



## Risk Assessment Form

Event/Activity (brief description): Northern Heights Site Archery				Date: 14 <sup>th</sup> June 2019			
Event Co-ordinator: Unit Leader	Numbers attending:	Adults <sup>1</sup>		Girls / Young Women		General Public	
Deputy Event Co-ordinator:							
<u>Consent for Event/Activity</u> forms completed: (circle) Yes      No      N/A	Venue: Risk assessment checked: Yes   No   N/A )	<u>Instructor qualifications</u> checked (if applicable) :    Yes    No    N/A					
Home Contact :	Home contact form signed: Yes   No	Safe space training for all adults checked :					
<u>Benefits of the Event</u>  <b>Girls</b> Enable participants to experience a new and adventurous activity, overcoming potential fears.  <b>Adults</b> Enable participants to experience a new and adventurous activity, overcoming potential fears.							

<sup>1</sup> Adults refers to adult volunteers who are part of the team delivering the event or activity

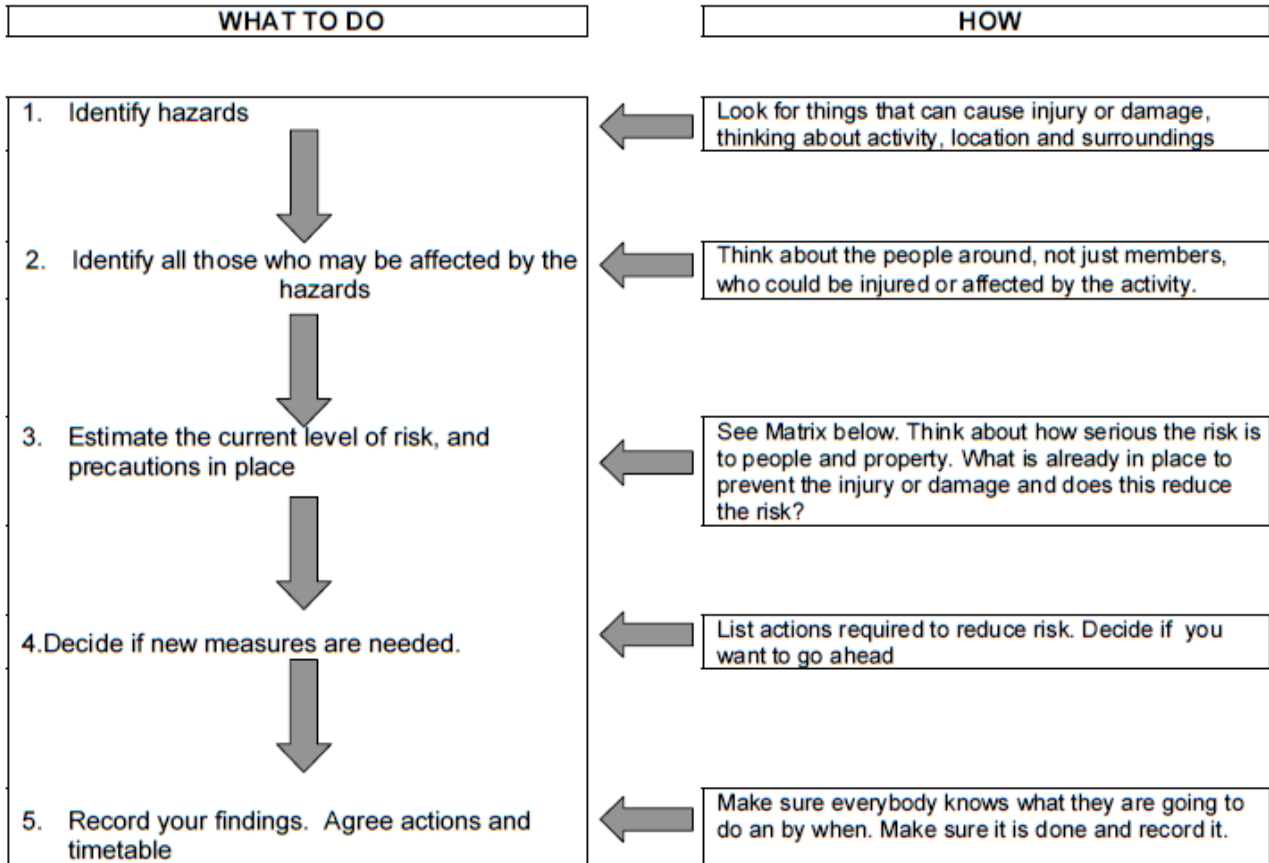
<b>Hazards</b> <i>What could cause harm or damage?</i>	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> <i>How have you reduced the risk already?</i>	<b>Likelihood of Risk Occurring</b> (L / M / H)	<b>Severity of Risk</b> (L / M / H)	<b>Are further controls necessary?</b> <i>What else needs to happen to reduce the risk to an acceptable level?</i>	<b>Action by:</b> <b>name &amp; date</b>
Injury from hair tangled in bow string.	Participants	All participants to have hair tied back before attending session	L	L	Leaders and instructor to check before sessions	
Injury from loose clothing or jewellery tangled in bow string,	Participants	All participants to remove loose clothing or zip up and remove jewellery before attending session	L	L	Leaders and instructor to check before sessions	
Injury to foot	Participants	- All participants to wear closed toed shoes or boots. NO sandals	L	L	Leaders and instructor to check before sessions	
Injury to participant not strong enough to operate bow and arrow safely	Participants	- Initial and ongoing assessment of individuals capabilities. Appropriate equipment for the age range to be available. Adapted equipment for participants with specific disabilities may be appropriate.	M	M	Instructor to monitor	
Risk of damage through aggravation of old/reoccurring injury	Participants	- Initial checks of participants, check old injuries and monitor during shooting	M	M	Instructor To monitor	

Injury due to poorly maintained / damaged equipment	Participant	- Check all equipment prior to commencement if the session	L	M	Instructor to check	
Injury from equipment which is the wrong size for the individual	Participant	- Bow and arrow sized to each individual at start of session	L	L	Instructor to check	
Injuries from inadequately managed shooting range	All- Participants, Instructor, Leaders	- Safety barriers, warning signs, Back stop netting	L	H	Instructor to check	
Injuries from falling bosses	All - Participants, Instructor, Leaders	- Security of bosses/targets to be checked at the start of the session.	L	M	Instructor to check	
Injury when removing arrows from target	Participants, Instructor	- Correct technique for arrow retrieval to be demonstrated and monitored	M	M	Instructor to continually monitor	

<b>Hazards</b> <i>What could cause harm or damage?</i>	<b>Who or what is at risk and how?</b>	<b>Action Already Taken</b> <i>How have you reduced the risk already?</i>	<b>Likelihood of Risk Occurring</b> <b>(L / M / H)</b>	<b>Risk level</b> <b>(L / M / H)</b>	<b>Are further controls necessary?</b> <i>What needs to happen to reduce the risk to an acceptable level?</i>	<b>Action by:</b> <b>name &amp; date</b>

<b>Decision:</b> once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (i.e. have a degree of challenge and risk whilst keeping girls safe)					Yes	
<b>Please explain your 'Decision' response</b>						
<b>Risk Assessment Completed By:</b> <i>insert name and role</i>		Karen BINNS			<b>Date completed:</b>	14 <sup>th</sup> June 2019
<b>Has the Risk Assessment been shared with the leadership team?</b>		Site committee			Yes	
<b>Risk Assessment due for Review:</b> <i>insert date (no more than 12 months time)</i>		13 <sup>th</sup> June 2020				

## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

	Severity	Slight Harm <small>superficial injuries, minor cuts and bruises</small>	Harmful <small>minor fractures, ill health leading to minor disability</small>	Extremely Harmful <small>multiple injuries, major fractures, fatalities</small>
Likelihood				
<b>UNLIKELY</b> <small>Rarely happens</small>		<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>
<b>LIKELY</b> <small>Often happens</small>		<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>VERY LIKELY</b> <small>Nearly always happens</small>		<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>

Helpful websites [www.Girlguiding.org.uk](http://www.Girlguiding.org.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

**Categories of Risk to consider**

This is not an exhaustive list and you may need to add others for a particular activity/event or have less for a smaller event.

Category	Detail	Considered
<b>Finance</b>	Event/activity/Unit budget	
	Contingency/emergency funds	
	Underwriting any over spend	
	Dealing with surplus monies	
	Fundraising	
	Grants	
	Refunds for events - wording needs to be carefully written	
	Other - <i>Please add your own boxes and titles</i>	
<b>Reputation</b>	Guide wear - e.g. are we in a public place?	
	Behaviour - are we encroaching on other people's leisure?	
	Public perception -are we behaving as Guides should? Is it a good PR exercise	
	Information Technology -is there a security risk if collecting data for events/data protection breach ? Where is the data stored? GDPR regulations?	
	Administration and organisation of event - are the leaders. Parents, supporters happy with the organisation?	
	Safety of members do we need to put further safety procedures in place to ensure everyone is safe?	
	Staff are they fully briefed on the event and their role	
	Other - <i>please add your own boxes and titles</i>	
<b>Activities</b>	Check Manual for prohibited activities are special requirements needed?	
	Suitable for age group	
	Adult to child ratios - check in Guiding Manual	
	Qualified Instructors - information about qualifications should be requested from all external providers	
	Suitable clothing/footwear - would wearing inappropriate clothing cause a risk to health and well being?	
	Weather/time of year	
	Suitable venue/space - have we asked for their Risk	

	assessment?	
	Appropriate equipment - if hired have we asked for the providers risk assessments and insurances ?	
	Risk Assessment of instructor/provider of activities	
	Other - <i>please add your own boxes and titles</i>	
<b>People</b>	Leader Qualifications - have they been checked if needed for a sleepover or overnight event	
	Unit Helpers	
	Parent Helpers	
	Girl members - provide wrist bands or security badges so they know how to contact leaders if lost or detached from group	
	Members with disabilities - how would you evacuate?	
	Male Unit Helpers/Helpers - are they dbs checked? Do they have suitable toilet facilities etc	
	Visitors are visitors allowed? Vetting in advance. Membership numbers to be provided if in organisation and DBS required.	
	Staff members - name badges?	
	D of E Volunteers	
	Non-member children can they be left at home with another family member ? or is there a crèche?	
	Member children non section age group are there enough adults	
	Event numbers - if large scale , do we have enough toilets ,showers etc?	
	Adult/child ratios	
	Home Contact/s	
	Refreshments / water points /food	
<b>Equipment</b>	Any items used for an activity or event that is the responsibility of the organising team or participants	
	Electrical - PAT tested?	
	Suitability for age group/ability of participants	
	Risk Assessment of instructor /provider of activities to be checked	
	Other - <i>please add your own boxes and titles</i>	

<b>Venue</b>	Has somebody completed a site visit?	
	See and incorporate the venues own risk assessment Building, Site or other area being used	
	Disability access how can we make the event accessible?	
	Fire procedures including fire/evacuation drills - should be explained at start of event if indoors	
	Fire extinguishers -check the location and type	
	Fire Alarm	
	Where is the muster point	
	Temperature of water	
	Temperature of exposed radiators	
	Emergency lighting	
	Security Lighting	
	Isolation points for services eg electricity, gas, water etc	
	Furniture is it safe?	
	Public access how do you deal with public ?	
	Toilets and wash basins - cleanliness, supplies of toilet paper and soap	
	Kitchen area - safe storage, appropriate equipment, ovens and hobs, fridges, freezers, microwaves, urns. Are we allowed to use ?	
	Indoor Space clearing up and leaving as found	
	Outdoor Space - clearing up , broken glass , litter leave as found	
	Emergency and communication procedures in case of unforeseen events eg terrorist attack, protest march	
	Outdoor event depends on the venue but may need extra thoughts	
	Other - <i>please add your own boxes and titles</i>	
<b>Miscellaneous</b>	Drop Off and collection of participants - do we have enough people to organise coaches /cars ?	
	Travel arrangements	
	First Aid provision who , where?	
	Transport public transport issues	
	Region Mobile phone -put numbers in phones before arriving at event	
	Set up What's app site for emergency communication in case of terrorism	
	Death of a Participant -misadventure or natural causes	
<b>Other-</b>	<i>please add your own boxes and titles</i>	