING PURPOSES

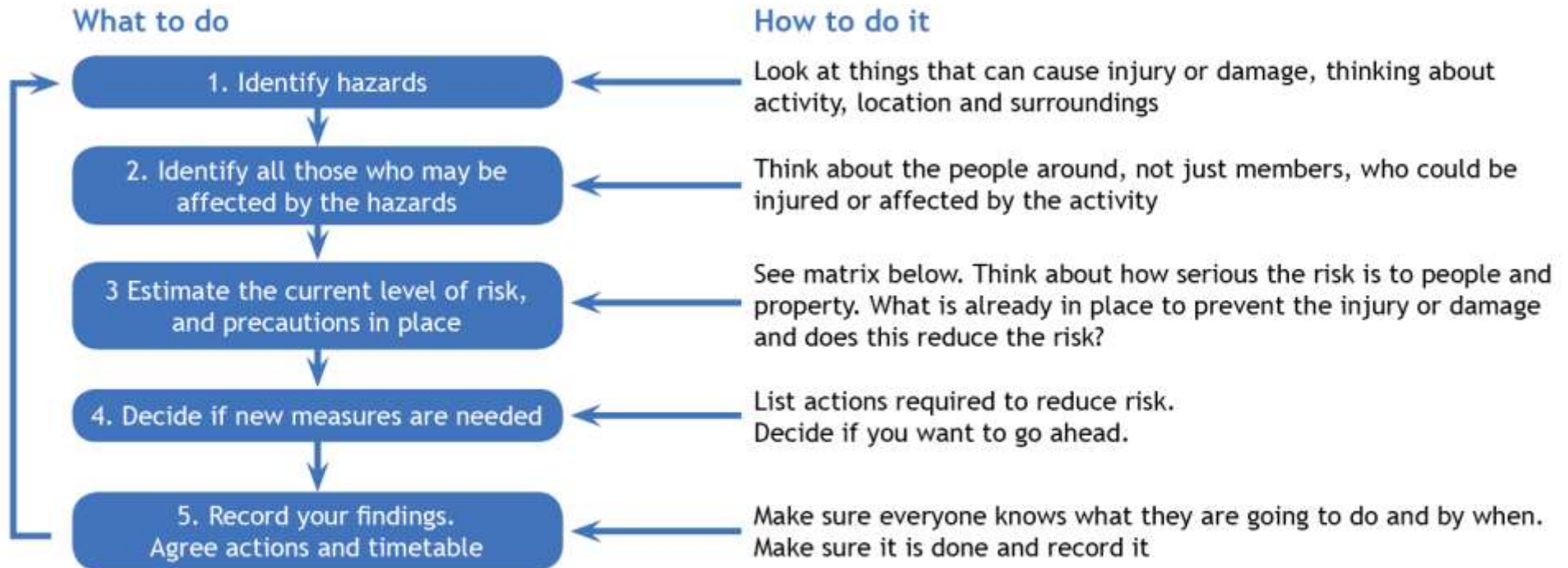
Risk Assessment: Event/Activity

Using this template, you should risk assess activities, trips and events in line with Girlguiding’s Risk Assessment Policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Severity \ Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

Event information and risk assessment approval:

Event/Activity (brief description): Unit Meetings			Date: 5 July 2200	
Leader in Charge: Brenda the Brownie Leader	Total attending: 18	Adults: ¹ 4	Girls/Young Women: 20	General Public: 0
Consent for Event/Activity forms completed:		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Venue: Brownie Hall		Instructor qualification checked* Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
Decision: once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If you answered 'no' to the above <i>decision</i> question, please explain why:				
Risk assessment completed by: Brenda the Brownie Leader			Role: Unit Leader	
Has the risk assessment been shared with the leadership team?				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Risk assessment due for review (must be within 12 months):			Date: 5 July 2201	

¹ Adults refers to adult volunteers who are part of the event/activity delivery team

*Refer to the Activities Finder for information about instructor qualifications

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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
Trips, slips and falls inside the building	All-Injury	<ul style="list-style-type: none"> • Safety briefing on arrival • Girls advised to bring appropriate footwear to meetings, no furniture or objects left lying around • Electrical cords safely secured where necessary. 	M	L	<ul style="list-style-type: none"> • First Aider and kit available in case of injury • Any spills or trip hazards cleaned up or moved away immediately 	
Bumping into chairs, tables, and other furniture	All-injury	<ul style="list-style-type: none"> • Girls advised of need for safety • No sitting on stacks of chairs or tables 	M	L	<ul style="list-style-type: none"> • Furniture cleared away for activities if appropriate 	
Trapped fingers (in doors)	All-Injury	<ul style="list-style-type: none"> • Safety briefing to girls on arrival. 	L	M	<ul style="list-style-type: none"> • First Aider and kit available in case of injury 	
Fire	All-injury/death, smoke inhalation	<ul style="list-style-type: none"> • Fire briefing each week to identify assembly point, Monthly fire drill, Fire alarms and fire extinguishers in place and tested. • Register of girls and volunteers so you know who is on site, PAT testing of electrical appliances. • Use of heaters and kettles supervised. • Check all equipment is switched off when not in use, Check fire exits clear each meeting. 	L	H	<ul style="list-style-type: none"> • Continual monitoring of emergency exists to keep clear during activities. • Separate risk assessment/plan in place for any members with additional needs (eg access needs, hearing impairments) 	
Members of the public entering building	All- could pose a threat to volunteers or girls	<ul style="list-style-type: none"> • All adult volunteers in uniform. • Clear documentation for parents/carers who can collect girls. • Sign in process for any other adults on site eg. Contractors. 	M	M	<ul style="list-style-type: none"> • Review any other groups using the same site and put in additional measures if required 	
Trips due to trailing wires from projector and laptop	All-injury	<ul style="list-style-type: none"> • Any wires tapped down to the floor and packed away when not in use. 	L	L	N/A	
Burns and scalding from hot chocolate	Girls and volunteers-injury/burns	<ul style="list-style-type: none"> • Use a thermometer to check temperate of hot chocolates before serving (no hotter than 60 degrees) • Provide lids for cups • Girls are sitting down when drinking 	L	L	<ul style="list-style-type: none"> • First aider available to treat any injuries 	

Car accident while arriving/departing	Volunteers, Girls, Parents/Carers at risk of injury	<ul style="list-style-type: none">• Girls not allowed in the car park unsupervised• Parents given pick up and drop off instructions in advance- drive slowly, only drop off girls in designated areas• Volunteer to be outside in car park during this time in case of any issues	L	M		
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