



Risk assessment – activity outside normal meeting place

Fill out this risk assessment for each activity not included in your unit risk assessment, including any adventurous activities, you do outside your normal meeting place. Adventurous activities are listed on the [Adventure for girls webpages](#) and can be found by searching under the category 'Adventurous activity'. In addition, if the activity is adventurous, it will have a call out box with an ! on the page

highlighting this (for example see [Archery / Girlguiding](#)). Where the activity is adventurous there will be a need for an additional risk assessment to be conducted by the qualified instructor or activity centre.

This could be one-off activities or activities that continue throughout the year. It is important that you review this risk assessment if there is any significant changes, and at least annually.

Note: We have a separate risk assessment template if you're doing adventurous activities not included in your unit risk assessment outside your normal meeting place. We also have separate templates for residential trips in the UK and international trips.

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 meeting place, during the activity.

It is recognized 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 contemporaneously or as soon as possible after they have been identified and assessed.

Name of unit:	
Activity covered by the risk assessment:	
Name of person completing the risk assessment:	
Date and timings of activity:	
Location of activity including post code:	

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 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>		
Insurance	The leader in charge makes sure there is suitable insurance in place.	<p>Do you have all the appropriate insurance cover in place? You may need travel insurance even if you're just travelling within the UK. Is any specialist equipment fully covered?</p> <p>If you're using an independent company or individual to provide your activity, have you checked they have appropriate insurance in place?</p>		
Financial consideration	Guidance on what to consider in terms of financial risks and contingency planning is available and should be reviewed and taken into consideration in your planning.	<p>Have you reviewed and followed the guidance – you can add these risks to the 'Anything else' section if required.</p> <p>Setting expectations for your event or residentials</p>		

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Effective leadership during the activity	<p>Who's leading the activity – or parts of the activity – is established and communicated to everyone involved before the activity starts.</p> <p>Generally 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?		
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>Do you have enough volunteers for your young people?</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 numbers of volunteers reduces? For example, if someone takes ill or the number of young members increases at short notice?</p>		

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The presence of volunteers' family members	Girlguiding's guidance is reviewed and followed at all times.	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?		
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?		
Suitability and competence of instructors involved in providing activities Lack of disclosure checks	Guidance on the training requirements for instructors for different activities is reviewed and followed.	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? 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.		

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Fitness and ability of volunteers, young members and others doing activities	<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 or 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 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>		
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 the adventure for girls finder.</p> <p>A 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>		

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Communication, and consent for activities	<p>Information, including any safety information, about the activities is given to volunteers, young members and their parents/guardians as appropriate, and consent obtained.</p> <p>Parental consent is required for:</p> <ul style="list-style-type: none"> • Adventurous activities both at and outside your usual meeting place • Activities local to your unit meeting place during unit meetings • Events and activities outside unit meetings • Online and virtual meetings <p>The consent form includes a space for emergency contact information – ensure parents/guardians fill this in.</p>	<p>Have you provided information, including any safety information, about the activities you're doing, to volunteers, young members and their parents/guardians as appropriate? Have you obtained the necessary consent?</p> <p>Getting permission</p> <p>Do you need a home contact system? You'll need this for activities outside your normal meeting place at a different time to your normal meeting time.</p> <p>If your activity is taking place outside of your usual meeting place, but during your normal time, consider whether a home contact would be useful.</p>		
Communication during event amongst participants	<p>Where appropriate and with parental permission participants' phone numbers are taken and exchanged between them so they can communicate during the activity. These are deleted after the event to prevent misuse.</p>	<p>Do you need to obtain and exchange mobile phone numbers so participants can communicate during the activity?</p> <p>Do you have a process in place to make sure these are deleted after the event?</p>		

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Risk assessments from third parties	<p>Girlguiding expects third parties running activities to have done their own risk assessments.</p> <p>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.</p> <p>However, if a third party is running an adventurous activity (as described above) or if an individual instructor or company is running any activity at a venue you've booked, here's what to do:</p> <p>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.</p> <p>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.</p> <p>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</p> <p>Girlguiding, our volunteers, and members take no responsibility for the suitability or sufficiency of third-party risk assessments.</p>	If appropriate, have you obtained and reviewed copies of the risk assessments and passed them on if required?		

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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 including consideration of wildfires that may be spread by winds etc.	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?		
Weather conditions and suitability of clothing and footwear worn	Consideration is given to the weather to help with planning activities and dress code. For example, hats, coats, gloves and appropriate footwear may be needed, or suncream. Weather warnings are monitored regularly to ensure safety, and activities may be adjusted appropriately. Dynamic risk assessments are undertaken with the weather in mind for each activity.	Have you considered the weather? What does it mean for dress code?		
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?		
Speed and movement of people and animals	Running is restricted to games/outdoor activities where there's good visibility and everyone is aware of potential hazards.	Have you communicated this to everyone taking part?		

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Managing the spread of infectious disease	People who are unwell are asked not to attend. Soiled items are disposed of appropriately. Hands are washed regularly and thoroughly.	Have you asked participants to wash their hands regularly and stay away if they're ill? If washing facilities aren't available, could they use hand sanitisers or wipes during planned activities, particularly before eating food?		
Local environment issues with, for example, blue green algae, Weil's disease, Lyme disease, ticks and E coli, including accessibility of farm animals and/or activity in fields previously used by animals, including dog poo, particularly where food is consumed	Consideration is given to additional controls if necessary, for example keeping arms and legs covered, or regular washing, and/or avoiding certain areas or activities.	Have you considered what additional controls may be required?		
Participation of animals, including pets	Strict guidance is provided if animals are to be involved in the activities. 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 activities involving animals, for example a walk with dogs? 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?		

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Joint events with Scouts	Girlguiding's guidance on running these is reviewed and followed.	Have you read and considered our guidance on joint adventurous activities with Scouts?		
Splitting of party into smaller groups	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. Participants are instructed to stay with their leader at all times and regular headcount checks at appropriate intervals are done to make sure everyone is still present. Communication between the groups is pre-arranged.	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. Have you given leaders details of any groupings and explained the need for regular headcounts?		
Reporting of incidents, accidents and near misses and post-incident support	Any incidents involving the following are reported to headquarters: <ul style="list-style-type: none"> • Significant injury or discomfort • Damage to property • Significant near misses • Potential insurance claims • Involving acts of aggression or violence towards a member of staff or volunteer, including verbal abuse. (Where appropriate, incidents involving young members should be reported to the HQ safeguarding team.) The emergency file is reviewed.	Do you have access to the emergency file? Have you been through it and know what to do if there's an emergency during your activity? Emergency file Accident notification form		

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Storage and cooking of food products for eating	Girlguiding's guidance is reviewed and followed at all times. Allergies and food intolerances are covered in the unit risk assessment you should have already filled out.	If you're planning to prepare food or are taking food (packed lunches) with you, have you gone through Girlguiding's food safety guidance ? Have you thought about what food will be available for participants with dietary requirements and preferences? Volunteers can sign up for our catering scheme , which covers all this in more detail.		
Manual handling of equipment and luggage	Consideration is given to the weight, size and amount of equipment and luggage participants will need to handle.	Have you reviewed the equipment/luggage you're taking and considered safe lifting, and the practical aspects of handling/carrying it? Do you need to give participants any guidance? Health, safety and welfare procedure		
Terrorism including bomb threats	Run Hide Tell information is provided to participants as and when appropriate.	Is your activity taking place in an area that is potentially at a higher risk of a terrorist attack? In central London, another large city or venue, for example. Have you considered showing participants this Run Hide Tell video before you go?		

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Moving vehicles when crossing roads during activities	Participants are encouraged to be aware of risks and stay safe through dynamic assessments and by using available safe crossing points.	If you're travelling, have you planned your route? 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? The Highway Code - Guidance - GOV.UK		
Managing the group if there's an emergency	Contingency plans are considered and written, based on any potential issues that could occur during the activity. These include a home contacts system in case of emergency. Information is given to everyone about what to do if there's an emergency – where to go if they get lost and where to meet if they get split up, for example.	Have you considered all aspects of your activity, including the logistics, in terms of potential emergencies? What, if any, contingency arrangements need to be put in place? Has this been discussed with participants and parents/carers?		

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Provision of emergency first aid and handling and disposal of items contaminated with bodily fluids	Guidance is reviewed on the appropriate level of first aid cover needed. A leader takes an appropriate first aid kit with essential items to the activity. Details of the nearest accident and emergency facilities/ hospital, defibrillator – and means of transport to gain access are obtained as appropriate	Have you reviewed Girlguiding's first aid guidance and activity finder? Are you taking an appropriate first aid kit with essential items with you to the activity? Have you considered access to accident and emergency services? Do you know your what3words location ?		
All modes of travel to and from the trip/activities, including walking and travelling by car, train, bus or plane	The risks of the journey from end to end are considered and appropriate controls are put in place.	What modes of travel will you be using? Have you planned your route? Does everyone using vehicles for transporting young members have the appropriate driving licences and insurance cover? Girlguiding's advice on transport and vehicle insurance Our drivers' handbook		
Fire risk assessments for venues you're visiting	It isn't necessary to get a fire risk assessment for every building you visit. The people who own and run the buildings are responsible for fire safety and should have done an assessment.	If 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.		

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Specific needs related to evacuation	<p>It isn't necessary to get a fire risk assessment for every building you visit. The people who own and run the buildings are responsible for fire safety and should have done an assessment.</p> <p>People with adjustment plans are provided with a Personal Emergency Evacuation Plan (PEEP) if required.</p>	<p>Have you made sure anyone with special needs has a Personal Emergency Evacuation Plan (PEEP)?</p> <p>Have you informed the venue where you're staying – and any venues you're visiting – about any adjustment plans people in your group have related to a PEEP? Are plans in place?</p>		
Specific venue evacuation information	Any specific information about evacuation from venues you're visiting is obtained and given to everyone.	<p>Do you need to have a briefing from any of the venues on their emergency evacuation procedure and assembly point? If so, does everyone need to have it? In most public buildings this won't be necessary as they'll take control of any evacuation. However, you may want a briefing if you're alone in the building and/or the evacuation process isn't obvious.</p>		
Availability of toilets and other welfare facilities/shelter	Planning includes consideration of where toilets and other welfare facilities/shelter are available on route and/or during the activity.	Have you considered where toilets and other welfare facilities are located in case participants need them?		

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Attending a large-scale event run by Girlguiding	Girlguiding's guidance on taking girls to large-scale events is reviewed and followed, as is any specific event information from event organisers.	Have you reviewed and followed Girlguiding's guidance on taking girls to large-scale events ? Having read the guidance and information provided by the event organiser, are there any additional controls not included that you feel you need to put in place?		

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 activities at height and considered any additional controls that may be required?		

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

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
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 walks

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
Walks	Make sure your route is appropriate for the group, weather and time of year. Check the Countryside Classification for your walk, and follow the planning and safety advice for the classification you'll be walking in (easy, lowland, open, remote or extreme). Contact your local walking adviser for further guidance if needed.	Have you planned out your route? Have you flagged any hazards to participants, and discussed how to negotiate these? Do you have a contingency plan such as an alternative route or an alternative activity in place if necessary? Girlguiding walking guide		

Additional considerations for sports 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
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