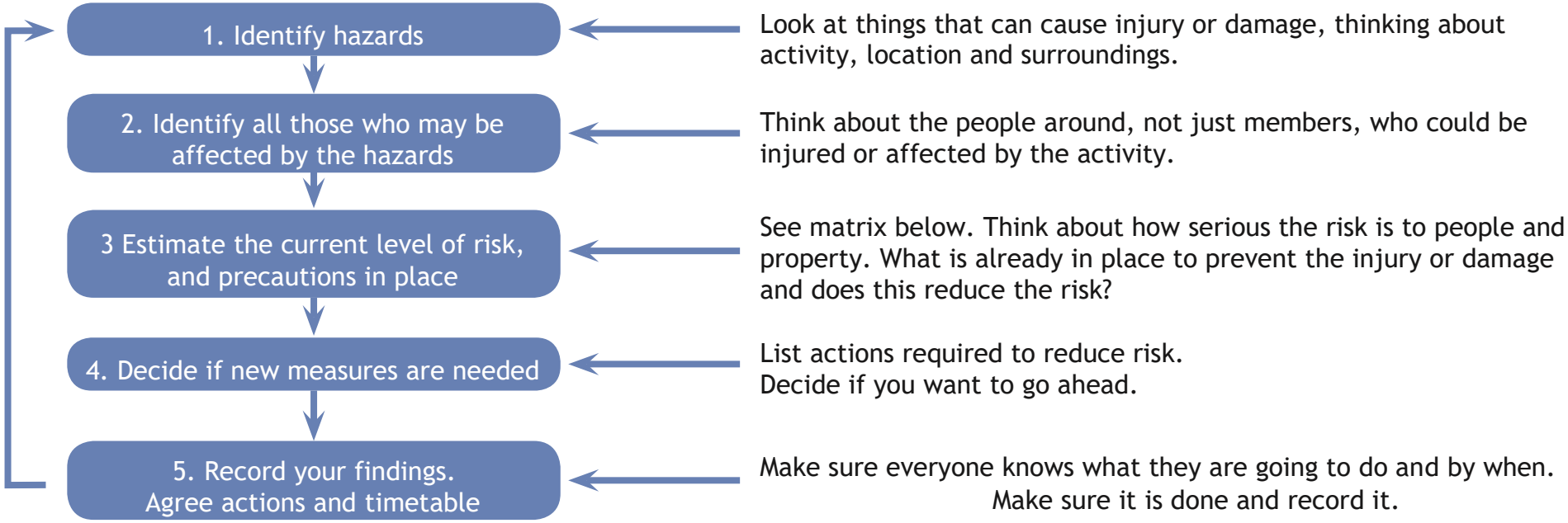
Risk assessment
Including coronavirus considerations

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 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): **Pistols**	Date: **03/10/2022**
Total attending: Up to 12 participants, plus minimum 1 instructor and minimum 1 supporting adult	Those attending: Girlguiding units or other youth organisations.
Consent for Event/Activity forms completed: Yes ✓ No	Venue: Deer Park Activity Centre
Instructor qualification checked* Yes ✓ No	
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: Anne Anderson	Role: Volunteer/Instructor
Has the risk assessment been shared with the leadership team and signed off my 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: 03/10/2023

[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.	Anyone confirmed to have Covid or with Covid symptoms is informed to stay away from the Centre. Activity takes place outdoors.	Low	High	Anyone showing symptoms during the session is removed from the group and group leader contacts parents for immediate collection. Where first aid is required, injured person to administer where possible, PPE to be worn if first aider needs to be closer than 1m. Hand sanitizer & tissues available.	Group Leader / Instructor - ongoing
Incompetent person leading the activity	All	National Small-bore Rifle Association (NSRA) rules apply. Instructors qualified to a minimum of NSRA Youth Proficiency Tutor's Diploma or higher, or NSRA Range Conducting Officer qualification or higher, plus first aid to a minimum of 1st Response level and Girlguiding's A Safe Space levels 1-3. Clear briefing and supervision All accidents and near misses and incidents are recorded and appropriate action as required.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Centre Manager – pre-activity info Instructor – throughout session Group leader – throughout session

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Extreme weather • Sunburn • Hypothermia • Hyperthermia	All	Centre Manager and instructors to check weather forecast prior to activity and observe conditions throughout. If necessary, change plans. Ensure Participants have suitable and adequate clothing including sun protection Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	Low	Groups must provide at least one adult to supervise their group throughout the session.	Centre Manager/ Instructor – prior to each session Group leader – prior to/ during each session

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Inappropriate behaviour	All – injury	Adult:child ratios to comply with Girlguiding rules. Instructors are not included in these ratios. Group leader to inform instructor of any other issues including behavioural. Instructor trained in 1st aid and 1st aid kit taken to each session. Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity. Those waiting to shoot should be seated.	Low	High	Groups must provide at least one adult to supervise their group throughout the session. Additional adult supervision should be provided by the group if there are known concerns. Leaders are expected to support the instructor if they feel any individual poses a risk to the group.	Group leader – prior to/ during each session

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Unauthorised access beyond the firing line into the live range area	Individual – Injury	All instructors qualified to NSRA standards (see above). Range rules explained at start of session. Instructor to monitor rope barriers in front of each shooter. All remain closed throughout the session except the one used for range access. Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity. Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor – ongoing throughout session
Equipment Failure	Participants - injury	All instructors qualified to NSRA standards (see above). Equipment checked and cleaned regularly. Log kept on site. Safety rules explained at start of session.	Low	High		Centre Manager – inspections/ cleaning Instructor before each session

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Entanglement – hair/arms/earrings	Participants - injury	Long hair should be tied back (spare hair bands in kit box). Long / Dangly earrings should be removed. Any other loose clothing to be removed or tucked in (eg hoody tassels). Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor – during session safety brief and ongoing observation during each session
Trapped fingers	Participants - injury	Safe loading procedures form part of the safety demonstration	Low	Low	Instructor to support participants struggling to close the pistol.	Instructor - during session safety brief and ongoing observation during each session

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Hit by fired pellet	All – injury	Range rules explained at start of session. Range boundary checked at the start of each session. Limited number of participants Instructor trained in 1st aid and 1st aid kit taken to each session. Pistols made safe after each shooting round (left uncocked with safety wire inserted & checked by instructor)	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor – during session safety brief and ongoing observation during each session
Re-bound pellets	All – injury	Ranger built with pellet catchers, suitable materials. Range checked for ricochet hazards at the start of each session. Whole group (including adults/instructor) to wear safety glasses when shooting	Low	Medium	Damaged goggles to be replaced immediately.	Instructors at start of each session

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Pellet shards	All – poisoning	No food or drink permitted during the session. Hands washed or wiped at the end of the session.	Low	Low	Pellet catchers emptied at the end of each session to prevent wildlife from eating the pellets.	Instructor/ Group Leader at end of each session
Participant turning round with loaded pistol	All – injury	Range rules explained at start of session. Clearly defined area for shooting range. Limited number of people at shooting line. Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor – during session safety brief and ongoing observation during each session
Overshoot	Non-participants	Target Position / Range layout conforms to NSRA guidance. Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	Low		Centre Manager – ongoing
Blank firing close to skin	Participant – embolism	Range rules explained at start of session. Vigilance throughout session.	Low	High		Instructor

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Slips, trips & falls	All – Injury	Visual inspection of range before start for unexpected debris especially from overhanging trees. Participants warned in safety briefing of uneven and potentially slippery surface of the range area.	Low	Low	Left shooting position decommissioned because of steep incline to slope.	Instructor – prior to each session and ongoing throughout session
Instructor set up	Instructors	Ensure safe lifting and moving of equipment for both set up and take down of range.	Low	Low	Ask for additional help if required from either the Centre Manager or other leaders on site	Instructor – during set up/ pack down
Use without supervision	All	All pistols are stored in a secure safe when not in use. Ammunition is kept in a different secure location.	Low	Low		Centre Manager & Instructors – Ongoing
Reputation	Girlguiding Gloucestershire	All instructors qualified to NSRA standards (see above). Ranger supervised by a qualified instructor aged 21+ years.	Low	Low		

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Non-compliance with legislation	Girlguiding Gloucestershire - Reputation Instructor - imprisonment	Pistols are only purchased new to ensure they conform with the legal maximum energy requirements. Only site pistols are permitted to be used. All those using the pistols (including adults and instructors) must sign (parent if under 18) a Section 21 declaration. Closed range – rope across entry and no-one permitted to enter the range mid-session (including re-entry)	Low	High	Pistols that are no longer safe or fit for purpose are disposed of via the local police service.	

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

Commissioner's signature: _____. Date: 30/10/22