



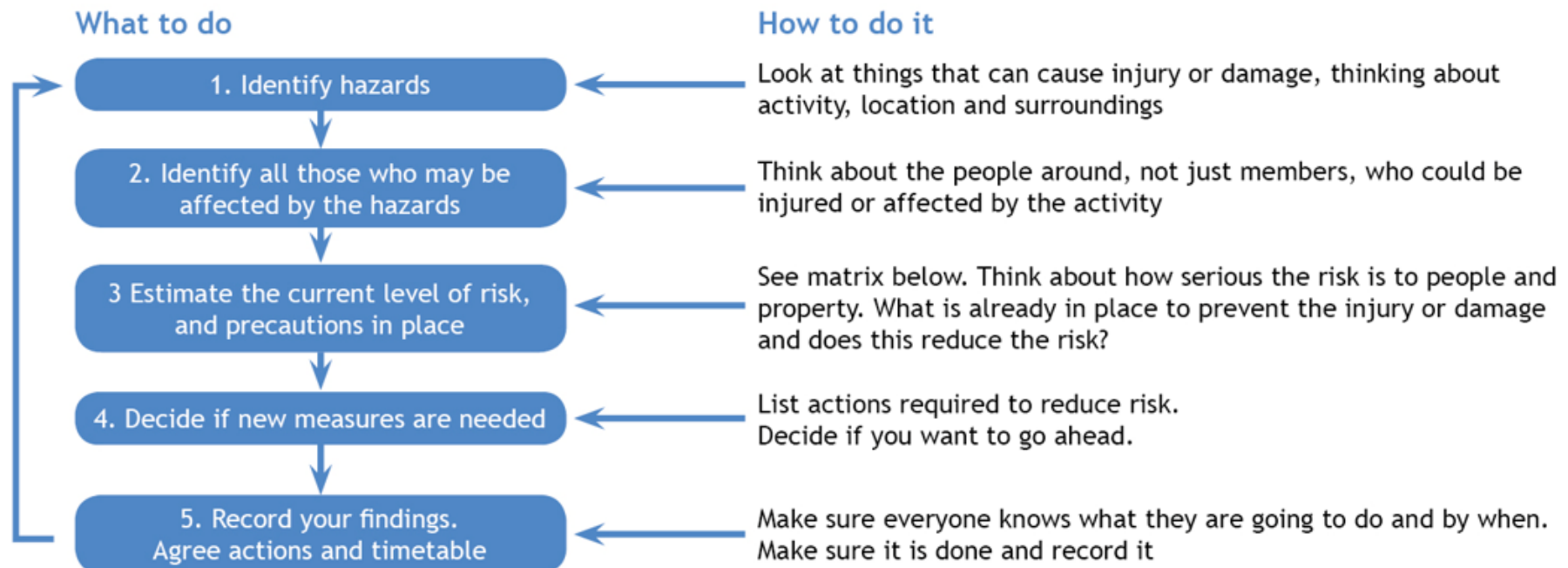
# Risk Assessment: Event/Activity

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>Groups camping on Bubbs Hill or Main Site</b>		Date: <b>05/05/2023</b>
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
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
Fire (campfires, altar fires and patrol cooking area)	All - injury  Girlguiding Gloucestershire - 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>Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	<p>Deer Park team - pre-visit information for groups &amp; site maintenance</p> <p>Group leaders - at end of visit</p>

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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.  Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	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.	Deer Park team - ongoing  Group leaders - at end of visit
Lifting and handling of tents and equipment	All - 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.  Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Group leaders - throughout their camp

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Electricity	All visitors - electric shock/injury	Electric sockets should not be overloaded. One appliance/ device per socket only.  Group leaders' mobiles may be charged to maintain communications as required, however girls devices should not use the electric sockets.	Low	Medium	Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.  AED (Automatic External Defibrillator) located on the wall between the office and Deer House doors.	Group leaders - throughout their camp
Tripping over tent pegs/ guy ropes	All - injury	Groups should leave gaps between tents and maintain access routes for emergency vehicles.  Whenever practical keep pegs in a straight line.	Medium	Low	Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Group leaders - throughout their camp
Terrain	All - injury	Site has regular grounds maintenance (grass cutting, etc).  Deer Park team to inform visitors if there is any planned vehicle or maintenance equipment due on site.	Low	Medium	Adults from the group must supervise young people at all times.  Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Group leaders - throughout their camp  Deer Park team - prior to each camp

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Slips, trips and falls	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 hazards	All - injury from slips  All - 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 Deer Park team.	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.	Deer Park team - ongoing  Group leaders - throughout their camp
Toilets & wash facilities	All - spread of infection/ disease	Wash facilities are shared with other centre users.  The Deer Park team clean the facilities regularly.	Low	Medium	Group leaders should liaise with others onsite to agree a cleaning rota. Groups are responsible for sanitising wash facilities regularly (recommendation of 3 times per day).	Deer Park team - regularly (regularity is dependant on usage)  Group leaders - throughout their camp

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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
Ticks	All - illness from Lyme disease	Group leaders informed that Deer Park is known to house ticks, particularly in the long grass. Some areas of Deer Park are not mown to encourage wildlife.	Low	Medium	Group leaders advised to carry a tick remover in their first aid kits and to avoid the long grass areas. They should wear long trousers tucked into socks if entering long grass areas is unavoidable.  Group leaders to be aware of the signs of Lyme disease and to inform parents/carers of young visitors to be vigilant after a visit to the centre. <a href="#">NHS website</a>	Deer Park team - pre-visit information for groups

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Adders	All - illness from snake bite	<p>Group leaders informed that Deer Park is known to house adders, particularly in the long grass on the border between the middle/ far camping sites and Cowley Manor land.</p> <p>Fire buckets to be kept upside down when not in use to prevent a stagnant water pool which will attract adders.</p> <p>Shelter kept clean and tidy to prevent mice, therefore attracting adders.</p> <p>Caution should be taken when removing wood from the timber pile as this is an area adders may be.</p>	Low	Medium	<p>Group leaders to be vigilant during their visit and avoid being close to the grassy borders.</p> <p>Group leaders to know what adders look like and be aware of what to do if one of their group has a snake bite. <a href="#">NHS website</a></p> <p>All snake bites must be treated by a doctor/hospital.</p>	<p>Deer Park team - pre-visit information for groups &amp; site maintenance</p> <p>Group leaders - throughout visit</p>



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Vehicles	All - injury	<p>No vehicles allowed on camping fields unless by prior agreement with the Deer Park team. 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>Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	<p>Deer Park team - ongoing.</p> <p>Group leaders - throughout their camp</p>
Bees and wasps	All - injury (stings)	<p>Group leaders should notify the Deer Park team 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>Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.</p>	Group leaders - throughout their camp

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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 Deer Park team of any wildlife (mammals) entering tents or building.  Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Group leaders - throughout their camp
Tree limbs falling	All (injury)	Trees inspected bi-annually and advised maintenance work carried out.  Do not pitch tents or sleep under trees (especially beech trees on Bubbs Hill)  Be alert to bad weather forecasts and move away from trees if high winds are predicted.	Low	Medium	Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Deer Park team - bi-annually  Group leader - throughout their camp
Chemicals	All - injury, ingestion	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.	Deer Park team - ongoing  Group leader - throughout their camp

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Lack of 1 <sup>st</sup> aid provision	All - worsening injury	First aid kits are available at various points around the centre.	Low	Low	Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.  AED (Automatic External Defibrillator) located on the wall between the office and Deer House doors.	Group leader - prior to camp