



Events risk assessment

Girlguiding For all residential and one day events at greenfield sites* and established venues

Whether you own or hire a venue, you'll need to carry out a risk assessment for your event, using the [large-scale event guidance](#) to support you.

If you own the venue, make sure you complete each section with details specific to your building, as you're responsible for managing it. Remove any references to third-party venue operators – you can simply put 'N/A' where something doesn't apply.

This is in addition to completing an annual property risk assessment – you can use our [pre-filled Annual Property Risk Assessment](#) to support this.

If you're hiring the venue, speak to the venue owner to understand any areas you need to be aware of and include these in your risk assessment.

Note: This risk assessment template is designed to cover a wide range of events, so not everything will be relevant to you. What you need to include will depend on the size and nature of your event – for example, the location, whether it's overnight, and the activities you're planning. For anything that doesn't apply, simply write 'N/A' in the relevant section.

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

Hazards and topics considered:

- Asbestos
- Biohazards
- Burns and scalds
- Collision with moving object
- Collision with stationary object
- Cuts and lacerations
- Drowning
- Electric shock
- Environmental
- Falls from height
- Fire and explosion
- First aid
- Hazardous chemicals (COSHH)
- Hit by flying/falling object
- Legionella
- Manual handling
- Girlguiding's reputation
- Safeguarding
- Slips, trips and falls
- Violence, including robbery and acts of terrorism

*A site not normally used to hold events, so you must start from scratch

Where you may encounter hazards: During the event itself, and also at the venue during the lead-up to the event. This includes load in and load out (when organisers are on site before and after the event) and during arrival and departure of participants.

We recognise that not all risks are foreseeable. You'll always need to assess some issues dynamically during the event. It's good practice to record any dynamic risk assessments you make as soon as possible, and make sure any new control measures are implemented, and information shared with relevant people.

Event details

Name of unit/district/county/ group/section running the event						
Name and role of person completing the risk assessment						
Working name of event						
Outline of event						
Address of site and what3words location						
Name of site owner/venue operator						
Total number of participants (numbers can be an estimated maximum)						
Rainbows	Brownies	Guides	Rangers	Volunteers aged 13-17*	Adult volunteers/ members	Other children**

*Rainbow and Brownie helpers should be listed as Guides

**See risk assessment below

Details of core event team

Role	Purpose of role	Name of person taking role	Membership no.

Dates and timings of event

Including from the moment things are brought onto site (load in) to the time when the last thing is taken away and the site is left as it was before the event took place (load out)

Is the event all self-organised or do you have a company organising/assisting in organising the event or parts of the event for you?
If so, please give details.

Risk assessment of activities

If you’re providing and running a number of activities during the event, list these separately. You can use the relevant Activity form to complete the [risk assessments](#) for these.

Don’t forget that where the event involves an adventurous activity (as listed on our [adventure for girls](#) webpages), the qualified instructor or activity centre should have to do an additional risk assessment.

Girlguiding expects third parties running activities to have done their own risk assessments. Generally, it’s not necessary to check these risk assessments, for example if you’re visiting an ice-skating rink or climbing wall operated by a reputable company.

If a third party is running an adventurous activity or if an individual instructor or company is running any activity at a venue you’ve booked, here’s what to do:

- Ask for evidence that the third party has their own risk assessments in place. You may also ask for copies to give the site operator if they need this. You don’t need to review, agree with, or confirm the suitability and sufficiency of these assessments. However, understanding and checking that the assessments align with our policies and your own risk assessments may be beneficial.
- If you’re dissatisfied with any aspect of the arrangements, don’t go ahead with the event. For more advice, get in touch with the outdoor activity adviser for your country or region, or email adventure@girlguiding.org.uk

Girlguiding, our volunteers and members take no responsibility for the suitability or sufficiency of third-party assessments.

Activity description	Timings	Location	Date separate risk assessment completed

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
<p>Informing the local commissioner and guidance available</p> <ul style="list-style-type: none"> All hazards and topics listed on page 1 	<p>At the start of planning, a conversation is had with the commissioner to discuss and agree on whether the event can proceed to the next stage of planning.</p> <p>The timing for the next stage will depend on the type of event planned.</p> <p>At this next stage the risk assessment and details are submitted for review and final approval (event guidance).</p> <p>In some cases, the proposal may have come direct from the commissioner.</p> <p>Guidance on residential is to be followed at all times.</p>	<p>Have you received initial approval for the proposal? Consider using the event proposal form as a tool to support your conversation with the commissioner.</p> <p>This risk assessment and, if it is a residential, a Residential Event Notification (REN) are to be completed as part of the next stage of planning.</p> <p>Approving residential events: REN forms</p> <p>Include here the date you need to complete and submit the final stage documentation, including any reviewed risk assessment and itinerary.</p> <p>If you are planning a residential event, have you reviewed and followed Girlguiding's guidance on residential?</p>		
<p>Organising the event</p> <ul style="list-style-type: none"> All hazards and topics listed on page 1 	<p>The Health and Safety Executive (HSE)'s comprehensive guidance on organising and running an event is reviewed.</p> <p>Event safety - Running an event safely (hse.gov.uk)</p>	<p>Have you read the HSE guidance?</p> <p>This risk assessment tries to cover all the issues you might encounter, but please add any others you think are relevant to your site/event.</p>		

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
Choice of venue <ul style="list-style-type: none"> All hazards and topics listed on page 1 	Guidance on choosing an appropriate venue is reviewed. Choosing a venue Districts/counties/regions have a list of approved venues for residentials. These have been reviewed and checked centrally.	Have you read and followed the guidance provided before choosing the venue? If you are planning a residential, you'll need to check the status of the venue – is it on the district approved list? If the venue isn't on the approved list, for example, is a greenfield site, it will need to be approved before you can use it. Contact your district/county/region for details of how to do this. Where you can go for adventures in Girlguiding		
Landowner's policies and risk assessments in relation to activities on site	Consideration is given to the policy and risk assessments of the site in relation to activities on site.	Have you consulted the landowner and considered their policies and risk assessments?		
Local authority licensing requirements <ul style="list-style-type: none"> Reputational 	Where appropriate, local authority licences are applied for and their conditions met. Entertainment licensing Businesses, organisations and individuals who want to sell or supply alcohol must have a licence or other authorisation from a licensing authority. Information on the different types of alcohol licences available and guidance on how to apply for them can be found at Alcohol licensing	Venues who hold events requiring licences will generally have these in place and will be a licence holder. If it is a greenfield site, review the government guidance and information provided by the local authority where the event is being held to check if a licence is required. If necessary, have you made appropriate applications for licencing of the site and worked with the council and site owner to meet any licensing requirements imposed? This may require a separate, more detailed event management plan.		

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
<p>Fitness and ability of volunteers, young members and others doing activities</p> <ul style="list-style-type: none"> All hazards and topics listed on page 1 	<p>If the event involves different units, the unit leaders are responsible for reviewing Individuals' adjustment plans</p> <p>If individuals are involved, event organisers are responsible for reviewing these. Note: leaders may need support from event organisers in making adjustments to ensure the site and activities are accessible.</p> <p>Running inclusive events</p> <p>Consideration is also given to the general ongoing welfare and mental health of individuals taking part. Any issues raised are considered.</p>	<p>Have issues been raised when reviewing adjustment plans? Have these been considered in terms of how they might play into the venue and/or activities? Some of the activities planned may trigger participants to say they have a problem, for example they're scared of heights or aren't confident in water. Do you need to make any adjustments with this in mind?</p> <p>Are the venue and activities accessible?</p> <p>Consider provision of mental health first aiders to give assistance if needed.</p>		
<p>Provision of specialist equipment, including manual handling equipment and protective clothing</p> <ul style="list-style-type: none"> All hazards and topics listed on page 1 	<p>Equipment considerations for the event is reviewed.</p> <p>Equipment requirements for each activity is reviewed in the activity risk assessment.</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>		

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
Splitting of participants into smaller groups <ul style="list-style-type: none"> • All hazards and topics listed on page 1 	<p>It may not always be necessary to split into groups and this can depend on a number of factors including activities, security of the site, etc, but when splitting into groups supervisors know the exact number of people in their group so they can easily check they're all still accounted for. This is obviously easier if kept in units with unit leaders.</p> <p>Participants are instructed to stay together at all times and regular headcount checks at appropriate intervals are done to make sure everyone is still present.</p> <p>Communication between the groups is pre-arranged.</p>	<p>As far as possible, make sure any groups are allocated and agreed with participants, so cohorts aren't split up and inclined to try to join another group.</p> <p>Have you given leaders/groups of older girls details of any groupings and explained the need for regular headcounts?</p>		

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
<p>Provision of emergency first aid and handling and disposal of items contaminated with bodily fluids</p> <ul style="list-style-type: none"> • All hazards and topics listed on page 1 • Biohazards 	<p>Larger venues will normally have their own first aid provision. If this is the case, and the activities proposed at the event are similar to those normally held at the venue, their first aiders/first aid risk assessment and event medical plan should be sufficient.</p> <p>First aid</p> <p>If it is</p> <ul style="list-style-type: none"> • a greenfield site <p>or</p> <ul style="list-style-type: none"> • there are no first aiders provided by the venue <p>and/or</p> <ul style="list-style-type: none"> • adventurous activities over and on page 1 those normally undertaken at the venue are proposed <p>Girlguiding has guidance on the number of first aiders required and arrangements to be put in place.</p> <p>This includes consideration of Girlguiding guidance on training and first aid provision in relation to different activities</p> <p>First aid training for guiding</p> <p>Adventure for girls</p>	<p>Have you discussed first aid provision with the venue, considering Girlguiding's first aid training guidance and adventure for girls activity finder?</p> <p>If necessary, have you arranged for the appropriate number of suitably qualified people and first aid facilities to be present for activities?</p> <p>If necessary, have you produced an event-/venue-specific first aid risk assessment?</p> <p>Have you developed and event medical plan?</p>		

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
<p>Issues with individual/group behaviour, including but not limited to drugs, alcohol, smoking, sex and absences without leave</p> <ul style="list-style-type: none"> • All hazards and topics listed on page 1 • Reputational • Safeguarding 	<p>Ages and group dynamics/ history in relation to potential behaviour are considered and appropriate supervision is put in place to control this.</p> <p>Checks are in place to stop issues arising when the group has free time and/or should be somewhere specific as part of the programme. These could include checks after lights out and/or agreeing behaviour and expectations of the group before or at the start of the event.</p> <p>Where distinct units are involved and/or groups are formed, the event organisers provide clear guidance to the unit/group leaders in relation to their responsibilities.</p>	<p>Have you considered the potential for behavioral issues and thought about suitable control measures?</p> <p>See our guidance on challenging behaviour in girls.</p> <p>If you're running a joint event, have you agreed on standards of behaviour with the partner organisation – covering, but not limited to, drugs, alcohol, smoking, sex, and absences without leave?</p> <p>You might want to consider a group/event charter agreement with all participants beforehand, so they have ownership and buy into it.</p> <p>And if residential, checks after lights out.</p> <p>Where distinct units are involved, have you provided unit/group leaders with details of their responsibilities?</p> <p>It's up to the event leadership whether volunteers can drink alcohol at guiding events. However, all adults must remain capable of dealing with an emergency or first aid incident and at least 2 adults should be below the UK legal alcohol limit for driving.</p>		

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
Managing an emergency <ul style="list-style-type: none"> • All hazards and topics listed on page 1 • Reputational 	<p>Larger venues will normally have their own emergency plan and contingency plans in place for different emergency situations.</p> <p>Where the venue doesn't have an emergency plan, or if it is a greenfield site, one is developed as part of the event management plan.</p> <p>An emergency plan is in place for different emergency situations. It takes into consideration various Girlguiding event-specific contingency scenarios.</p> <p>Contingency planning examples</p> <p>As appropriate, information is given to participants about what to do if there's an emergency.</p> <p>An incident log for tracking and managing issues throughout an event is maintained.</p>	<p>Have you considered and, as appropriate, discussed with the venue all aspects of the event, including the logistics, in terms of potential emergencies? If you are using a venue, have you been provided with a copy of their emergency plan? If there isn't an emergency plan in place, have you produced one as part of your event management plan?</p> <p>Event safety - Planning for incidents and emergencies (hse.gov.uk)</p> <p>Being prepared for emergencies</p> <p>What, if any, contingency arrangements need to be put in place?</p> <p>Has this information been passed on to participants?</p> <p>Have you included an incident log in your emergency plan?</p>		

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
Reporting of incidents, accidents and near misses and post-incident support <ul style="list-style-type: none"> • All hazards and topics listed on page 1 • Reputational 	Any incidents involving the following are reported to headquarters: <ul style="list-style-type: none"> • Significant injury, discomfort or illness following an accident or incident • Damage to property • Any potential insurance claims • Any significant near misses • Incidents that involve acts of aggression or violence towards a member of staff or volunteer, including verbal abuse. If you have a safeguarding concern, follow our safeguarding policy and procedure and report to the HQ safeguarding team In addition, the owners of the site may require the incident to be reported to them. An emergency file for the event is produced and available in case of emergency. When a group is attending as a unit they review their own emergency file before they go away. In the event of a serious accident or death, Girlguiding must be contacted within 1 hour using the emergency safety line on 0207 592 1828. See what to do in an emergency for more information.	Have you produced an emergency file for the event? Emergency file Accident notification form Have you reminded any groups attending as a unit to review their own emergency files and bring copies with them?		
Financial consideration <ul style="list-style-type: none"> • Reputational 	Guidance on what to consider in terms of financial risks and contingency planning is available and is reviewed and taken into consideration in your planning.	Have you reviewed and followed this guidance? You can add these risks to this risk assessment here if required. Event finances		

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
Insurance <ul style="list-style-type: none"> • Reputational 	Girlguiding's guidance on insurance requirements is reviewed.	<p>Do you have all the appropriate insurance cover in place? Have you considered the risks and ensured there are mitigations or insurance to cover them? This could be an event cancellation policy.</p> <p>Does your event involve more than 5,000 participants? If so, have you notified Girlguiding's insurance team?</p> <p>If you're hiring vehicles for the event, will they come with insurance, or do you need to arrange it? Have you checked the requirements for the drivers? Do they have appropriate licenses?</p> <p>Will you be using your own equipment? Is it fully covered?</p> <p>If you're using an independent company or individual to provide your event, have you checked they have appropriate insurance in place?</p> <p>If you're using a non-Girlguiding site or have third-party activity providers, have you checked they have public liability insurance?</p> <p>Participants and volunteers may need travel insurance even if they're only travelling within the UK.</p> <p>Building and contents insurance</p> <p>Travel and trip insurance</p> <p>Vehicle insurance</p> <p>Contracts with thrd parties</p>		

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
<p>Adult to child ratios to ensure adequate supervision</p> <ul style="list-style-type: none"> • All hazards and topics listed on page 1 • Safeguarding 	<p>Girlguiding's guidance is followed at all times, so the number of adults available to supervise activities meets the required ratios.</p> <p>When a group is attending as a unit you may decide that they're responsible for their own adult to child ratios.</p> <p>Clear instructions about the unit leaders' roles during activities are provided, including if they're needed to ensure adequate supervision.</p> <p>See guidance on Going Away With Scheme (GAWS) requirements</p>	<p>Have you reviewed Girlguiding's information about adult to child ratios? Do you have enough volunteers for your young people? 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 needed for different activities.</p> <p>Sometimes a supervisor needs to focus on 1 individual, for example making sure they put a harness on correctly. They're not alone with them, but are not available to supervise generally as they're focused on the individual, so factor this in.</p> <p>What will you do if numbers of volunteers reduce? For example, if someone takes ill or the number of young members increases at short notice.</p> <p>Have you given leaders instructions in terms of their role in maintaining the appropriate ratios to ensure adequate supervision?</p>		

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
<p>Communications and consent for activities</p> <p>All hazards and topics listed on page 1</p> <p>Safeguarding</p>	<p>Information, including any safety information, about the event is given to volunteers involved directly in the event organisation. It's also given to leaders bringing young members to the event so they can pass it on to all the attending volunteers, members and young members parents/guardians as appropriate, and obtain consent.</p> <p>When a group is attending as a unit, it's the responsibility of the unit leaders who are bringing young members to follow guidance on taking girls to large-scale events and obtain the appropriate consent and emergency contact information. They're also responsible for putting in place a home contacts system for their delegates.</p> <p>Home contacts for volunteers involved in the organisation and/or attendees not linked to a unit is the responsibility of the organisers, who may also put in place a central home contact process to cascade the information.</p> <p>All data collected is GDPR-compliant.</p>	<p>Is there any additional safety advice or information over and above the guidance on taking girls to large-scale events needed for unit leaders bringing attendees? Has this been provided to them?</p> <p>Have you got a home contacts system in place for volunteers involved in the organisation of the event and/or attendees not linked to a unit?</p> <p>Are you collating a list of home contacts for each unit? Have you put in place a central home contact who can call them in an emergency?</p> <p>Guidance on home contacts</p> <p>Does any data collected comply with Girlguiding's managing information policy?</p>		

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
<p>Communication during event amongst volunteers involved in organising the event</p> <ul style="list-style-type: none"> All hazards and topics listed on page 1 	<p>The use of a public address system or two-way radios is considered with a code system to alert volunteers involved in the organisation to any issues.</p> <p>Where there's a good signal, volunteers' phone numbers are taken and exchanged between them so they can communicate during the event.</p> <p>As a last resort, runners can be used to communicate.</p>	<p>Have you considered a public address system (some venues may already have this), or could you hire two-way radios? Have you got a code system in place to raise the alarm in the event of an issue?</p> <p>Have you checked the phone signal and exchanged mobile phone numbers so organisers can communicate during the event? If you have a good signal, consider setting up a group messaging service like WhatsApp to aid communication.</p> <p>If you don't have a good signal, do you need runners to aid communication?</p>		
<p>The presence of volunteers' family members</p> <ul style="list-style-type: none"> All hazards and topics listed on page 1 Safeguarding 	<p>Girlguiding's guidance is provided and is reviewed and followed at all times.</p>	<p>Have you read our guidance on involving families in adventures? Have you considered any additional controls you may need to put in place if there are children of a different age taking part in the same activities as young members?</p>		

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
<p>Managing the spread of infectious disease</p> <ul style="list-style-type: none"> Biohazards 	<p>People who are unwell are asked not to attend. If they become unwell during the event, if possible, arrangements are made for them to go home or keep them isolated until they're better.</p> <p>Soiled items are disposed of appropriately. Hands are washed regularly and thoroughly.</p>	<p>Have you asked participants to wash their hands regularly and stay away if they're ill?</p> <p>Consider contingency arrangements if people become unwell during the event.</p> <p>If washing facilities aren't available, could they use hand sanitisers or wipes during planned activities, particularly before eating food?</p>		
<p>All modes of travel to and from the event, including walking and travelling by car, train, bus or plane</p> <ul style="list-style-type: none"> All hazards and topics listed on page 1 	<p>What the event organisers are responsible for in terms of assessment depends on what they're directly organising.</p> <p>The risks of the journey they're responsible for are considered from end to end and appropriate controls are put in place.</p>	<p>What parts of the journey do you have responsibility for organising, and for whom? What modes of travel will they be using? Have you planned the route? Does everyone you have responsibility for organising who is using vehicles to transport young members or equipment have appropriate licences, tax and insurance cover?</p> <p>Have you considered having someone available with a vehicle to get things you may have forgotten and/or transport people in an emergency?</p> <p>Have you thought about electric vehicle charging points?</p> <p>Site services -charging points</p> <p>Girlguiding's advice on transport and vehicle insurance</p> <p>Our drivers' handbook</p>		

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
<p>Traffic management – moving vehicles when crossing roads at start or end, or during activities</p> <ul style="list-style-type: none"> Struck by moving object 	<p>Large venues will have traffic management plans in place to cover licenced events. Where there isn't one in place, one is produced for the event.</p> <p>Participants are encouraged to be aware of risks and stay safe through dynamic assessments and using safe crossing points.</p>	<p>Has the venue got a traffic management plan? If not, have you produced a traffic management plan?</p> <p>See traffic management plans</p> <p>If necessary, consider how you'll manage crossing busy thoroughfares – will participants be expected to walk in small groups? Will you have any restrictions on wearing headphones or using mobile phones, which may distract from potential dangers?</p> <p>The Highway Code - (www.gov.uk)</p>		
<p>Incorrect storage and handling of chemicals, including first aid response needed</p> <ul style="list-style-type: none"> Hazardous chemicals 	<p>COSHH assessments are undertaken of chemicals used by employees and volunteers helping manage the event.</p>	<p>Have you assessed any chemicals (any item labelled with a hazardous warning sign) used? For example, glues, aerosols or cleaning chemicals.</p> <p>Property A-Z hazardous chemicals</p>		

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
Housekeeping <ul style="list-style-type: none"> All hazards and topics listed on page 1 	The area where the event is held is regularly checked and waste and items that are out of place are controlled.	Have you put in place a process to regularly check the areas being used and remove any waste items, or items not required that might cause a hazard, to a safe location?		
Noise <ul style="list-style-type: none"> Environmental 	Noise levels in terms of risk to hearing of participants and organisers, plus noise nuisance to neighbouring properties, is considered and suitable controls put in place.	Have you considered noise levels on site that could cause harm to hearing? Have you considered noise nuisance to neighbours and/or wildlife and natural habitats in or around the site? Managing event noise		
Manual handling and storage of equipment and luggage <ul style="list-style-type: none"> Manual handling 	Consideration is given to the weight, size and amount of equipment/luggage needed as part of the event in terms of organisation/storage/participants' ability to handle it.	Have you reviewed the equipment/luggage needed as part of the event in terms of organisation, storage and what participants will need to handle? Have you considered safe lifting, and the practical aspects of handling/ carrying it? Do you need to give volunteers or participants any guidance? Health, safety and welfare procedure		

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
<p>Storage and cooking of food products and potable water for consumption</p> <ul style="list-style-type: none"> Food safety Biohazard 	<p>Girlguiding's guidance is reviewed and followed at all times. Details of allergies and food intolerances are collated for participants and an appropriate menu made available to them</p> <p>Where food is supplied by a third party (including food stalls) checks are done on insurance, food registration and food hygiene ratings.</p> <p>Guidance on water supply is followed.</p>	<p>If you're planning to prepare food have you gone through Girlguiding's food safety guidance?</p> <p>Where food is supplied by a third party (including food stalls) have you done checks on insurance, food registration and food hygiene ratings? Search for ratings on the Food Standards Agency's website.</p> <p>If you're supplying food to members of the public, have you read through the Food Standards Agency's advice on providing food at community and charity events? Have you collated dietary information and thought about what food will be available for participants with dietary requirements and preferences?</p> <p>Has the water supply been provided in accordance with the guidance?</p>		
<p>Crowd management</p> <ul style="list-style-type: none"> Struck by moving object/ crushing 	<p>Consideration is given to crowd management, particularly in terms of venue capacity, access and egress.</p> <p>Larger venues are likely to have systems in place to control this.</p>	<p>Have you reviewed Girlguiding's guidance and confirmed controls are in place?</p> <p>See crowd management guidance</p>		

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
Keeping electrical communication devices, phones and radios charged <ul style="list-style-type: none"> All hazards and topics listed on page 1 	The need for and provision of charging points is considered as part of the event management plan.	Have you considered how you're going to provide charging points to keep communication devices running and reviewed guidance on using power banks? Venue with no or limited facilities		
Refuse disposal <ul style="list-style-type: none"> Biohazard 	Consideration is given to refuse disposal. Most venues will handle ordinary household waste, with instructions provided.	Have you reviewed guidance on waste disposal, particularly where waste produced falls outside the norm? Have you confirmed controls are in place? Consider recycling. See waste management guidance and sustainability		
Weather contingency plans <ul style="list-style-type: none"> Environmental Slips trips and falls 	Contingency plans are in place if the event 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.	Have you considered contingency plans if the weather conditions force you to cancel the event or any of the activities? How could you adapt your plans so it could go ahead safely? The owners of the site and any third-party suppliers may already have a policy on this.		
Safeguarding <ul style="list-style-type: none"> Safeguarding 	There's a safeguarding policy in place and this policy is followed for all events and activities. Safeguarding policy	Have you read and are you following GG's safeguarding policy? Think about how you will put the procedure into practice. For example, this could be having a safeguarding champion for the event.		

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
<p>Weather conditions and suitability of clothing and footwear worn</p> <ul style="list-style-type: none"> • Environmental • Slips, trips and falls 	<p>Consideration is given to the weather to help with planning the event/activities and dress code. For example, hats, coats, gloves and appropriate footwear may be needed, or sunscreen.</p> <p>Weather warnings are monitored regularly to ensure safety, and activities may be adjusted appropriately.</p> <p>Dynamic risk assessments are done with the weather in mind for each activity.</p>	<p>Have you considered the weather forecast if relevant? What does it mean for dress code?</p> <p>Have you thought about storage arrangements for wet clothing and/or umbrellas?</p>		
<p>Speed and movement of people and animals</p> <ul style="list-style-type: none"> • Struck by moving object • Slips trips and falls 	<p>Running is restricted to games/outdoor activities where there's good visibility and everyone is aware of potential hazards.</p> <p>Where animals are present, they are kept under control and away from high-activity areas to avoid startling them or causing injury.</p>	<p>Have you communicated this to everyone taking part?</p>		

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
Participation of animals, including assistance dogs/animals and pets <ul style="list-style-type: none"> • Biohazard • Cuts and lacerations 	Guidance is provided around the involvement of animals in or at the event. For example, well behaved pets to be kept under the control of owners, who have responsibility for cleaning up after them. If there was an accident, it would be dealt with under public liability insurance. However, Girlguiding would likely try to claim back some of the cost from the owner.	Are you running an event involving animals, for example a walk with dogs? You'll need to make provision for assistance dogs and animals. Have you thought about and provided appropriate guidance to participants? If several different types of animals may take part, consider their impact on each other. Have you considered any allergies or fears participants have told you they have?		
Joint events with Scouts <ul style="list-style-type: none"> • All hazards and topics listed on page 1 	Girlguiding's guidance on running events with Scouts is reviewed and followed.	Have you read and considered our guidance on joint adventurous activities with Scouts ?		
Provision and wearing of suitable clothing, footwear and personal protective equipment (PPE) <ul style="list-style-type: none"> • All hazards and topics listed on page 1 	PPE, if required by a risk assessment, is provided for anyone involved in the activity to use. For example, protective gloves for use when cleaning.	Is any protective equipment needed for activities on the site? Are those carrying out the activity wearing PPE when needed? Is the PPE in good condition and fit for purpose?		

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
Lone working/volunteering* <ul style="list-style-type: none"> All hazards and topics listed on page 1 	When lone working/ volunteering, Girlguiding members follow section 10 of our health, safety and welfare procedure. This document also offers a guide for non-Girlguiding members to follow. Lone working/volunteering is not permitted when working at height.	If lone working/volunteering is likely to happen, have you read the relevant section of Girlguiding's procedure? Do you have suitable arrangements in place? Think about whether you'll be lone working/volunteering when opening and closing the site. Health, safety and welfare procedure		
Management of contractors and visitors to the site <ul style="list-style-type: none"> All hazards and topics listed on page 1 	Only authorised, competent contractors are permitted to work for Girlguiding. The approval process includes a review of their processes for managing risk assessments, training and sub-contracting. They're required to complete a contractor competency assessment . Visitors and contractors are required to sign in declaring they're fit to work. Those unfamiliar with the site are given relevant site-specific information on fire evacuation and shown round before being left on their own. Permits to work are issued locally, with a new permit issued each day and for each job.	Have all contractors been taken through the approved contractor process? Property A-Z Managing contractors Is the signing-in book and permit to work system being used? Check the last contractor you know visited the site. Signing-in book		

*This doesn't mean being totally alone. It's rather any situation where someone is doing a volunteering activity where visual or verbal contact with other volunteers or members is likely to be infrequent AND were accidents or incidents may prevent them from being able to raise an alarm.

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
Design and condition of the site, equipment and structures <ul style="list-style-type: none"> All hazards and topics listed on page 1 	<p>The fundamental design and condition of the site, structures and equipment provided by the venue is out of the control of the event organiser. However, the layout for the event is within the control of the event organisers and is designed at the start of planning the event taking into consideration potential issues, hazards/topics listed on page 1.</p> <p>The condition of the site under the event organisers control is monitored and maintenance undertaken as needed.</p> <p>Equipment is maintained in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).</p> <p>All equipment brought on site is subject to periodic checks, tests and examination by competent people. These are reviewed before installation to ensure any issues identified have been acted upon.</p> <p>Staff and volunteers involved in the organisation and management of the event visually check for defects before using any equipment. Defective equipment/structures are reported and removed from use until repaired or discarded.</p>	<p>Have you ensured the design of the site layout under your control has taken into account the requirements of this risk assessment?</p> <p>Do you have a process in place to monitor the site and do any maintenance etc required?</p> <p>Has all equipment used on the site been checked for compliance with PUWER and LOLER?</p> <p>Have you ensured any electrical equipment used on the site is suitable for use in wet weather conditions? Has it been appropriately tested?</p> <p>See guidance on venues with no or limited facilities?</p> <p>Have all staff and volunteers involved been trained and/or instructed as appropriate to check equipment before use, report any issues, and if necessary, remove equipment from use?</p>		

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
Moving doors, gate or barriers that could swing in the wind <ul style="list-style-type: none"> Struck by moving object 	Moving doors, gates or barriers that could swing in the wind are fixed with hooks or another means of restraint, and individuals involved in managing the event instructed in their use.	Have any moving doors, gates or barriers that could swing in the wind been appropriately secured and individuals involved in managing this event been instructed in their use?		
Refuse disposal <ul style="list-style-type: none"> Biohazard 	Consideration is given to refuse disposal. Most venues will handle ordinary household waste with instructions provided.	Have you reviewed guidance on waste disposal, particularly where waste produced falls outside the norm? Have you confirmed controls are in place? Consider recycling. See waste management and sustainability		
Local environment issues for example, blue green algae, Weill's disease, Lyme disease, ticks and E.coli, including possibility of farm animals and/or activity in fields previously used by animals, including dog poo particularly where food is consumed <ul style="list-style-type: none"> Biohazard 	Consideration is given to additional controls, if necessary. For example, keeping arms and legs covered, regular washing and/or avoiding certain areas of activities.	Have you considered what additional controls may be required? Check with the owner of the site as they may already have a risk assessment you could use as a starting point. Property A-Z		

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
Fire risk assessment <ul style="list-style-type: none"> • Fire 	A site-specific fire risk assessment and fire strategy is in place for the site/event. See fire safety management . It isn't necessary to obtain a fire risk assessment for the building. The people who own and run the building are responsible for fire safety and should have done an assessment.	If it's a greenfield site, have you undertaken a site-/event-specific fire risk assessment and produced a site-/event-specific fire strategy? If it's an established venue and you have any concerns, speak to the owners and ask for assurance that the building is safe, and they have a suitable risk assessment in place.		
Emergency evacuation plan <ul style="list-style-type: none"> • Fire • Other emergencies requiring evacuation 		If it's a greenfield site, have you produced a site-/event-specific evacuation plan? If it's an established venue, have you asked for a summary of the emergency procedures and, where appropriate, passed on any relevant information to the participants? In most large public buildings this won't be necessary as they'll take control of any evacuation. However, you need to consider whether building management will be present in the building, and that you need to manage the evacuation, or the evacuation process isn't obvious, and you need to develop your own evacuation plan. Have you made sure people involved in managing the event are aware of the evacuation arrangements?		

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
Specific needs related to evacuation <ul style="list-style-type: none"> • Fire • Explosions • Flood • Chemical spills 	<p>Have you fully considered the evacuation of people with adjustment plans and members of the public who may need assistance?</p> <p>Some venues may have arrangements in place for people with adjustment plans, for example, limited capacity for wheelchairs in specific areas. They may need to limit numbers or obtain information upfront so that they can safely manage an evacuation.</p>	Do you need to/have you made arrangements to find out numbers of people with adjustment plans?		
Security <ul style="list-style-type: none"> • Safeguarding • Violence 	<p>Consideration is given to the security of the site and any areas that need to be controlled.</p>	<p>Have you reviewed Girlguiding's guidance and confirmed controls are in place?</p> <p>Planning for incidents and emergencies</p>		
Terrorism, including bomb threats <ul style="list-style-type: none"> • Safeguarding • Violence 	<p>The level of control needed is dependent on the location and capacity of the site. There is draft legislation in place which may prescribe requirements.</p> <p>Where appropriate, invacuation and evacuation plans are in place, together with suspicious package procedures.</p> <p>Run Hide Tell information is provided to participants as and when appropriate. All staff and volunteers involved in managing the event have access to Run Hide Tell information.</p>	<p>Is your event taking place in an area that is at a higher risk of a terrorist attack?</p> <p>Have you considered terrorist activity and bomb threats and put controls in place?</p> <p>Have you considered encouraging participants to watch Run, Hide, Tell: Firearms and Weapons Attack (youtube.com) before they come to the event?</p> <p>See Property A-Z for latest guidance</p>		

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
Accessibility of any pond, river, stream, ditch or other area of open water <ul style="list-style-type: none"> • Biohazard • Drowning 	Suitable fencing/signage, access to buoyancy aids and/or supervision is provided at all times.	If this is a potential issue, what controls are in place to prevent access and potential drowning?		
Availability of toilets and other welfare facilities <ul style="list-style-type: none"> • Biohazard • Welfare 	Event planning includes consideration of where toilets, accessible toilets and other welfare facilities/shelter are available on site and during activities.	Have you considered provision and location of toilets and other welfare facilities? See guidance on site services		
Electricity <ul style="list-style-type: none"> • Electric shock 	Event planning includes consideration of provision of a safe electricity supply. In an established venue, this shouldn't be an issue.	Have you considered provision of a safe electricity supply? See guidance on site services		
Lighting levels <ul style="list-style-type: none"> • Slips, trips and falls 	Lighting levels are considered for each area of the site and 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.	Have you considered provision of lighting, given the time of year, terrain and where the event is taking place? See guidance on site services		

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
Water supply <ul style="list-style-type: none"> • Biohazard • Welfare 	Requirements for water are reviewed and a safe, suitable and sufficient water supply, plus drainage, is provided where appropriate. In an established venue this will probably be available, but consideration is given to if additional bottled water may be required.	Have you considered what's required and arranged for a suitable supply of water and drainage? See guidance on site services		
Storage of liquid petroleum gas (LPG) <ul style="list-style-type: none"> • Fire • Explosion 	Bulk storage of LPG is designed at installation to comply with the current regulations and is regularly inspected and maintained by the supplier. <ul style="list-style-type: none"> • The storage area is regularly checked to ensure adequate ventilation is maintained. • Where small amounts of bottled gas and/or cartridges are held on site, suitable storage arrangements are provided and maintained. • Details of the arrangements are included in the local fire risk assessment. 	Have you reviewed the location of any LPG storage against the relevant guidance and ensured appropriate controls are in place? Are all the details covered in your local fire risk assessment? Property A-Z In established venues the control of LPG will fall under the management's responsibility, and you will need to liaise with them if you are bringing bottled gas on site.		
Portable gas appliances <ul style="list-style-type: none"> • Burns and scalds • Explosions • Fire 	Industry guidance on seasonal gas safety covering LPG appliances and BBQs is followed Seasonal Gas Safety Advice – Gas Safe Register	Have you reviewed and ensured you're following the guidance? Gas appliance		

Anything else?

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

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