**Risk Assessment**

**Good Practice**

Accidents do happen and the purpose of risk assessment is not to STOP children taking risks, but rather to ENABLE them to take acceptable risks in as safe an environment as possible. Sadly in this day and age when adults are encouraged to sue for the slightest accident/incident, we as Leaders need to protect ourselves by having tangible evidence. We all risk assess all the time as we go about our daily lives but information in our heads doesn’t provide that concrete evidence should an accident/incident occur. Risk assessment helps us plan responsibly and provides evidence of our care in the event of an incident. Please remember that the risks involved in any activity/event should be balanced out with the benefit to the girl in terms of her development and ability to assess and cope with acceptable risks.

Should an incident/accident happen, it is quite likely that your District Commissioner would be contacted. In order to give you full and informed support it would be good practice to copy her in on the risk assessment in the same way that you copy her in on your termly plans.

**Unit Meetings** –

* In the normal Meeting Place –

Written generic risk assessment on the areas used and accessed during a normal meeting to include venue’s own risk assessment

Written risk assessments for specific activities in the meeting place – these may need updating if numbers change dramatically, girls/adult Leaders have behaviour/health issues which may affect the activity or other changes in venue, equipment or personnel take place.

*The Leadership Team should also discuss informally any risk issues as they arise at the beginning of or during a meeting*

* Away from the normal Meeting Place –

A written risk assessment covering all areas for which the Leadership Team have responsibility. You do not need to risk assess parents transporting girls to another venue unless a member of the Leadership Team has arranged this, in which case the Team need to check insurance etc You do need Permission forms signed by parents/guardians for these meetings.

*The Leadership Team should also discuss informally any risk issues as they arise at the beginning of or during a meeting*

* Activities starting and finishing at normal Meeting Place but happening somewhere else –

Common sense must prevail. The joining forms which parents sign cover activities local to the usual Meeting Place however if you are crossing main roads, using deserted country lanes, going to the beach, river or woods it would be good practice to have a written risk assessment as element of risk is elevated. It is also recommended good practice to visit and travel to and from any venue when it is the first visit or when the venue is such that risk in terms of weather, development of the area, or tides etc may change.

*The Leadership Team should also discuss informally any risk issues as they arise at the beginning of or during a meeting*

**Events and Activities outside normal meeting times –**

* A written risk assessment should be carried out for all aspects of the event for which Leaders have responsibility for the girls. The event/activity providers should have a written risk assessment for those aspects for which they have responsibility and Leaders should ask to see it to satisfy themselves that all possible care has been taken.

 **Accident Forms**

* Please note that the Guide Association Accident Forms now ask if you have completed a Risk Assessment prior to the activity.

**Categories of Risk to consider**

This is not an exhaustive list and you may need to add others for your particular activity/event.

|  |  |  |
| --- | --- | --- |
| Category | Detail | Considered |
| **F**inance | Event/activity/Unit budget |  |
|  | Contingency/emergency funds |  |
|  | Underwriting any over spend |  |
|  | Dealing with surplus monies |  |
|  | Fund raising |  |
|  | Grants |  |
|  | Other – *Please add your own boxes and titles* |  |
| **R**eputation | Guide wear |  |
|  | Behaviour |  |
|  | Public perception |  |
|  | Other – *please add your own boxes and titles* |  |
| **A**ctivities | Check Manual – prohibited activity? |  |
|  | Suitable for age group |  |
|  | Qualified Instructors |  |
|  | Suitable clothing/footwear |  |
|  | Weather/time of year |  |
|  | Suitable venue/space |  |
|  | Appropriate equipment |  |
|  | Risk Assessment of instructor/provider of activities |  |
|  | Other – *please add your own boxes and titles* |  |
| **P**eople | Leader Qualifications |  |
|  | Unit Helpers |  |
|  | Parent Helpers |  |
|  | Members with disabilities |  |
|  | Male Unit Helpers/Helpers |  |
|  | Visitors |  |
|  | DofE Volunteers |  |
|  | Non member children  |  |
|  | Member children non section age group |  |
|  | Event numbers |  |
|  | Adult/child ratios |  |
|  | Home Contact/s |  |
|  | Death of a Participant |  |
| **E**quipment | Any items used for an activity or event that is the responsibility of the organising team or participants |  |
|  | Electrical – PAT tested |  |
|  | Suitability for age group/ability of participants |  |
|  | Risk Assessment of instructor/provider of activities |  |
|  | Other – *please add your own boxes and titles* |  |
| **M**eeting Place | See and incorporate the venues own risk assessmentBuilding, Site or other area being used |  |
|  | Disability access |  |
|  | Fire procedures including fire/evacuation drills |  |
|  | Fire extinguishers |  |
|  | Fire Alarm |  |
|  | Temperature of water |  |
|  | Temperature of exposed radiators |  |
|  | Emergency lighting |  |
|  | Isolation points for services eg electricity, gas, water etc  |  |
|  | Furniture |  |
|  | Public access |  |
|  | Toilets and wash basins – cleanliness, supplies of toilet paper and soap |  |
|  | Kitchen area – safe storage, appropriate equipment, ovens and hobs, fridges, freezers, microwaves, urns.Size of kitchen work area relative to numbers of girls, height of units, washing up facilities, disposal of rubbish |  |
|  | Indoor Space |  |
|  | Outdoor Space |  |
|  | Other – *please add your own boxes and titles* |  |
| **M**iscellaneous | Drop Off and collection of girls  |  |
|  | First Aid provision |  |
|  | Transport |  |
|  | Other – *please add your own boxes and titles* |  |

I have shared the Risk Assessment with the other members of the team

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have given/emailed a copy of the Risk Assessment to the appropriate Commissioner

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Additional Information please refer to the following:**

Be Prepared resource [www.girlguiding.org.uk](http://www.girlguiding.org.uk)

Safe Space information [www.girlguiding.org.uk](http://www.girlguiding.org.uk)

International Event Risk Assessments –

Residential Procedures for International Trips appendix [www.girlguiding.org.uk](http://www.girlguiding.org.uk)