



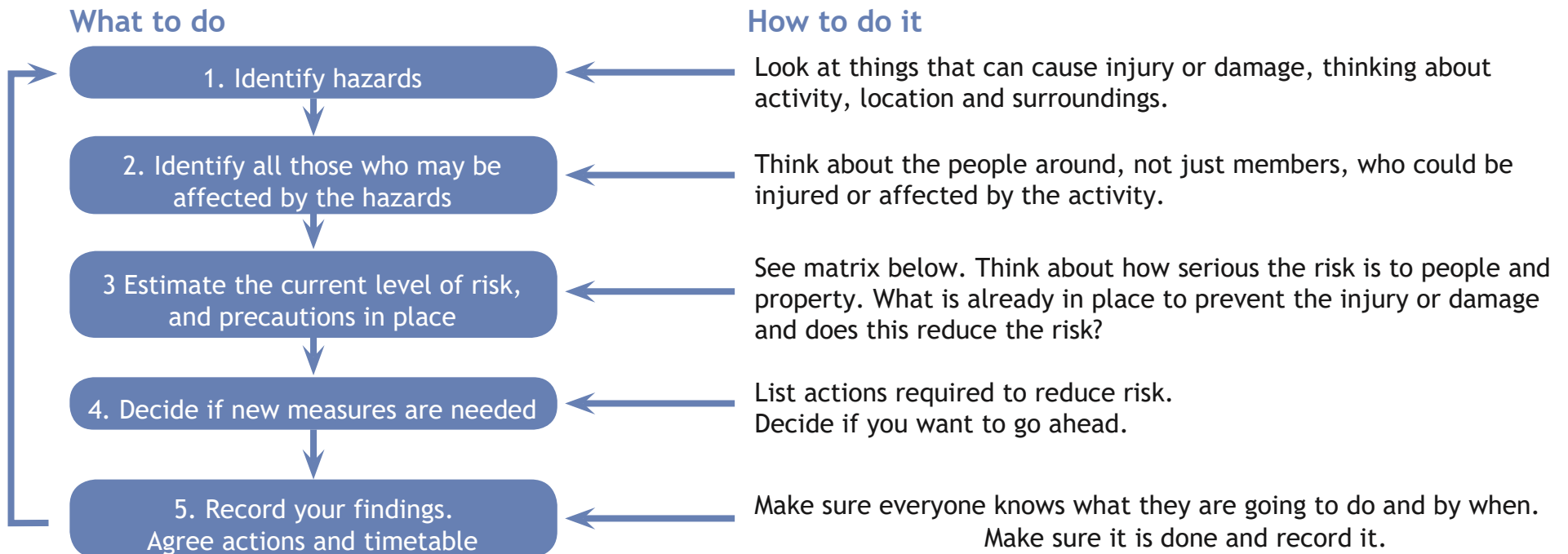
# Risk assessment Including coronavirus considerations

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): <b>Deer Park Activity Centre: Groups camping on Bubbs Hill or Main Site</b>			Date: <b>04/08/2021</b>
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"/>			
<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: 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	

<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
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

<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
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 camp	Centre Manager - ongoing

<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
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

<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 (campfires and altar fires)	All (injury)  Girlguiding Gloucestershire (through lack of future facility)	<p>Altar fires positioned away from tents and hard shelters. Safe, unobstructed 2m space must be maintained around all fires.</p> <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> <p>Campfires and backwoods-style cooking should only be held in their designated areas, and any dry materials (grass, etc.) cleared from the immediate vicinity.</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 &amp; site maintenance</p> <p>Group leaders - at end of visit</p>

<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
Cooking on Gas	All (injury, explosion)	Gas cannisters should be kept out of direct sun light.  When changing gas cannisters, ensure this is done away from any source of ignition.	Low	High	The valve should be closed on the gas cannister when not in use.  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 Leaders - ongoing throughout the camp
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
Lifting and handling of tents and equipment	All visitors (injury)	Trolleys provided.  Group leaders should make themselves aware of safe manual handling practices and this should be shared with the rest of the group. <a href="#">HSE Guidance</a>	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 Leaders - throughout their camp

<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
Electricity	All visitors (electric shock/injury)	<p>Electric sockets should not be overloaded. One appliance/device per socket only.</p> <p>Group leaders mobiles may be charged to maintain communications as required, however girls devices should not use the electric sockets.</p>	Low	Medium	<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 between the office and Deer House doors.</p>	Group Leaders - throughout their camp
Tent pegs/guy ropes	All visitors (injury)	<p>Groups should leave gaps between tents and maintain access routes for emergency vehicles.</p> <p>Whenever practical keep pegs in a straight line.</p>	Medium	Low	Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Group Leaders - throughout their camp
Terrain	All (injury)	<p>Site has regular grounds maintenance (grass cutting, etc).</p> <p>Centre Manager to inform visitors if there is any planned vehicle or maintenance equipment</p>	Low	Medium	<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>Group Leaders - throughout their camp</p> <p>Centre Manager - prior to camps</p>



<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
Slips & trips	All (injury)	Group leader should check their site area for mole hills, rabbit holes, tent pegs, etc.  Caution should be taken on wet grass after heavy rain as this can be slippery.	Low	Low	Adults from the group must supervise young people at all times.	Group Leaders - throughout their camp
Water	All (injury from slips, disease from waste water)	Regular maintenance checks are carried out and repairs carried out promptly or unsafe areas marked as temporarily closed until fixed.  Groups should report any leaks or blockages to the Centre Manager.	Low	Medium	Groups should fill large water containers from the drinking water taps and then fill smaller, individual bottles from these to prevent ground flooding around the tap area.	Centre Manager - Ongoing  Group Leaders - throughout their camp
Toilets & wash facilities	All (Covid-19 infection)	When the site is busy, we cannot guarantee sole use of wash facilities.  Site staff/volunteers sanitise the facilities between bookings.	Low	High	Group leaders should liaise with others onsite to agree a cleaning regime. Groups are responsible for sanitising wash facilities regularly (minimum of 3 times per day).	Centre Manager - between bookings  Group Leaders - throughout their camp

<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
Rubbish and litter	All (risk of fire, smell, trips, attracting unwanted wildlife and injury)	Clear all rubbish and litter daily.  Lidded rubbish and recycling containers provided in the main site car park.  Groups responsible for removing all belongings, including rubbish and litter, from their camping area before departure.	Low	Low	Group leaders to ensure bin lids are closed after use.  Adults from the group must supervise young people at all times.  Recycling to be clean before depositing in appropriate containers.	Group Leaders - throughout their camp
Snakes	All (injury - bites)	All visitors advised that adders are present and suitable footwear should be worn at all times.	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.  Suspected snake bite victims should attend A&E immediately.  For specific advice on snake bites see <a href="http://www.nhs.uk/conditions/snake-bites/">www.nhs.uk/conditions/snake-bites/</a>	Centre Manager - pre-visit information for groups.  Group Leaders - throughout their camp

<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
Vehicles	All (injury)	<p>No vehicles allowed on camping fields. Cars should be parked in designated parking areas only.</p> <p>Service vehicle brought onto site when camping areas are free from visitors to carry out maintenance work, etc.</p> <p>Site vehicle used to move activity equipment, etc. Driver uses extreme caution and low speed.</p> <p>Emergency access available at all times. An adult should meet the vehicle at the site entrance and walk the vehicle across the field.</p>	Low	Medium	<p>Adults from the group must supervise young people at all times.</p> <p>Additional caution should be taken when moving across car parks or along the road between the main site and Bubbs Hill.</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/ instructors - Ongoing.</p> <p>Group Leaders - throughout their camp</p>
Bees and wasps	All (injury - stings)	<p>Group leaders should notify the Centre Manager of any known or suspected wasps nests.</p> <p>Ensure that Adrenalin Auto Injectors (Epipens, etc.) are easily accessible for any known allergies.</p>	Low	Low	<p>Avoid the oak tree in the main car park which is a protected bee habitat.</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>	Group Leaders - throughout their camp

<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
Rodents and wildlife	All (injury - bites)	Ensure all food is correctly stored and food waste disposed of safely and in a timely manner.	Low	Low	Group Leaders should notify the Centre Manager of any wildlife (mammals) entering tents or building.  Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid	Group Leaders - throughout their camp
Tree limbs falling	All (injury)	Trees inspected bi-annually and advise maintenance work carried out.  Do not pitch tents or sleep under trees (especially beeches on Bubbs Hill)  Be alert to bad weather forecasts and move away from trees if high winds are predicted.	Low	Medium	Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Centre Manager - bi-annually  Group Leader - throughout their camp
Chemicals	All (injury)	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.	Centre Manager - ongoing  Group Leader - throughout their camp

<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</b> (L/M/H)	<b>Severity of risk</b> (L/M/H)	<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
Injury	All (lack of qualified first aider or first aid supplies)	First aid kits are available on site and Centre Manager is trained in first aid.	Low	Low	Groups responsible for own first aid, including providing a suitably trained first aider and a first aid kit.  AED (Automatic External Defibrillator) located on the wall between the office and Deer House doors.	Group Leader - prior to camp

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



Commissioner's signature: \_\_\_\_\_

Date: 5 August 2021