



Girlguiding

Risk assessment – international trips

Fill out this risk assessment for any international trip, and activities planned for the trip, including adventurous activities.

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.

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.

Sign off: Send this risk assessment along with your REN form to your authorizing commissioner and adviser for approval. Any updates to REN forms should also include and updated risk assessment.

Name of unit/group:	
Name of person completing the risk assessment:	
Please provide an outline of the trip (places you are visiting) and where you are actually staying:	

Date and timings of the whole trip:				
How are you travelling to, from and around the destinations?				
Is the trip self-organised or do you have company organising? If so give details:				
Activities covered by this risk assessment If you are carrying out a number of activities while you are away you should list separately and if circumstances are very different for each you may want to consider having a separate risk assessment for each one – in which case use the activity outside the unit meeting place form together with this one. New activities should not be added to the itinerary once final approval has been given and definitely not once the trip has commenced.	Activity description	Date and timings	Location	Separate risk assessment? Yes/ No

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 going abroad	Guidance on taking girls abroad is reviewed and taken into consideration in your planning.	Have you reviewed and followed Girlguiding's guidance on taking girls abroad ?		
Passports, visas and other documentation	All passports and visa requirements are checked on relevant government websites at least 6 months before the trip, so anyone who needs to can apply for a visa/new passport. Some countries have specific passport/visa requirements. For example, sometimes passports need to be valid/in-date for a certain amount of time after your trip is expected to end.	Have you arranged to get copies of and check everyone's passports at least 6 months before the trip? Have you checked visa requirements for the country you're visiting, and arranged for parents/carers to apply for visas if necessary? Don't forget to ask parents/carers to flag any passport changes made between checking the passport and the trip itself.		
Medical cards	UK Global Health Insurance Cards (GHIC) are checked at least 6 months before your trip, so anyone who needs to can apply for one. GHIC cards let you get necessary state healthcare in EU countries, and some other countries, on the same basis as a resident of that country.	Have you arranged to get copies of and check everyone's GHIC cards to make sure they're in-date at least 6 months before your trip? Applying for healthcare cover abroad (GHIC and EHIC) – NHS		
Information on residential	Guidance on going on residential is reviewed and followed at all times.	Have you reviewed and followed Girlguiding's guidance on residential ?		

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
Attending a large-scale event run by Girlguiding or other organisation	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?		
Informing the local commissioner	At the start of planning an international trip, the activity is discussed with the country or region chief commissioner and country or region international adviser and a permission to plan section of the international residential event notification (REN) form is completed and sent to them. They will review and confirm approval for the next stage of planning. The timings for the next stages is covered in Going on residential. For Duke of Edinburgh activities, there is a DofE expedition notification (DEN) form and process that needs to be followed.	Have you completed the permission to plan part of the international REN form and sent it to the country or region chief commissioner and country or region international adviser who will review and confirm approval for the next stage of planning? Include here details of the date you need to complete and submit the form together with any reviewed risk assessment and itinerary. If the activity is in relation to Duke of Edinburgh, have you followed the required process?		

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
Communications and consent for activities	<p>Information, including any safety information, about the trip is given to volunteers, young members and their parents/guardians as appropriate, and consent obtained.</p> <p>On the consent form, parents/guardians have included emergency contact information.</p> <p>A home contacts system has been put in place.</p> <p>A list of key contacts at your destination (such as embassies) has been drawn up.</p>	<p>Have you provided information, including any safety information, about the trip and any activities you're doing, to volunteers, young members and their parents/guardians as appropriate? Have you obtained the necessary consent?</p> <p>Have you checked the country entry requirements section of the FCDO foreign travel pages to find what is needed to enter the country? For example, you may need a loco parentis.</p> <p>Digital safeguarding procedures</p> <p>Getting permission</p> <p>Have you got a home contacts system in place?</p> <p>Have you got a list of key contacts for while you're abroad, including embassies?</p>		
Communication during event between participants and leaders	<p>Where appropriate and with parental permission the phone numbers of participants are taken and exchanged between participants to facilitate communication during the activity. These would be deleted post the event to prevent misuse.</p>	<p>Do you need to obtain and exchange mobile phone numbers to facilitate communication during the activity?</p> <p>Do you have a process in place to ensure these are deleted post 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 including campsite chosen for overnight/residential accommodation	Any venue for sleeping over has been reviewed for suitability. Girlguiding doesn't have a list of approved international venues. We expect leaders organising trips to make reasonable enquiries via local contacts or local guiding groups and on the internet to check any accommodation is suitable. If the sleepover is part of a large-scale event run by guiding it's safe to assume checks have been done and no further checks are needed.	Have you researched the venue where you'll be sleeping? Are you satisfied that it's suitable?		
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. Ensure that in each and every new accommodation you stay in the leaders familiarise themselves with the emergency exit routes/ procedures on arrival – and they feed this back to all the group participants.		

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	People with adjustment plans are provided with a Personal Emergency Evacuation Plan (PEEP).	Have you made sure anyone with specific needs has a Personal Emergency Evacuation Plan ? Have you informed the venue where you're staying – and any venues you're visiting – about any specific needs people in your group have related to a PEEP? Are plans in place?		
Specific venue evacuation information	Any specific information about evacuation from venues you're staying in or visiting is obtained and given to everyone as appropriate.	Do you need to have a briefing from any of the venues on their emergency evacuation procedure and assembly point? If so, does everyone who needs it 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.		
Issues with individual/ group behaviour, including (but not limited) to drugs, alcohol, sex, absences without leave and breaking bedtime curfews	Ages and group dynamics/ history in relation to potential behaviour are considered and appropriate supervision is put in place to control this. Continued overleaf	Have you considered the potential for behavioural issues and thought about suitable control measures? Challenging behaviour in girls You might want to consider a group/event charter agreement agreeing behavior with all participants beforehand so they have ownership and buy into it. Continued overleaf		

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
Issues with individual/ group behaviour, including (but not limited) to drugs, alcohol, sex, absences without leave and breaking bedtime curfews (continued)	Checks are in place to stop issues arising when the group has free time and/or should be somewhere specific as part of the trip programme. These could include checks after lights out and/or agreeing behaviour and expectations of the group before or at the start of the trip.	NB 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 two adults should be below the UK legal alcohol limit for driving a vehicle.		
Managing relationships between young members and between leaders	International trips are an intense and rewarding experience, but they can also be stressful and put pressure on relationships. The volunteer code of conduct is a good place to start when looking at expected behaviours.	Have you reviewed the volunteer code of conduct?		
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. This differs depending on the activity but when staying away a minimum of one person who has attended a suitable and valid first aid course such as 1 st response or a professional similar or higher-level course is required. If the first aider is male, a woman must be present when treating a member. A leader takes an appropriate first aid kit with essential items to activities.	Have you reviewed Girlguiding's first aid guidance and activity finder ? And have you arranged for a appropriate number of suitably qualified persons to be present in relation to the activities? Are you are taking an appropriate first aid kit with essential items with you to activities? Have you considered access to accident and emergency services? Do you know your what3words location ?		

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
Handling medication (including prescribed medication)	<p>Details of individuals' requirements are included in the health form and leaders ensure the medicine is suitably labeled and stored, and that participants take their medication appropriately.</p> <p>Have you checked the country rules and medications? Some countries have strict rules on what can and cannot be brought into the country even for personal use.</p>	<p>Have you received all the health forms and made arrangements for any medicines required to be labeled, stored and dispensed appropriately?</p> <p>Have you checked the rule re allowable medicines and ensured suitable alternatives have been found for individual participants if required?</p> <p>Giving and administering medicines</p>		
Managing the group if there's an emergency	<p>Contingency plans are considered and written, based on any potential issues that could occur during the trip. These include a home contacts system in case of emergency.</p> <p>Information is given to everyone on the trip 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.</p>	<p>Have you read Girlguiding's emergency planning guidance for international trips?</p> <p>Have you considered all aspects of your trip, 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?</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
Participants with pre-existing medical conditions or other additional needs	<p>It may be necessary to do a person-specific risk assessment and care plan for anyone with a pre-existing medical condition or other additional needs. This may need to be over and above any risk assessment for normal meetings.</p> <p>The risk assessment may need to detail level of risk, care needed when travelling, a medical summary of the person's condition, any medications they take (and a letter from their GP confirming these) and details of the doctor to be contacted in an emergency.</p> <p>Before you go, it's also worth checking if the country you're travelling to has any drug restrictions.</p>	Do you have anyone with additional needs who may need a risk assessment?		
Reporting of incidents, accidents and near misses and post-incident support	<p>Any incidents involving the following are reported to headquarters:</p> <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.) <p>The emergency file is compiled and reviewed.</p>	<p>Have you completed/reviewed the emergency file?</p> <p>Do you know what to do if there's an emergency while you're away?</p> <p>Emergency file</p> <p>Accident notification form</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
Insurance	The leader in charge makes sure your group has suitable insurance in place.	<p>Do you have all the appropriate insurance cover in place, including travel insurance?</p> <p>Have you checked if your travel insurance policy covers self-harm? Many policies don't.</p> <p>If you're using an independent company or individual to provide your trip or an activity, have you checked they are ATOL protected and have appropriate insurance in place?</p> <p>If you are using a non-Girlguiding site or third party activity providers, please check that they have public liability insurance.</p>		
Financial consideration	Guidance on what to consider in terms of financial risk 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 residential 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
Local laws and attitudes to issues such as drinking, mental health, and LGBTQ relationships that could potentially affect participants and leaders	Some countries have different laws, for example, laws that discriminate against people from the LGBTQ+ community, or laws about different drinking ages. Girlguiding's emergency planning guidance for international trips is reviewed for advice and considerations when planning the trip, and all participants are briefed on these.	Have you reviewed Girlguiding's guidance and briefed participants on differences in laws that could affect them? For example, laws around LGBTQ identities or a different drinking age? Emergency planning guidance for international trips Mental health and guiding		
Cultural differences and customs in destination country	The cultural differences in your destination country are considered when planning the trip, and all participants are briefed on these.	Have you briefed participants on cultural differences and customs that they should be mindful of in your destination country? For example, with regard to clothing, language or footwear.		

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
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? 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 focused 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>		
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 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?		

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
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. For the group/unit to run a residential event on their own, someone in the event leadership team must hold or be working towards the relevant modules of the Going Away With scheme . Travelling abroad module	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? Have you got someone in the event leadership team who holds or is working towards the relevant module of the Going Away With scheme ?		
Effective leadership during the activity	It is important to establish who is the Leader in terms of the activity. Generally this would be the leader of the unit but this could be delegated to the person/expert running the activity and may vary during different stages, the hierarchy and who is in charge of which bits will be established and communicated to everyone involved before the activity commences.	Have you established and communicated who is in charge of the different aspects of the activity?		
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. There is a process in place to get international qualifications checked and verified.	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? Continued overleaf		

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>Suitability and competence of instructors involved in providing activities</p> <p>Lack of disclosure checks (continued)</p>		<p>If you're organising the instructor/activity you'll need to verify their qualifications and make sure they have the appropriate disclosure checks.</p> <p>If you're doing it through an outside organisation, you should check they're using instructors with the appropriate qualifications. It's their responsibility to make sure instructors have these.</p> <p>If instructors leading your activity abroad or in a Crown dependency have different qualifications to the UK ones listed on the Girlguiding website, you should send details of their qualifications to adventure@girlguiding.org.uk, who'll confirm if they're suitable.</p>		
<p>Fitness and ability of volunteers, young members and others doing activities</p>	<p>Individuals' adjustment plans are reviewed by the unit leader before members take part in events or activities.</p> <p>Any adjustment plans for volunteers taking part in the delivery of an event or activity are reviewed by the event organizer.</p> <p>Any issues raised when discussing the trip/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 trip/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>		

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 the spread of infectious disease	<p>People who are unwell are asked not to attend. If they become unwell on the trip, arrangements are made for them to go home, if possible, or keep them isolated until they are better.</p> <p>Soiled items are disposed of appropriately.</p> <p>Hands are washed regularly and thoroughly.</p>	<p>Have you asked participants to wash their hands regularly and stay away if they're ill? Consider contingency arrangements if people become unwell on the trip. If washing facilities aren't available, could they use hand sanitisers or wipes during planned activities, particularly before eating food?</p>		
All modes of travel to and from the trip/activities, including walking and travelling by car, bus, train or plane	<p>The risks of the journey from end to end are considered and mitigated against.</p>	<p>What modes of travel will you be using? Have you planned your route?</p> <p>Does everyone using vehicles for transporting young members have the appropriate driving licences and insurance cover?</p> <p>Girlguiding's advice on transport and vehicle insurance</p> <p>Girlguiding's drivers' handbook</p>		
Moving vehicles when crossing roads during activities	<p>Participants are encouraged to be aware of risks and stay safe through dynamic assessments and by using available safe crossing points.</p>	<p>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?</p> <p>The Highway Code - Guidance - GOV.UK</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
Manual handling of equipment and luggage	Consideration is given to the weight, size and amount of equipment/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		
Storage and cooking of food products for eating Lack of availability of food	Girlguiding's guidance is reviewed and followed at all times. Allergies and food intolerances are covered in fitness/ability of individuals above.	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 many of these issues in more detail.		
Adventurous activities	Information on adventurous activities that will form part of the trip is reviewed. 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.	If your trip involves adventurous activities, have you reviewed our adventure for girls webpages to see what you need to do to keep participants safe? 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 . Don't go ahead with the activity until you have confirmation that it's OK to do so. There are some prohibited activities Girlguiding doesn't permit you to take part in.		

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
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>		
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>Continued overleaf</p>	<p>If appropriate, have you obtained and reviewed copies of the risk assessments and passed them on 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
Risk assessments from third parties (continued)	<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>			
Weather contingency plans	Contingency plans are in place if your trip/an activity has to be curtailed, adapted or postponed due to weather conditions. Include consideration of wildfires that may be spread by winds etc.	Have you considered contingency plans if the weather conditions force you to cancel your trip/an activity? Or how you could adapt your plans to so it could go ahead safely?		

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
Weather conditions at destination/during activity and suitability of clothing and footwear	<p>Consideration is given to the season and climate at your destination to help with planning 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 accordingly.</p> <p>Dynamic risk assessments are undertaken with these factors in mind for each activity.</p>	<p>Have you considered the season, climate and weather at your destination? Include consideration of wildfires that may be spread by winds etc.</p> <p>What does it mean for dress code?</p>		
Lighting levels	<p>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 control put in place.</p>	<p>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?</p>		
Speed and movement of people and animals	<p>Running is restricted to games/outdoor activities where there's good visibility and everyone is aware of potential hazards.</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
Local environment issues with, for example, blue green algae, Weil's disease, Lyme disease, ticks, mosquitoes 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 avoiding certain areas or activities.	Have you considered what additional controls may be required?		
Local wildlife	Some destinations have more problematic local wildlife than others, including large mammals, mosquitoes, snakes and spiders that could impact safety. Potential issues are considered, and suitable controls put in place to reduce the potential adverse impact on participants.	Have you considered local wildlife and what additional controls may be required? For example, mosquito nets.		
Participation of animals	Strict guidance is provided if animals are to be involved in activities. If pets such as dogs are coming on the international trip, the owner is solely responsible for the necessary paperwork and insurance.	Are you running activities involving animals? Have you thought about and provided appropriate guidance to participants? Have you checked all the appropriate paperwork is in place? Have you considered any allergies or fears participants have told you they have?		

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
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?		
Terrorism including bomb threats	Run Hide Tell information is provided to participants as and when appropriate.	Is your trip/activity taking place in an area that is potentially at a higher risk of a terrorist attack? In a large city or venue, for example. Have you considered showing participants this Run Hide Tell video before you go?		
Availability of toilets, drinking facilities 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?		

Additional considerations for activities at height

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
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)

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
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	It is worth noting that in many countries the manufacturer of fireworks and firework displays are not controlled in the same way as in the UK. Fireworks classed as domestic in one country may not be safe. It is not considered appropriate to purchase fireworks locally in a foreign country for your own use and you should only attend organized displays. It is important that spectators are situated a safe distance away from where fireworks are being ignited.	Consider the risk and determine a safe location to view the display without putting any of your group at risk.		

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
Location of camp fires	<p>Fires 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?		
Presence of facilities to extinguish fire in an emergency and/or deal with fireworks that don't go off	<p>Extinguishing material like sand, earth, water or fire extinguisher are readily available to extinguish the fire in an emergency.</p> <p>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.</p>	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.		

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
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 are never left unattended.	Have you made arrangements for the fire to be attended until it's fully out?		

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	Routes are planned to take into consideration any obstacles and/or land features such as water courses. Walks are led by an appropriately qualified leader. If the route is weather-dependent, possible alternatives are considered.	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 in place for an alternative route 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

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
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

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-based activities	There is specific guidance for these activities.	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.

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:	
Role:	Membership number:
Date review initially completed:	Signature*:

* Both electronic and wet ink signatures are acceptable.