# Risk assessment



**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.

**What to do How to do it**

Look at things that can cause injury or damage, thinking about activity, location and surroundings.



1. Identify hazards

2. Identify all those who may be

affected by the hazards

3 Estimate the current level of risk,

and precautions in place

4. Decide if new measures are needed

5. Record your findings.

Agree actions and timetable

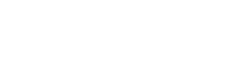
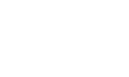
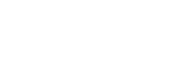
Think about the people around, not just members, who could be injured or affected by the activity.

See 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?

List actions required to reduce risk. Decide if you want to go ahead.

Make sure everyone knows what they are going to do and by when.

Make sure it is done and record it.



**Severity**

**Likelihood**

**Slight harm**

(Superficial injuries, minor cuts and bruises )

**Harmful**

(Minor fractures, ill health leading to minor disability )

**Extremely harmful**

(Multiple injuires, 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): Dudsbury Guide Camp Unit Visits | | Date: 30th April 2021 | | |
| Centre wardens: Sue & Doug Webb | Total attending: Various | Those attending: Girlguiding units or other youth  organisations as per government rules. | | |
| Consent for Event/Activity forms completed: Yes No N/A ✓ | | Venue: Dudsbury Guide Camp | | |
| Instructor qualification checked\* Yes No N/A ✓ | | | | |
| **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 (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe) | | | | Yes ✓ No |
| If you answered ‘no’ to the above *decision* question, please explain why: | | | | |
| Risk assessment completed by: The Wardens and the management committee | | | Role: Management Committee | |
| Has the risk assessment been shared with the Trustee’s and signed off by the County Commissioners | | | | Yes ✓ No |
| Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures): | | | Date: 30/05/2021 | |

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 commissioner in advance how long they will need to review your risk assessment.

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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 |
| Coronavirus infection  Risks below are in consideration of this risk and reducing it to an acceptable level. | All attendees from contracting of virus through close contact and cross contamination. | Allocated toilets for each unit visit. Hand soap and sanitiser available and appropriate signage in place. Social distancing protocols to be adhered to.  Where possible increasing safe ventilation.  Toilets deep cleaned between each group using appropriate cleaning materials. | Low | High | Dudsbury Wardens and volunteers deep cleaning to use appropriate PPE - a minimum of disposable gloves and disposable apron  All doors and windows (where they exist) opened for ventilation before deep cleaning – 30 mins after last use before entering to clean should be sufficient.  Appropriate cleaning materials provided, instructions for use and a waste bin with lid for used cleaning materials, wipes etc. | Dudsbury wardens/ Volunteers between group visits |
| Handling of rubbish from visiting parties | Dudsbury Wardens and volunteers at risk of cross contamination from clearing general waste | Leaders must clear and take all rubbish with them from site on departure or place in large bins on main campsite carpark. | Low | High | If staff or volunteers are required to remove rubbish left by campers then appropriate PPE must be used  – gloves and apron as a minimum. | Dudsbury Wardens as required |

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| --- | --- | --- | --- | --- | --- | --- |
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| From public | All attendees from contracting of virus through close contact and cross contamination. | Only booked groups to be able to access site. Leaders reminded in T&Cs that all their members must adhere to hygiene guidelines and social distancing. | Low | High | Group Leaders should hold a full set of names and contact details of the adults and young members in their group. This must be kept for 21 days after the visit. | Group Leaders |
| From close contact between people | All attendees from contracting virus through close contact. | Leaders reminded in T&Cs that all members must social distance and are able to maintain them. | Low | High | Camping field split into the three areas for each group onsite (3 maximum on main site at any one time). Wardens / Volunteer welcoming the group shows Leader to their area.  Leaders must ensure their group maintain safe distances other groups in line with Government guidance. | Dudsbury Wardens / Volunteers on each group arrival |
| From poor hand hygiene | All attendees from contracting of virus through cross contamination. | Have ample soap and paper towels available for hand washing. Bins with lids available to enable appropriate safe disposal of paper towels if used. | Low | High | Hand wash posters on display. | Preparations coordinated by Dudsbury Wardens by 30/4/21 |

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| --- | --- | --- | --- | --- | --- | --- |
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| Participant displays symptoms after visiting, raising concerns that others may have been infected | All visitors who may have been in contact with symptomatic participant. | Group Leaders maintain up to date contact details for NHS Test and Trace purposes.  Group Leader is responsible for reporting the incident to Girlguiding HQ.  Dudsbury Wardens records any information in a site log. | Medium | High | Group Leaders must submit their Girlguiding Checklist and Risk Assessment (or equivalent for other youth organisations) to the Dudsbury Wardens at least 24 hours prior to arrival.  No forms = no visit | Dudsbury Wardens - ongoing |
| Participant displays symptoms while on site. | All visitors who may have been in contact with symptomatic participant. | Whole group requested to return home.  Symptomatic guest and ‘bubble’ to self-isolate as per government guidelines. | Medium | High | Toilet and shower used by that unit to be closed to remaining visitors for 72 hrs before deep cleaning and returning to service. | Dudsbury Wardens - ongoing |
| Prospective participant displays symptoms before arrival | All visitors who may have been in contact with symptomatic participant.  Staff, volunteers, and any other visitors |  | Medium | High | Group booking’s risk assessment checked to ensure they are letting their visitors know that they should not attend if they have shown symptoms. | Dudsbury Wardens - ongoing |

This document should be signed-off by the county commissioner who supports the site activity.

Commissioner’s signature: Racheal Tattum Date: 29/4/2021