



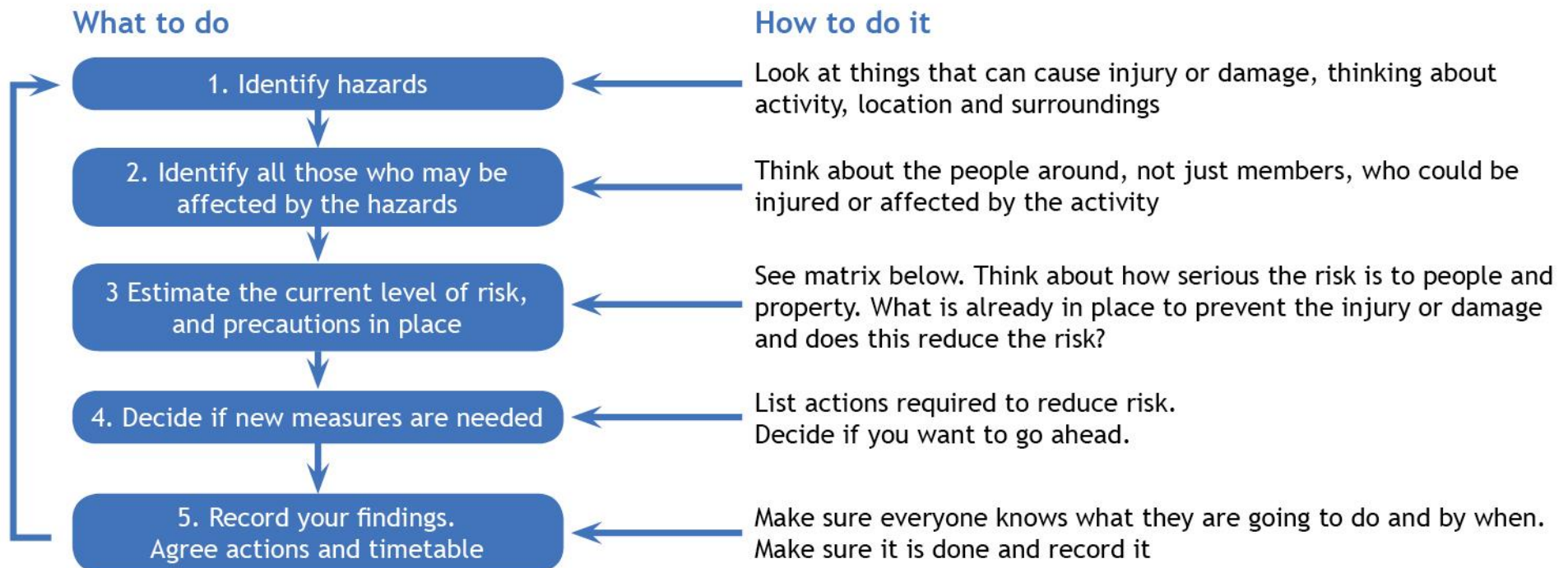
# Risk Assessment: Event/Activity

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 – Opening and Closing Events			Date: 29/02/2024	
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 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: Ruth Cundy Rowse			Role: 29/02/2024	
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</b> (L/M/H)	<b>Severity of risk</b> (L/M/H)	<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
Large numbers of people inside the marquee - people getting separated from their group	Anyone attending, being separated from their group	Everyone to have coloured headband identifying their Division, emergency contact/name of leader with them (e.g. on a lanyard) or at least know their own name	M	L	Leaders to keep checking their girls are with them and girls being aware they cannot wander off alone. Announcements can be made for anyone separated	Everyone attending 22/6/24
Large numbers of people inside the marquee - dancing and moving around	Anyone attending, trips and falls	Everyone to be aware of those around them, enough space provided in the large marquee, marshals and leaders to be aware of the environment looking out for younger/ smaller girls	M	L	Leaders to keep an eye on their girls and all to be aware of those around them	Everyone attending 22/6/24
Things above heads (fabric, beach balls, bubbles)	Anyone attending, things touching their heads from above	All items are lightweight and move gently	M	L		Everyone attending 22/6/24
Electrical equipment controlling lighting and sound equipment	Only those operating the equipment, tripping over a wire, loud noises from sound equipment	Area will be restricted to only those operating the equipment	L	L	All hired equipment has been maintained and assessed to be safe from the hiring company, instructions of use given to the appropriate people only, barriers to limit anyone accessing the area	Ruth Cundy Rowse 22/6/24

<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</b> (L/M/H)	<b>Severity of risk</b> (L/M/H)	<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

<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</b> (L/M/H)	<b>Severity of risk</b> (L/M/H)	<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