



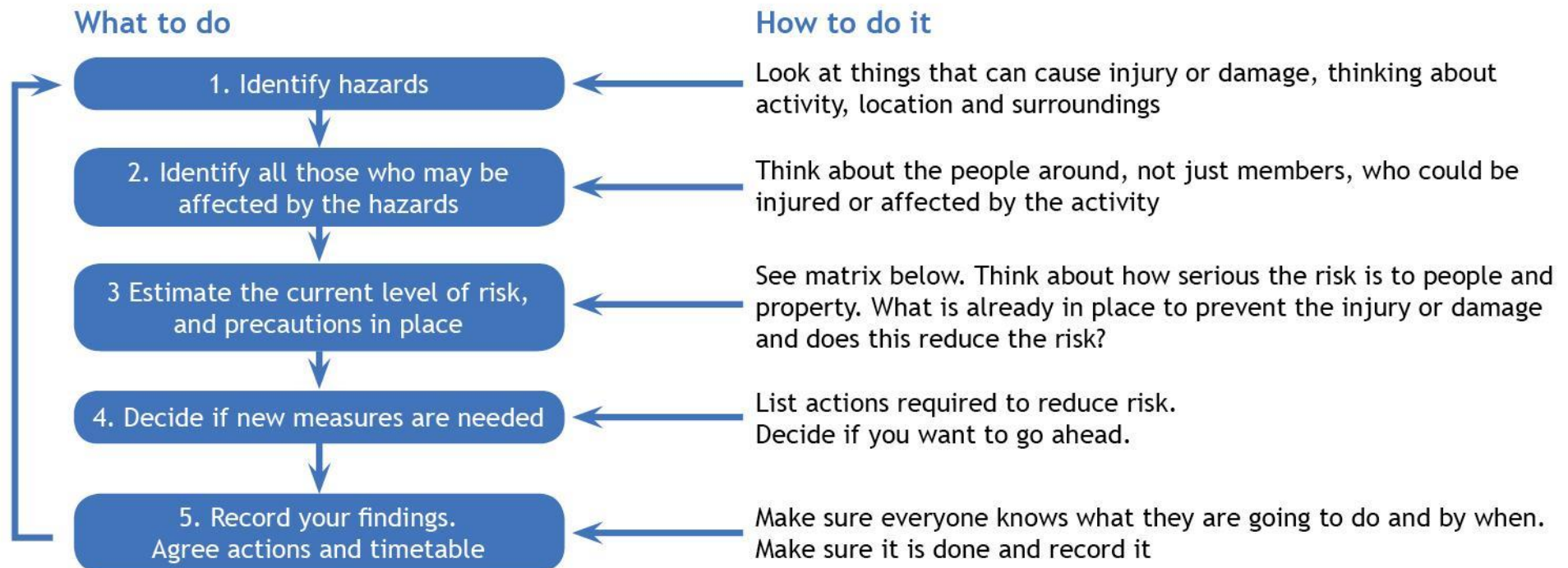
# Risk Assessment: Event/Activity

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.



<b>Hazards</b> What could cause harm or damage?	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Likelihood of risk occurring (L/M/H)</b>	<b>Severity of risk (L/M/H)</b>	<b>Are further controls necessary?</b> What else needs to happen to reduce the risk to an acceptable level?	<b>Action by:</b> name/date
Photos or videos being taken without permission.	Members with no photo consent.	Unit leaders to advise photographers of members with no photo consent.	L	L	Photographers to check with leaders before taking photos / videos.	Unit leaders and photographers
External visitors in attendance.	Everyone	External visitor forms to be completed.	L	L	Visitors not to be left alone with girls. Emma Forrest to be present during media interviews.	Unit leaders, activity leaders and PR team.
Life Members and other invited visitors to come and visit the event and left to wonder around at their own pace.	Everyone	These are members of girlguiding and will understand the rules and regulations.	L	L	Kevewi staff to be aware and keep an eye out in their zones.	Everyone.
Social media posts.	Everyone	Reminder to leaders.	L	L	Reminder at the start of the day during house keeping. To be added to handbook	Entertainment team for the reminder.