# Risk Assessment

*Continue on additional pages if necessary*

<table>
<thead>
<tr>
<th>Event/Activity:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Coordinator:</td>
<td>Numbers Attending: Adults:</td>
</tr>
<tr>
<td>Consent for Event/Activity forms completed: (circle)</td>
<td>Yes</td>
</tr>
<tr>
<td>Hazard</td>
<td>Who is affected?</td>
</tr>
</tbody>
</table>

*For information about instructor qualifications see [www.girlguiding.org.uk/guidingmanual](http://www.girlguiding.org.uk/guidingmanual) > Activities*
**WHAT TO DO**

1. Identify hazards.
2. Identify all those who may be affected by the hazards.
3. Estimate the current level of risk and the precautions in place.
4. Decide if new measures are needed.
5. Record your findings. Agree actions and timetable.

**HOW**

1. Look for things that can cause injury or damage, thinking about activity, location and surroundings.
2. Think about the people around, not just members, who could be injured or affected by the activity.
3. See Risk Assessment Matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage, and does this reduce the risk?
4. List actions required to reduce risk. Decide if you want to go ahead.
5. Make sure everybody knows what they are going to do and by when. Make sure it is done and record it.

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### Risk Assessment Matrix

<table>
<thead>
<tr>
<th></th>
<th>SLIGHT HARM</th>
<th>HARMFUL</th>
<th>EXTREMELY HARMFUL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Superficial injuries, minor cuts and bruises</td>
<td>Minor fractures, ill health leading to minor disability</td>
<td>Multiple injuries, major fractures, fatalities</td>
</tr>
<tr>
<td><strong>UNLIKELY</strong></td>
<td>LOW</td>
<td>LOW</td>
<td>MEDIUM</td>
</tr>
<tr>
<td>Rarely happens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIKELY</strong></td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
</tr>
<tr>
<td>Often happens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VERY LIKELY</strong></td>
<td>MEDIUM</td>
<td>HIGH</td>
<td>HIGH</td>
</tr>
<tr>
<td>Nearly always happens</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>