

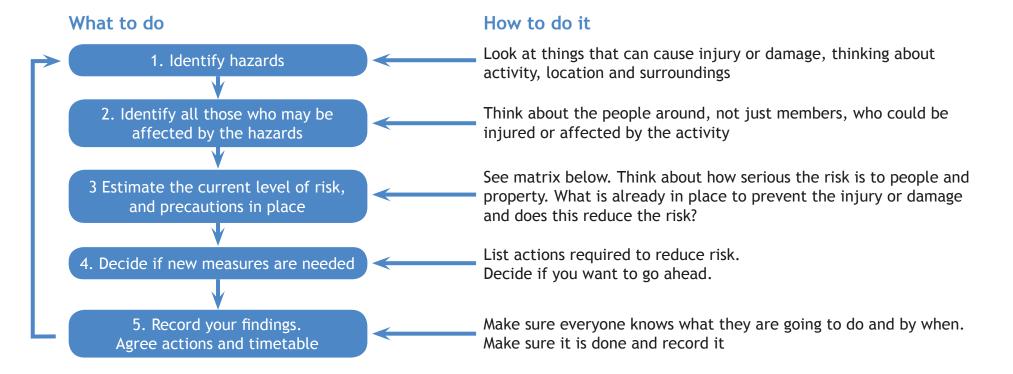
Risk Assessment: Event/Activity

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 injuires, 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):			Date:				
Leader in Charge:	Total attending:	Adults: ¹	Girls/Young Wome	en:	General Public:		
Consent for Event/Activity forms completed:	Yes No	N/A	Venue:				
Instructor qualification checked* Yes No N/A							
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)							
If you answered 'no' to the above <i>decision</i> question, please explain why:							
Risk assessment completed by:			Role:				
Has the risk assessment been shared with the leadersh		Ye	s No				
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

Risk Assessment:

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

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