



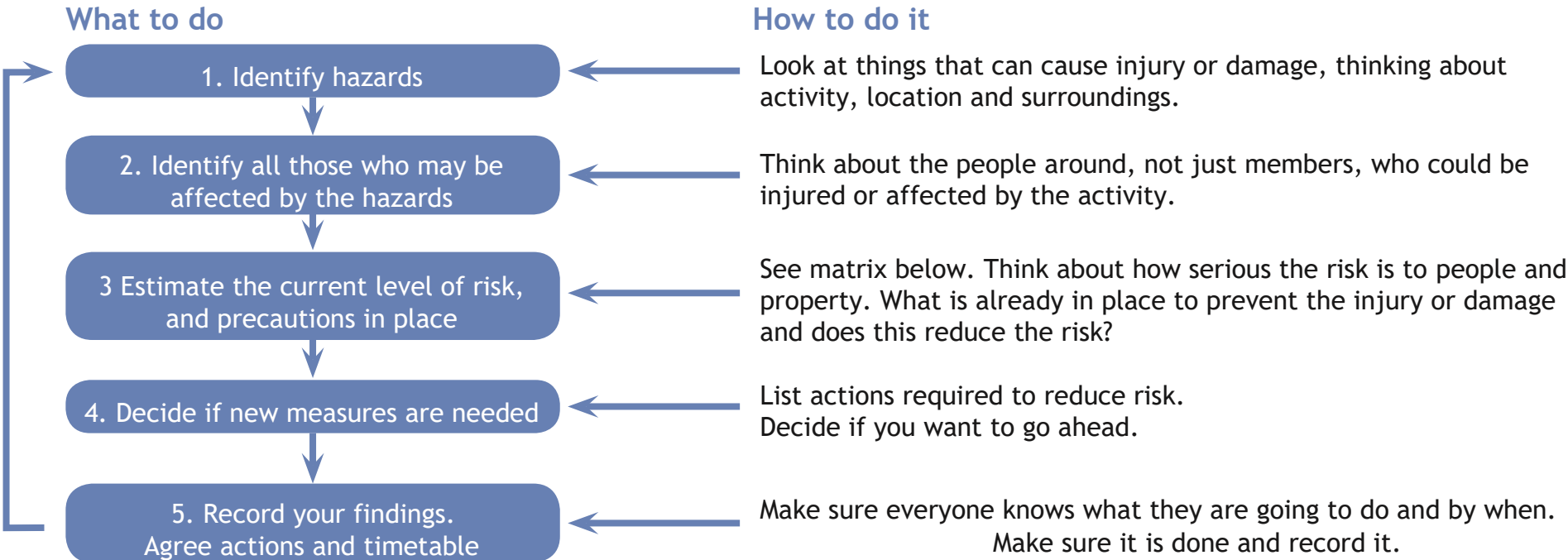
Risk assessment Including coronavirus considerations

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.



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): Deer Park Activity Centre: Outdoor day visits on Bubbs Hill or Main Site			Date: 04/08/2021
Centre Manager: Daniel Rochelle	Total attending: Various	Those attending: Girlguiding units or other youth organisations.	
Consent for Event/Activity forms completed: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>			Venue: Deer Park Activity Centre
Instructor qualification checked* Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>			
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 <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: Anne Anderson		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: 04/08/2022 or when government guidance changes	

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.

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 group. Hand soap and sanitiser available and appropriate signage in place. Social distancing protocols to be adhered to. Where possible increasing safe ventilation. Toilets cleaned between each group.	Low	High	Deer Park staff and volunteers cleaning to use appropriate PPE - a minimum of disposable gloves plus mask whilst indoors. 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.	Centre Manager/ Volunteers between group visits
Handling of rubbish from visiting parties	Centre manager 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 in main site car park.	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.	Centre Manager as required
From public	All attendees from contracting of virus through close contact and cross contamination.	Only booked groups to be able to access site. Visiting group leaders reminded in T&Cs that all their members must adhere to hygiene guidelines and social distancing.	Low	High	Visiting group Leaders should hold a full set of names and contact details of the adults and young members in their group. The Centre Manager holds the contact details for the visiting group leader. All contact details are held in line with GDPR and kept for 21 days after the visit.	Group Leaders & Centre Manager

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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. Current guidance is at least 1m where possible.	Low	High	Camping field split into the three usual campsites for each group onsite (3 maximum on main site at any one time). Centre Manager/ Volunteer welcoming the group shows Leader to their marked area. Leaders must ensure their group maintain safe distance from other groups in line with Government and Girlguiding (or equivalent for other youth organisations) guidance.	Centre Manager/ 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 Centre Manager by 3/8/20
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 to ensure the relevant details are in place for the NHS Test and Trace. Centre Manager holds group leader's contact details in line with GDPR. Centre Manager 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 Centre Manager at least 24 hours prior to arrival. No forms = no visit	Centre Manager - ongoing

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Participant displays symptoms while on site.	All visitors who may have been in contact with symptomatic participant.	Anyone showing symptoms during the session is removed from the group and group leader contacts parents for immediate collection and reminded to follow government guidance for testing for Covid-19.	Medium	High	Toilet and shower used by that group to be closed to remaining visitors for 72 hrs before deep cleaning and returning to service.	Centre Manager - ongoing
Prospective participant displays symptoms before arrival	All visitors who may have been in contact with symptomatic participant. Staff, volunteers, and any other visitors	Anyone with Covid symptoms or has been instructed to self-isolate is informed to stay away from the Centre.	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.	Centre Manager - ongoing
Fire (campfires and altar fires)	All (injury) Girlguiding Gloucestershire (through lack of future facility)	<p>Fire buckets provided at all campfire/pitch areas. Groups informed they are responsible for filling them before lighting a fire.</p> <p>Groups informed they are responsible for extinguishing a fire at the end of a session/the evening. Water should be added slowly around the surrounding area and on the embers by an adult, taking care to avoid steam scalds.</p>	Low	Medium	<p>Fires should only be run by a competent person and must always be supervised by an adult.</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>Centre Manager - pre-visit information for groups & site maintenance</p> <p>Group leaders - at end of visit</p>

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Poor village relations	Girlguiding Gloucestershire (reputation)	Member of the village sits on Management Committee. All visits on site end by 9.30pm with no traffic permitted after 10pm. Evening group leaders will close gate as they leave. Quiet time on site is from 10pm until 7am.	Low	Low	Large scale events are informed to the village so they know to expect heavier traffic, louder noise, etc.	Centre Manager & management committee - Ongoing Group Leaders - at end of visit

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



Commissioner's signature: _____

Date: 5 August 2021