



Risk assessment – Event related activity/activities

This risk assessment is for use in conjunction with the [Large-scale event risk assessment](#).

Fill in this risk assessment for all activities including any adventurous activities happening as part of the event. The residential element of any event is included in the event risk assessment template.

You could just fill out one form to cover all the activities or choose to do separate ones for each.

Some general aspects like third party risk assessments, insurance, involvement of family members and animals are covered in the event risk assessment while others may be covered in both because of some activity specific aspects

Adventurous activities are listed on the [Adventure for girls](#) webpages and can be found by searching under the category 'Adventurous activity'. In addition, if an activity is adventurous, it will have a call out box with an ! on the page highlighting this (for example see [Archery/Girlguiding](#)). Where an activity is adventurous there will be a need for an additional risk assessment to be conducted by the qualified instructor or activity centre.

It is important that you review this risk assessment if there are any significant changes.

People potentially at risk: All staff, volunteers, members, visitors, members of the public and anyone else the activity may impact.

Where hazards may be encountered: At the event during the activity/ activities.

It is recognised that not all risks are foreseeable and that there will always be a requirement to be assessed dynamically at the time of the activity – this means they cannot always be recorded but it is good practice to try and record them either at the same time or as soon as possible after they have been identified and assessed.

Working name of Event:	
Activity/activities covered by the risk assessment:	
Date and timings of activity/activities	

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Information on adventurous activities	<p>Information on any adventurous activity your group will be doing is reviewed.</p> <p>Adventurous activity: an activity that's exciting and stimulating. It may take place indoors or outdoors. By its nature or location, it may expose those taking part to higher levels of risk than usual unit activities.</p>	<p>Have you reviewed our adventure for girls webpages to see what you need to do to keep participants safe?</p> <p>If any of the activities you're planning are adventurous (see our definition opposite) and aren't on our adventure for girls pages, you must contact the outdoor activity adviser for your country or region, or email adventure@girlguiding.org.uk.</p> <p>Don't go ahead with the activity until you have confirmation that it's OK to do so.</p> <p>There are some prohibited activities Girlguiding doesn't permit you to take part in.</p>		
Effective leadership during an activity	<p>Who's leading the activity/ activities – or parts of the activity – is established and communicated to everyone involved before the activity/ activities start.</p> <p>Generally, if a whole unit is taking part the leader would be the leader of the unit. However, leadership could be delegated to another person or expert.</p>	Have you established and communicated who's in charge of the different aspects of the activity/activities?		

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Adult to child ratios to ensure adequate supervision	Girlguiding's guidance is followed at all times, so the number of adults available to supervise activities meets the required ratios.	<p>Have you reviewed Girlguiding's information about adult to child ratios?</p> <p>Think about the activities you'll be doing and who will be available to supervise. The adventure for girls section of our website will tell you the adult to child ratios required for different activities.</p> <p>Sometimes a supervisor needs to focus on one individual, for example making sure they put a harness on correctly; they are not alone with them but are not available to supervise generally as they are focussed on the individual, so factor this in.</p> <p>What will you do if number of volunteers reduces? For example, if someone takes ill or the number of young members increases at short notice?</p>		
Suitability and competence of volunteers and leaders Inadequate training and awareness	Guidance on the additional training requirements for leaders for some activities is reviewed and followed.	Have you used Girlguiding's guidance on activities to check what, if any, additional training requirements apply to leaders for the activities you're planning to do?		

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<p>Suitability and competence of instructors involved in providing activities</p> <p>Lack of disclosure checks</p>	<p>Guidance on the training requirements for instructors for different activities is reviewed and followed.</p>	<p>Have you used the adventure for girls section of our website to find out the training requirements for instructors for your activities? Do your activities require a qualified instructor?</p> <p>If you're organising the instructor/activity, you'll need to verify their qualifications and make sure they have the appropriate disclosure checks. If you're doing it through an outside organisation, you should check they're using instructors with the appropriate qualifications. It's their responsibility to make sure instructors have these.</p>		
<p>Fitness and ability of volunteers, young members and others doing activities</p>	<p>Individuals' adjustment plans are reviewed by the unit leader before members take part in events or activities.</p> <p>Any adjustment plans for volunteers taking part in the delivery of an event, who undertake an activity are reviewed by the event organiser.</p> <p>Any issues raised when discussing the activities with girls and parents/guardians are considered.</p>	<p>Does anyone taking part in the delivery of the event have an adjustment plan? Have you considered how it might play into the activities?</p> <p>Some of the activities planned may trigger participants to tell you they have a problem, for example they're scared of heights or aren't confident in water. Do you need to make any adjustments to travel plans/catering/activities with this in mind?</p> <p>You should also work with leaders who flag any issues regarding their group of attendees.</p>		

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Provision of specialist equipment, including manual handling equipment and protective clothing	<p>Each activity is reviewed, and consideration is given to what equipment/clothing may be required over and above any supplied by the instructors and/or specialist organisations running the activity. For details, see adventure for girls finder.</p> <p>The qualified instructor and/or company running the activity should be aware of and should supply any specialist equipment required with the appropriate testing.</p>	<p>Have you considered any additional equipment requirements?</p> <p>Have you checked any equipment you've borrowed or own to do the activity? Is it properly maintained and tested, if required?</p> <p>Have you confirmed in writing that the qualified instructor/company running the event is supplying specialist equipment with appropriate testing in place?</p>		
Communication and consent for activities	<p>Information, including any safety information, about the activities is given to volunteers, leaders to pass on to young members and their parents/ guardians as appropriate, and consent obtained.</p> <p>It is the responsibility of the unit leaders to obtain Parental consent that is required for adventurous activities. The consent form includes a space for emergency contact information</p> <p>Any parental consent required for volunteers taking part in the delivery of an event, is the responsibility of the event organiser.</p>	<p>Have you provided information, including any safety information, about the activities you're doing, to the event organisers so it can be included in information provide to volunteers, leaders to pass on to young members and their parents/guardians as appropriate?</p> <p>Have you obtained the necessary consent for volunteers taking part in the delivery of the event?</p> <p>Getting permission</p>		

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Weather contingency plans	Contingency plans are in place if your activity has to be curtailed, adapted or postponed due to weather conditions. This includes consideration of lightening, high winds and wildfires that may be spread by winds. Weather warnings are monitored regularly to ensure safety, and activities may be adjusted accordingly Dynamic risk assessments are undertaken with the weather in mind for each activity	Have you considered contingency plans if the weather conditions force you to cancel your activity? Or how you could adapt your plans to so it could go ahead safely?		
Lighting levels	Lighting levels are considered for each activity, particularly in relation to risks for tripping and falling. Appropriate controls are put in place. This doesn't mean activities like wide games can't take place in the dark, but the risks should be considered and where appropriate additional controls put in place.	What's the lighting like for your activity, given the time of year, terrain and where it's taking place? What can you do to lower any lighting-related risks?		

Additional considerations for fires and fireworks (Sparklers are classed as domestic fireworks)

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Campfires	Girlguiding has specific guidance for this activity	Have you read our guidance on campfires and considered any additional controls that may be required?		
Firework displays/non-domestic fireworks	The Health and Safety Executive (HSE) has guidance on this, including on the specific legislation covering handling and storing non-domestic fireworks, and the specific licences required to run displays.	Have you read the HSE guidance on organising firework displays and considered any additional controls that may be required?		
Location of fires and/or areas where fireworks are let off	<p>Fire/fireworks displays are located in a safe space:</p> <ul style="list-style-type: none"> – At least 5m away from potential sources of fuel that might inadvertently catch, like trees, bushes, wood piles or other combustible items – At least 5m away from buildings – At a safe distance from spectators – if fireworks are involved then the manufacturer's instructions are observed – Preferably contained in a ring of non-combustible material or in a non-combustible container <p>If it's been very dry in the area, there's a risk of wildfires. It may not be appropriate to start any sort of fire that you might not be able to contain.</p>	Are the controls in place?		

Additional considerations for fires and fireworks – continued (Sparklers are classed as domestic fireworks)

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Presence of facilities to extinguish fire in an emergency and/or deal with fireworks that don't go off	Sand, earth, water or fire extinguisher are readily available to extinguish the fire in an emergency. Fireworks that fail to ignite are left in situ, not approached until it's absolutely certain they won't go off, then placed in a bucket of water.	Are extinguishing materials readily available?		
Loose clothing, hair and jewellery accidentally catching fire	Hair is tied back and loose clothing and jewellery is removed.	Have all people who are beside the fire been advised to avoid loose clothing, hair and jewellery? Consider having hair bands and spare clothing available if necessary.		
Wind direction	Consideration is given to wind conditions. Contingency arrangements are in place if the direction of the wind changes.	Have you considered the effect of the wind on the fire and steps to take if it changes?		
Left unattended	Fires/fireworks are never left unattended.	Have you made arrangements for the fire to be attended until it's fully out and any fireworks to be supervised or secured appropriately?		
Storage of fireworks before and during use	Fireworks are stored in secure, non-combustible containers before and during use.	Have you arranged for a suitable non-combustible container, for example a tin or metal dustbin, to store the fireworks? How will this be kept secure when unsupervised?		

Additional considerations for activities at height

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Activities at height	Girlguiding has specific guidance for these activities.	Have you read our guidance on adventures at height and considered any additional controls that may be required?		

Additional considerations for sports activities

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Items being thrown potentially hitting property, spectators, other participants or people in the area	The area where the activity is taking place is controlled so items can't go astray, and consideration is given to the effect of the wind.	If your activity involves throwing objects, have you considered controls such as location, barriers and timing to make sure items don't hit property, spectators, other participants or people in the area?		

Additional considerations for snow activities

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Snow activities	Girlguiding has specific guidance for these activities.	Have you read our guidance on snow activities and considered any additional controls that may be required?		

Additional considerations for water-based activities

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Water-based activities	There is specific guidance for these activities.	If you have water-based activities at your local meeting place, have you read our guidance on water-based activities and considered any additional controls that may be required?		

Anything else? You can use these rows to add risks more specific to your activity.

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By completing and filling in controls and dating this form, you agree that you’ve tried your best to think about risks and put measures in place to manage them as far as is reasonably practical.

Name of person completing risk assessment:		Membership number:
Role:	Date review initially completed:	
Signature*:		

* Both electronic and wet ink signatures are acceptable.

Review history

Date	Signature	Summary of changes