



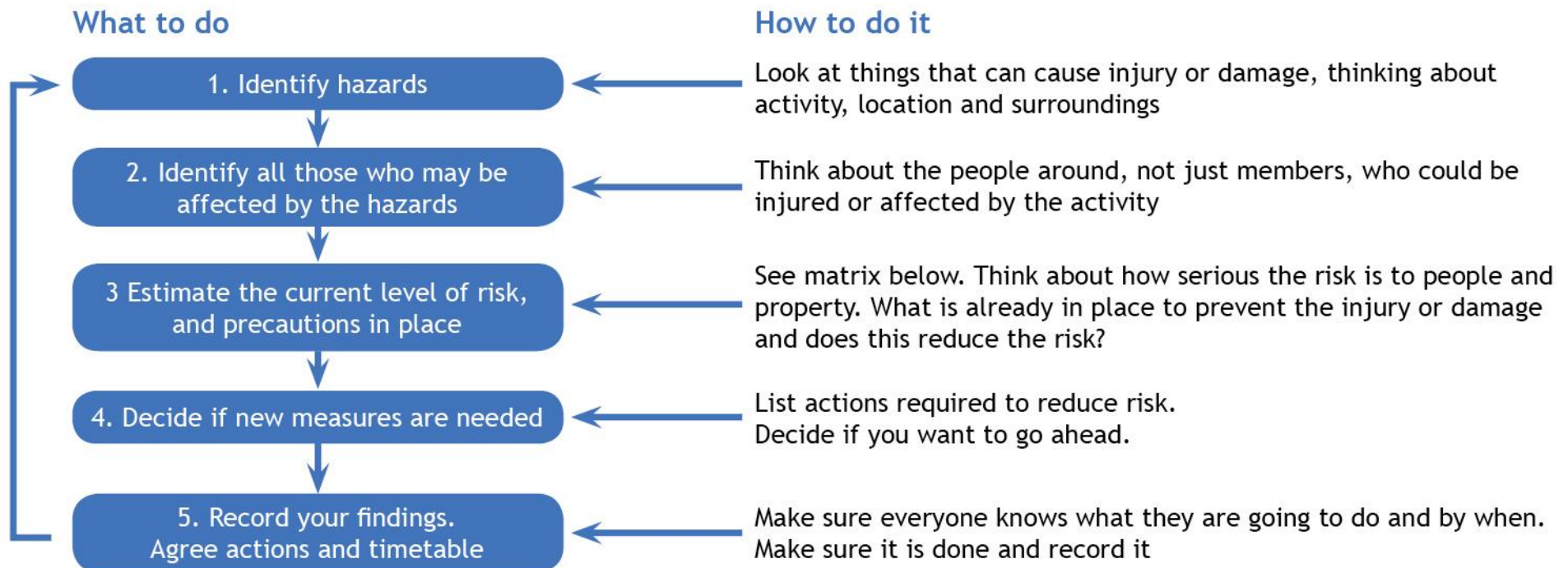
Risk Assessment: Event/Activity

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 – 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: | | | 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 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 |
|--|--|--|--|------------------------------------|--|--------------------------------|
| Moving vehicles around the site: before the event at the start of the event at the end of the event | Pedestrians being knocked over | 1 way system in place for vehicles to move around site Vehicles to travel at 5mph Vehicles only to be moving on site before/after the event and on arrival to drop girls to culture zone and pick up from culture zone | L | M | Car park attendants to observe and direct traffic safely, watch out for pedestrians who are walking in front of moving vehicles. Activity Angels to be help navigate the girls and leaders from coach to Culture Zone at the beginning of the day and return at the end of the day. | James Crowther/ Luke Smith |
| Pedestrians on site before and after the event | Pedestrians being knocked over with moving vehicles | Pedestrians need to be aware of moving vehicles and step off the road/paths to enable moving vehicle to move forward | L | L | Pedestrians to be fore warned that vehicles will be moving on site and | Sarah Powlesland |

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|--|--|--|---|---------------------------------|---|--------------------------------|
| Car parking for cars | Pedestrians being knocked over with moving vehicles. | <p>All cars to enter in the top gate (red gate) on to the 1 way system and turn right to the designated car park space.</p> <p>Car will leave this way at the end of the day</p> <p>Vehicles to travel at 5mph</p> | L | M | <p>Car park attendants to observe and direct traffic safely, watch out for pedestrians who are walking in front of moving vehicles.</p> <p>Activity Angels to be help navigate the girls and leaders from coach to Culture Zone at the beginning of the day and return at the end of the day.</p> | James Crowther/Luke Smith |
| Car parking for coaches | Pedestrians being knocked over with moving vehicles. | <p>1 way system in place for vehicles to move around site – see map</p> <p>Vehicles to travel at 5mph</p> <p>Volume of coaches arriving at same time needs to be managed by time slots given.</p> | L | M | <p>Car park attendants to observe and direct traffic safely, watch out for pedestrians who are walking in front of moving vehicles.</p> <p>Activity Angels to be help navigate the girls and leaders from coach to Culture Zone at the beginning of the day and return at the end of the day.</p> | James Crowther/Luke Smith |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | Coaches to park in designated spaced in park bays – see map and spreadsheet. | | | | |
|--|--|--|--|--|--|--|

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|--|--|---|---|---------------------------------|--|--------------------------------|
| Coach drivers moving around site | Coach drivers in the zones areas when activities are taking place. Coach drivers to use the external volunteer toilets. | Coach drivers will be asked to remain in coach area during the day and advised of where toilets and refreshments are. | L | L | Coach drivers will be reminded on arrival | Sarah Powlesland |