

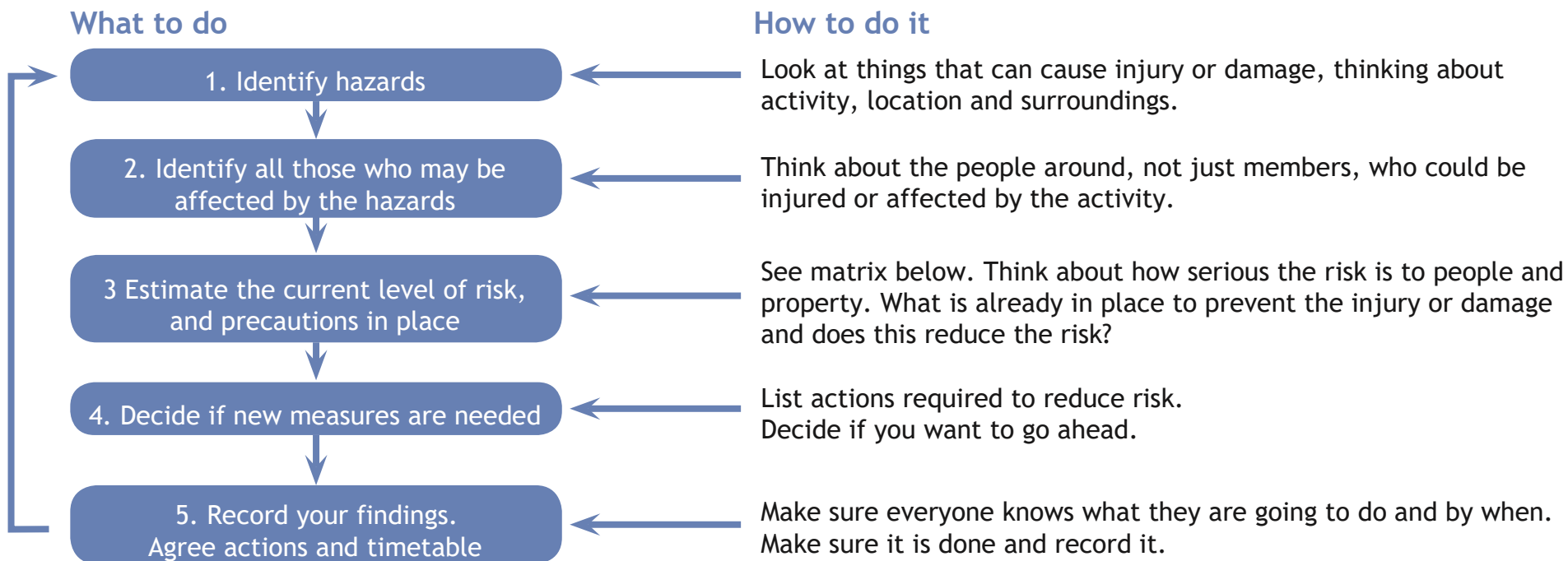
Risk assessment: Event/Activity

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): Tunnels			Date Complete: 15/08/2021
Centre Manager: Daniel Rochelle	Total attending: No maximum number, one unit/group booking at a time		Age range: No restrictions
Consent for Event/Activity forms completed:	Yes	No	N/A ✓
Venue: Deer Park Activity Centre			
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 <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 Commissioner?			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: 15/08/2022

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
Slips, trips and falls on/around tunnels	Participants and accompanying adults - injury	Adult supervision throughout the activity. Visual checks made by group leader. Rules and safety explained at start of the session.	Low	Low	Plenty of adult supervision. Ensure the group is wearing appropriate footwear. Ensure laces are tied up. Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Group leader - before and at start of each session
Enclosed space	Participants - suffering claustrophobia and/or fear of the dark	Head torches provided. Users with claustrophobia will likely withdraw on entry. System has a large number of exits. Group leaders to listen to group to ensure they are all enjoying the activity. Three-tiered tunnel system allows those with fears/phobias to access the smaller system first, building up the main system.	Low	Low	Plenty of adult supervision. For those who get into difficulty within the system, adult should speak to them from the nearest entry/exit to guide them out.	Group leader - ongoing

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Ridged tunnel floor and debris inside	Participants - injury (cuts and abrasions)	Group leader to ensure the group have fresh water and a 1 st aid kit with them to clean any cuts, etc. Participants advised to wear long sleeves and trousers at all times.	Low	Low		Group leaders - ongoing Centre Manager - pre-info
Content of pockets	Participants - injury and/or loss of items	Group leaders to ensure participants have empty pockets before entering tunnel system	Low	Low		Group Leaders - start of session
Hitting roof of tunnel	Participants - injury (head on roof or back at entry/exits)	Group leaders to ensure participants are crawling at all times.	Low	Low		Group leaders - throughout
Walking to activity (on grass)	All - injury	Ensure the group stays together. Be aware of others using Bubbs Hill. Be alert to service vehicle which may be on the hill.	Low	Low	Ensure suitable footwear is worn. Ensure girls have medications with them where relevant, particularly inhalers for asthma.	Group leaders - before walking to activity

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Failure of equipment	All - left in the dark	All equipment checked regularly and any defects reported to the Centre Manager	Low	Low	Adult supervision to support young participants if batteries fail whilst in the tunnel system.	Group Leaders - report as necessary Centre Manager - arrange repairs as needed
Presence of wildlife	Participants - illness, upset, animal bite	If wildlife (eg rabbit, badger, squirrel: dead or alive) is found in a tunnel, that element should not be used.	Low	Low	All entry/exit caps should be placed back onto the tunnel system when not in use. Any wildlife (other than small insects) should be reported to the Centre Manager.	Group Leaders - report as necessary Centre Manager - arrange repairs as needed
Health & hygiene	All - illness	Hands should be washed after using the tunnels.	Low	Medium	The toilet block at the foot of the hill should be used to wash hands prior to eating as the tunnels are very dirty and may have wildlife in the area.	Group Leaders - after session
Heavy lifting	All - injury	Entry/exit caps must be lifted back into position by a group of girls. An adult may be able to do it alone but 2 adults working together are advised.	Low	Medium	If any cap cannot be replaced before leaving the area, the Centre Manager must be informed.	Group Leaders - after session

<p>Transmission of Covid-19</p>	<p>All - illness</p>	<p>Group leaders to ensure the relevant details are in place for test and trace. Centre Manager holds group leader's contact details in line with GDPR.</p> <p>Anyone with Covid-19 symptoms or who has been instructed to self-isolate is informed to stay away from the Centre.</p> <p>Hand sanitiser should be used before participants touch the equipment and again at the end of the session. Equipment shared between should be sanitised before the next user.</p> <p>Equipment is cleaned in full between each session.</p> <p>Each tunnel system has a maximum number of users at any one time:</p> <ul style="list-style-type: none"> • Easy - 1 • Medium - 2 • Advanced - 4 <p>Games provided with the equipment are adapted to suit these numbers.</p>	<p>Low</p>	<p>High</p>	<p>Anyone showing symptoms of Covid-19 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.</p> <p>Group Leader to inform Centre Manager.</p> <p>Equipment to be deep cleaned or quarantined for 72 hours before reuse.</p> <p>Where first aid is required, injured person to administer where possible, PPE to be worn if first aider needs to be closer than 1m.</p>	<p>Centre Manager - pre-info</p> <p>Group leader - prior to session & ongoing during session</p>
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This document should be signed-off by the county commissioner who supports the site activity.

Commissioner's signature:

A handwritten signature in black ink, appearing to be 'E. Hood', is written over a horizontal line.

Date: 16/08/21