



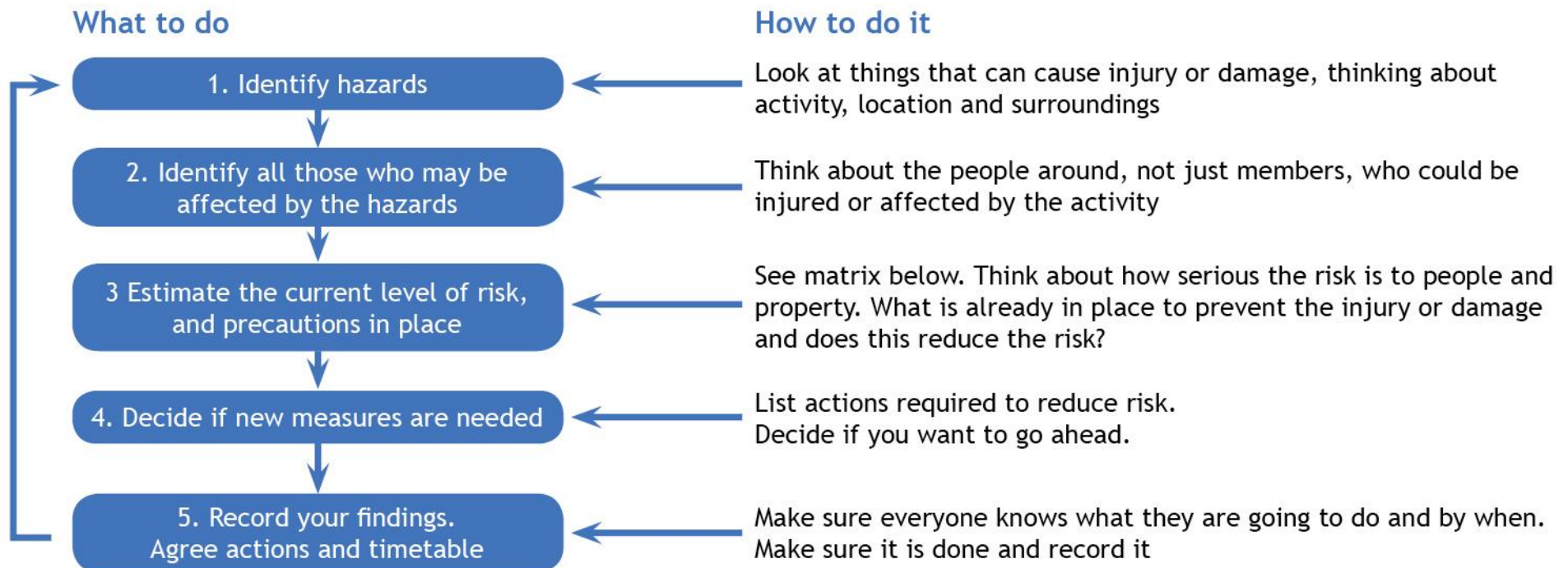
Risk Assessment: Event/Activity

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 – Guiding zone – activity ingredients			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: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>			Venue: Stithians Show Ground	
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: Melissa Dale			Role: Zone Leader	
Has the risk assessment been shared with the leadership team?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Risk assessment due for review (must be within 12 months):			Date:	

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
Allergies to ingredients being used in activities	Adults and children	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 check allergies, dietary requirements young members have and that any medication for allergies is with them. Leaders to bring alternative ingredients if necessary. Lists of ingredients to be displayed by activities	Leaders 22/6/24
Activity	Item	Ingredients				
S'mores	Tony's Choclonely Milk Chocolate	Sugar, Dried Whole Milk, Cocoa Butter, Cocoa Mass, Emulsifier: Soya Lecithin, Cocoa Solids: 32% minimum, Sugar, Cocoa Butter,				
	Tesco Marshmallows	Glucose Syrup, Sugar, Water, Maize Starch, Beef Gelatine, Flavourings, Beetroot Juice from Concentrate.				
	Tesco Rich Tea Biscuit	Wheat Flour [Wheat Flour, Calcium Carbonate, Iron, Niacin, Thiamin], Sugar, Palm Oil, Rapeseed Oil, Barley Malt Extract, Raising Agents (Sodium Bicarbonate, Ammonium Hydrogen Carbonate, Disodium Diphosphate), Glucose Syrup, Salt, Sodium Metabisulphite .				

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Decorating Biscuits	Dr Oetker Unicorn Confetti Sprinkles	Sugar, Modified Maize Starch, Cocoa Butter, Starch (Potato, Maize), Rice Flour, Vegetable Oil (Coconut), Glucose Syrup, Colouring Foods (Concentrates from Spirulina, Safflower, Lemon, Sweet Potato, Radish, Beetroot Juice), Colours (Curcumin, Anthocyanins, Carotenes, Riboflavins, Copper Complexes of Chlorophylls and Chlorophyllins, Brilliant Blue FCF), Flavouring, Thickener (Tragacanth), Anti-Caking Agent (Talc)				
	Cake Decor Coloured Writing Icing	Red Writing Icing: Sugar, Glucose Syrup, Water, Rapeseed Oil, Palm Oil, Rice Start Vetodextrin, Acidity Regulator (Citric Acid), Emulsifiers (Polyglycerol Esters of Fatty Acids, Mono- and biglycerides of Fatty Acids), Colours (Anthocyanin, Carotenes) Preservative (Potassium Sorbate), Stabiliser (Pectin), Flavouring, Black Writing Icing: Sugar, Glucose Syrup, Water, Rapeseed Oil, Palm Oil, Rice Starch Matudentin Emulsifiers (Polyglycerol Esters of Fatty Acids, Mono- and Diglycerides of Faty Acids), Colour (Vegetable Carbon), Preservative (Potassium Sorbate), Acidity Regulator (Citric Acid), Stabiliser (Pectin), Flavouring, Green Writing Icing: Sugar, Glucose Syrup, Water, Rapeseed Oil, Palm Oil, Rice Starch, Motodextrin, Emulsifiers (Polyglycerol Esters of Fatty Acids, Mono- and Diglycerides of Fatty Acids), Preservative (Potassium Sorbate), Concentrates (Spirulina, Apple), Acidity Regulator (Citric Acid), Stabiliser (Pectin), Colour (Curcumin), Flavouring, Blue Writing Icing: Sugar, Glucose Syrup, Water, Rapeseed Oil, Palm Oil, Rice Starck Matodextrin, Emulsifiers (Polyglycerol Esters of Fatty Acids, Mono- and Diglycerides of Fatty Acids), Concentrates (Spirulina, Apple), Preservative (Potassium Sorbate), Acidity Regulator (Citric Acid), Stabiliser (Pectin), Flavouring				
Sherbert Maker	Wobble vegan jelly crystals – Raspberry	Sweeteners (Erythritol, Steviol Glycosides from Stevia), Fruit Sugar, Acidity Regulators (Potassium Citrate, Citric Acid), Gelling Agent (Carrageenan), Natural Raspberry Flavouring, Colour (Beetroot Red)				
	Wobble vegan jelly crystals – Orange	Sweeteners (Erythritol, Steviol Glycosides from Stevia), Fruit Sugar, Acidity Regulators (Potassium Citrate, Citric Acid), Gelling Agent (Carrageenan), Natural Orange Flavouring, Colour (Beetroot Red)				

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	Wobble vegan jelly crystals - Strawberry	Sweeteners (Erythritol, Steviol Glycosides from Stevia), Fruit Sugar, Acidity Regulators (Potassium Citrate, Citric Acid), Gelling Agent (Carrageenan), Natural Strawberry Flavouring, Colour (Beetroot Red, Beta Carotene)				
	Aldi Icing sugar	Icing Sugar, Maize Starch				
	Aldi / Tesco Bicarbonate of soda	Raising Agent: Sodium Carbonates				
	Aksoy Food grade citric acid	Citric acid				
Emotion stress balls	Flour Latex balloons	Wheat Flour [Wheat Flour, Calcium Carbonate, Iron, Niacin, Thiamin]. Latex				
Bubbles	Fairy Liquid	15-30% Anionic Surfactants, 5-15% Non-Ionic Surfactants, Benzisothiazolinone, Methylisothiazolinone, Phenoxyethanol, Perfumes, Limonene				
	Glycerin	Humectant (Glycerine (E422))				