**Checklist and risk assessment form**

**Checklist to confirm planning for outdoor activity can start**

Now that lockdown measures are easing in areas of the UK, some outdoor guiding can take place. If you’re planning an activity with girls outdoors, you need to:

* Complete this checklist before. \***You can only meet outdoors if you can answer yes to each question.**
* Complete the risk assessment template
* Ask your local commissioner to sign off your risk assessment
* Talk with your local commissioner to agree that you can answer yes to all the questions

|  |  |
| --- | --- |
|  | **Yes\*** |
| **Has Girlguiding HQ said that face-to-face guiding is allowed in your area?** |  |
| **Have you checked how many people can meet, in line with local government guidelines? Have you planned your activity to meet these guidelines?** |  |
| **Is there a suitable and accessible outdoor space you can use for meeting?****Consider cost, drop-off/collection and pick-up while maintaining social distance and safety while there.** |  |
| **Are enough leaders available (minimum 2) to run the activity, safely and within ratio? Consider whether any volunteers are unable to attend due to Covid-19 symptoms, shielding, work or carer responsibilities.** |  |
| **Do leaders have up-to-date disclosure (DBS/PVG/Access NI) checks and correct walking qualification (if applicable)? Take into account extensions on re-checks granted due to lockdown.** |  |
| **Will first aid be available if needed?****This should be provided either by the venue/activity provider or through qualified Girlguiding volunteers.** |  |
| **Is the first aid kit available and stocked with appropriate PPE? This includes additional gloves and masks.** |  |
| **Are all members’ details up to date on GO?** |  |
| **Have you planned activities that can allow for social distancing?** |  |
| **Have you added Covid-19 related risks to your risk assessment and submitted it to your commissioner for approval?** |  |
| **If you are using an external provider, have you checked that they are following appropriate social distancing and hygiene measures, in line with government guidance? If you are not using an external provider, please write N/A in the box.** |  |

**Risk assessment: Outdoor event/activity Including coronavirus considerations**

**DofE training/expeditions**

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.

# What to do How to do it

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

1. Identify hazards

2. Identify all those who may be affected by the hazards

3 Estimate the current level of risk, and precautions in place

4. Decide if new measures are needed

5. Record your findings. Agree actions and timetable

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**(Superficial injuries, minor cuts and bruises) | **Harmful**(Minor fractures, ill health leading to minor disability) | **Extremely harmful**(Multiple injuires, 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): | Date: |
| Leader in Charge: | Total attending: | Adults:1 | Girls/Young Women: | General Public: |
| Consent for Event/Activity forms completed: Yes No N/A | Venue: |
| Instructor qualification checked\* Yes No N/A |
| **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 No |
| If you answered ‘no’ to the above *decision* question, please explain why: |
| Risk assessment completed by: | Role: |
| Has the risk assessment been shared with the leadership team? | Yes No |
| Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures): | 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

**Note to leaders:**

We recommend you agree with your commissioner in advance how long they will need to review your risk assessment. We suggest allowing two weeks as a reasonable amount of time.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
| Coronavirus infection Risks below are in consideration of this risk and reducing it to an acceptable level. | All attendees from spread of virus through close contact. |  | L ow | H i gh |  |  |
| From public |  | Choose a location that is unlikely to be busy. |  |  | e.g. Arrive early, assess location and if there are lots of other people in chosen open area, move to a different part of the area. |  |
| From parents |  | Drop off and meeting points with easy access for parents/carers to drop off and collect girls while maintaining social distance.Let the parents know what the guidelines are for the meeting / walk / expedition so that they can explain everything to the girls in advance to avoid girls feeling nervous or uncomfortable about a new routine at the meeting / walk / expedition. |  |  | Ensure that the information and consent form for events/activities has been completed and returned prior to the event.In all communications to parents/carers clearly state that no girl must attend if she or anyone in the household is showing symptoms of Covid-19.e.g. write to parents, make use of existing communication channels such as WhatsApp group to ensure all parents/carers are familiar with new arrangements. |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
| From close contact between people |  | All attendees aware of social distancing requirements and able to maintain them.Games / areas / walking routes to be chosen that ensure social distance is easy to maintain.Ensure ratios are maintained; must be at least two adults at activities during this time.Ensure there is a space where anyone who starts to display symptoms of Covid-19 can wait away from the group to be collected as soonas possible.DofE specific: briefing to all participants at start of event to ensure everyone is aware of the necessary controls and required actions covered by this risk assessment, given that groups walking on expeditions will not have an adult with them at all times. |  |  | Check government guidance on mask wearing and mitigating actions for your activity and ensure these are followed.e.g. Identify in advance any young members that have not been to school since social distancing has come in.They may be less familiar and therefore require you to watch them more closely.Avoid face to face and shouting and singing activities. |  |
| From close contact between guides and leaders |  | Masks, disposable apron and eye protection to be added to first aid kit to be used if social distance cannot be maintained (e.g. when delivering first aid).Gloves to be worn when administering first aid. e.g. Parents/carers to be asked to stay local to the meeting space and be available in case a girl falls ill or has an accident requiring medical care.Some girls or leaders may be exempt from wearing masks.  |  |  | DofE specific: where possible, encourage anyone needing first aid to administer this themselves using their training. If they need assistance, get another participant to help before supervisor helps. Ask them to wear a mask when doing this. Give parents details of the walking route for each day, so if their daughter becomes unwell, they can collect them from a checkpoint to save car sharing with leaders. If leaders and girls must share cars, wear a mask and wipe down car surfaces after the journey.If any girls or leaders are exempt from wearing masks, find out in advance of day and communicate this to group. Make sure any conversations at checkpoints are done in a socially distanced manner. |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  |  | Shared equipment to be minimal. Any surfaces or equipment touched by multiple people to be cleaned before and after activity and hands to be washed or sanitized after touching shared equipment.DofE specific: give each participant their own map, compass, stove etc. so there is no sharing of equipment between participants. Ask participants to bring their own first aid kits including a mask and disposable gloves. |  |  | e.g. Everyone to bring a small backpack with everything they require in it. Include coat and a plastic sitter if it has beenwet weather.When putting bags down, keep them 1m apart and make sure they don’t touch. Ensure participants don’t touch each other bags as far as possible. When participants are putting their bags on, pair them up so they only help the same other person and use hand sanitizer before and after touching each other’s bags.  |  |
|  |  | Drinks and snacks. DofE specific: participants to bring snacks and food to cook for themselves and not share within the group.  |  |  | e.g. Everyone brings their own water in bottle.Snacks not required. |  |
| From poor hand hygiene |  | On arrival ensure everyone has clean hands, use hand sanitiser. Regularly reapply and always before and after any contact. |  |  | DofE specific: add mini hand sanitiser with min 60% alcohol to the kit list for each participant. Stress to participants not to use stoves straight after hand sanitizing due to flammability risk. |  |
|  |  | Have ample soap and paper towels available for hand washing during the meeting if practical or use hand sanitiser. Ensure there is a plastic bag to enable appropriate safe disposal of paper towels if used. |  |  |  |  |
| Infection of vulnerable members |  | Ensure you’re aware of any girls/volunteers who have a medical condition making them especially vulnerable at this time so you can take necessary precautions or explore alternative ways for them to remain involved without attending in person. |  |  | DofE specific: use virtual methods of keeping them engaged in activity where possible (for training/practice walks).  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
| From shared toilets |  |  |  |  | e.g. short meeting in countryside with older girls – let them know in advance if toilet facilities will not be available.e.g. disinfect toilet before and after use. Use min 5% bleach solution and rinse off after at least 1 minute contact on the surface. |  |
| Participant displays symptoms after meeting, raising concerns that others may have been infected |  | Ensure parents have given the most up-to-date contact and health details and GOis updated accordingly. Attendance records must be kept in case track and trace is required due to a later suspected/case. |  |  | Ensure all forms are received and double checked. |  |

# Please use the section below to capture the other hazards and controls at your activity, as you normally would.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
| **DofE specific:** **Impact of lengthy exposure to bad weather - if not camping, participants won’t have a tent with them to use for shelter.**  | **DofE participants.**  | **Check the weather forecast on the day to assess risk of exposure and adapt route or don’t walk as appropriate.**  |  |  | **Groups to carry and use a group shelter or lightweight tent flysheet in the event of an emergency situation.**  |  |
| **DofE specific:** **Participants more likely to be ill and drop out ahead of expedition or come when ill and infect other participants and leaders.**  | **Participants, leaders, families of participants.**  | **Encourage participants to be honest and not come if ill or anyone in their household is isolating – impact on group having to cancel will be less than group being infected. Pre-event information to state that people shouldn’t attend if anyone in their household has Covid symptoms or is isolating.** |  |  | **Advise all contacts to self isolate and get tested for COVID19.** **Contact county DofE adviser or other local DofE groups to see if there are ways of making up the numbers with other candidates.**  |  |
| **DofE specific:****Unavoidable contact with surfaces touched by other members of the public** | **Participants, leaders, families of participants.**  | **Participants to use hand sanitiser immediately after touching gates, stiles or any other surfaces. Encourage participants to proactively make sure as few of them as possible touch gates and stiles.**  |  |  | **Consider need for participants to open gates / climb stiles etc. wearing disposable gloves. If gloves are worn they must be removed carefully inside-out, bagged after use and disposed of appropriately as soon as possible.** |  |
| **DofE specific:****Pre and post walk contaminated equipment, e.g. shelters, stoves, maps etc.** | **Leaders** | **Handle all equipment with gloves and wear mask and apron. Bag and isolate all equipment for 72hrs before cleaning, checking and issuing for use or reuse.**  |  |  | **When transporting kit before/after use, bag it up in vehicle so it doesn’t touch car seat seats.**  |  |

This document should be signed-off by the commissioner who supports your unit. Depending on your area this will be your district or division commissioner. If you are planning a DofE expedition, you will need to have this approved through the Girlguiding Green Form as well.

Commissioner’s signature: Date: