



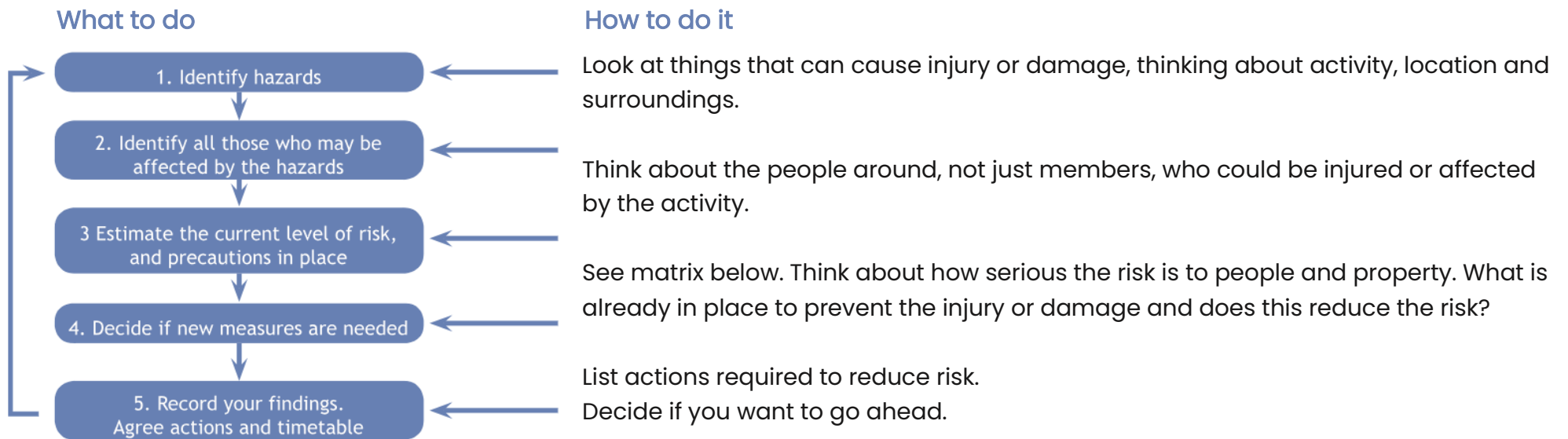
Risk assessment Including coronavirus considerations

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.



Make sure everyone knows what they are going to do and by when. Make sure it is done and record it.

| 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: Corporate service day | Date: 26/03/2024 |
| Total attending: Various numbers (max 30, with a minimum of one Deer park volunteer per 10 visiting volunteers) | Those attending: Adult colleagues from a specific corporate organisation |
| 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 |
| If you answered 'no' to the above <i>decision</i> question, please explain why: N/A | |
| 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: 26/03/2025 |

† Adults refers to adult volunteers who are part of the event/activity delivery team

*Refer to the Activities Finder for information about instructor qualifications

| 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 |
|--|---|---|---|---------------------------------|--|--|
| Lack of Deer Park supervision | All – accident, injury from lack of supervision/ instruction, lack of first aid provision | Communicating with Deer Park volunteers prior to a service day being agreed. | Low | High | | Deer Park team – prior to confirming the service visit |
| Lone working | All – accident, injury from lack of supervision/ instruction | No lone working is permitted. A Deer Park volunteer to be present with each small corporate volunteer group. Corporate volunteers to have read 'Deer Park guidance for volunteers'. | Low | High | Keep a register of who is on site for each service day. Clear instructions of tasks to be undertaken. | Deer Park team – during the event Corporate volunteers – reading prior to visit |
| Site work | All – accident, injury, death | Full instructions and safety equipment either brought by participant or provided onsite. Deer Park team available onsite to lead the work. First aid qualification held by Deer Park team and first aid kit available. Individuals working on site understand the work | Low | Medium | Use appropriate tools. Cover arms and sturdy shoes. Brief corporate volunteers at start of service session. Discussion held with each group as to the exact nature of their task, allowing them time to ask questions or to let us know if they feel uncomfortable with it. | Deer Park team – during briefing and ongoing throughout the service visit |

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| | | required and understand their own abilities. Ensure wearing suitable clothing, for safety and weather conditions. | | | | |
| Uneven ground | All – slips, trips and falls leading to accident, injury | Participants to be vigilant, and not rush. Provide volunteers with information on correct clothing and footwear for the activity being undertaken via 'Deer Park guidance for volunteers' document which includes clothing and tools. | Low | Medium | Brief corporate volunteers at start of service session. | Deer Park team – briefing |
| Low branches, other head height obstacles | All – accident, injury | Safety equipment available. Participants to be vigilant as they work. | Low | Medium | Brief corporate volunteers at start of service session. | Deer Park team – briefing |
| Working at height (eg ladders) | All – accident, injury, death | Stand ladders securely; only use step ladders. If in doubt about stability, use a second person to hold ladder. | Low | High | Brief corporate volunteers at start of service session. Never work alone at height. | Deer Park team – briefing |

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| | | <p>Only access high areas using step ladders; do not climb on garden furniture, tree branches, etc.</p> <p>If on high-level platforms (eg the zip wire platform) caution should be taken to stay away from the edge.</p> | | | | |
| Insects | All - injury | <p>Avoid antagonising insects such as bees, wasps.</p> <p>Do not start a task if concerned about the number of insects in the area.</p> | Low | Low | Brief corporate volunteers at start of service session. | Deer Park team – briefing |
| Thorns, wood (including plant supports), nails | All – injury, splinters | Wear protective (e.g. garden) gloves; consider eye protection. | Low | Low | | All - ongoing |
| Broken glass, old cans, sharp objects, etc. | All - injury | Wear protective (thick) gloves. | Low | Low | | All - ongoing |

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| Animal faeces, dead animals, etc. | All – illness | Wear protective (e.g. garden) gloves. | Low | Low | Those who are pregnant should not attempt to deal with any animal faeces. Please let a member of the Deer Park team know and they will deal with it. | All – ongoing |
| Manure, compost, poisonous plants, etc. | All – illness | Wear protective (e.g. garden) gloves. | Low | Low | | All – ongoing |
| Tools (not powered), includes hosepipes | All – injury | Ensure equipment is in good condition; consider gardening gloves; consider eye protection. If risk of projectiles (e.g. stone flying up); ensure familiarity with tool operation; store neatly when finished using. | Low | Medium | Corporate volunteers asked to support the day by bringing tools. Ask corporate’s main contact to ensure team bring suitable tools in good condition. | Deer Park team – prior to the service day |
| Powered tools (corporate volunteer owned) | All – injury | Ensure equipment is in good condition; use a circuit breaker with electric equipment. | Low | High | Any power tools provided by a corporate volunteer must be checked by the Deer Park team before use. | Deer Park team – briefing |

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| | | Consider protective gloves, eye and ear protection. | | | | |
| Strimmer (site tool) | All – injury from projectiles | Ensure operator is wearing correct PPE (goggles and long trousers). | Low | Medium | Ensure that other volunteers are working at a safe distance from strimmer. | Deer Park team – when strimmer in operation |
| Chipper and Log splitter (site tools) | All – injury | Ensure operator is wearing correct PPE (goggles, gloves, helmet, ear defenders and long trousers). Only trained operators to use. | Low | High | Ensure that operator is not distracted from the task. | Deer Park team – when tools in operation |
| Chainsaws and scrub cutters | All – accident, injury | These types of equipment are not permitted during corporate service visits. | High | High | Deer Park team vigilant to ensure no volunteer has brought and attempts to use such equipment. | Deer Park – ongoing |
| Heavy items | All – injury | Lift correctly; do not overload wheelbarrows or trolleys. | Low | Medium | Those who are pregnant should not attempt to lift anything heavy. | All – ongoing |
| Stream or pond | All – injury, Weil’s disease, etc. | Stream and pond are both shallow. No lone working in these areas. | Low | Low | Brief corporate volunteers at start of service session. | Deer Park team – briefing |

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| | | First Aider and first aid kit available. | | | | |
| Creosote | All – injury/illness (skin contact and inhalation can cause rash and irritation, can affect the nervous system) | Users must wear gloves and eye protection when creosoting. If the substance gets onto the skin or in the eyes, follow the instructions on the packaging immediately. COSHH details checked and readily available. | Low | Medium | When creosoting elements a distance from the water supply (eg the zip wire), a large bottle of water should be taken as part of the first aid provision to flush the area in the first instance before heading to the bottom of the hill for further treatment. Creosoting is always supervised by an experienced Deer Park team member. | Deer Park team – briefing & ongoing when creosoting in progress |
| Paint | All – inhalation of fumes | Users must wear masks when painting in an enclosed space. Doors/windows opened where possible. Where possible, water-based paints are used. If the substance gets onto the skin or in the eyes, follow the instructions on | Low | Medium | | Deer Park team – briefing & when painting in progress |

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| | | the packaging immediately. COSHH details checked and readily available. | | | | |
| Overcrowding in work area | All - injury | Where a task is to be carried out in a small area the group should remain small to give enough room for the task to be carried out safely. | Low | Medium | | Deer Park team – during allocation of jobs |
| Infectious diseases, such as Covid-19 | All attendees from illness after contracting a disease. | Anyone confirmed to have a contagious disease or symptoms of, is to inform their corporate's main contact and to stay away from the centre. | Low | Medium | Anyone showing symptoms during the session is removed from the group and corporate's main contact arranges for them to leave site as soon as possible. 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 available if no running hot water. | Organisation's main contact – ongoing |

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| Safeguarding concerns | Young members - encountering adults without a DBS | Where possible corporate service days are undertaken away from young members. Corporate volunteers supervised by Deer Park volunteers throughout. | Low | High | Bookings checked before a service visit can go ahead. | Deer Park team – during booking process, and again just prior to the service visit |
| Lack of first aid provision | Injured person – worsening injury | Deer Park team provide a first aider and first aid kit. First aid grab bag available in each area of work. | Low | Medium | | Deer Park team – during planning to ensure appropriately qualified person is available |
| Extreme weather | All – sun stroke, dehydration, sun burn, hypothermia | Everyone to wear suitable clothing and hat; wear sunscreen; plenty to drink. Assess conditions underfoot before the event. In wet weather, ensure volunteers have a coat and over-trousers. | Low | Medium | Check weather forecast the day before. Allocate space to rest in the shade. Continuous assessment of weather and conditions throughout the event | Deer Park team – day before event and ongoing throughout |