



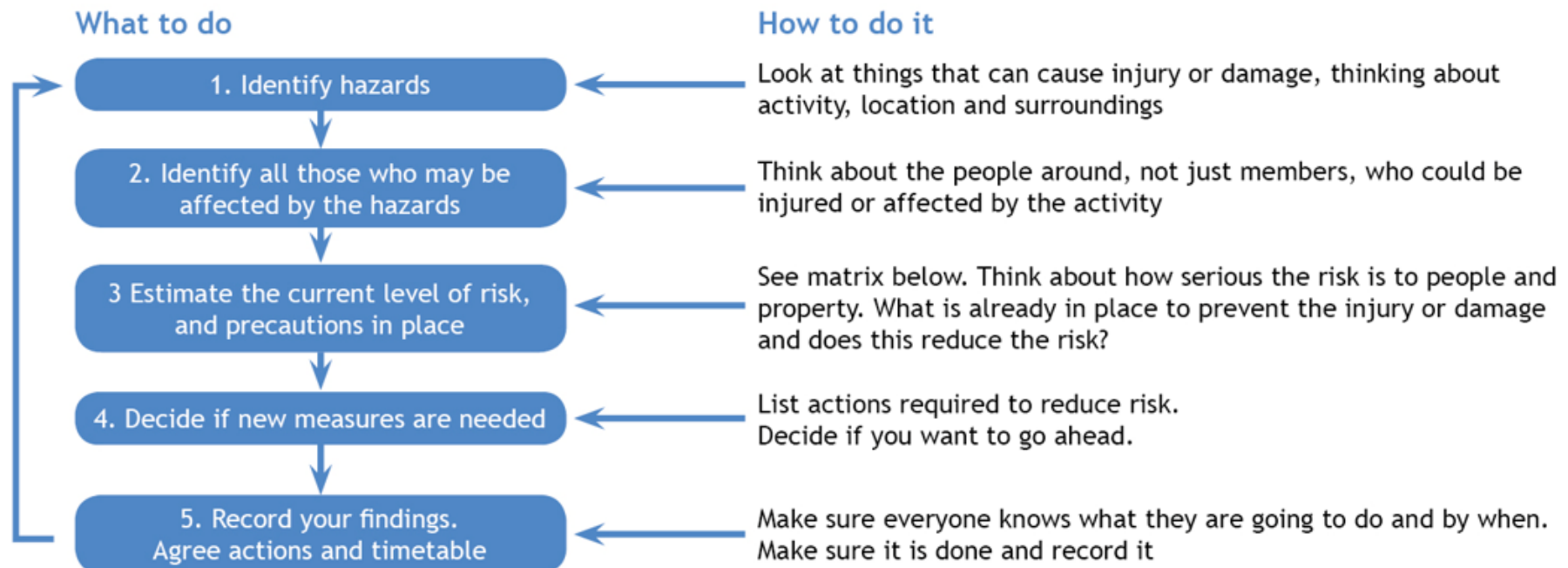
Risk Assessment: Event/Activity

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): Geocaching		Date: 05/05/2023
Total attending: Up to 12 participants, plus minimum 1 supporting adult		Those attending: Girlguiding units or other youth organisations, other charities.
Consent for Event/Activity forms completed:	N/A	Venue: Deer Park Activity Centre
Instructor qualification checked*	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 <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

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	All - accident, injury	Use activity instructions notes as activity induction. Sensible outdoor shoes advised. Participants discouraged from running in overgrown areas. Advise participants of risks of natural trip hazards such as animal holes, mole hills, tree roots and plant stems. Ensure suitable clothing and footwear is worn.	Low	Low	Adult supervision throughout. If geocaching at night, group leaders should review speed of travel, use of torches/ headlamps, etc.	Deer Park team - pre-info Group leader - prior to/ during each session
Walking between sites	All - accident, injury	Each geocaching trail is limited to one site once the activity begins. Fluorescent jackets are available for participants or adults supervising travel on road. Briefing to groups on road safety.	Low	Medium	Adult supervision throughout.	Group leaders - ongoing
Environmental factors, eg animals, toxic or harmful plants	All - insect bites, adders, poison, illness	Group leaders should be aware of the risks involved with these factors.	Low	Low	Adult supervision throughout.	Group leader - prior to/ during each session

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
Extreme weather <ul style="list-style-type: none"> • Sunburn • Hypothermia • Hyperthermia 	All	Group leader 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. Reminders to drink plenty during extreme heat.	Low	Low		Group leader - prior to/ during each session
Lack of 1 st aid provision	All - worsening injury	Activity is group leader led and therefore the visiting group is responsible for having a suitably qualified 1 st aider and a 1 st aid kit.	Low	Low		Group leader - prior to the activity starting