

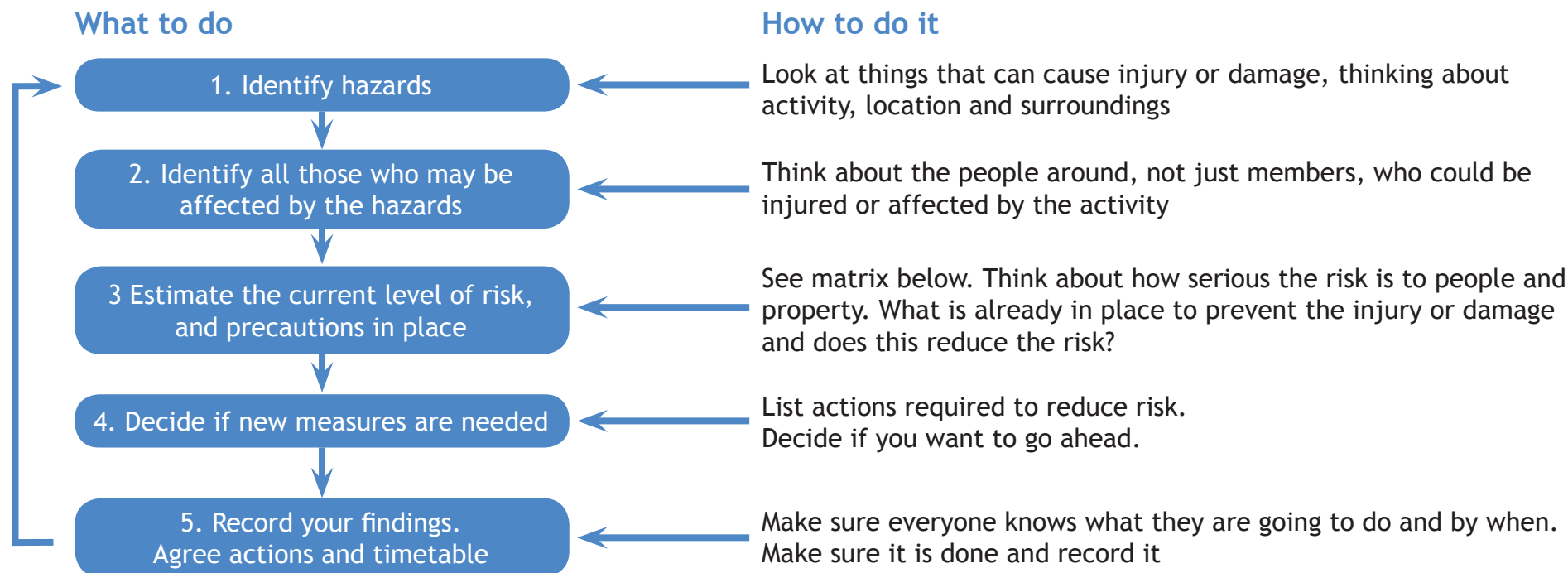
Risk Assessment: Event/Activity

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): PEDAL GO-KARTS @ MACQUEEN HOUSE			Date: 23/08/2025	
Leader in Charge:	Total attending:	Adults: ¹	Girls/Young Women:	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)			Yes ☐ No ☐	
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/MACQUEEN CHAIRMAN	
Has the risk assessment been shared with the leadership team?			Yes ☐ No ☐	
Risk assessment due for review (must be within 12 months):			Date: 23/08/2025	

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
Unauthorised use of equipment	Site users/visitors being injured	An adult/leader over 18 years MUST be present when being used	L	L		HEH 23/08/2025
Equipment failure/lack of maintenance	Participants being injured	The equipment is checked monthly for wear and tear. Any problems or defects are resolved promptly or the equipment is put out of use	L	L	Supervising adult/leader over 18 years should check the pedal karts before use - tyres and brakes. Any defects found, kart NOT to be used and Unity/County Office notified	HEH 23/08/2025
Strains	Adult/leader being injured when moving the go-kart from storage or whilst assisting users		M	L	Go-karts should be pushed from storage by an adult. If helping a girl, adult should bend knees to get to the level required to prevent strain injuries.	HEH 23/08/2025
Slips and trips	Adult/leader being injured by slips and trips	To take go-kart in the order they are stored in, therefore reducing falling over the wheels.	L	L	Ensure route is clear - take go-karts into the main hall and out the front door.	HEH 23/08/2025
Go-karts running into people	Adult/Leader and participants being injured	Instructions to be given to the girls on the safety of the go-karts. Observers to be aware of the karts and NOT to enter the course	M	L	Girls are to go in a clockwise direction. NO bumping. No hitting the walls/barriers	HEH 23/08/2025
Go-karts running into an object or each other	Participants being injured. Cars to be parked behind portable barriers	Supervising adult to check the playground prior to use. Cars to be behind portable barriers. All karts in a clockwise direction.	M	L	Supervising adult/leader to brief girls of the rules: Clockwise direction, No bumping.	HEH 23/08/2025

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Falling out of the Go-kart	Girls being injured	There are no sharp bends in the playground	L	L	Girls to be told not to make a sharp turn whilst in control of the kart. Girls to be told to turn round slowly Girls are not to pull on the brake	HEH 23/08/2025
Entrapment	Girls being injured	Adult/leader to check the girls have NO loose clothing eg: coat done up, sensible footwear to be worn and laced up	L	L	Adult.leader tells the girls to keep hands on the wheel and feet on the pedals, nothing else to be touched whilst driving the kart.	HEH 23/08/2025
Lack of supervision	Girls being injured	A minimum of 1 (one) adult/leader over 18 years to be with the girls on the playground	L	L	Holiday licence holder need to ensure there is an adult/leader, over 18 years, supervising the girls at ALL times the karts are in use.	HEH 23/08/2025
Helmets and COMPULSORY	Girls bing injured	Adult/leader to check that EVERY girls is wearing a helmet	L	L	Adult/leader to check that the helmet is fitted tightly, check the strap under the chin and adjust accordingly. Girls shake the helmet on their head to test.	HEH 23/08/2025
Weather	All	Adult/leader to be aware of the weather	L	L	Appropriate clothing to be worn and zipped up. Wind - falling branches and slates STOP if weather is bad. (Better safe than sorry)	HEH 23/08/2025
PERMISSION FROM PARENT/GUARDIAN	Girls	This activity needs to be on the consent form for the girl to participate - NO CONSENT - NO GOING ON THE GO-KARTS	L	L	Adult/leader to inform parents at parents meeting. Adult/leader to check that parent/guardian have signed form.	HEH 23/08/2025