



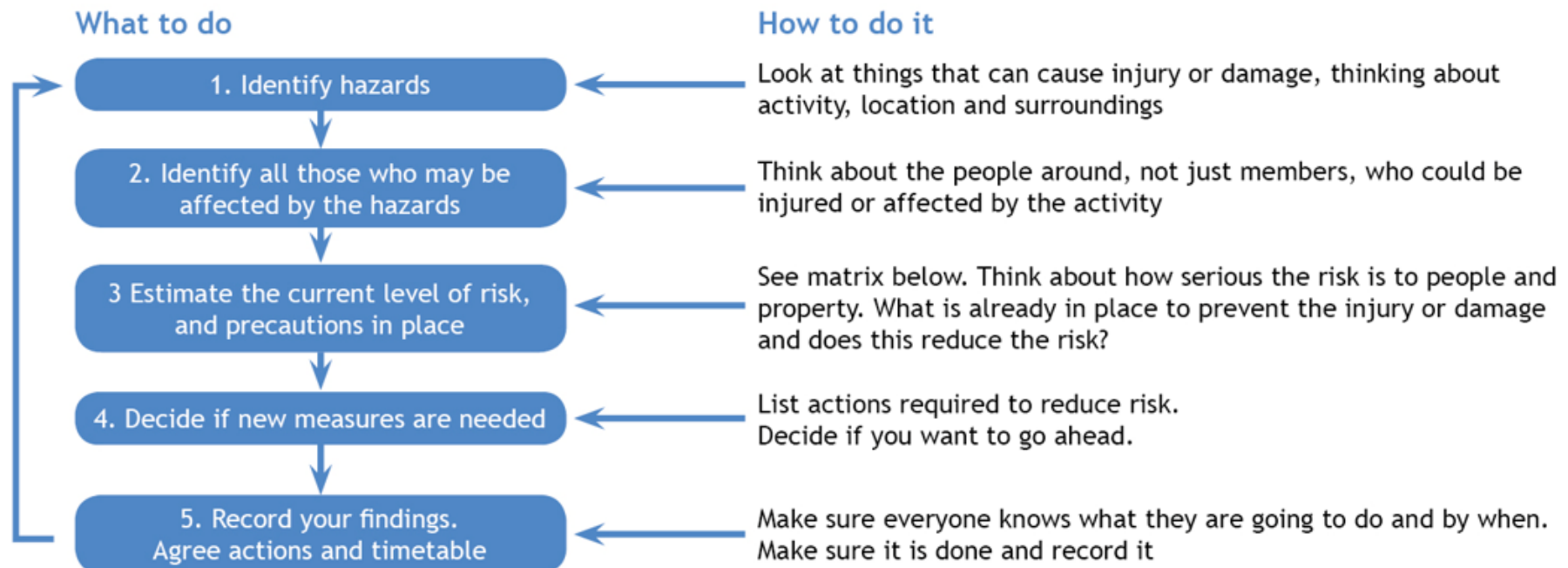
Risk Assessment: Event/Activity

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): Residential in the Assembly Hall		Date: 05/05/2023
Total attending: Up to 24 residential guests		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*	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
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 and must carry out a fire drill within the first 12 hours of their stay. Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Group leaders - ongoing through the residential & within first 12 hours
Fire doors propped open	All - injury, faster spread of fire		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 through the residential
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.	Low	Low	Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit. Adults from the group must supervise young people at all times.	Group leader - ongoing through the residential
Bunk bed use by young people	Young people - accident, injury	RoSPA recommends that children under the age of six years do not use the upper bunk. Group leaders should consider very carefully whether allowing a child younger than six to sleep on the bottom bunk is safe for them.	Low	High	RoSPA suggest that most accidents involving bunk beds occur when children are playing on them. Children should not be allowed to play on bunk beds.	Group leader - ongoing through the residential

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Hot water	All - injury (scalds & burns)		Low	Medium	Adult supervision is required in the kitchen. Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Group leader - ongoing through the residential
Hot cooking surfaces	All - injury (burns)	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, although first aid kits are available on site and Centre Manager is trained in first aid.	Group leader - ongoing through the residential
Potential fat fire	All - injury (burns)	Fire blanket in kitchen (provided by Centre).	Low	High	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 leader - ongoing through the residential
Hot pans, oven, etc.	All - injury (burns)	Use oven gloves (not provided by Centre)	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 leader - ongoing through the residential
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. Visiting group is responsible for having a suitably qualified 1st aider and a 1st aid kit.	Group leader - ongoing through the residential
Fridge/freezer	All - illness	Thermometers fitted and monitored to ensure safe temperatures are maintained.	Low	Low		Deer Park team - regularly

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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. 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.	Deer park team - Annually
Electrical equipment - provided by visiting group	All - injury (electrocution)	All equipment provided by the group should be visually inspected to ensure, as far as is reasonably practical, it is safe to use. Any electrical items that are broken or have damaged plugs or flexes should not be used.	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. AED (Automatic External Defibrillator) located on the wall between the office and Deer House doors.	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 - throughout their camp

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Unknown persons entering building	Young people, vulnerable adults - abduction, abuse	Groups are provided with the keys to the building to keep it locked when they are not there. Overnight, doors should be kept locked with easy access to the keys inside each door and all group adults should be aware of their location.	Low	Low		Group leader - throughout their camp
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