

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): | | | Date: | |
| Leader in Charge: | Total attending: | Adults: ¹ | Girls/Young Women: | General Public: |
| Consent for Event/Activity forms completed: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> | | | Venue: | |
| Instructor qualification checked* Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input 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: | | | Role: | |
| 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

