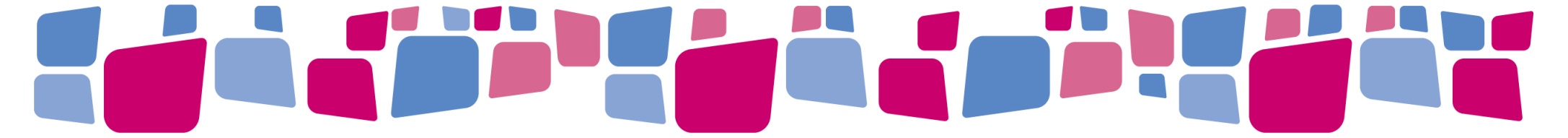
|  |
| --- |
| https://www.girlguidingprintcentre.co.uk/Custom/Themes/_GGP/GGP/Shapes/Solid/GG-Solid-Shape_Primary_Blue.png  Appendix:  Examples of Risk Assessments which can be used as starting points |
|  |

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**Example A**

**Unit Meeting**

**Risk Assessment Cover Page**

Meeting/Event: Example A Unit Meeting Date:

Venue:

Risk Log prepared by: Leader in Charge if different Membership No.

Home Contact details:

*Please complete and date relevant entries. (Boxes will expand when filled in on a computer)*

|  |  |  |
| --- | --- | --- |
| Number of Girls (plus section) | Number of Young Leaders (14 – 17 years inc) | Number, age and sex of non Guiding children or members less than participating section age |
| Number of Leaders (18 years+) |  | Number of Registered Unit Helpers |
| Number of other 14 – 17 years (ie DoE) | Number of other Adults (18 years + ) |  |
| Adults with Disabilities/Additional Needs | Young Leaders with Disabilities/Additional Needs | Children with Disabilities/Additional Needs |
| Names of Adults holding current First Response or similar Qualification | Names of Leaders holding relevant qualifications for activity | District Commissioner consulted/ advised/copied in |
| Instructor Qualifications checked | Venue risk assessment seen and incorporated | Guiding Manual checked |

**Risk Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **measure(s) taken to minimise risk** | Status\* |
|  |  |  |  |  |  |  |

**Likelihood**

**Low – unlikely to happen**

**Medium - quite likely to happen**

**High - Often happens**

**Severity**

**Low - bumps, cuts, bruises, minor damage, to**

**People, reputation etc**

**Medium - Fractures, short term hospitalisation, more serious damage to people, reputation etc**

**High- Long term hospitalisation, disability, amputation, death or serious damage**

**to people, reputation etc**

**\*status Severity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | **High** | **Medium** | **Low** |
| **High** | **\*Major** | **\*Major** | **\*Intermediate** |
| **Medium** | **\*Major** | **\*Intermediate** | **\*Minor** |
| **Low** | **\*Intermediate** | **\*Minor** | **\*Minor** |

From the risk description, assess the likelihood and the severity as per table. This will give the current status.

Record the extra measures put in place and re-assess the likelihood and severity.

Re-calculate the new status and record in the final column.

Generally speaking, if status remains Major, then this particular activity/event has to be reassessed as it is not at an acceptable risk level.

If the final status is intermediate, then inclusion of this activity/event has to be reassessed and justified as an important part of the whole, in light of the risk it still poses.

|  |  |  |
| --- | --- | --- |
| Categories of Risk to consider | Finance | F |
|  | Reputation | R |
|  | Activities | A |
|  | People | P |
|  | Equipment | E |
|  | Meeting Place | M |

**Example A Risk Assessment Log: Unit Meeting**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **Measure(s) taken to minimise risk** | Status\* |
| 1 F |  | Irregularities with accounts | Low | High | Subs recorded when received.  Lockable cash tin  Receipts issued  Monies banked within two weeks of receipt  Two out of three unrelated signatories on account  Paper audit trail of transactions for online accounts with agreed signatures  Accounts updated at least monthly and agreed with bank statement  Payments made by cheque as much as possible  Receipts annotated and kept  Accounts balanced annually to 31st December and independently checked and signed  Copy of signed balance summary sheet given to DC | Minor |
| 2 F |  | Unit Budget underspend or massive profit | Medium | Medium | Accurate accounts kept  Balances checked regularly  Expenditure agreed by Unit Team and girls where appropriate | Minor |
| 3 R |  | Unacceptable levels of loud noise on arrival and departure within the hearing of neighbouring houses or other premises users during the meeting | Medium | Medium | Discussions with parents and girls  Careful planning of outside activities  Management of arrival and departure | Minor |
| 4 P |  | Parental complaints re issues at meetings involving other adults/young people | Low | Medium | Unit register including adults and any visitors  Detailed unit programme  Follow GUK Complaints procedure. If necessary  Inform DC  Peer Education session re Bullying etc | Minor |
| 5 P |  | Danger to children when parents drop off young people without checking a Leader is present | Medium | High | Parents to be reminded that the girls are their responsibility until handed over to a Leader | Intermediate |
| 6 P |  | Collection of child by unknown adult. Safeguarding issue | Low | High | Parents to be reminded that they need to tell Leader that the child is to be collected by another named person  Telephone parents to check  Always record and keep to instructions given by parents re collection of an individual | Minor |
| 7 P |  | Unwanted visitors coming into meeting place. Safeguarding issue | Medium | Medium | Main door locked/bolted with accessible key  Door chain fitted  Telephone arrangement for late comers | Minor |
| 8 P |  | Girls/Adults leaving at end of meeting and going home on their own. Safeguarding issue | Medium | High | Parents asked for written permission for any girl to go home by themselves  Be sensitive to the needs of adults  Don’t leave one adult locking up on her own  Try and drive/walk from venue in convoy | Intermediate |
| 9 P |  | Any Leader or volunteer to function within the Unit without detriment to the girls or Leadership team | Medium | High | Discussion re Health/mobility or other issues with Leadership Team  Suitable jobs within Unit which uses her abilities and experiences but doesn’t compromise the safety of the girls  Discussion with local Commissioner | Intermediate |
| 10 P |  | Participants unable to exit building safely in the event of a fire/need for evacuation | Low | High | Regular fire drills  Accessible register and emergency contacts, torch and First Aid kit  Any issues with emergency exits to be reported to building caretaker or premises manager | Intermediate |
| 11 P |  | Emergency involving participant with specific known health issues eg diabetes, asthma, epilepsy etc | Medium | High | Care plan prepared in consultation with parent and/or participants | Intermediate |
| 12 E |  | Issues with faulty equipment, unsafe furniture or fittings in the building or issues with the fabric of the building | Low | High | Check premises and equipment before use  Report failings to Caretaker or Premises Manager etc and monitor repairs/replacement |  |
| 13 P |  | Death of a participant | Low | High | Leader to hold Health information for all participants so that activities and programmes are suitable.  Procedures:  Girls to be removed from the immediate vicinity with at least 1 adult  Most appropriate adult to assess first aid procedures, phone 999 or 112 for Police and Ambulance  Contact DC – for immediate support  *In theory, the Ambulance Crew will take over dealing with the Casualty, the Police will take over informing and dealing with parents while the DC, if she is able to get there will provide help and support with girls and Leaders and other parents as they collect their girls*  Fill in this box with the procedure agreed locally to deal with the situation | Intermediate |
| 14 A |  | Issues/accidents during activities led by Leadership Team | Medium | Medium | Each activity needs to be risk assessed at planning stage with regard to age and ability of participants, suitability of equipment, adult supervision, space and facilities available  Each individual activity will be informally risk assessed by thought and discussion between the Leadership Team  Any activity having a specific medium/high risk eg cooking – hot ovens, food allergies, electricity etc will need to have a written risk assessment  on the first occasion  Please record the Risk Assessment for each separate activity in a new box | Minor |
| 15 A |  | Issues/accidents during activities led by girls | Medium | Medium | At planning stage, safety issues to be discussed with girls, getting them to suggest ways of lessening the risk.  *See separate girl/adult discussion sheet on risk of activities* | Minor |
| 16 A |  | Games | Medium | Medium | All games to be risk assessed at planning stage with regard to age and ability of participants, suitability of any equipment, adult supervision, space and facilities available  Each individual game will be informally risk assessed by thought and discussion between the Leadership Team  If it is felt necessary by the Leadership Team to do a written Risk Assessment of any game please create a new box in which to record each game | Minor |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Boxes will expand to take information. Add more row boxes using table tools in the appropriate place by adding rows above or below existing numbered boxes.*

A Risk Assessment Log should be a working document and any updates or changes recorded in the relevant row boxes which can be numbered so that they can be identified easily

**Reminder**: These risk assessments are simply starting points. You *must consider* your own situations

**Example B**

**Camp/Holiday**

**Risk Assessment Cover Page**

**Meeting/Even**t: Camp/Holiday  **Date:**

Venue:

Risk Log prepared by: Leader in Charge if different Membership No.

Home Contact details:

*Please complete and date relevant entries. (Boxes will expand when filled in on a computer)*

|  |  |  |
| --- | --- | --- |
| Number of Girls (plus section) | Number of Young Leaders (14 – 17 years inc) | Number, age and sex of non Guiding children or members less than participating section age |
| Number of Leaders (18 years plus) |  | Number of Registered Unit Helpers |
| Number of other 14 – 17 years (ie DoE) | Number of other Adults (18 years plus) |  |
| Adults with Disabilities/Additional Needs | Young Leaders with Disabilities/Additional Needs | Children with Disabilities/Additional Needs |
| Names of Adults holding current First Response or similar Qualification | Names of Leaders holding relevant qualifications for activity | District Commissioner consulted/ advised/copied in |
| Instructor Qualifications checked | Venue risk assessment seen and incorporated | Guiding Manual checked |

**Risk Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **measure(s) taken to minimise risk** | Status\* |
|  |  |  |  |  |  |  |

**Likelihood**

**Low – unlikely to happen**

**Medium - quite likely to happen**

**High - Often happens**

**Severity**

**Low - bumps, cuts, bruises, minor damage, to**

**People, reputation etc**

**Medium - Fractures, short term hospitalisation, more serious damage to people, reputation etc**

**High- Long term hospitalisation, disability, amputation, death or serious damage**

**to people, reputation etc**

**\*status Severity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | **High** | **Medium** | **Low** |
| **High** | **\*Major** | **\*Major** | **\*Intermediate** |
| **Medium** | **\*Major** | **\*Intermediate** | **\*Minor** |
| **Low** | **\*Intermediate** | **\*Minor** | **\*Minor** |

From the risk description, assess the likelihood and the severity as per table. This will give the current status.

Record the extra measures put in place and re-assess the likelihood and severity.

Re-calculate the new status and record in the final column.

Generally speaking, if status remains Major, then this particular activity/event has to be reassessed as it is not at an acceptable risk level.

If the final status is intermediate, then inclusion of this activity/event has to be reassessed and justified as an important part of the whole, in light of the risk it still poses.

|  |  |  |
| --- | --- | --- |
| Categories of Risk to consider | Finance | F |
|  | Reputation | R |
|  | Activities | A |
|  | People | P |
|  | Equipment | E |
|  | Meeting Place | M |

**Example B Risk Assessment Log: Camp/ Holiday**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **Measure(s) taken to minimise risk** | Status\* |
| 1 F |  | Deficit budget contrary to rules of charity commission.  Excess budget. |  |  | Fees set to allow for contingency.  Unit funds will cover any overspend.  Large excess offered back to parents.  Small excess or donated large excess to be used for camp/holiday equipment. |  |
| 2 R |  | Reputation of Girlguiding affected by local complaints about late/early noise on site, inappropriate behaviour off site and lack of respect for site facilities.  Inappropriate Guide wear. |  |  | Silence between set hours.  Discussions and high expectations of behaviour and respect on and off site.  Kit list and explanation to parents. |  |
| 3 P |  | Risks relating to participants with specific needs |  |  | Consideration at planning stage  Appropriate medication and routine  Consultation with parents |  |
| 4 P |  | Risk relating to any Leaders with specific physical. Medical or age considerations |  |  | Consideration at planning stage re ability to cope with agreed routine |  |
| 5 E |  | Risk of unusable, inadequate or missing equipment |  |  | Check need for medical based equipment e.g. fridge for insulin  Check all equipment prior to event  Participants to have comprehensive list prior to event |  |
| 6 E |  | Issues with specific equipment |  |  | Gas Bottles – storage, pipes etc  Camp Beds – canvas, springs etc  Open Altar Fires – stable etc  Cookers – working and adequate  Tentage – waterproof, damage etc  Cooking utensils, pots and pans – availability and suitability  Etc, etc, etc |  |
| 7 M |  | Unsuitable premises or site |  |  | Pre booking site visit to check space, maximum numbers, activities available etc |  |
| 8 M |  | Health & Hygiene |  |  | Availability of water  Rubbish disposal  Adequate toilet facilities for numbers  Kitchen hygiene  Toilet hygiene  Washing facilities  Safe washing up practices  Hand washing as appropriate |  |
| 9 M |  | Food issues |  |  | Agreed Menus  Purchase – delivery or pre event  Allergies  Supervision of preparation and cooking  Adequate storage  Safe disposal |  |
| 10 P/M |  | Public access to site or premises |  |  | Part of pre visit check  Security of site/premises |  |
| 11 A |  |  |  |  | Each activity needs to be risk assessed at planning stage with regard to age and ability of participants, suitability of equipment, adult supervision, space and facilities available  Please record each activity in a separate box |  |
| 12 P |  | Death of a participant |  |  | Leader to hold Health information for all participants so that activities and programmes are suitable.  Procedures:  Girls to be removed from the immediate vicinity with at least 1 adult  Most appropriate adult to assess first aid procedures, phone 999 or 112 for Police and Ambulance  Contact DC – for immediate support  *In theory, the Ambulance Crew will take over dealing with the Casualty, the Police will take over informing and dealing with parents while the DC, if she is able to get there will provide help and support with girls and Leaders and other parents as they collect their girls*  Fill in this box with the procedure agreed locally to deal with the situation |  |
|  |  |  |  |  |  |  |

*Boxes will expand to take information. Add more row boxes using table tools.*

A Risk Assessment Log should be a working document and any updates or changes recorded in the relevant row boxes which are numbered so that they can be identified easily

**Reminder**: These risk assessments are simply starting points. You *must consider* your own situations

**Example C**

**Beach TripRisk Assessment Cover Page**

Meeting/Event: Beach Trip (Unit Meeting time) Date:

Venue:

Risk Log prepared by: Leader in Charge if different Membership No.

Home Contact details:

*Please complete and date relevant entries. (Boxes will expand when filled in on a computer)*

|  |  |  |
| --- | --- | --- |
| Number of Girls (plus section) | Number of Young Leaders (14 – 17 years inc) | Number , age and sex of non Guiding children or members less than section age |
| Number of Leaders (18 years plus) |  | Number of Registered Unit Helpers |
| Number of other 14 – 17 years (ie DoE) | Number of other Adults (18 years plus) |  |
| Adults with Disabilities/Additional Needs | Young Leaders with Disabilities/Additional Needs | Children with Disabilities/Additional Needs |
| Names of Adults holding current First Response or similar Qualification | Names of Leaders holding relevant qualifications for activities | District Commissioner consulted/ advised/copied |
| Instructor Qualifications checked | Venue risk assessment seen and incorporated | Guiding Manual checked |
| Wet weather alternative in place | Specialist Adviser(s) consulted | Relevant Girlguiding forms completed |

**Risk Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **measure(s) taken to minimise risk** | Status\* |
|  |  |  |  |  |  |  |

**Likelihood**

**Low – unlikely to happen**

**Medium - quite likely to happen**

**High - Often happens**

**Severity**

**Low - bumps, cuts, bruises, minor damage, to**

**People, reputation etc**

**Medium - Fractures, short term hospitalisation, more serious damage to people, reputation etc**

**High- Long term hospitalisation, disability, amputation, death or serious damage**

**to people, reputation etc**

**\*status Severity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | **High** | **Medium** | **Low** |
| **High** | **\*Major** | **\*Major** | **\*Intermediate** |
| **Medium** | **\*Major** | **\*Intermediate** | **\*Minor** |
| **Low** | **\*Intermediate** | **\*Minor** | **\*Minor** |

From the risk description, assess the likelihood and the severity as per table. This will give the current status.

Record the extra measures put in place and re-assess the likelihood and severity.

Re-calculate the new status and record in the final column.

Generally speaking, if status remains Major, then this particular activity/event has to be reassessed as it is not at an acceptable risk level.

If the final status is intermediate, then inclusion of this activity/event has to be reassessed and justified as an important part of the whole, in light of the risk it still poses.

|  |  |  |
| --- | --- | --- |
| Categories of Risk to consider | Finance | F |
|  | Reputation | R |
|  | Activities | A |
|  | People | P |
|  | Equipment | E |
|  | Meeting Place | M |

**Example C Beach Trip Risk Assessment Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **Measure(s) taken to minimise risk** | Status\* |
| 1 P/R |  | Inadequate Adult/ Child Ratios  Leading to poor supervision, possible accidents etc | Low | High | At least minimum ratios as detailed in The Guiding Manual | Intermediate |
| 2 P/R |  | Clothing inadequate for activity/weather reflecting on Associations Safe Space policies | Low | High | Information form asks girls to wear warm/waterproof clothing over Guide Wear and stout footwear. Anyone turning up inadequately clothed will be sent back home with parent. | Minor |
| 3 P |  | Participants not prepared adequately | Low | High | Check walking ability  Check medical and health needs  Discuss with girls availability or not of toilet facilities  Leader to carry emergency rations  Leader to carry First Aid Kit  Leader to consider carrying bivvy bag or similar  Participants to carry small rucksack with extra clothing, emergency rations, individual First Aid Kit etc as appropriate to the age of the girl  Consider equipment needed in the light of weather conditions, time of year, time of day etc | Minor |
| 4 P |  | Risk to participants with disabilities/additional needs | Medium | High | Check accessibility on pre trip visit  Assess extra adult needs  Assess extra equipment needs  Consider adapting trip direction etc to facilitate accessibility for every member of the Unit | Medium |
| 5 R |  | Unacceptable behaviour reflecting on Guiding | Medium | Medium | Discussion with girls on expectations of behaviour. Adequate appropriate supervision | Minor |
| 6 P/R |  | Child forgets permission form | Medium | Medium | Text or email parents to remind them to bring forms  Have spare forms available  No signature, no form- child goes home | Minor |
| 7 P |  | Issues arising from tides, rock pools, wet sand etc. | Medium | High | Group buddy system in place at all times.  At least minimum adult/child ratios maintained  Pre event visit to check general physical safety  Torches, whistle and First Aid Kit carried by Leader.  Girls to have torches if dark.  Discussion with girls re their own safety | Intermediate |
| 8 P |  | Risks to girls when parents dropping off | Medium | High | Parents to escort girls to Leaders at time and place as detailed in the Girlguiding Information and Consent Form for event/activity | Intermediate |
| 9 P |  | Risks to girls when parents collecting girls | Medium | High | Reinforce collection time and place when girls dropped off  Parents to collect children from leaders | Minor |
| 10 E |  | Loss of mobile phones | Medium | Low | Suggested that girls secure phones safely in their rucksack  Only carry 1 per group  Depending on age only carried by Leaders | Minor |
| 11 P |  | Slips, trips, bumps | Medium | Medium | Suitable footwear.  Adequate supervision relevant to weather, terrain and light levels.  Safety discussions with girls.  First Aid kit carried by Leader.  Emergency contact details on forms | Minor |
| 12 M |  | Extreme weather | Medium | Medium | Check weather forecast  Visibility  If situation warrants parents will be phoned to collect urgently.  Emergency escape route to remove group from waterside | Minor |
| 13 P |  | Proximity of General Public, Dogs, Horses , Mountain Bikes etc | Medium | Medium | Adequate adult supervision  Considering weather, time etc  Discussion with girls  Emergency procedures re movement along route | Minor |
| 14P |  | Death of a participant | Low | High | Leader to hold Health information for all participants so that activities and programmes are suitable.  Procedures:  Girls to be removed from the immediate vicinity with at least 1 adult  Most appropriate adult to assess first aid procedures, phone 999 or 112 for Police and Ambulance  Contact DC – for immediate support  *In theory, the Ambulance Crew will take over dealing with the Casualty, the Police will take over informing and dealing with parents while the DC, if she is able to get there will provide help and support with girls and Leaders and other parents as they collect their girls*  Fill in this box with the procedure agreed locally to deal with the situation | Major |
| 15 A |  | Activities |  |  | Identify each activity and Risk Assess as necessary and record each activity in a separate numbered row box  Some activities might need separate parental permission |  |
| 16 A |  | Games |  |  | Identify each game and Risk Assess as necessary and record each game in a separate numbered row box |  |
| 17 A |  | Food |  |  | **Participants own**  Consider disposal of rubbish  Suggestions depending on time of year, weather etc  **Purchased food**  Where eating  Health & Hygiene  Finance  Allergies  Disposal etc |  |

*Boxes will expand to take information. Add more row boxes using table tools in the appropriate place by adding rows above or below existing numbered boxes.* A Risk Assessment Log should be a working document and any updates or changes recorded in the relevant row boxes which are numbered so that they can be identified easily

**Reminder**: These risk assessments are simply starting points. You *must consider* your own situations

**Example D**

**Evening Hike**

**Risk Assessment Cover Page**

Meeting/Event: Evening Hike (Unit Meeting Time) Date:

Venue:

Risk Log prepared by: Leader in Charge if different Membership No.

Home Contact details:

*Please complete and date relevant entries. (Boxes will expand when filled in on a computer)*

|  |  |  |
| --- | --- | --- |
| Number of Girls (plus section) | Number of Young Leaders (14 – 17 years inc) | Number, aber ge and sex of non Guiding children or members less than section age |
| Number of Leaders (18 years plus) |  | Number of Registered Unit Helpers |
| Number of other 14 – 17 years (i.e. DoE) | Number of other Adults (18 years plus) |  |
| Adults with Disabilities/Additional Needs | Young Leaders with Disabilities/Additional Needs | Children with Disabilities/Additional Needs |
| Names of Adults holding current First Response or similar Qualification | Names of Leaders holding relevant qualifications for activity | District Commissioner consulted/ advised/copied in |
| Instructor Qualifications checked | Venue risk assessment seen and incorporated | Guiding Manual checked |
| Wet weather alternative in place | Specialist Adviser(s) consulted | Relevant Girlguiding forms completed |

**Risk Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **measure(s) taken to minimise risk** | Status\* |
|  |  |  |  |  |  |  |

**Likelihood**

**Low – unlikely to happen**

**Medium - quite likely to happen**

**High - Often happens**

**Severity**

**Low - bumps, cuts, bruises, minor damage, to**

**People, reputation etc**

**Medium - Fractures, short term hospitalisation, more serious damage to people, reputation etc**

**High- Long term hospitalisation, disability, amputation, death or serious damage**

**to people, reputation etc**

**\*status Severity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | **High** | **Medium** | **Low** |
| **High** | **\*Major** | **\*Major** | **\*Intermediate** |
| **Medium** | **\*Major** | **\*Intermediate** | **\*Minor** |
| **Low** | **\*Intermediate** | **\*Minor** | **\*Minor** |

From the risk description, assess the likelihood and the severity as per table. This will give the current status.

Record the extra measures put in place and re-assess the likelihood and severity.

Re-calculate the new status and record in the final column.

Generally speaking, if status remains Major, then this particular activity/event has to be reassessed as it is not at an acceptable risk level.

If the final status is intermediate, then inclusion of this activity/event has to be reassessed and justified as an important part of the whole, in light of the risk it still poses.

|  |  |  |
| --- | --- | --- |
| Categories of Risk to consider | Finance | F |
|  | Reputation | R |
|  | Activities | A |
|  | People | P |
|  | Equipment | E |
|  | Meeting Place | M |

**Example D Evening Hike Risk Assessment Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **Measure(s) taken to minimise risk** | Status\* |
| 1 P/R |  | Inadequate Adult/ Child Ratios  Leading to poor supervision, possible accidents etc | Low | High | At least minimum ratios as detailed in The Guiding Manual | Intermediate |
| 2 P |  | Group getting lost |  |  | Leaders to complete a route card (involve girls if appropriate)  A completed copy of the route card, starting and finishing times and end destination to be left with local District Commissioner  Escape routes to be detailed on the route card and checked for available telephones/mobile phone reception  Leaders to know how to use a map and compass and carry it with them  Leaders to carry a fully charged mobile phone |  |
| 3 P/R |  | Clothing inadequate for activity/weather reflecting on Associations Safe Space policies | Low | High | Information form asks girls to wear appropriate clothing, waterproofs and footwear.  Girls who have not adhered to the clothing guidelines will not be allowed to participate in the Hike – sent home with parents | Minor |
| 4 P |  | Safety of Participants | Low | High | Walk the route to check suitability  Check walking capabilities  Check medical and health needs  Leader carries Girlguiding Information and Consent for activities/event forms for each participant signed by parent and detailing start, finish and emergency procedures  Check clothing and footwear are appropriate  Discuss with girls availability or not of toilet facilities  Leader to carry First Aid Kit  Leader to carry emergency rations  Leader to carry bivvy bag or similar  Participants to carry emergency rations, individual First Aid kit (including inhalers/injection kit etc), spare clothes, torch if necessary in small day sack  Participants may carry a map and compass if age appropriate | Minor |
| 5 P |  | Risks to participants with disabilities/additional needs | Medium | High | Walk the route to check accessibility pre trip  Assess extra adult needs  Assess extra equipment needs  Consider adapting trip focus etc to facilitate accessibility for every member of the Unit | Medium |
| 6 R |  | Unacceptable behaviour reflecting on Guiding | Medium | Medium | Discussion with girls on expectations of behaviour. Adequate appropriate supervision | Minor |
| 7 E |  | Loss of mobile phones | Medium | Low | Suggested that girls leave phones locked up at home or safely at meeting place unless being used for an activity | Minor |
| 8 P |  | Slips, trips, bumps | Medium | Medium | Suitable footwear.  Adequate supervision relevant to weather, terrain and light levels.  Safety discussions with girls.  First Aid kit carried by Leader.  Emergency contact details to be readily available | Minor |
| 9 E |  | Issues arising from closure of public footpaths, damage to farm land etc |  |  | Check by pre walking route  Keep to footpaths and obey the Country Code |  |
| 10 P |  | Issues arising from proximity of General Public, Dogs, etc | Medium | Medium | Adequate adult supervision  Considering weather, time etc  Discussion with girls | Minor |
| 11 P |  | Death of a participant | Low | High | Leader to hold Health information for all participants so that activities and programmes are suitable.  Procedures:  Girls to be removed from the immediate vicinity with at least 1 adult  Most appropriate adult to assess first aid procedures, phone 999 or 112 for Police and Ambulance  Contact DC – for immediate support  *In theory, the Ambulance Crew will take over dealing with the Casualty, the Police will take over informing and dealing with parents while the DC, if she is able to get there will provide help and support with girls and Leaders and other parents as they collect their girls*  Fill in this box with the procedure agreed locally to deal with the situation | Major |
| 12 A |  | Activities included in  the Hike programme – inherent risks |  |  | Identify each activity and Risk Assess as necessary and record each activity in a separate numbered row box  Some activities might need separate parental permission  Ensure that your activities don’t inconvenience members of the public  Ensure that the girls are within in sight or sound of a Leader  Be mindful of the Country Code |  |
| 13 A |  | Food & Drink – inherent risks |  |  | Each participant to carry a bottle of water  Each participant to carry snack food  Each participant to carry hand gel or wipes |  |

*Boxes will expand to take information. Add more row boxes using table tools in the appropriate place by adding rows above or below existing numbered boxes.*

A Risk Assessment Log should be a working document and any updates or changes recorded in the relevant row boxes which are numbered so that they can be identified easily.

**Reminder**: These risk assessments are simply starting points. You *must consider* your own situations

**Example E**

**Park Trip**

**Risk Assessment Cover Page**

Meeting/Event: Park Trip (Unit Meeting time) Date:

Venue:

Risk Log prepared by: Leader in Charge if different Membership No.

Home Contact details:

*Please complete and date relevant entries. (Boxes will expand when filled in on a computer)*

|  |  |  |
| --- | --- | --- |
| Number of Girls (plus section) | Number of Young Leaders (14 – 17 years inc) | Number, aber ge and sex of non Guiding children or members less than section age |
| Number of Leaders (18 years plus) |  | Number of Registered Unit Helpers |
| Number of other 14 – 17 years (i.e. DoE) | Number of other Adults (18 years plus) |  |
| Adults with Disabilities/Additional Needs | Young Leaders with Disabilities/Additional Needs | Children with Disabilities/Additional Needs |
| Names of Adults holding current First Response or similar Qualification | Names of Leaders holding relevant qualifications for activity | District Commissioner consulted/ advised/copied in |
| Instructor Qualifications checked | Venue risk assessment seen and incorporated | Guiding Manual checked |
| Wet weather alternative in place | Specialist Adviser(s) consulted | Relevant Girlguiding forms completed |

**Risk Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **measure(s) taken to minimise risk** | Status\* |
|  |  |  |  |  |  |  |

**Likelihood**

**Low – unlikely to happen**

**Medium - quite likely to happen**

**High - Often happens**

**Severity**

**Low - bumps, cuts, bruises, minor damage, to**

**People, reputation etc**

**Medium - Fractures, short term hospitalisation, more serious damage to people, reputation etc**

**High- Long term hospitalisation, disability, amputation, death or serious damage**

**to people, reputation etc**

**\*status Severity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | **High** | **Medium** | **Low** |
| **High** | **\*Major** | **\*Major** | **\*Intermediate** |
| **Medium** | **\*Major** | **\*Intermediate** | **\*Minor** |
| **Low** | **\*Intermediate** | **\*Minor** | **\*Minor** |

From the risk description, assess the likelihood and the severity as per table. This will give the current status.

Record the extra measures put in place and re-assess the likelihood and severity.

Re-calculate the new status and record in the final column.

Generally speaking, if status remains Major, then this particular activity/event has to be reassessed as it is not at an acceptable risk level.

If the final status is intermediate, then inclusion of this activity/event has to be reassessed and justified as an important part of the whole, in light of the risk it still poses.

|  |  |  |
| --- | --- | --- |
| Categories of Risk to consider | Finance | F |
|  | Reputation | R |
|  | Activities | A |
|  | People | P |
|  | Equipment | E |
|  | Meeting Place | M |

**Example E Park Trip (Unit Meeting time) Risk Assessment Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **Measure(s) taken to minimise risk** | Status\* |
| 1 P/R |  | Inadequate Adult/ Child Ratios  Leading to poor supervision, possible accidents etc | Low | High | At least minimum ratios as detailed in The Guiding Manual | Intermediate |
| 2 P/R |  | Clothing inadequate for activity/weather reflecting on Associations Safe Space policies | Low | High | Information form asks girls to wear appropriate clothing and footwear.  Trip will be postponed if necessary depending on age of girls | Minor |
| 3 P |  | Issues re walking to and from park | Low | High | Check walking ability  Check medical and health needs  Discuss with girls availability or not of toilet facilities  Leader to carry First Aid Kit  Type of roads to negotiate-traffic, side of road to walk on, partners, position of adults etc  Fluorescent waistcoats or similar needed | Minor |
| 4 P |  | Risks to participants with disabilities/additional needs | Medium | High | Check accessibility on pre trip visit if first time  Assess extra adult needs  Assess extra equipment needs  Consider adapting trip direction etc to facilitate accessibility for every member of the Unit | Medium |
| 5 R |  | Unacceptable behaviour reflecting on Guiding | Medium | Medium | Discussion with girls on expectations of behaviour. Adequate appropriate supervision | Minor |
| 6 E |  | Loss of mobile phones | Medium | Low | Suggested that girls leave phones locked up safely at meeting place unless being used for an activity | Minor |
| 7 P |  | Slips, trips, bumps | Medium | Medium | Suitable footwear.  Adequate supervision relevant to weather, terrain and light levels.  Safety discussions with girls.  First Aid kit carried by Leader.  Emergency contact details to be readily available | Minor |
| 8 E |  | Risks arising from unsafe Playground /Park Equipment |  |  | Check safety of any playground equipment  Check suitability for age group |  |
| 9 P |  | Issues arising from proximity of General Public, Dogs, etc | Medium | Medium | Adequate adult supervision  Considering weather, time etc  Discussion with girls | Minor |
| 10 P |  | Death of a participant | Low | High | Leader to hold Health information for all participants so that activities and programmes are suitable.  Procedures:  Girls to be removed from the immediate vicinity with at least 1 adult  Most appropriate adult to assess first aid procedures, phone 999 ort 112 for Police and Ambulance  Contact DC – for immediate support  *In theory, the Ambulance Crew will take over dealing with the Casualty, the Police will take over informing and dealing with parents while the DC, if she is able to get there will provide help and support with girls and Leaders and other parents as they collect their girls*  Fill in this box with the procedure agreed locally to deal with the situation | Major |
| 11 A |  | Activities – inherent risks |  |  | Identify each activity and Risk Assess as necessary and record each activity in a separate numbered row box  Some activities might need separate parental permission  Ensure that your activities don’t inconvenience members of the public  Make girls aware of their responsibility towards other children on equipment  Ensure that the girls are within in sight or sound of a Leader |  |
| 12 A |  | Games – inherent risks |  |  | Identify each game and Risk Assess as necessary and record each game in a separate numbered row box  Ensure that your games don’t inconvenience members of the public  Ensure that the girls are within in sight or sound of a Leader |  |

*Boxes will expand to take information. Add more row boxes using table tools in the appropriate place by adding rows above or below existing numbered boxes.*

A Risk Assessment Log should be a working document and any updates or changes recorded in the relevant row boxes which are numbered so that they can be identified easily

**Reminder**: These risk assessments are simply starting points. You *must consider* your own situations

**Example F**

**Visit /Trip including transport**

**Risk Assessment Cover Page**

Meeting/Event: Visit/Trip including transport organised by Unit Date:

Venue:

Risk Log prepared by: Leader in Charge if different Membership No.

Home Contact details:

*Please complete and date relevant entries. (Boxes will expand when filled in on a computer)*

|  |  |  |
| --- | --- | --- |
| Number of Girls (plus section) | Number of Young Leaders (14 – 17 years inc) | Number, age and sex of non Guiding children or members less than section age |
| Number of Leaders (18 years plus) |  | Number of Registered Unit Helpers |
| Number of other 14 – 17 years (i.e. DoE) | Number of other Adults (18 years plus) |  |
| Adults with Disabilities/Additional Needs | Young Leaders with Disabilities/Additional Needs | Children with Disabilities/Additional Needs |
| Names of Adults holding current First Response or similar Qualification | Names of Leaders holding relevant qualifications for activity | District Commissioner consulted/ advised/copied in |
| Instructor Qualifications checked | Venue risk assessment seen and incorporated | Guiding Manual checked |
| Wet weather alternative in place | Specialist Adviser(s) consulted | Relevant Girlguiding forms completed |

**Risk Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **measure(s) taken to minimise risk** | Status\* |
|  |  |  |  |  |  |  |

**\*status Severity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | **High** | **Medium** | **Low** |
| **High** | **\*Major** | **\*Major** | **\*Intermediate** |
| **Medium** | **\*Major** | **\*Intermediate** | **\*Minor** |
| **Low** | **\*Intermediate** | **\*Minor** | **\*Minor** |

From the risk description, assess the likelihood and the severity as per table. This will give the current status.

Record the extra measures put in place and re-assess the likelihood and severity.

Re-calculate the new status and record in the final column.

Generally speaking, if status remains Major, then this particular activity/event has to be reassessed as it is not at an acceptable risk level.

If the final status is intermediate, then inclusion of this activity/event has to be reassessed and justified as an important part of the whole, in light of the risk it still poses.

|  |  |  |
| --- | --- | --- |
| **Categories of Risk to consider** | Finance | F |
|  | Reputation | R |
|  | Activities | A |
|  | People | P |
|  | Equipment | E |
|  | Meeting Place | M |

**Example F Visit/Trip including transport organised by Unit**

**Risk Assessment Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Date** | **Description of Risk** | **Likelihood\*** | Severity | **Measure(s) taken to minimise risk** | Status\* |
| 1 F |  | Budget implications |  |  | Break even numbers  Transport costs  Deposits  Payment schedules |  |
| 2 R |  | Behaviour of participants including language |  |  | Discussion with girls  Leader example  Discussion with parents if appropriate |  |
| 3P |  | Participants not eligible to be part of trip |  |  | Ensure all participants registered on Go!  All participants to have signed permission as appropriate |  |
| 4 p |  | Missing transport through late arrivals  Late/different time return |  |  | Clear instructions re timing on permission forms  Alternative routes  Let parents know/home contact to inform parents as appropriate |  |
| 5 p |  | Risks to participants with specific needs |  |  | Identify specific need  Ensure medication carried  Assess suitability of trip for individual participant  Adapt trip to suit all |  |
| 6 P |  | Participants separated from main party |  |  | Mobile contact details  Appropriate supervision  Buddy system  Regular meeting points and times |  |
| 7 E |  | First Aid or other emergencies involving participants |  |  | Basic First Aid kit carried by Leaders  Contact details carried by Leaders  Home contact details carried by Leaders  Agreed emergency procedures by Leaders |  |
| 8 M |  | Risks to consider when using Public/ Hired Transport |  |  | Check for schedule changes  Check hired transport meets current safety legislation eg seat belts |  |
| 9 M |  | Risks to consider when using parent Transport |  |  | Check that parents are insured to transport children other than their own.  Check availability of correct child seat  Explore safeguarding issues when collecting, transporting and dropping off  Ensure that all parents are aware of the details of the transport arrangements  Do the drivers need DBS checks? |  |
| 10 M |  | Risks involving Food |  |  | Safe storage of participants own food  Allergies  Planned/booked providers for larger groups |  |
| 11 A |  | Activities – inherent risks |  |  | Each activity needs to be risk assessed at planning stage with regard to age and ability of participants, suitability of equipment, adult supervision, space and facilities available  Please record each activity in a separate box |  |
| 12 P |  | Death of a participant |  |  | Leader to hold Health information for all participants so that activities and programmes are suitable.  Procedures:  Girls to be removed from the immediate vicinity with at least 1 adult  Most appropriate adult to assess first aid procedures, phone 999 or 112 for Police and Ambulance  Contact DC – for immediate support  *In theory, the Ambulance Crew will take over dealing with the Casualty, the Police will take over informing and dealing with parents while the DC, if she is able to get there will provide help and support with girls and Leaders and other parents as they collect their girls*  Fill in this box with the procedure agreed locally to deal with the situation |  |

*Boxes will expand to take information. Add more row boxes using table tools.*

A Risk Assessment Log should be a working document and any updates or changes recorded in the relevant row boxes which are numbered so that they can be identified easily

**Reminder**: These risk assessments are simply starting points. You *must consider* your own situations