



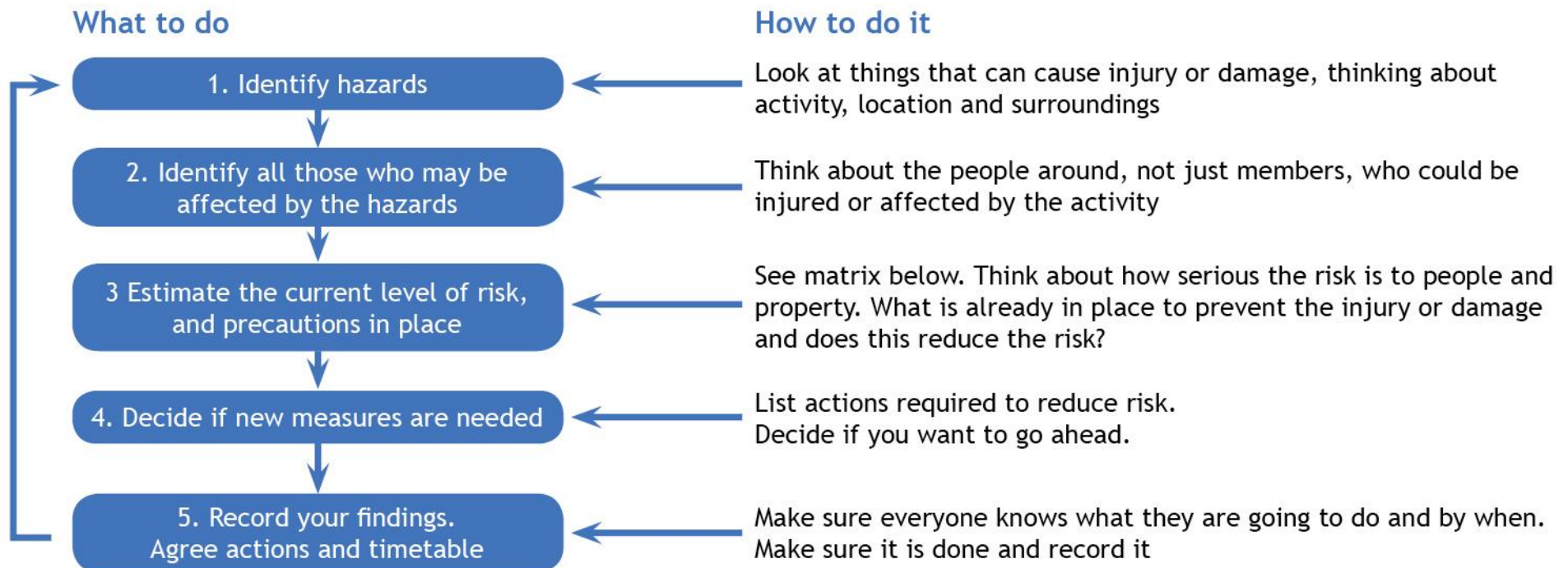
Risk Assessment: Event/Activity

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): Kevevi – Celebrating Culture Zone			Date: 29/04/2024	
Leader in Charge: Sarah Powlesland	Total attending: 1500	Adults: ¹	Girls/Young Women:	General Public:
Consent for Event/Activity forms completed:			Venue: Stithians Show Ground	
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>				
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 type="checkbox"/> No <input type="checkbox"/>
If you answered 'no' to the above <i>decision</i> question, please explain why:				
Risk assessment completed by: Julia Wass/Cilla Bragg			Role: Zone Leader	
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: 22/6/24	

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
Cornish dancing - slips, trips/falls	Everyone	Making large open space for this with no obstacles	M	L	Safety reminder by dance caller, First Aid area at venue	JW/CB/Carmen Hunt 22/6/24
Cornish dancing - large number of participants	Everyone	Caller will adapt dance formations to accommodate large numbers	L	L	Caller will instruct crowd - will have PA	JW/CB/Carmen Hunt 22/6/24
Crafts - scissors	Participating members	Leaders will bring unit (child-friendly) scissors, leader supervision	M	L	Leader supervision on day	Leaders 22/6/24
Maori stick game - throwing sticks	Participating members	Clear instructions/leader supervision	M	L	leader supervision on day	Leaders 22/6/24
Outside providers attending	Everyone	Visitor checklist to be completed	L	L	Provider not to be left alone with girls	Leaders JW/CB 22/6/24
Moving tables to accommodate communal dancing	Kevevi helpers (mainly Trefoil) and Leaders	Plan to do this in two's	L	L	Guidance to staff on day	JW/CB 22/6/24

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