



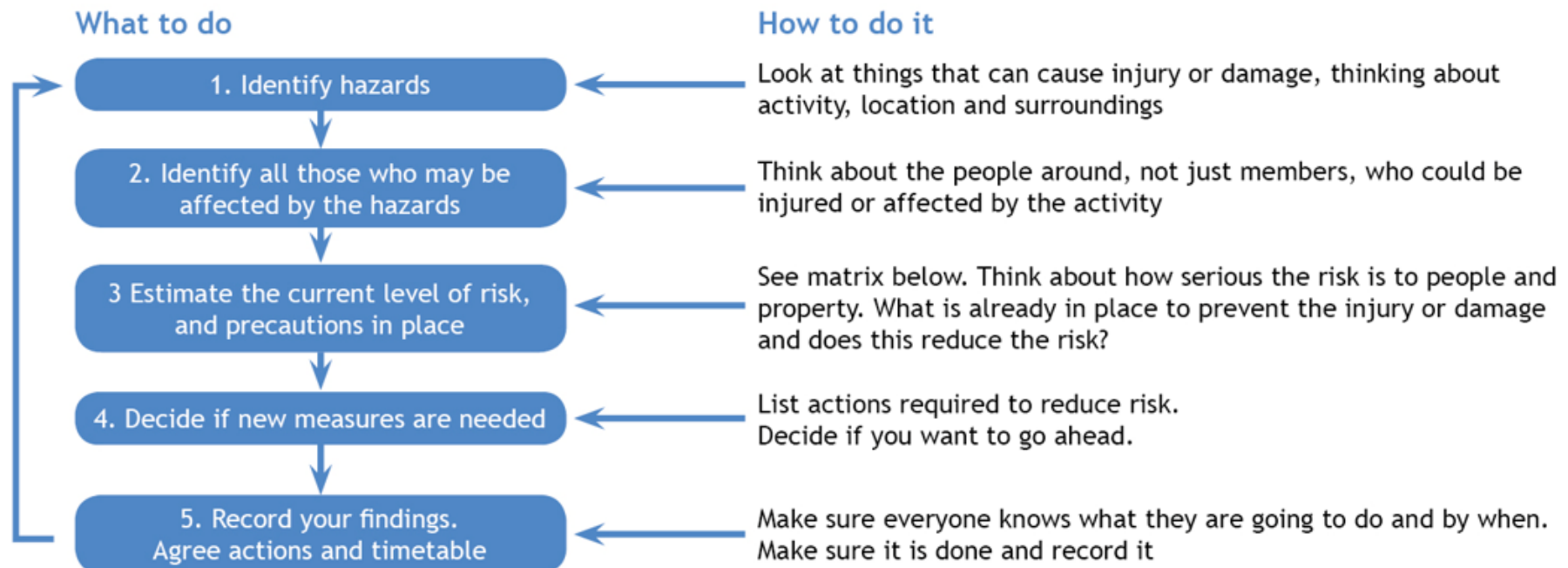
# Risk Assessment: Event/Activity

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): <b>Bushcraft</b>		Date: <b>05/05/2023</b>
Total attending: Up to 12 participants, plus minimum 1 instructor and 1 supporting adult		Those attending: Girlguiding units or other youth organisations, other charities.
Consent for Event/Activity forms completed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Venue: Deer Park Activity Centre
Instructor qualification checked*	Yes <input checked="" type="checkbox"/> No <input 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/Instructor
Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures):		Date: 05/05/2024

<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
Fires	All - burns	Bushcraft to take place only in designated bushcraft/campfire areas.  Central fire always supervised by the instructor.  Verbal briefing to be given before activity starts.  Instructor trained in 1st aid and 1st aid kit taken to each session.  Fire bucket of water available close to the fire.	Low	Medium	The fire pit is double logged at its boundary and no significant fire is allowed outside of this area.  Fires are never left unattended.	Instructor - ongoing
Wood piles	All - accident, injury	Wood needs to be stored neatly in a woodpile which is obvious and not in a place that can be a trip hazard.	Low	Low	Adult supervision throughout	Instructor & group leader - ongoing

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Lighting fires	All - burns	<p>Instructor delivery and supervision is required during all types of fire-lighting (flint and steel / friction fire lighting / magnifying glass etc.)</p> <p>Long hair to be tied back and other dangling risks (eg neckers, lanyards) to be tucked in or removed.</p> <p>Fires to be only lit within the fire pit or on the designated 'fire rounds'. Fire rounds are placed and kept on the ground whilst lighting fires on them.</p>	Low	Medium	Adult supervision throughout	Instructor & group leader - ongoing
Slips, trips and falls	All - accident, injury	<p>Instructions given on how to move around the area safely.</p> <p>When not actively involved in the activity, participants should be seated on the logs surrounding the fire-pit.</p>	Low	Low	Adult supervision throughout	Instructor & group leader - ongoing

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Food activities	All - illness, allergic reaction	Hand sanitiser is available and should be used before a food activity is started.  Ensure all food is cooked appropriately to be safe to eat.	Low	High	Any known allergies to be shared with the instructor ahead of the session.	Group leader - prior to session  Instructor - ongoing
Inappropriate behaviour	All - accident, injury	Adult:child ratios to comply with Girlguiding rules.  Group leader to inform instructor of any known behavioural challenges/ conditions.  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.	Low	Medium	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.	Group leader - prior to/ during each session
Shelter building	All - accidents, injury	Instructions given by instructor on the size of shelters to be built and the best ways to achieve a shelter.  Large sticks are always to be dragged and not carried at height.	Low	Low	Group leaders may wish to ask participants to bring gloves.	Instructor - at each session  Group leader - prior to the session

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Nettles	All - nettle stings	Instructor provides gloves for all participants, and verbally instructs and visually demonstrates how to safely cut and carry the nettles.	Low	Low	Long sleeves are advised.	Instructor - ongoing
Lack of 1 <sup>st</sup> aid provision	All - worsening injury	Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	Low		Instructor - at each session