



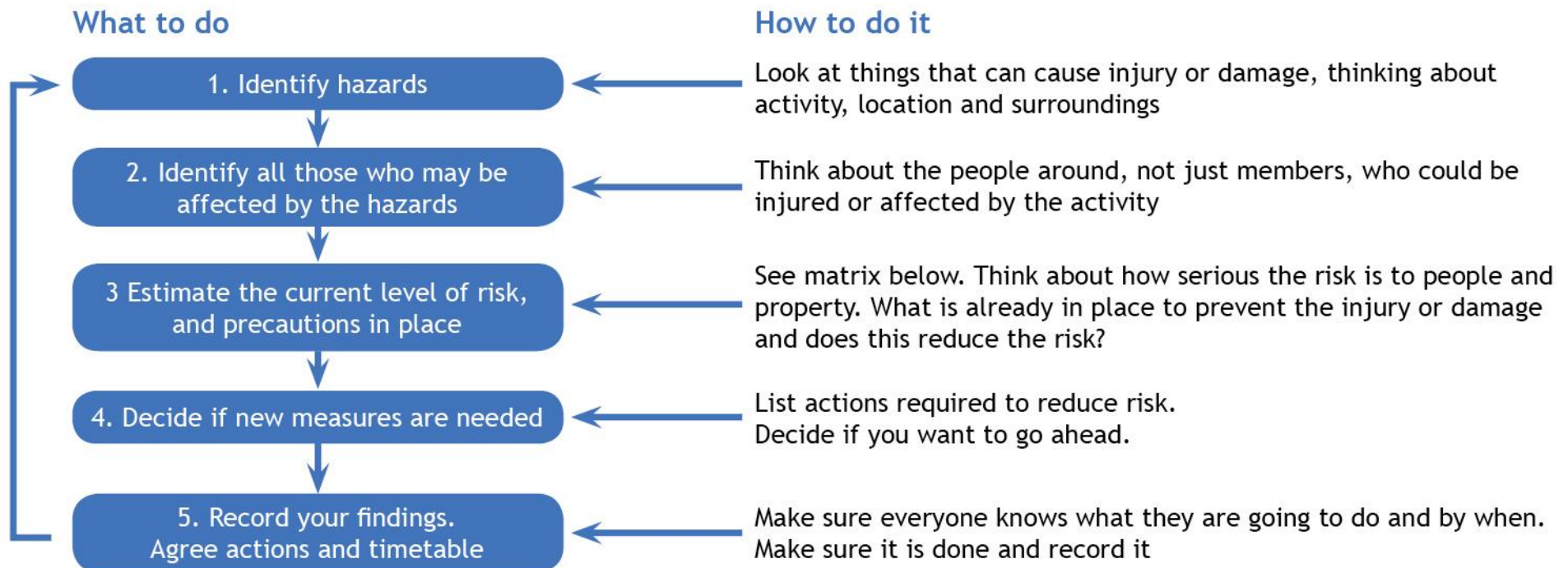
# Risk Assessment: Event/Activity

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)
<b>Unlikely</b> (Rarely happens)	Low risk	Low risk	Medium risk
<b>Likely</b> (Often happens)	Low risk	Medium risk	High risk
<b>Very likely</b> (Nearly always happens)	Medium risk	High risk	High risk

### Event information and risk assessment approval:

Event/Activity (brief description): Kevevi – Guiding Zone			Date: 29/04/2024	
Leader in Charge: Sarah Powlesland	Total attending: 1500	Adults: <sup>1</sup>	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"/>	
<b>Decision:</b> 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: Melissa Dale			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	

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

\*Refer to the Activities Finder for information about instructor qualifications

<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
S'mores – lit tea-lights	Adults and children – minor burns	One to one supervision of younger girls Adults to light the tea lights	L	L	Will be in a restricted area with cold water and First Aid equipment to hand. Only one girl per tea light and tea lights to be spaced apart. Long hair must be tied back	JS 22/6/24
Allergies to ingredients – s'mores, icing biscuits, sherbert	Adults and children – allergic reactions	List of ingredients for each food item to be listed on website. Leaders are to be advised to read this carefully before the event so that they can be aware. They will be signposted to the website via the "Leaders' Handbook"	L	M	Leaders to bring alternative ingredients if necessary. Lists of ingredients to be displayed by activities	MD 20/6/22
Icing Biscuits cross contamination from sharing resources	adults and children	Everyone to use hand sanitiser to clean hands before starting the activity	L	L	Each girl has her own sheet of kitchen roll to work on. Sprinkles to be poured onto kitchen roll rather than sticky fingers going into a shared bowl	JS 22/6/24

Using tools such as a Screwdriver	All participants. Injury from screwdriver slipping and cutting skin.	Set of instructions on how to carry out activity with safety advice. Do' and Don'ts.	M	M	Leader to demonstrate how to correctly use hand tools and not leave young members unattended.	ES 22/6/24
Small items- batteries, screws, marbles, table tennis balls, bouncy balls, paper clips, Plasticine, beads	All participants. Risk of choking / swallowing	Set of instructions on how to carry out activity with safety advice. List of how many items is in each activity so Leaders can ensure none are missing.	L	H	Leaders to assist young members with handling small parts. Explain not to put small items near or in their mouth.	ES 22/6/24
Large items- different lengths of drainpipe, drainpipe fittings – Marble masters	All participants. Risk of dropping drainpipe on foot. Getting hand stuck in pipe fittings.	Set of instructions on how to carry out activity with safety advice, pointing out not to put hand in fittings and to hold pipe with two hands	L	L	Leaders to demonstrate how to carry/ hold materials. Supervisor use of items.	ES 22/6/24

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Making Sun Dials - Sticking pencils into body when pushing hole through paper plate	Adults and girls	Use ball of blu-tack as a base when making hole.	L	L	Leaders to reinforce safe use of equipment.	Leaders 22/6/24
Drowning - Archaeology	All participants and leaders	Water will only be in one small container.	Low	Low	Leaders and older members to monitor younger members.	LM 22/6/24
Swallowing soil/sand - Archaeology	All participants and leaders	Sand and soil to kept inside the containers only.  Everyone encouraged to wash hands after if their hands get dirty.	Low	Medium	Leaders and older members to monitor younger members.  Everyone encouraged to wash hands after if their hands get dirty.	LM 22/6/24
Cutting themselves on small objects - Archaeology	All participants and leaders	When handling the small objects for the archaeology session, digging is to be done carefully.	Medium	Medium	Leaders and older members to monitor younger members.	LM 22/6/24
Food colouring staining - Archaeology	All participants and leaders	Members encouraged not to splash the coloured water.  Everyone encouraged to wash hands after if their hands get dirty.	High	Low	Leaders and older members to monitor younger members.	LM 22/6/24

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Rope – I can knot and Tug-of-war	All participants. Risk of rope burn from participants running skin along rope.	Set of instructions on how to carry out activity with safety advice. Activities to be sited in a defined clear area	L	L	Leaders to supervise how rope is being used and advise as needed. Girls have been asked to bring gloves to wear when handling rope	ES, PC 22/6/24
Slips, trips and falls – Marble masters, Balance on me, Help – Guide UMA Astronauts Giant’s House	All participants. Risk of colliding when playing games and hitting other girls with body parts.	Ensure both activities have a large clear flat area to be carried out in. Instructions with Do’s and Don’ts.	M	M	Leaders assess activities and advise young members on how to stay safe throughout.	ES 22/6/24
What’s in the bag? Astronauts	Children – tripping while wearing blindfolds	Girls to be supported by leaders. When blindfolded, that game is set up far away from all other activities, with no one left alone and blindfolded at any time.	L	L	Girls could sit down while blindfolded to lessen the risk of tripping. Leaders should monitor all participants closely and encourage them to be calm.	PC 22/6/24
Scavenger Hunt	Children – handling inappropriate items or getting lost	Girls to be supervised by leaders and to have clear boundaries for the activity	L	L	Site to be visually checked for hazards at the beginning of the session. Scavenger hunt items to be easily accessible and safe for children to handle	PC 22/6/24

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Water Tic-Tac-Toe	Children and adults – lifting heavy buckets of water. Trip hazard from the string grid	Buckets not to be overfilled	L	L	String grid to be very visible using brightly coloured string	PC 22/6/24
The next stone henge Astronauts	Adults and children from dropping stones on fingers and toes	Girls to be shown how to lift and handle stones safely using two hands	M	L	Leaders to supervise girls to ensure that bean bags and stones are not used in a destructive manner	LM 22/6/24
Emotion stress balls	Adults and children – celiacs inhaling flour, Allergy to latex	Flour and latex added to list of ingredients available for leaders to read	L	M	Signs about flour and latex on display next to activity. Site the activity outside	Amy 22/6/24
Cuts from using scissors – Cup Telephone	Adults and girls	Girls will be using own equipment so will be familiar with it	L	L	Leaders to reinforce safe use of equipment.	Leaders 22/6/24
Slip trip fall – Cup Telephone	Adults and girls	Instructions to walk when conducting experiment	L	M	Leaders to reinforce walking	Leaders 22/6/24
Using ladders	Adults falling from heights	Ladder to be supported with a second person at the bottom. Three points of contact must be maintained.	M	M	Plank of wood to be used to stop ladder sinking into soft ground	Leaders 20/6/24

Strangulation - Cup Telephone, Frog Bead Craft	Girls	Instructions to walk when conducting experiment, keep string short while moving around.	L	M	Supervision by leaders on the day.	Leaders 22/6/24
Bubbles	Adults and girls – allergic reaction to washing up liquid	List of ingredients for each food item to be listed on website. Leaders are to be advised to read this carefully before the event so that they can be aware. They will be signposted to the website via the "Leaders' Handbook"	L	L	Clean water to be available to wash affected area if necessary	MD 22/6/24