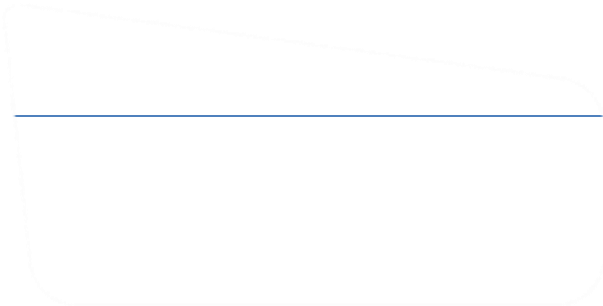




Appendix:
Examples of Risk Assessments
which can be used as starting
points



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Example A

Unit Meeting

Risk Assessment Cover Page

Meeting/Event: Example A Unit Meeting

Date:

Venue:

Risk Log prepared by:
Home Contact details:

Leader in Charge if different

Membership No.

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*

*status Likelihood	Severity		
	High	Medium	Low
High	*Major	*Major	*Intermediate
Medium	*Major	*Intermediate	*Minor
Low	*Intermediate	*Minor	*Minor

<p>Likelihood</p> <p>Low – unlikely to happen</p> <p>Medium - quite likely to happen</p> <p>High - Often happens</p> <p>Severity</p> <p>Low - bumps, cuts, bruises, minor damage, to People, reputation etc</p> <p>Medium - Fractures, short term hospitalisation, more serious damage to people, reputation etc</p> <p>High- Long term hospitalisation, disability, amputation, death or serious damage to people, reputation etc</p>
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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 31 st 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	<p>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</p> <p><i>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</i></p> <p>Fill in this box with the procedure agreed locally to deal with the situation</p>	Intermediate
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14 A		Issues/accidents during activities led by Leadership Team	Medium	Medium	<p>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</p> <p>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</p> <p>Please record the Risk Assessment for each separate activity in a new box</p>	Minor
15 A		Issues/accidents during activities led by girls	Medium	Medium	<p>At planning stage, safety issues to be discussed with girls, getting them to suggest ways of lessening the risk.</p> <p><i>See separate girl/adult discussion sheet on risk of activities</i></p>	Minor

16 A		Games	Medium	Medium	<p>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</p> <p>Each individual game will be informally risk assessed by thought and discussion between the Leadership Team</p> <p>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</p>	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/Event: Camp/Holiday

Date:

Venue:

Risk Log prepared by:
Home Contact details:

Leader in Charge if different

Membership No.

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*

*status

Severity

Likelihood	High	Medium	Low
High	*Major	*Major	*Intermediate
Medium	*Major	*Intermediate	*Minor
Low	*Intermediate	*Minor	*Minor

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

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					<p>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</p> <p>Please record each activity in a separate box</p>	
12 P		Death of a participant			<p>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</p> <p><i>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</i></p> <p>Fill in this box with the procedure agreed locally to deal with the situation</p>	

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 Trip

Risk Assessment Cover Page

Meeting/Event: Beach Trip (Unit Meeting time)

Date:

Venue:

Risk Log prepared by:
Home Contact details:

Leader in Charge if different

Membership No.

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*

*status Likelihood	Severity		
	High	Medium	Low
High	*Major	*Major	*Intermediate
Medium	*Major	*Intermediate	*Minor
Low	*Intermediate	*Minor	*Minor

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

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	<p>Leader to hold Health information for all participants so that activities and programmes are suitable.</p> <p>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</p> <p><i>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</i></p> <p>Fill in this box with the procedure agreed locally to deal with the situation</p>	Major
15 A		Activities			<p>Identify each activity and Risk Assess as necessary and record each activity in a separate numbered row box</p> <p>Some activities might need separate parental permission</p>	

16 A		Games			Identify each game and Risk Assess as necessary and record each game in a separate numbered row box	
17 A		Food			<p>Participants own Consider disposal of rubbish Suggestions depending on time of year, weather etc</p> <p>Purchased food Where eating Health & Hygiene Finance Allergies Disposal etc</p>	

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:
Home Contact details:

Leader in Charge if different

Membership No.

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 Likelihood	Severity		
	High	Medium	Low
High	*Major	*Major	*Intermediate
Medium	*Major	*Intermediate	*Minor
Low	*Intermediate	*Minor	*Minor

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

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			<p>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</p>	
3 P/R		Clothing inadequate for activity/weather reflecting on Associations Safe Space policies	Low	High	<p>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</p>	Minor

4 P		Safety of Participants	Low	High	<p>Walk the route to check suitability</p> <p>Check walking capabilities</p> <p>Check medical and health needs</p> <p>Leader carries Girlguiding Information and Consent for activities/event forms for each participant signed by parent and detailing start, finish and emergency procedures</p> <p>Check clothing and footwear are appropriate</p> <p>Discuss with girls availability or not of toilet facilities</p> <p>Leader to carry First Aid Kit</p> <p>Leader to carry emergency rations</p> <p>Leader to carry bivvy bag or similar</p> <p>Participants to carry emergency rations, individual First Aid kit (including inhalers/injection kit etc), spare clothes, torch if necessary in small day sack</p> <p>Participants may carry a map and compass if age appropriate</p>	Minor
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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	<p>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</p> <p><i>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</i></p> <p>Fill in this box with the procedure agreed locally to deal with the situation</p>	Major

12 A		Activities included in the Hike programme - inherent risks			<p>Identify each activity and Risk Assess as necessary and record each activity in a separate numbered row box</p> <p>Some activities might need separate parental permission</p> <p>Ensure that your activities don't inconvenience members of the public</p> <p>Ensure that the girls are within in sight or sound of a Leader</p> <p>Be mindful of the Country Code</p>	
13 A		Food & Drink - inherent risks			<p>Each participant to carry a bottle of water</p> <p>Each participant to carry snack food</p> <p>Each participant to carry hand gel or wipes</p>	

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.

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Example E

Park Trip

Risk Assessment Cover Page

Meeting/Event: Park Trip (Unit Meeting time)

Date:

Venue:

Risk Log prepared by:
Home Contact details:

Leader in Charge if different

Membership No.

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
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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 Likelihood	Severity		
	High	Medium	Low
High	*Major	*Major	*Intermediate
Medium	*Major	*Intermediate	*Minor
Low	*Intermediate	*Minor	*Minor

Likelihood
Low – unlikely to happen
Medium - quite likely to happen
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Medium - Fractures, short term hospitalisation, more serious damage to people, reputation etc
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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	<p>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</p> <p><i>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</i></p> <p>Fill in this box with the procedure agreed locally to deal with the situation</p>	Major
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11 A		Activities - inherent risks		<p>Identify each activity and Risk Assess as necessary and record each activity in a separate numbered row box</p> <p>Some activities might need separate parental permission</p> <p>Ensure that your activities don't inconvenience members of the public</p> <p>Make girls aware of their responsibility towards other children on equipment</p> <p>Ensure that the girls are within in sight or sound of a Leader</p>	
12 A		Games - inherent risks		<p>Identify each game and Risk Assess as necessary and record each game in a separate numbered row box</p> <p>Ensure that your games don't inconvenience members of the public</p> <p>Ensure that the girls are within in sight or sound of a Leader</p>	

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 Likelihood	Severity		
	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	
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12 P		Death of a participant			<p>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</p> <p><i>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</i></p> <p>Fill in this box with the procedure agreed locally to deal with the situation</p>	
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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