**Checklist and risk assessment form**





Now that lockdown measures are easing in areas of the UK, some outdoor guiding can take place.

If you’re planning an activity with girls outdoors, you need to:

• Complete this checklist before. \***You can only meet outdoors if you can answer yes to each question.**

• Complete the risk assessment template

• Ask your local commissioner to sign off your risk assessment

• Talk with your local commissioner to agree th at you can answer yes to all the questions

**Yes\***

**Has Girlguiding HQ said that face-to-face guiding is allowed in your area?**

**Have you checked how many people can meet, in line with local government guidelines? Have you planned your activ ity to meet these guidelines?**

**Is there a suitable and accessible outdoor space you can use for meeting?**

**Consider cost, drop-off/collection and pick-up while maintaining social distance and safety while there.**

**Are enough leaders available (minimum 2) to run the activ ity, safely and within ratio? Consider whether any volunteers are unable to attend due to Cov id-19 symptoms, shielding, work or carer responsibilities.**

**Do leaders have up-to-date disclosure (DBS/PVG/Access NI) checks? Take into account extensions on re-checks gr anted dus e to lockdown.**

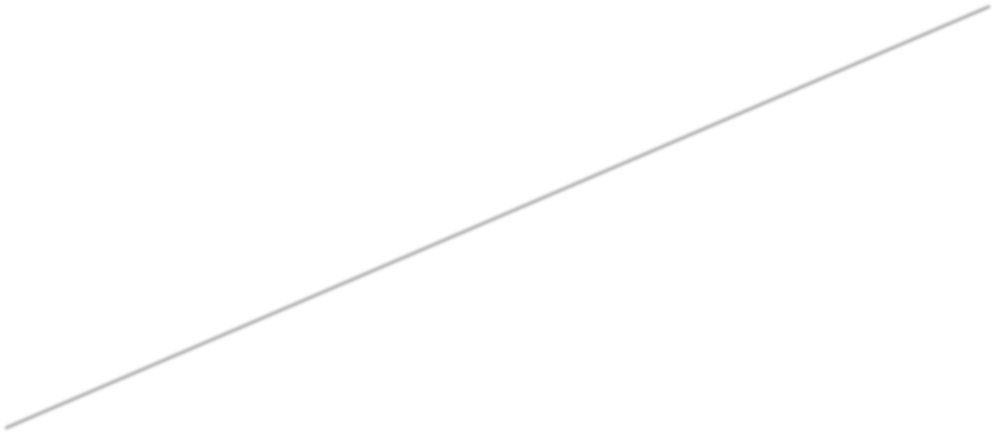
**Will firt ai d be avai labl e if needed?**

**This should be provided either by the venue/dactivity provider or ths rough qualifie**

Group leaders only complete this

section

**Gi rl gui di ng vol unt eer s.**



**Is the firt ai d ki t avai labl e and stocked wi th appr opr i at e PPE? This includes additional gloves and masks.**

**Are all members’ details up to date on GO?**

**Have you planned activ ities that can allow for social distancing?**

**Have you added Covid-19 related risks to your risk assessment and submitted it to your commissioner for approval?**

**If you are using an external prov ider, have you checked that they are following appropriate social distancing and hygiene measures, in line with government guidance? If you are not using an external prov ider, please write N/A in the box.**

**Risk assessment: Outdoor event/activity**

**Including coronavirus considerations**

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 c ould 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.

**What to do How to do it**

1. Identify hazards

2. Identify all those who may be affected by the hazards

3 Estimate the current level of risk, and precautions in place

4. Decide if newdmeasures are needed

5. Record your fini ngs . Agree actions and timetable

Look at things that can cause injury or damage, thinking about activity, location and surroundings.

Think about the people around, not just members, who could be injured or affected by the activity.

See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?

List actions required to reduce risk. Decide if you want to go ahead.

Make sure everyone knows what they are going to do and by when. Make sure it is done and record it.

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| **Severity**  **Likelihood** | **Slight har**i **m**  (Superfical inj ur i es , mi nor cut s and br ui ses ) | **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:**

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| --- | --- | --- | --- | --- | --- | --- |
| Event/Activity (brief description):  **Topstones – Field only** | | | Date: | | | |
| Leader in Charge: | Total attending: | Adults:1 | Girls/Young Women: | | | General Public: |
| Consent for Event/Activity forms completed: Yes aNo N/A | | | Venue: | | | |
| Instructor qualifict i on 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 confidnt the control measures in place will keep girls safe) | | | | | Yes No | |
| If you answered ‘no’ to the above *decision* question, please explain why: | | | | | | |
| Risk assessment completed by: Sam Harrold | | | | Role: County Commissioner | | |
| Has the risk assessment been shared with the leadership team? | | | | | Yes No | |
| Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures): | | | | Date: Review as required | | |

1 Adults refers to adult volunteers who are part of the event/aactivity delivery team \*Refer to the Activities Finder for information about instructor qualifict i ons

**Note to leaders:**

We recommend you agree with your commissioner in advance how long they will need to review your risk assessment. We suggest allowing two weeks as a reasonable amount of time.

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| **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 |
| Coronavirus infection Risks below are in consideration of this risk and reducing it to an acceptable level. | All attendees from spread of virus through close contact. |  | Low | High |  |  |
| From public | Girlguiding members, including girls and adults  Parents  General Public | Topstones is private property and only accessed by groups who have booked the site.  Public footpaths do run across the site , COVID Socially Distanced / keep to the path signs put at the access points | L | H | Members of the public are not allowed on site except to provide transport for an approved event.  Leaders are asked when booking site, to arrive before girls to ensure parents do not leave vehicles |  |

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| From parents | Girlguiding members, including girls and adults  Parents | Car park / playground is used as the meeting point as this has easy access for parents/carers to drop off and collect girls while maintaining  social distance.  Leaders to let the parents know what the guidelines are for the drop off and collection | L | H | In all communications to parents/carers clearly state that no girl must attend if she or anyone in the household is showing symptoms of Covid-19.  On arrival/departure, all drivers and other people not part of the event  to remain in their vehicles in the car park |  |

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| From close contact between people | Girlguiding members, including girls and adults | All attendees aware of social distancing requirements and able to maintain them.  Games to be chosen that ensure social distance is easy to maintain.  Ensure ratios are maintained; must be at least two adults at activities during this time. | L | H | Leaders to try and avoid shouting and singing activities.  Suitable outdoor and indoor areas should be identified on arrival, in case someone begins to feel ill. There are various possibilities, for instance in front of the chalet, by the garage. |  |
| From close contact between guides and leaders | Girlguiding members, including girls and adults | Masks to be added to first aid kit to be used if social distance cannot be maintained (e.g. when delivering first aid).  Gloves to be worn when  administering first aid. | L | H | Leaders to provide their own 1st Aid kit including PPE. |  |

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| From sharing | Girlguiding members, including girls and adults | No Topstones equipment is available to use, except Centenary Scramble and Brownie Trail.  Any surfaces touched by multiple people to be cleaned before and after activity and hands to be washed or sanitized after touching  shared equipment. | L | H | Leaders to identify an area for the girls personal equipment – bags and coats on arrival. |  |
|  | Girlguiding members, including girls and adults | No Drinks or snacks are provided. | L | H | Everyone brings their own snacks and drinks.  Rubbish should be bagged and put into the bins in the carpark |  |
| From poor hand hygiene | Girlguiding members, including girls and adults | On arrival Leaders ensure everyone has clean hands, use hand sanitizer. Regularly reapply and always before and after any contact. | L | H | Leaders to provide hand sanitizer for their group |  |

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|  | Girlguiding members, including girls and adults | Topstones provide liquid soap and paper towels in the toilet identified for the groups use, this can be used for hand washing during the meeting if practical or use groups own hand sanitizer | L | H | Rubbish should be bagged and put into the bins in the carpark |  |

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| From shared toilets | Girlguiding members, including girls and adults | Toilet identified prior to groups visit  Signs on toilets out of use  Leaders to manage toilet visits  Leaders to disinfect toilet at the start and end of groups visit, All cleaning materials provided.  Cleaning to include: Toilets, cubicle locks, taps, wash basins and rubbish bins if used. | L | H | Topstones will complete regular top up cleaning on Tuesday mornings, following any visits by groups. |  |
| Participant displays symptoms after meeting, raising concerns that others may have been infected | Girlguiding members, including girls and adults | Leader to ensure parents have given the most up-to-date contact and health details and GO is updated accordingly. Attendance records must be kept in case track and trace is required due to a later suspected/case. | L | H | Leader to inform local Commissioner and Topstones booking secretary – Pam Gilbert if someone from the group is tested positive for COVID following a Topstones visit. |  |

This document should be signed-off by the commissioner who supports your unit. Depending on your area this will be your district or division commissioner .