



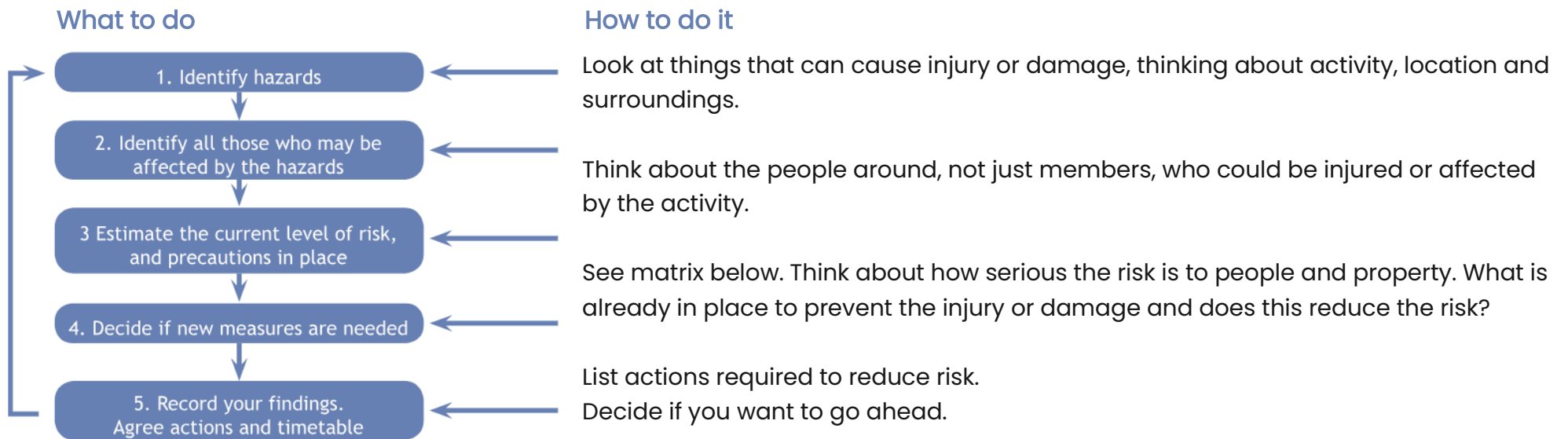
Risk assessment Including coronavirus considerations

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): Zip Wire	Date: 24/03/2024
Total attending: Up to 12 participants, plus minimum 1 instructor and minimum 2 supporting adults	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
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: 24/03/2025

† 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
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 group leader and to stay away from the centre.	Low	Medium	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 available if no running hot water.	Group leader / instructor - ongoing
Zip wire unsafe for operations	All	Annual safety check carried out by a reputable and suitably qualified company. Any issues flagged are rectified. Inspection of the course prior to starting the activity.	Low	High	Right line (looked at from the top platform) is currently out of operation.	Deer Park team – annual inspection Instructor – before activity begins
Unauthorised access to course	Those not meant to be there	Restrict access by use of fencing, chains and warning signs. Equipment stored securely when not in use. Instructors taking a break	Low	Medium		Deer Park team & instructors - ongoing

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		should remove the trolleys and lanyards from the zip wire area.				
Incompetent person leading the activity	All	<p>Instructors hold one of the following qualifications:</p> <p>Mountain Training UK (MTUK) Single Pitch Award (SPA) or higher, with training and familiarisation for the activity.</p> <p>High-ropes-specific training and assessment run or moderated by a Mountain Instructor Award (MIA) holder.</p> <p>European Ropes Course Association (ERCA) Instructor or higher.</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 and near misses and incidents are recorded and appropriate action as required.</p>	Low	High	Groups must provide at least two adults to supervise their group throughout the session and manage the release at the bottom of the run.	Deer Park team – pre-activity info Instructor – throughout session Group leader – throughout session
Extreme weather	All – sunburn, hypothermia, hyperthermia	Instructors to check weather forecast prior to activity and observe conditions throughout. If	Low	Low	Groups must provide at least two adults to	Instructor – prior and

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		<p>necessary, change plans or stop session.</p> <p>Activity not to go ahead or to be stopped during electrical storms, or wind conditions of more than Force 5 on the Beaufort scale.</p> <p>Group leader to 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>			<p>supervise their group throughout the session.</p>	<p>ongoing during each session</p> <p>Group leader – prior and ongoing during each session</p>
Inappropriate behaviour	All – injury, safeguarding, distraction.	<p>Adult/child ratios to be adhered to by the lead organisation. Instructors are not included in these ratios.</p> <p>Group leader to inform instructor of any other issues including special educational needs and disability.</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 (in addition to the second managing the landing area).</p> <p>Additional adult supervision should be provided by the group if there are known concerns.</p> <p>Leaders are expected to support the instructor if</p>	<p>Group leader – prior to/ during each session</p>

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					they feel any individual poses a risk to the group.	
Falling or slipping from height	All - injury	<p>Instructor to fully brief participants on how to use equipment.</p> <p>Inspection of the course prior to starting the activity.</p> <p>All instructors and participants to be connected to the course PPE whilst off ground.</p> <p>When instructors/participants climb stairs to gain access to the activity they must be clipped into a safety system at the top step.</p>	Low	Low	All PPE is CE approved, checked before each session, and fitted correctly.	Instructors – during each session
Objects falling from above	All - injury	<p>All participants to remove objects from pocket. Cameras and mobile phones not to be taken aloft.</p> <p>Shoes need to be secured and checked they are on correctly at the beginning of the session for safety and comfort.</p>	Low	Low		Instructors & group leaders – prior & during each session
Impacting objects whilst descending	All - injury	<p>Ensure that the path of the zip wire is clear before, during and after each descent.</p> <p>Zip wire area to be kept clear at all times.</p>	Low	Low	Notify instructor of any concerns.	Instructor – throughout the session

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Trapped participants	Participants – distress, delay to first aid provision	Instructors trained in rescue of participants stuck on zip wire.	Low	Low	Contact local rescue service and brief on location and situation.	Instructors – during site training
Too many participants on the course	Participants – accident, injury	A limit of 12 participants per instructor + 2 leaders per group required.	Low	Low	Advertising indicates group size limits.	Deer Park team – during booking process Instructor – during session
Incapacity of participants	Participants – accident, injury	Relevant medical conditions are made known to the instructors – consent forms completed for those under 18.	Low	Low	Instructor to assess participants before allowing access to activity.	Deer Park team – during booking process Instructor – during session
Badly fitting PPE	Participants	Ensure that equipment fits safely and correctly before beginning the session. Advise participants not to tamper with PPE once fitted and checked.	Low	High	If PPE too small or participant is over 18 stone then unable to participate. Only authorised adults may descend the zip line.	Instructor – during session
Inappropriate PPE	Instructor and Participants	Ensure using only equipment supplied by Deer Park, and that has been checked.	Low	High	Log book for all equipment used is	Instructors – at the end of each session

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					completed for every session.	
Inappropriate clothing or footwear	Participants	Instructors and leaders to ensure that participants are wearing appropriate clothing and footwear.	Low	Low	No open toed shoes, wellies or slip-ons. Participants to wear waterproof and warm clothing as dictated by the weather. No vest tops or crop tops. Information sheet sent to group leaders.	Deer Park team – during booking process Instructor – during session
Entrapment of body parts	All - injury	Ensure instructors are taking care when clipping in and off the zip wire. Group leader supporting the end of the line to be briefed on how to safely detach the participant.	Low	Low	Participants given instructions not to touch zip wire or black safety line.	Instructor – during each session
Snagging of jewellery or other personal property	Participants - injury	Instructors to advise to remove all loose jewellery, badges, neckers, etc.	Low	Low	Group 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

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Snagging of hair	Participants - injury	Instructors to advise to tying 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	Group 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	Instructors are all first aid trained and 1 st aid kit is carried to the activity.	Low	Low		Instructor/ group leader – at every session
Lack of ability to take participants off the run	Participants - distress	Ensure that leaders are given clear instructions as to what to do, and are competent to do it.	Low	Low	Ensure they are paying attention to the start of the zip wire.	Instructor – during each session
Slips, trips & falls	All – Injury	Information given to leaders whilst onsite as to safe way to access the activity and to get to it.	Low	Low	Ensure all participants are wearing appropriate footwear.	Deer Park team / instructor – prior to each session

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						Group leader/ instructor – prior to/ during each session
Zip collision	Participants - injury	Ensure that previous participant has cleared the landing area before starting the next.	Low	Medium		Instructor – throughout each session
Trolley failure	Participants - getting stuck on the line	Instruction clear as to how to carry trolleys back without dragging them in the mud/grass. Trolleys well maintained.	Low	Low		Instructors – during each session
Hard landing	Participants - injury	Ensure that clear instructions are given to the participants about how to land.	Low	Low	Landing area padded in bark to make landing softer.	Instructor – during each session
Bites & Stings	All – stings & bites	A check for the presence of wildlife should be done prior to any session. Any evidence of a nest, swarms, etc, to be reported to the centre manager. Read signs and be aware of what to do with relating to Ticks and to ensure everyone checks themselves afterwards.	Low	Low		Instructor – prior to each session Deer Park team – during booking process for Ticks

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Inability to operate the zip wire in a professional capacity and follow industry standards	Girlguiding Gloucestershire – reputational damage	All instructors qualified to Girlguiding standards (see above).	Low	Low		Deer Park team – ongoing