



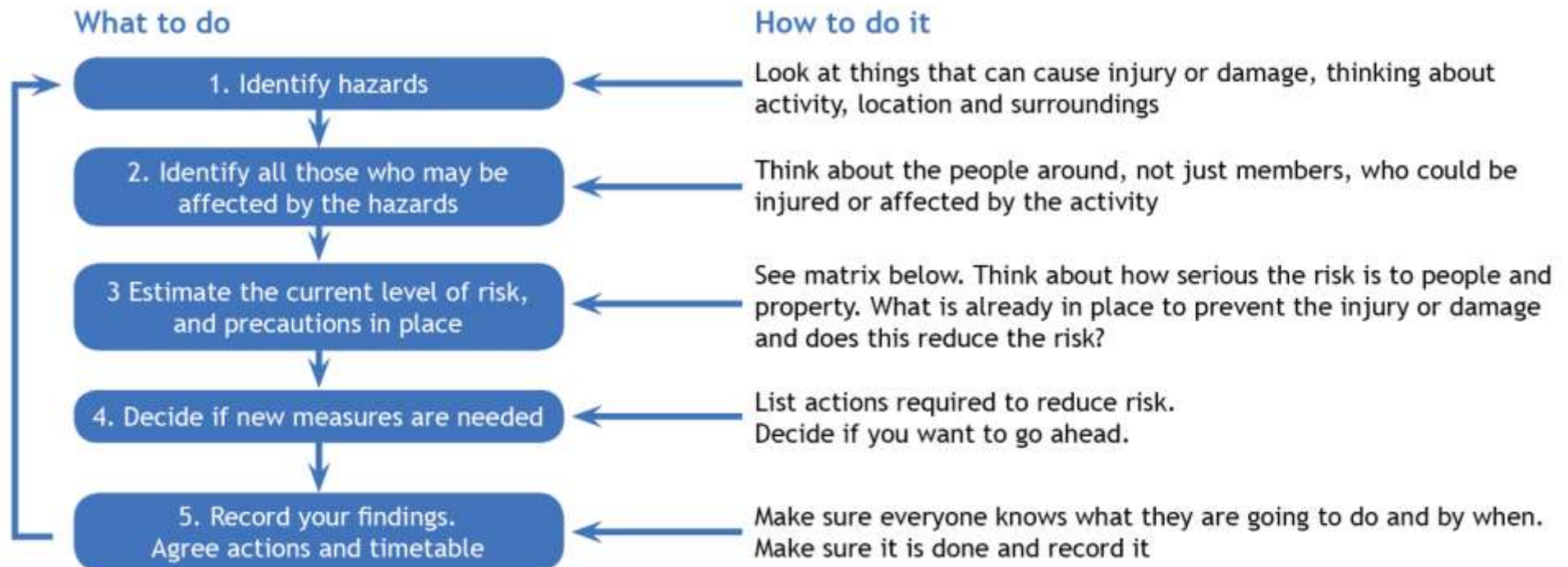
Risk Assessment: Event/Activity

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): Gilwell 24 - Activities will run for 24 hours, provided by The Scouts who will risk assess the activities.			Date:		
Leader in Charge:	Total attending: 12	Adults: ¹ 3	Girls/Young Women: 9	General Public:	
Consent for Event/Activity forms completed: Yes <input type="checkbox"/>			Consent forms will be sent following approval of event,		
Venue: Scout Adventures, Gilwell Park, Bury Road Chingford London E4 7QW Tel: 0208 498 5444					
Instructor qualification checked* Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input 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:			Role:		
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:		

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

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
Unsuitable accommodation or campsite	Leaders Rangers - Site may be dangerous and or the wrong size for number of attendees.	Tents will be checked before the event to check they are in good order. A site visit has been made to Gilwell Park. Event numbers are controlled by The Scouts Association, and we will follow their guidance on pitching.	L	M	Secondary check of camping equipment. If unsuitable at event, will report to site warden and take photos	9 May 2020
Injury/sickness of Leader in charge just before the trip	Rangers Leaders	An option would be to cancel the trip, unless the other LOB group could include them with their participants	L	L	No	N/A
Injury/sickness of a group member just before the trip	The ill individual - they would not be allowed to attend.	Participants are aware that if they are unable to come there will be no refund.	L	L	No	N/A
Allergies/Hayfever	Leaders Rangers	Any allergies identified on health forms discussed with parent/carer. First aid kit and relevant medicine with Leader.	M	L	No, but remind Rangers w/c 6 July to bring any medication	Elizabeth 6 July 2020
Minor illness at event Eg tummy bug or home sickness	All	Ensure only clean water supply is used. Rubbish to be disposed of safely and correctly. Washing facilities available. Safe washing up practices 1st Aider on hand & records kept Appropriate medication on hand	L	L		Elizabeth 12 July 2020

		Hygiene system in place Emergency contact numbers available for all attendees in case they need to be picked up. Food preparation to use tools (cutlery, tongs scoops etc.) to handle food rather than hands.				
Weather - Sunburn/heat stroke Hyperthermia Lightning - being struck	Leaders Rangers	All attendees to bring sunscreen and water bottles. Jumpers to be worn if cold. Gilwell24 team will implement safety measures for activities if lightning expected.	L	L		Elizabeth 12 July 2020
Tents: tripping over guy-ropes	All	Guy-ropes will be pegged at a suitable distance from other tents.	L	L	We'll bring some glowsticks to put on the ropes.	Elizabeth 11 July 2020
Someone becomes seriously ill or is hospitalised	All	Get Help & records kept Home Contact & Parents informed 1st Aider accompanies to hospital	L	M	No	N/A
Someone dies of natural causes	All	Phone home contact, parents/carers, Girlguiding HQ & the local commissioners	L	M	No	N/A
Someone is killed Or A major/terrorist incidence	All	Immediately phone police/emergency services, home contact, parents/carers, HQ, local commissioner, leaders & Rangers	L	H	No	N/A
Someone wants to return home after a serious incident back at home	Rangers Leaders	Talk to home contact & parent/carer & arranges travel for the Ranger/Leader. All leaders	L	L	No	N/A

		have A.S.S and 1 st Response in case a leader needs to leave.				
Someone goes missing	All	Tell site team. Contact the police & the home contact Keep records	L	L	Ensure Rangers know not to leave the site.	Elizabeth 11 July 2020
Someone has their possessions stolen		Report to police & keep a copy of the statement. On return proceed with insurance claim				Elizabeth 12 July 2020
Lack of money for all activities. Excess money for event		Fees set to allow for contingency. Spreadsheet to track costs as they arise Excess will stay in bank account for future residential/events as agreed with the Rangers				Elizabeth 12 July 2020