

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 must:

- Complete this checklist before. **You can only meet outdoors if you can answer yes to each question.**
- Complete the risk assessment template.
- Make sure your checklist and risk assessment are approved by your local commissioner before any meetings take place.
- Talk with your local commissioner if have any questions.

Girlguiding outdoor face to face checklist - August 2021

		Yes*	Guidance to help you complete this checklist and the risk assessment
1.	Has Girlguiding HQ said that face to face guiding is allowed in your area?		You can find details on the Girlguiding website . Regular communications are sent to leaders too.
2.	Have you checked how many people can meet, in line with government guidelines? And have you planned your meeting to meet these guidelines?		Be aware that guidance on this might vary from area to area and change regularly. Girlguiding works with the government and youth sector organisations to update information. Write in your risk assessment what you believe the restrictions are in your local area.
3.	Is there a suitable and accessible outdoor space you can use for your meeting? Think about cost, and also drop-off and collection access while keeping social distancing and safety levels.		Make notes in your risk assessment about how you'll manage the drop-off and collection parts of your meetings to include social distancing requirements.
4.	Are enough adults available to run the activity safely and within ratio? You must have at least two for Rainbows, Brownies and Guides. It is recommended that you have two for Rangers. Also think about whether any volunteers won't be able to attend due to Covid-19 symptoms, shielding, work or carers responsibilities.		Write the membership numbers of your team in the box below. Don't include the details of volunteers who can't participate for personal reasons. If you can only give two membership numbers then also include details of your backup plan if a leader is unavailable. Your back up plan could include parent helpers, but you still need one disclosure checked volunteer. You must make sure parent helpers are fully informed, and you must share your risk assessment with them. Write in your risk assessment if parent helpers will be attending and whether you have given them the right information. Your back up plan might be to cancel or meet online as this may be the only or safest option.

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5.	Will there be someone at your meeting who has completed A Safe Space Level 3 training?		<p>Give the membership number of the person(s) who has this training (there's a box for this information at the end of the checklist).</p> <p>You must not hold a meeting if the leader that holds A Safe Space Level 3 training is unavailable.</p>
6.	<p>Do leaders have up to date disclosure (DBS/PVG/Access NI) checks?</p> <p>Take into account extensions on re-checks granted due to lockdown.</p>		<p>Confirm this in the box at the end of the checklist. If you're not sure, check with your commissioner.</p>
7.	<p>Will first aid be available if needed?</p> <p>This should be provided either by the venue or activity provider, or by qualified Girlguiding volunteers.</p>		<p>You will need to give information about the person(s) who has this training. Do this in the box at the end of the checklist. If you are not sure check with your commissioner.</p>
8.	Is the first aid kit available, in date and stocked with appropriate personal protective equipment? This includes gloves and masks.		<p>Write who is responsible for providing the first aid kit for your meeting in your risk assessment.</p> <p>Also give details in your risk assessment of extra personal protective equipment that you will have available.</p> <p>And you may need to consider changes to your procedures if you have members with medical needs.</p> <p>You can find guidance on some extra equipment that should be added to your first aid kit in the FAQ section of the Girlguiding website coronavirus updates - it's in the Face to face meeting dropdown section.</p>
9.	Are all members' details up to date on GO?		<p>Make sure this applies to all your leaders and girls, and then give the date that this was confirmed in the box at the end of the checklist.</p>

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10.	Have you planned activities that allow for social distancing in line with government guidance?		Write details of how you'll manage social distancing requirements. For example you might use hoops, markings on the ground, chairs, carpets mats or tables.
11.	Have you planned how you'll manage Covid-19 related risks within your risk assessment?		<p>Be clear about what actions you will be taking to manage Covid-19. So, whenever the risk assessment has words like <u>consider</u>, <u>should</u> or <u>such as</u> (for example), write specifically what you and your team plan to change and put in place.</p> <p>Covid-19 is a serious disease, so the severity column of your risk assessment should only be high.</p> <p>What you need to think about is the <u>likelihood</u> of something happening. And what you are aiming to do is document in the risk assessment what steps you and your leadership team plan to take to reduce the likelihood of this happening as much as you can. So if something might <u>nearly always happen</u> if you did nothing, you should be able to change this to either <u>often happens</u> or <u>rarely happens</u>, once you have taken your planned action.</p>
12.	<p>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?</p> <p>If you aren't using an external provider, please write N/A in the box.</p>		<p>An external provider is an organization, company or individual who is not affiliated with Girlguiding, that make activities available.</p> <p>Give all the specific information that you can.</p>

Use this box to give the information requested from the checklist above				
Name of unit:				
Membership numbers of your team.	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>
Tick the box to confirm that they have an up-to-date disclosure check.	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
Give details of your backup plan here.				
Membership number of volunteer with A Safe Space Level 3.				
Who is your first aid being provided by? Please tick the appropriate one.	Qualified Girlguiding volunteer <input type="checkbox"/> venue <input type="checkbox"/> activity provider <input type="checkbox"/> other <input type="checkbox"/>			
If Girlguiding volunteer please give membership number. If venue/activity provider or other, please give further details.				
Date that you checked all members' details are up-to-date on GO.				
Checklist signed by Commissioner:				Date:

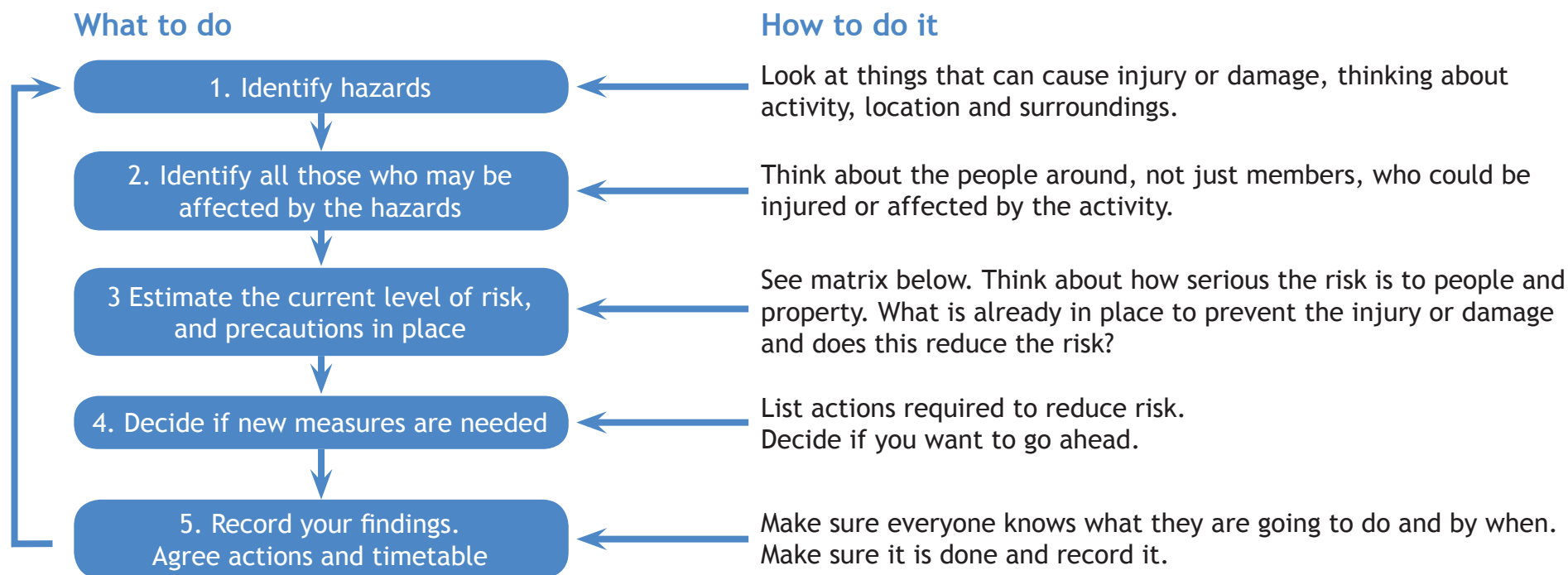
Risk assessment: Outdoor event/activity Including coronavirus considerations

Using this template, you should risk assess activities, trips and events in line with Girlguiding’s risk assessment policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Severity Likelihood	Slight harm <small>(Superficial injuries, minor cuts and bruises)</small>	Harmful <small>(Minor fractures, ill health leading to minor disability)</small>	Extremely harmful <small>(Multiple injuries, major fractures, fatalities)</small>
Unlikely <small>(Rarely happens)</small>	Low risk	Low risk	Medium risk
Likely <small>(Often happens)</small>	Low risk	Medium risk	High risk
Very likely <small>(Nearly always happens)</small>	Medium risk	High risk	High risk

Event information and risk assessment approval:

Name of Unit:				
Event/Activity (brief description):			Date:	
Leader in charge:	Total attending:	Adults: ¹	Girls/young women:	General public:
Consent for Event/Activity forms completed:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Venue:				
Instructor qualification checked*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Decision: once all the actions are carried out, can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity? If there is still some challenge or risk, are you still 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 decision question, please explain why:				
Risk assessment completed by:			Role:	
Has the risk assessment been shared with the leadership team?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Risk assessment must be reviewed weekly and ongoing with every change to either the meeting plans or government guidance on coronavirus safety measures.			Date: (insert an end date to correspond with the end of the term if there are no changes before then).	

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 approving commissioner/assessing team in advance how long they will need to review your risk assessment. We suggest allowing two weeks as a reasonable amount of time.

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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 You must complete this for every action	Guidance notes Be as specific as you can with the detail that you give in this document. What will you do to reduce the risk of a hazardous event happening?
You should use the examples below as a starting point for your risk assessment - delete those that are not appropriate and add those that are in order to take account of all the likely risks that might be present at your meeting. Covid guidance varies between nations and you will need to adjust your risks in line with government guidance. You can find further information on this page .							



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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 You must complete this for every action	Guidance notes Be as specific as you can with the detail that you give in this document. What will you do to reduce the risk of a hazardous event happening?



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Signed by commissioner: Date: