



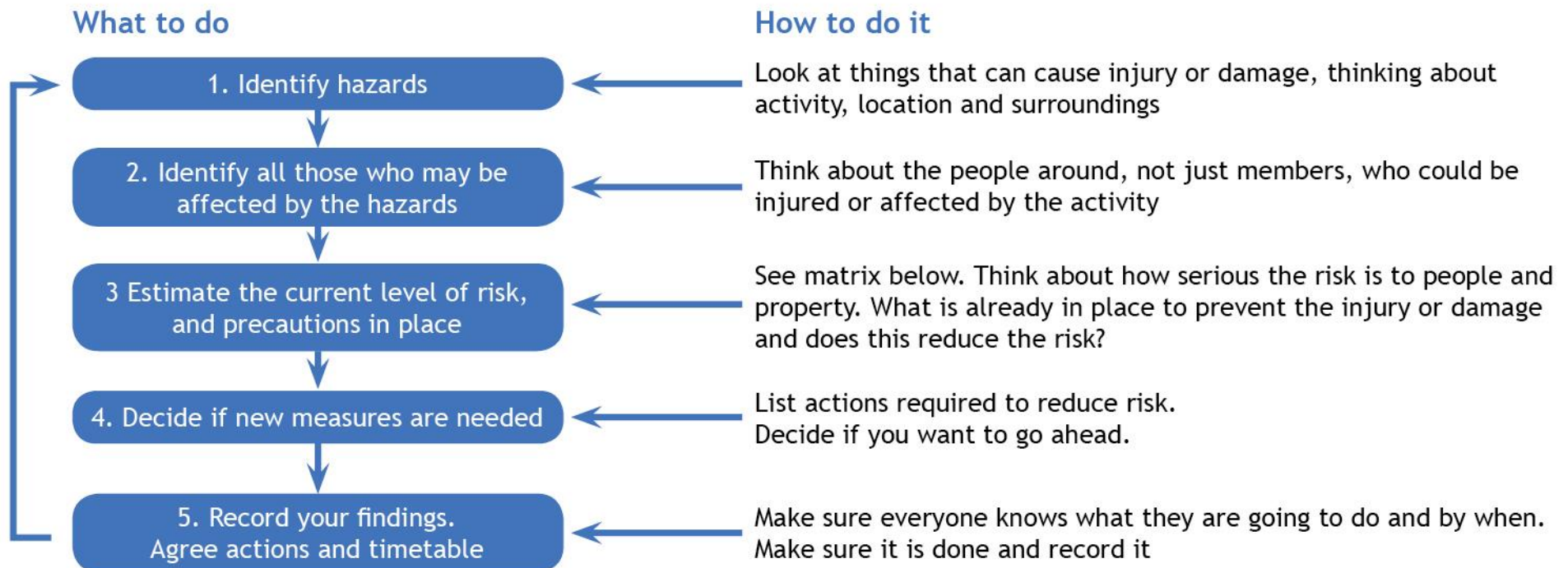
Risk Assessment: Event/Activity

Using this template, you should risk assess activities, trips and events in line with Girlguiding’s Risk Assessment Policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Severity Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

Event information and risk assessment approval:

Event/Activity (brief description): Kewewi – Coaches/carparking/moving vehicles			Date: 25/02/2024		
Leader in Charge: Sarah Powlesland	Total attending: 1500	Adults: ¹	Girls/Young Women:	General Public:	
Consent for Event/Activity forms completed:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Venue: Stithians Show Ground
Instructor qualification checked*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
Decision: once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If you answered 'no' to the above <i>decision</i> question, please explain why:					
Risk assessment completed by: Sarah Powlesland/James Crowther/Luke Smith			Role: Event Coordinator/Car Park leads		
Has the risk assessment been shared with the leadership team?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Risk assessment due for review (must be within 12 months):			Date: 22/06/2024		

¹ Adults refers to adult volunteers who are part of the event/activity delivery team

*Refer to the Activities Finder for information about instructor qualifications

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Slips trips and falls	All on site	Leaders to remind girls to look where they are walking/running	L	L	Leaders to carry own first aid kit for unit	First Aiders
Cuts and bruises	All on site	Leaders to remind girls be careful	L	L	Leaders to carry own first aid kit for unit	First Aiders
More major incidents such as seizures, heart attacks, stroke	All on site	Leaders to be vigilant and raise the alarm if incident arises and advance warning on adjustment plans	L	L	Inclusion advisor to liaise with units to find out what is required	First Aiders
Awareness of adjustment plans for girls and leaders	All on site	Units are asked to advise the Kewewi of adjustments to be made	H	L	Inclusion advisor to liaise with units to find out what is required	First Aiders and Inclusion advisor
Heat/Sunburn	All on site	Girls and leaders encouraged to stay in the marquees for shade and apply sun cream	M	L	Watch the weather forecast in the weeks leading up to the event and issue extra comms Bring extra sun cream	Event co-ordinator and Leaders
Cold/Hyperthermia	All on site	Girls and leaders encouraged to stay in the marquees for warmth and wait for assistance from First Aiders.	M	L	Watch the weather forecast in the weeks leading up to the event and issue extra comms Wear the extra layers/waterproof clothing	Event co-ordinator and Leaders

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Electrical items catching fire and spreading	All on site	Water and CO2 extinguishers will be placed at exits in marquees	L	L	Zone leaders to be vigilant during and after the event. All plugs to be unplugged overnight. In case of a fire to unplug electrics if time allows.	Zone Leaders/Entertainment
Smoking/vaping zone catching fire	Leaders	Bucket of water available in the zone Bucket of sand for cigarette butts	L	L	Make it clear in the Leaders handbook that it will be a nonsmoking/vaping site and a smoking/vaping area will be available away from the zone areas.	Leaders
Fire	everyone	Fire Evacuation plan in place	L	L	Leaders are responsible for the girls in their units. Leaders will be notified in the leaders handbook and on the webpage.	Zone leaders and Leaders
Bins	Everyone	Everyone to take rubbish home with them from packed lunches etc. Zones will each have a black bags which they can place in the Biffa bins	L	L	Leaders are responsible for ensuring girls rubbish goes home not in the biffa bin. Zone leaders are responsible for clearing their zones at the end of the event and placing black bin liners in the biffa bin	Zone leaders and Leaders

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WIFI	Potential people using the wifi when they shouldn't be.	WIFI company assures me that all is secure and locked down	L	L	Reminders to Kevewi staff around WIFI codes etc	All Kevewi Staff