



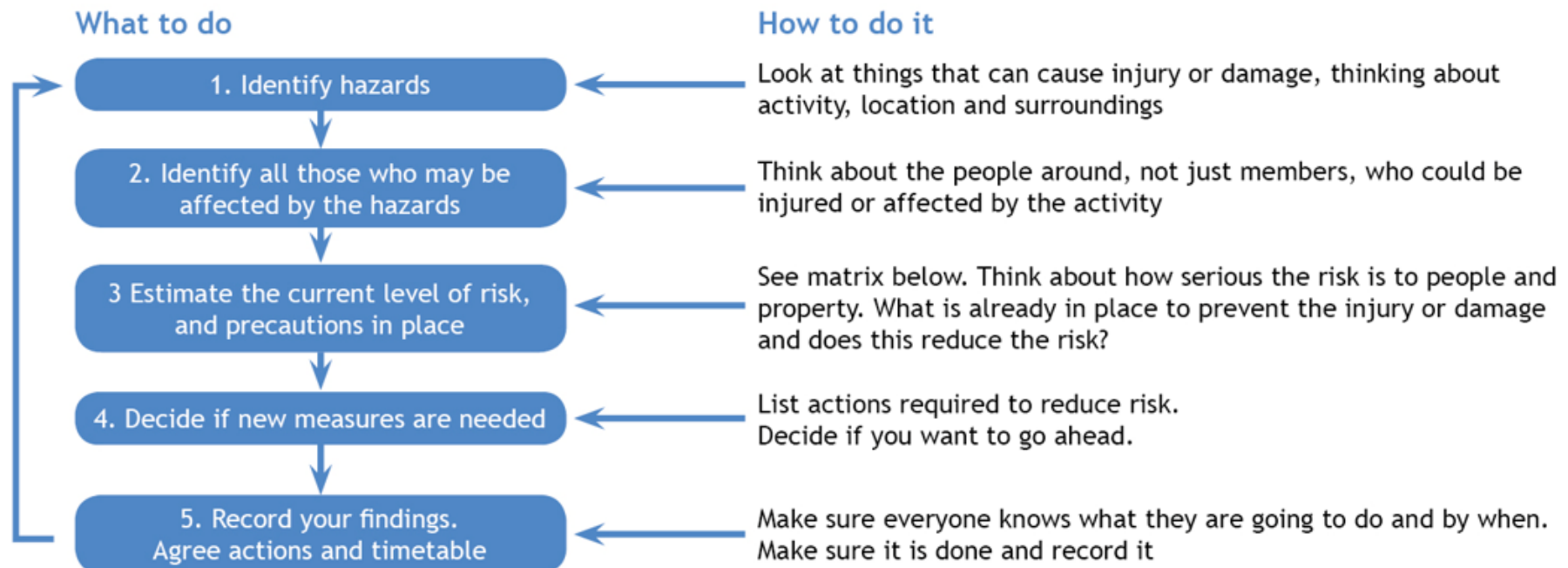
Risk Assessment: Event/Activity

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: Outdoor day visits on Bubbs Hill or Main Site			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 (campfires and altar fires)	All - injury Girlguiding Gloucestershire - through lack of future facility	Fire buckets provided at all campfire/pitch areas. Groups informed they are responsible for filling them before lighting a fire. 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.	Low	Medium	Fires should only be run by a competent person and must always be supervised by an adult. Groups responsible for own first aid, although first aid kits are available on site and Centre Manager is trained in first aid.	Deer Park team - pre-visit information for groups & site maintenance Group leaders - at end of visit

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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. NHS website	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	<p>Member of the village sits on management committee.</p> <p>All visits on site end by 9.30pm with no traffic permitted after 10pm. Evening group leaders will close gate as they leave.</p> <p>Quiet time on site is from 10pm until 7am.</p>	Low	Low	Large scale events are informed to the village so they know to expect heavier traffic, louder noise, etc.	<p>Deer Park team - ongoing</p> <p>Group leaders - at end of visit</p>