



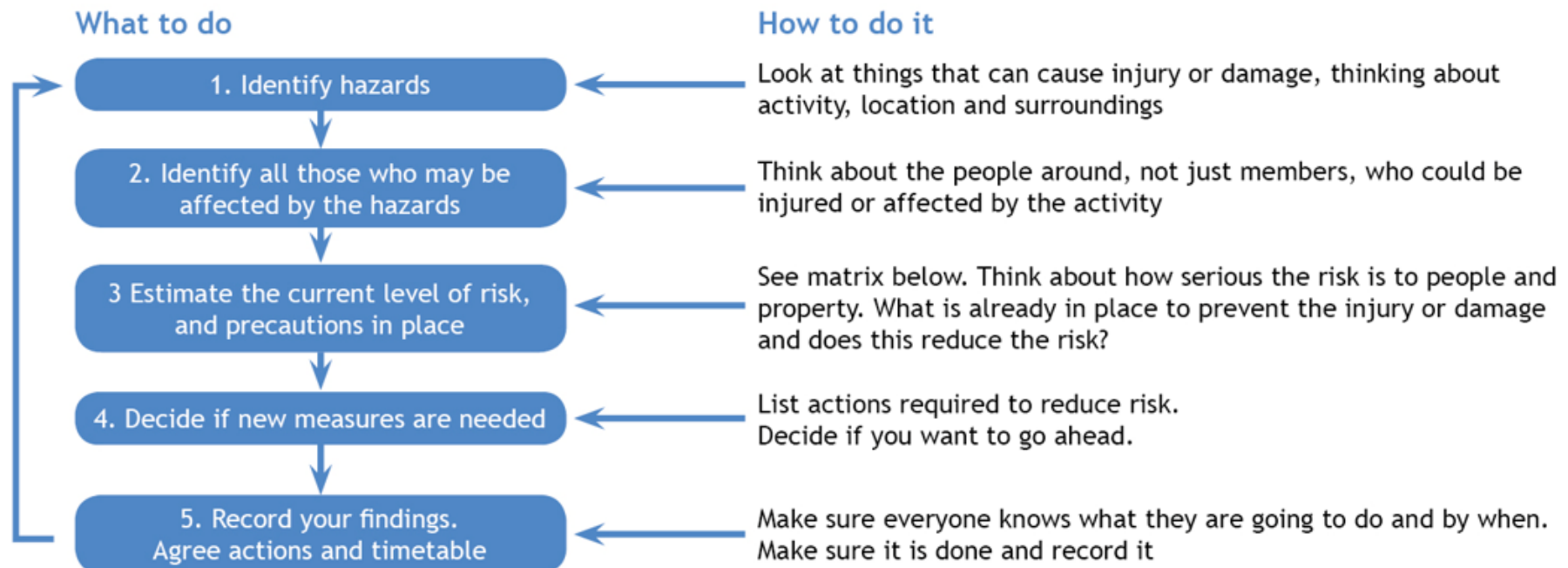
Risk Assessment: Event/Activity

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): Deer Park Activity Centre: Indoor day visits in the Deer House or Assembly Hall			Date: 24/05/2023
Total attending: Various			Those attending: Girlguiding units, other youth organisations, other charities or educational groups.
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"/>			
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
Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures):			Date: 24/05/2024

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
Coronavirus infection	All attendees - contracting of virus.	Anyone confirmed to have Covid or with Covid symptoms is required to stay away from the Centre. Activity takes place outdoors.	Low	High	Anyone showing symptoms during their visit 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. Groups should bring hand sanitizer & tissues.	Group leader - ongoing
Fire exits/ walkways blocked	All - injury, unable to escape in an emergency	Group leaders to ensure walkways are kept clear at all times. Fire doors should not be blocked under any circumstances	Low	High	Groups are provided with the fire procedure. Groups responsible for own first aid.	Group leaders - ongoing
Fire doors propped open	All - injury, faster spread of fire	Doors fitted with automatic closing devices.	Low	Low	Any fire doors opened for air flow should be closed when the room is not in use or as part of the fire evacuation plan.	Group leaders - ongoing

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Slips, trips and falls	All - injury	Group leaders to ensure walkways are kept clear at all times. Warning signs (provided by centre) put in place and spillages cleaned up as soon as possible. Young people should not be permitted to jump or play on the bunk beds.	Low	Low	Groups responsible for own first aid. Adults from the group must supervise young people at all times.	Group leader - ongoing
Hot water boiler (in Deer House kitchen)	All - injury (scalds & burns)	Appliance should be used by adults only. Caution should be taken as this appliance sits at height. Ensure there is no-one underneath before using.	Low	Medium	Groups responsible for own first aid.	Group leader - ongoing
Hot cooking surfaces	All - injury (burn)	Discipline should be maintained in the kitchen area and young people should always be supervised by an adult.	Low	Low	Groups responsible for own first aid.	Group leader - ongoing
Potential fat fire	All - injury (burn)	Fire blanket in kitchen (provided by centre)	Low	High	Adults from the group must supervise young people at all times. Groups responsible for own first aid.	Group leader - ongoing

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Hot pans, oven, etc.	All - injury (burn)	Use oven gloves (not provided by centre)	Low	Low	Adults from the group must supervise young people at all times. Groups responsible for own first aid.	Group leader - ongoing
Sharp knives and other sharp kitchen equipment	All - injury (lacerations)	Knives stores safely away from other utensils.	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 leader - ongoing
Fridge/freezer	All - illness	Thermometers fitted and monitored to ensure safe temperatures are maintained.	Low	Low		Deer Park team - regularly
Wood burning stove (in Deer House activity room)	All - fire/injury (burns)	Fire guard must be used when the stove is alight. Chimney is set to open position.	Low	Medium	Groups must clean out the stove at the end of their residential. Clothing must not be placed on the fire guard for drying.	Group leader - ongoing
Electrical equipment - centre provided	All - injury (electrocution)	All equipment provided by the centre is PAT tested annually. Any electrical items that are broken or have damaged plugs or flexes are removed immediately.	Low	Low	Adults from the group must supervise young people at all times. Groups responsible for own first aid. AED (Automatic External Defibrillator) located on the wall between the office and Deer House doors.	Deer Park team - annually

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Electrical equipment - provided by visiting group	All - injury (electrocution)	<p>All equipment provided by the group should be visually inspected to ensure, as far as is reasonably practical, it is safe to use.</p> <p>Any electrical items that are broken or have damaged plugs or flexes should not be used.</p>	Low	Low	<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>AED (Automatic External Defibrillator) located on the wall between the office and Deer House doors.</p>	Group leader - ongoing through the residential
Chemicals	All - injury (chemical burn)	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 - ongoing
Unknown persons entering building	Young people	Groups are provided with the keys to the building to keep it locked when they are not there.	Low	Low		Group leader - ongoing
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	<p>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.</p> <p>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. NHS website</p>	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. NHS website</p> <p>All snake bites must be treated by a doctor/hospital.</p>	<p>Deer Park team - pre-visit information for groups & site maintenance</p> <p>Group leaders - throughout visit</p>

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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
Lack of 1 st 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