



Checklist and risk assessment form

Checklist to confirm planning for outdoor activity can start

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 that 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 activity 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 activity, safely and within ratio? Consider whether any volunteers are unable to attend due to Covid-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 granted due to lockdown.	
Will first aid be available if needed? This should be provided either by the venue/activity provider or through qualified Girlguiding volunteers.	
Is the first aid kit available and stocked with appropriate PPE? This includes additional gloves and masks.	
Are all members' details up to date on GO?	
Have you planned activities 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 provider, 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 provider, please write N/A in the box.	

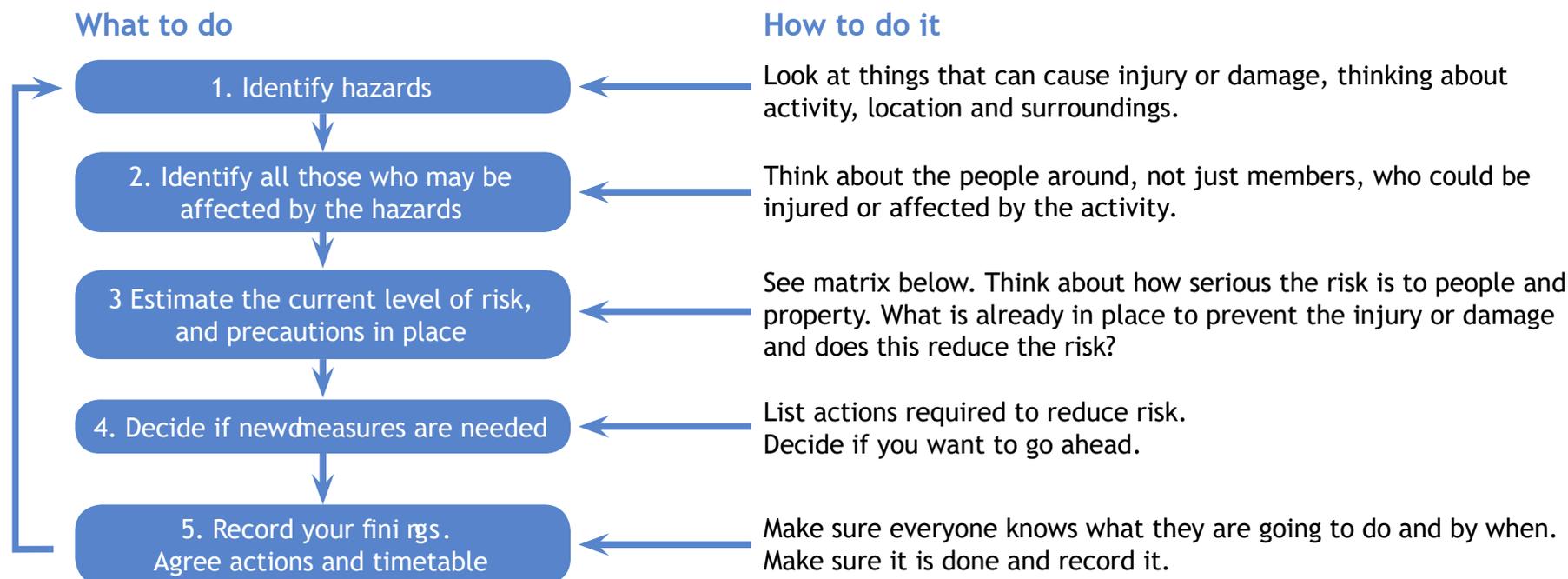
Risk assessment: Outdoor event/activity Including coronavirus considerations

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 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 reviewed with every change to either the activity or government guidance on coronavirus safety measures):			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

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.

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		Choose a location that is unlikely to be busy.	Low	Low	e.g. Arrive early, assess location and if there are lots of other people in chosen open area, move to a different part of the park. Members of the public are not allowed on site except to provide transport for an approved event.	
From parents		Meeting point with easy access for parents/carers to drop off and collect girls while maintaining social distance. Let the parents know what the guidelines are for the meetings so that they can explain everything to the girls in advance to avoid girls feeling nervous or uncomfortable about a new routine at the meeting.	Low	Low	Ensure that the information and consent form for events/activities has been completed and returned prior to the event. 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. e.g. write to parents, make use of existing communication channels such as WhatsApp group to ensure all parents/carers are familiar with new arrangements. 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		<p>All attendees aware of social distancing requirements and able to maintain them.</p> <p>Games to be chosen that ensure social distance is easy to maintain.</p> <p>Ensure ratios are maintained; must be at least two adults at activities during this time.</p> <p>Ensure there is a space where anyone who starts to display symptoms of Covid-19 can wait away from the group to be collected as soon as possible.</p>	Low	Low	<p>Check government guidance on mask wearing and mitigating actions for your activity and ensure these are followed.</p> <p>e.g. Identify in advance any young members that have not been to school since social distancing has come in.</p> <p>They may be less familiar and therefore require you to watch them more closely.</p> <p>Avoid face to face and shouting and singing activities.</p> <p>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 shed near the ramp, or the picnic tables in first field.</p> <p>If an indoor facility is needed, the disabled toilet or leaders room 2 may be used and barred from other users.</p>	
From close contact between guides and leaders		<p>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.</p> <p>Parents/carers to be asked to stay within 10 minutes of the meeting space in case a girl falls ill or has an accident requiring medical care.</p>			<p>Leaders to provide their own 1st aid and PPE.</p>	

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From sharing		Shared equipment to be minimal. Any surfaces or equipment touched by multiple people to be cleaned before and after activity and hands to be washed or sanitized after touching shared equipment.	Low Low Low	Low Low Low	e.g. Everyone to bring a small backpack with everything they require in it. Include coat and a plastic sitter if it has been wet weather. In damp weather, bags to be worn at all times. Dry weather they can be stored on the ground in a designated area, bags not touching. Equipment from the campsite shed will not be available. Foam stepping "stones" for spacing are available by arrangement. Indoors to be used only for access to the toilets or in case someone takes ill and needs to be indoors. The outdoor tap, tap lock and lock & chain to main gate to be wiped before leaving.	
		Drinks and snacks.	Low	Low	e.g. Everyone brings their own water in bottle. Snacks not required. The kitchen will not be available.	
From poor hand hygiene		On arrival ensure everyone has clean hands, use hand sanitizer. Regularly reapply and always before and after any contact.	Low	Low	Non-contact hand dryers are installed in toilet areas.	

		Have ample soap and paper towels available for hand washing during the meeting if practical or use hand sanitizer. Ensure there is a plastic bag to enable appropriate safe disposal of paper towels if used.	Low	Low	Anti-bacterial handwash is provided at each wash basin. Rubbish sacks, if used, to be put in the wheelie bin and the bin handle and lid to be wiped with a bleach solution or reliable anti-bacterial and anti-viral cleaner before leaving the site.	
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Infection of vulnerable members		Ensure you're aware of any girls/volunteers who have a medical condition making them especially vulnerable at this time so you can take necessary precautions or explore alternative ways for them to remain involved without attending in person.				
From shared toilets			All low	All low	<p>e.g. short meeting in countryside with older girls - let them know in advance if toilet facilities will not be available.</p> <p>e.g. disinfect toilet before and after use.</p> <p>A one-way system to be used, entering through the main room and exiting from the toilet corridor. Signs will be provided.</p> <p>Doors (except cubicle doors) to be wedged open. Wedges provided. They can be put in place with a foot.</p> <p>Everyone to wash hands in cleaner provided before and after using the facilities.</p> <p>Anyone with a skin condition may need to provide their own sanitizer.</p> <p>Toilet cubicles and wash basins are numbered. A leader to manage use of toilets to maintain social distancing, and to clean toilets and wash basins after each use (using own protective gloves).</p>	

				<p>Non-contact hand dryers are installed.</p> <p>Cleaning equipment provided by the campsite (see below*)</p> <p>Cubicles and wash basins should be allocated so that a minimum number of people use each.</p> <p>A record of sharing of toilets/wash basins to be kept for 2 weeks?</p> <p>A bucket, disposable cloths and bleach will be provided by the campsite. One outdoor tap will be available for cleaning water.</p> <p>*Everything touched indoors should be cleaned with bleach diluted according to the instructions on the bottle: on arrival after each use before leaving the site including</p> <p>Cleaning to include: Toilets, cubicle locks, taps, wash basins and rubbish bins if used.</p> <p>Toilet seats to be dried.</p>	
Participant displays symptoms after meeting, raising concerns that others may have been infected		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.		Ensure all forms are received and double checked.	

Please use the section below to capture the other hazards and controls at your activity, as you normally would.

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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 .

Commissioner's signature: Date: