



Checklist and risk assessment form

Checklist to confirm planning for indoor trainings to take place

It is now possible for some indoor training events to take place. A Safe Space and 1st Response trainings are deemed essential.

If you're planning an activity with girls indoors, you need to:

- Complete this checklist. ***You can only meet indoors if you can answer yes to each question**
- Complete the risk assessment template
- If you are in a very high risk area (tier 3 in England or equivalent) your risk assessment must be signed off by your chief commissioner and the Safe Practice team at HQ
- If your area is under national or local lockdown rules where face to face guiding is not able to take place, then training events are also not able to run

| Training checklist | Yes* |
|---|------|
| Has Girlguiding said that indoor face to face training is allowed in your area? For example, please check tier restrictions. | |
| If you are in a very high risk area (tier 3 in England, or anywhere that requires girl-indoor risk assessments to be signed off by the chief commissioner and Safe Practice), has your risk assessment been signed off by your chief commissioner and the Safe Practice team at HQ? | |
| Is there a suitable and accessible space, that has been risk assessed with Covid-19 secure guidelines, that you can use for meeting? | |
| If you hire the space from someone else, have they shared their Covid-19 risk assessment with you? Check if there are any special conditions included in the hire agreement. | |
| Have you planned for any additional responsibilities you might have for cleaning the meeting place before or after you've used it? | |
| 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, in date and stocked with appropriate personal protective equipment (PPE)? This includes additional gloves and masks. | |
| Are all members' details up to date on GO? | |
| 1 st Response specific | |
| If you're using an external first aid provider, are they following appropriate social distancing and hygiene measures, in line with government guidance? | |

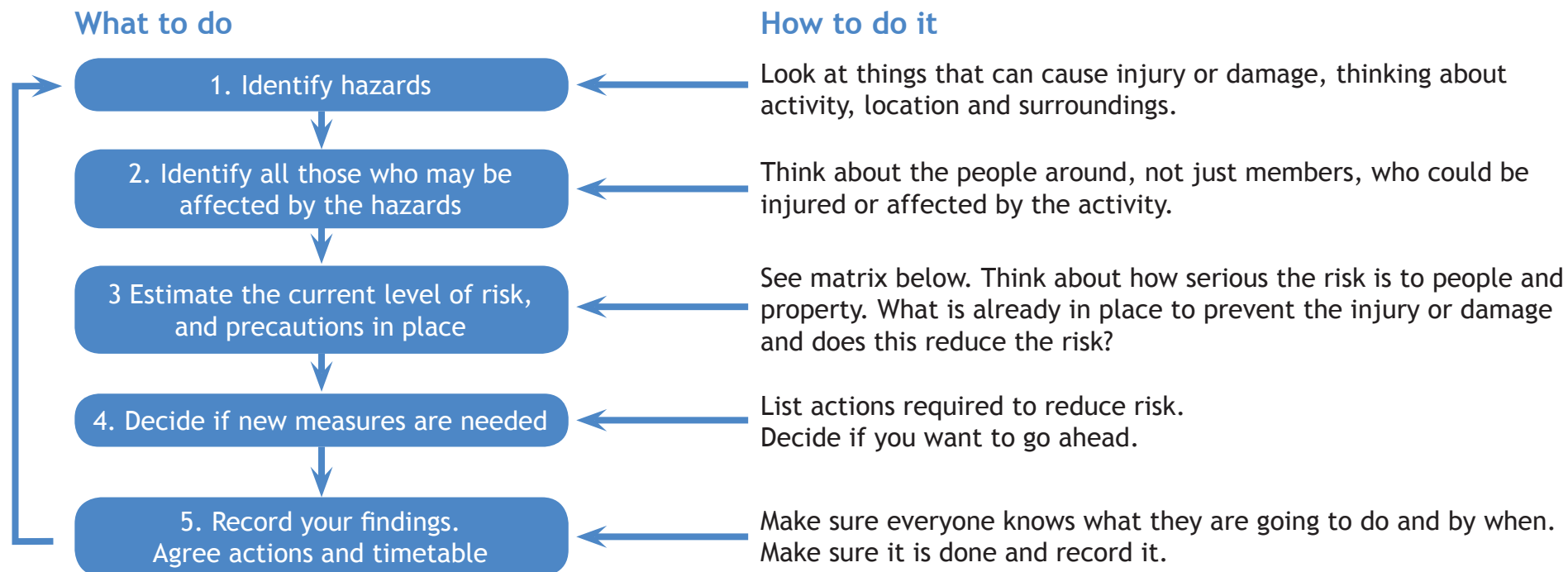
Risk assessment: Indoor event/activity Including coronavirus considerations

Using this template, you should risk assess activities 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 (eg 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

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|---|--|--------|------------------|---|
| Name of training: 1st Response full <input type="checkbox"/> 1st Response refresher <input type="checkbox"/> A Safe Space L1 <input type="checkbox"/> L2 <input type="checkbox"/> L3 <input type="checkbox"/> L4 <input type="checkbox"/> | | | | Date: |
| Trainers: | | | Total attending: | |
| Up-to-date contact details held for all members: Yes <input type="checkbox"/> No <input type="checkbox"/> | | Venue: | | |
| 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 (ie have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe) | | | | Yes <input 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: | |
| If this event is taking place in a high level area (tier 3 in England or equivalent) has this been approved by your chief commissioner? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Risk assessment due for review (must be reviewed with every change to either the meeting plans or government guidance on coronavirus safety measures) | | | Date: | |

| 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 |
|--|--|--|--|------------------------------------|--|--------------------------------|
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