



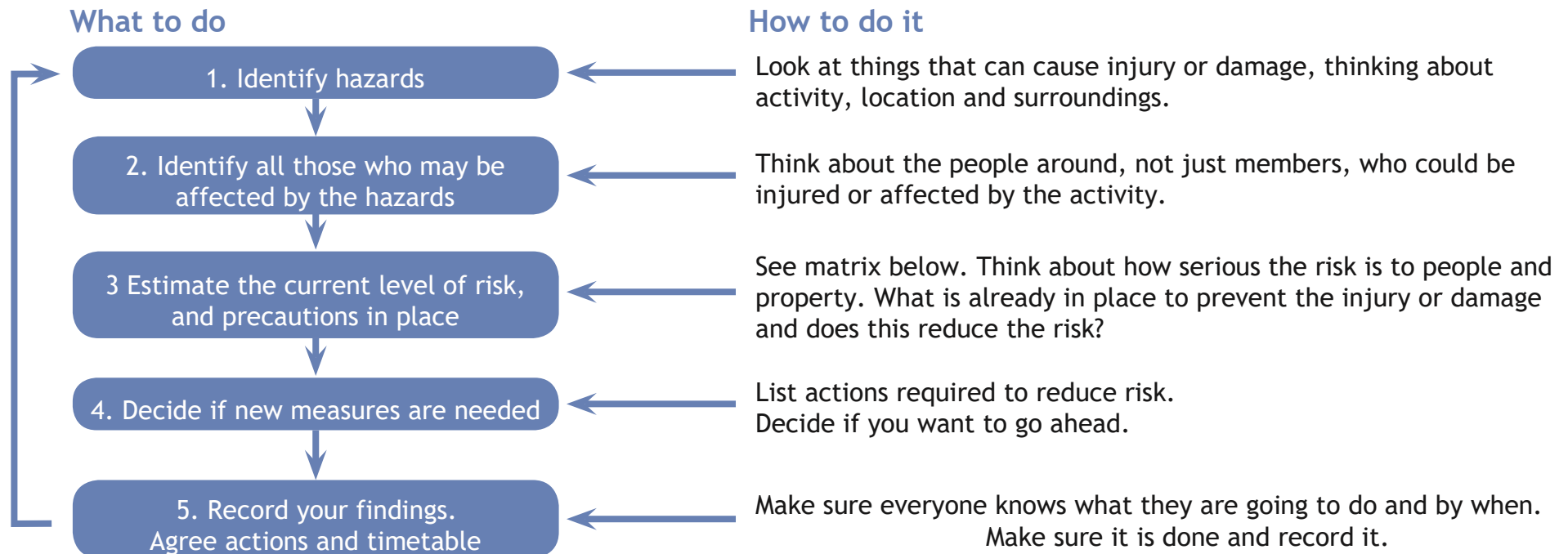
Risk assessment Including coronavirus considerations

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): Low Ropes | | Date: 02/11/2023 |
| Total attending: Up to 8 participants off the ground at any one time, plus minimum 1 instructor plus minimum of 1 adult group leader (Optimum group size between 10 and 15) | | Those attending: Girlguiding units or other youth organisations. |
| Consent for Event/Activity forms completed: Yes ✓ No | | Venue: Deer Park Activity Centre |
| Instructor qualification checked* Yes ✓ No | | |
| 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 ✓ 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: 02/11/2024 |

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 | All - contracting of virus | Anyone confirmed to have Covid or with Covid symptoms is informed to stay away from the Centre. Activity takes place outdoors. | Low | High | Anyone showing symptoms during the session 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. Hand sanitizer & tissues available. | Group leader / instructor - ongoing |
| Low Ropes unsafe for operations | All - accident or injury | Annual safety check carried out by qualified organisation. Any issues flagged are rectified. Daily safety check completed before the sessions begin. | Low | High | | Deer Park team - August 2024 Instructors - before the first session of each day |
| Unauthorised access to course | Those not meant to be there - accident or injury | Restrict access by use of fencing, padlock and warning signs. Equipment stored securely when not in use. | Low | Medium | | Deer Park team/ instructors - ongoing |

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| Incompetent person leading the activity | All - accident or injury | <p>Instructors are trained by a competent person/organisation.</p> <p>They also have first aid to a minimum of 1st response level and Girlguiding's a safe space levels 1-3.</p> <p>Clear briefing and supervision.</p> <p>All accidents, near misses and incidents are recorded and appropriate action as required.</p> | Low | High | Groups must provide at least one adults to supervise their group throughout the session. | Deer Park team - pre-activity info Instructor - throughout session Group leader - throughout session |
| Wet, icy or muddy conditions | Participants - rope burns, injury | <p>If conditions are icy, salt to be used to de-ice the activity before the session commences.</p> <p>Suitable footwear to be worn in wet/muddy conditions.</p> | Low | Medium | Participants informed of the right activity and footwear in pre-information. | Deer Park team/ instructor - prior to session Group leader - prior to/ during each session |

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| Extreme weather | All - Sunburn, hypothermia, hyperthermia | <p>Instructor to check weather forecast prior to activity and observe conditions throughout. If necessary, change plans.</p> <p>Adventure constructions should not be used during electrical storms, or wind conditions of more than Force 5 on the Beaufort scale.</p> <p>Ensure participants have suitable and adequate clothing including sun protection.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p> | Low | Low | Groups must provide at least one adult to supervise their group throughout the session. | <p>Deer Park team/ instructor - prior to each session</p> <p>Group leader - prior to/ during each session</p> |

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| Inappropriate behaviour | All - injury | <p>Adult:child ratios to comply with Girlguiding rules. Instructors are not included in these ratios.</p> <p>Group leader to inform instructor of any other issues, including behavioural.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity.</p> | Low | High | <p>Groups must provide at least one adult to supervise their group throughout the session.</p> <p>Additional adult supervision should be provided by the group if there are known concerns.</p> <p>Group leaders are expected to support the instructor if they feel any individual poses a risk to the group.</p> | Group leader - prior to/ during each session |
| Falling or slipping from height | All - injury | <p>All participants to wear a helmet. Instructor to fully brief participants on how to use equipment.</p> <p>Instructor, plus any group leaders close to the activity should also wear a helmet if there are enough available.</p> <p>Any participant on the course must be spotted by at least 2 people when off the ground.</p> | Low | Low | <p>Helmets used are CE approved and fitted correctly.</p> <p>Helmets checked before each session and used in line with manufacturer's guidance.</p> | Instructors - before/ during each session |

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| Badly fitting PPE | Participants - higher risk of head injury being worse | Ensure that equipment fits safely before beginning. Advise participants not to tamper with PPE once fitted and checked | Low | High | | Instructor - during session |
| Inappropriate PPE | Instructor and Participants - higher risk of head injury being worse | Ensure using only equipment supplied by Deer Park, and that has been checked. | Low | High | Log book for all equipment is available | Deer Park team - ongoing |
| Too many participants on the course | Participants - accident or injury | A limit of 8 participants off the ground per instructor + a minimum of 1 group leader per group required. Maximum of 2 participants on each platform at any one time. Maximum of 1 participant on each section at any one time. | Low | Low | Advertising indicates group size limits. Optimum numbers are 10-15. | Deer Park team - during booking process Instructor - during session |

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| Incapacity of participants | Participants - accident or injury | <p>Relevant medical conditions are made known to the instructors - consent forms completed.</p> <p>Participants should not take part in this activity if they are pregnant, have a back injury, breaks/fractures, etc.</p> <p>Any known medical issues should be declared to the instructor on booking/as soon as they are known.</p> | Low | Low | Instructor to assess participants before allowing access to activity. Any visual cues noted, eg leg brace, should be followed up with a conversation with the participant (and their adult if they are under 18). Instructors have the right to refuse access to the activity if they are concerned about a participant's medical fitness. | Deer Park team - during booking process Instructor - during session |
| Inappropriate clothing or footwear | Participants - accident or injury | <p>Instructors and group leaders to ensure that participants are wearing appropriate clothing and footwear.</p> <p>Trousers or shorts to be worn, no skirts or dresses.</p> | Low | Low | <p>No open toed shoes or wellies. Sturdy, laced shoes with a good grip are required.</p> <p>Participants to wear waterproof and warm clothing as dictated by the weather. No vest tops or crop tops.</p> <p>Information sheet sent to group leaders.</p> <p>No jewellery, including rings, watches, necklaces, neckers, pin badges, etc. Stud earrings are permitted but nothing dangly.</p> | Deer Park team - during booking process Instructor - during session |

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| Jewellery or other personal property | Participants - snagging leading to injury | Instructors to advise to remove all loose jewellery, badges neckers, etc. | Low | Low | Leaders to organise the safe holding of any removed items. Information sheet sent to group leaders. | Deer Park team - during booking process Instructors - during session briefing |
| Long hair not tied back | Participants - entanglement | Instructors to advise to tie hair up, in very low pony tail so PPE equipment is able to be fitted correctly. | Low | Low | Extra hairbands in equipment supplies if needed. Information sheet sent to group leaders. | Deer Park team - during booking process Instructors - during session briefing |
| Chewing gum or other food whilst on the activity | Participants - choking | Instructors to advise not to chew gum or eat whilst on activity. | Low | Low | Leaders to ensure group are not going to be eating whilst waiting. Information sheet sent to group leaders. | Deer Park team - during booking process Instructors - during session briefing |
| Lack of first aid available | All - Worsening injury | Instructor trained in 1st aid and 1st aid kit taken to each session. | Low | Low | | Instructor/ group leader - at every session |

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|--|--|--|---|---------------------------------|--|---|
| Slips, trips & falls | All - Injury | <p>Information given to leaders whilst onsite as to safe way to access the activity and to get to it.</p> <p>Grass kept to a low height and divots in field filled when spotted.</p> <p>Warning given to participants to be cautious when moving about and to report any divots.</p> <p>Warning given to participants of the kicker board trip hazard.</p> | Low | Low | Ensure all participants are wearing appropriate footwear. | <p>Deer Park team/ Instructor - prior to each session</p> <p>Group leader/ Instructor - prior to/ during each session</p> |
| Wasps | All - Stings | A check for the presence of wasp nests should be done prior to any session. Any evidence of a nest should be reported to the site manager on completion of the activity | Low | Low | | Instructor - prior to each session |
| Peg pole traverse | All - accident, injury | <p>Pegs must be completely through the hole so they can be seen protruding on either side.</p> <p>Participants must not put fingers into the holes</p> | Low | Low | | Instructor - during each session |

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|--|--|--|---|---------------------------------|--|----------------------------------|
| Postman's walk | All - accident, fall | Participants must only cross this obstacle on their hands and knees. | Low | Medium | | Instructor - during each session |
| Reputation | Girlguiding Gloucestershire - worsening reputation | All instructors qualified to Deer Park standards (see above). | Low | Low | | Deer Park team - ongoing |