



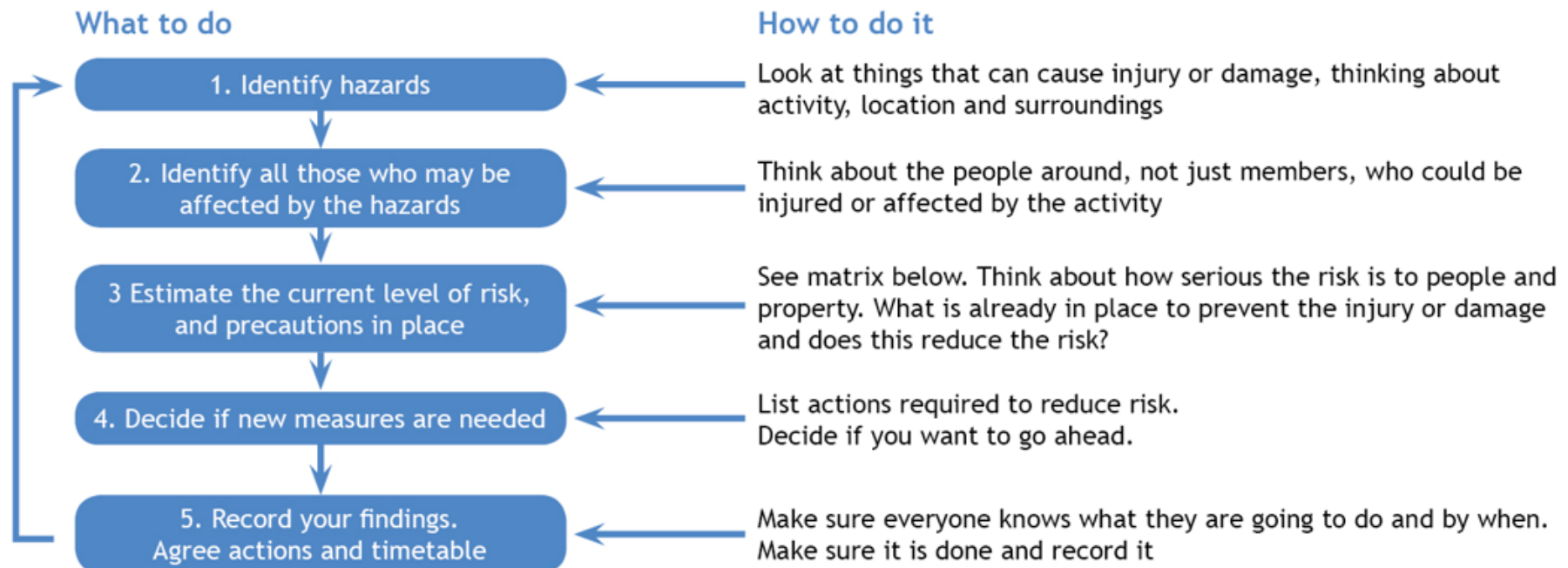
# Risk Assessment: Event/Activity

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

### Event information and risk assessment approval:

Event/Activity (brief description): <b>Residential in The House &amp; Chalet</b>		Date: <b>01/06/2023</b>	
Total attending: Up to 28 residential guests		Those attending: Girlguiding units or other youth organisations, other charities.	
Consent for Event/Activity forms completed:      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Venue: Dudsbury Guide Camp	
Instructor qualification checked*      N/A			
<b>Decision:</b> 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 (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If you answered 'no' to the above <i>decision</i> question, please explain why:			
Risk assessment completed by: Racheal Tattum		Role: Volunteer	
Has the risk assessment been shared with the leadership team and signed off my County Commissioners			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures):		Date: 01/06/2024	

<sup>1</sup> 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 commissioner in advance how long they will need to review your risk assessment.

<b>Hazards</b> What could cause harm or damage?	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Likelihood of risk occurring (L/M/H)</b>	<b>Severity of risk (L/M/H)</b>	<b>Are further controls necessary?</b> What else needs to happen to reduce the risk to an acceptable level?	<b>Action by:</b> name/date
Fire exits/ walkways blocked	All (injury, unable to escape in an emergency)	Group leaders to ensure walkways are kept clear at all times.  Fire doors should not be blocked under any circumstances	Low	High	Groups are provided with the Fire Procedure and must carry out a fire drill within the first 12 hours of their stay. This should be documented on the form provided.  Groups responsible for own first aid, although first aid kits are available on site.	Group Leaders - Ongoing through the residential & within first 12 hours
Fire doors propped open	All (injury, faster spread of fire)		Low	Low	Any fire doors opened for air flow should be closed when the room is not in use or as part of the fire evacuation plan.	Group leaders - ongoing through the residential
Slips, trips and falls	All (injury)	Group leaders to ensure walkways are kept clear at all times.  Warning signs (provided by Centre) put in place and spillages cleaned up as soon as possible.  Young people should not be permitted to jump or play on the bunk beds.	Low	Low	Groups responsible for own first aid, although first aid kits are available on site.  Adults from the group must supervise young people at all times.	Group leader - ongoing through the residential

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Hot water boiler	All (injury - scalds & burns)	Appliance should be used by adults only.  Caution should be taken as this appliance sits at height. Ensure there is no-one underneath before using.	Low	Medium	Groups responsible for own first aid, although first aid kits are available on site.	Group leader - ongoing through the residential
Hot cooking surfaces	All (injury - burn)	Discipline should be maintained in the kitchen area and young people should always be supervised by an adult.	Low	Low	Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Group leader - ongoing through the residential
Potential fat fire	All (injury - burns)	Fire blanket in kitchen (provided by Dudson)	Low	High	Adults from the group must supervise young people at all times.  Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Group leader - ongoing through the residential
Hot pans, oven, etc.	All (injury - burns)	Use oven gloves (not provided by Dudson)	Low	Low	Adults from the group must supervise young people at all times.  Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Group leader - ongoing through the residential

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Sharp knives and other sharp kitchen equipment	All (injury - lacerations)	Knives stores safely away from other utensils.	Low	Low	Adults from the group must supervise young people at all times.  Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Group leader - ongoing through the residential
Fridge/freezer	All (illness)	Thermometers fitted and monitored to ensure safe temperatures are maintained.	Low	Low		On site wardens
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Electrical equipment - Centre provided	All (injury - electrocution)	All equipment provided by the Centre is PAT tested annually.  Any electrical items that are broken or have damaged plugs or flexes are removed immediately.	Low	Low	Adults from the group must supervise young people at all times.  Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.  AED (Automatic External Defibrillator) located on the wall at the back of the house.	on site wardens

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Electrical equipment - provided by visiting group	All (injury - electrocution)	<p>All equipment provided by the group should be visually inspected to ensure, as far as is reasonably practical, it is safe to use.</p> <p>Any electrical items that are broken or have damaged plugs or flexes should not be used.</p>	Low	Low	<p>Adults from the group must supervise young people at all times.</p> <p>Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.</p> <p>AED (Automatic External Defibrillator) located on the wall outside at the back of the house</p>	Group leader - ongoing through the residential
Chemicals	All (injury - chemical burn)	All chemicals on site have COSHH documentation where relevant and are locked away. They are used by adults and training is given where relevant.	Low	Medium	Groups responsible for ensuring their own cleaning materials are kept locked away from their own young people as well as from other site visitors.	on site warden  Group Leader - throughout their camp
Unknown persons entering building	Young people	<p>Groups are provided with the keys to the building to keep it locked when they are not there.</p> <p>Overnight, doors should be kept locked with easy access to the keys inside each door and all group adults should be aware of their location.</p>	Low	Low		Group Leader - throughout their camp