

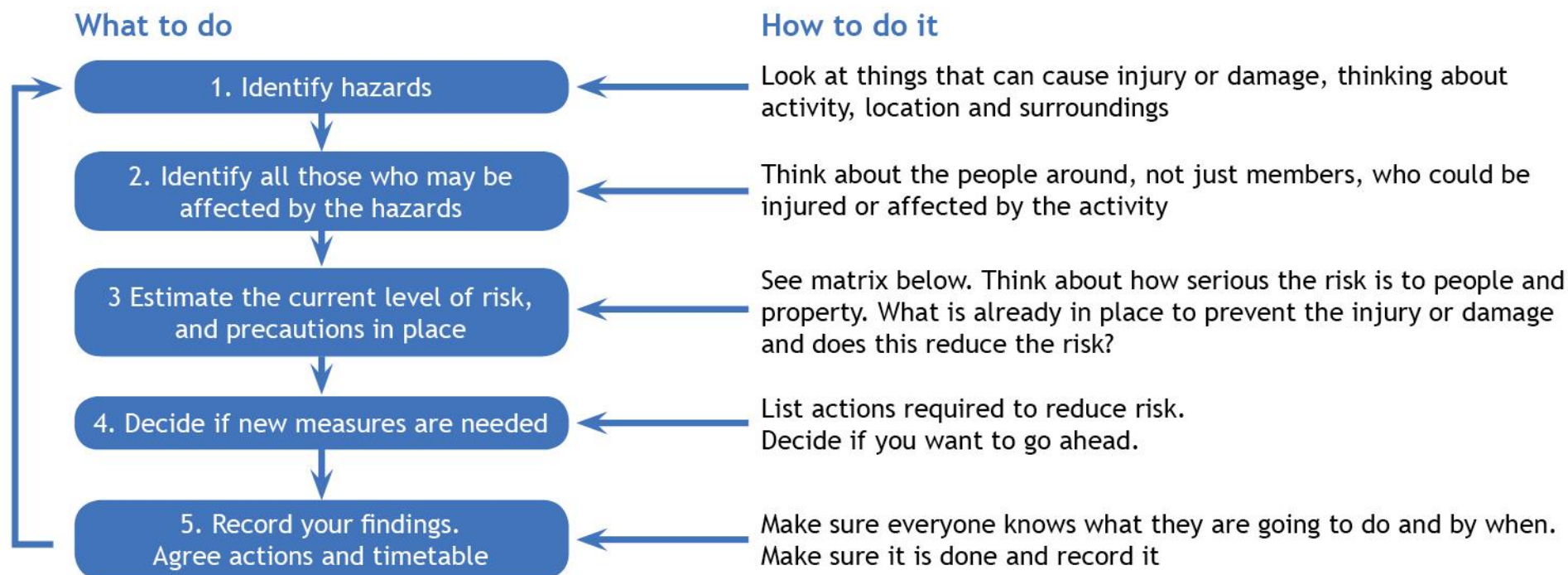
Risk Assessment: Event/Activity

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): Hungry Hippo Game @ MacQueen House			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 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: Helen Hayward and Kathy Hobbs			Role: Brownie Holiday Advisor & Chairman	
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: 10/1/24	

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
Slips/trip on the board	All - falling	Safety talk to the girls in the appropriate use of the board. No standing or scooting on knees.	L	L	Tummy to be in contact with the board. Adult over seeing the game to watch	
Hair caught in wheel	Participants	Long hair to be tied back and secure with a bobble	L	L	All checked before the game starts	
Trapped fingers	Participants	Girls to keep fingers away from wheels. When holding the collecting basket this has to be held in the middle so fingers are not on the floor when moving to catch the balls.	L	L	Adults to inform/show girls how to hold the bucket. Watch during the game	
Falling/pushed/pulled off the board	Participants	Make sure each girls knows not to push too hard (to prevent pushing girls off) and on the return pull gently on the rope, not to jerk (to prevent jerking the board from underneath the girl	L	L	Adult talks to participants before the game starts	
Wheel locks up causing a fall	Participants	Check equipment before use.	L	L	Adults check wheels on boards before use. If faulty do NOT use	

Collisions and bumps	Participants	Girls and in corners to start the game and meet in the middle, controlled pushing only. The whole room is emptied of chairs/tables	L	L	Adults overseeing the game ensure tables and chairs are stored together in one corner. This corner is NOT used for the game.	
Trips and slips from the loose balls	All	Sweepers in progress throughout the game. All loose ball to be collected and placed in a container before the next run.	L	L	Keep loose balls clear. Adults to supervise	

[illegible]