**Guys Farm Risk Assessment**

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| **Event/Activity** | Indoor holiday at Guys Farm | | **Date** | |  | |
| **Leader in** **charge** |  | Number attending:30 | Adults: 6 | | Guides/Young people: 25 | Other: 0 |
| **Consent for event/activity completed:** | Y  **N**  N/A | **Venue:** Guys Farm | | | Instructer Qualifications checked: | Y  N  **N/A** |
| **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 and date** |
| Travel – getting to and from camp | All | Parents’ responsibility. Directions provided | L | L | No |  |
| Arrival at site | All | Guiders to have arrived before girls and have their cars parked. Parents to bring their children into Barn, ensuring safe passing through car park | L | H | No |  |
| Traffic onsite | All | Guides to be made aware that at the front of the Barn is a road and that they should not go out without permission and supervision | L | H | No |  |
| Core team member unable to attend last minute due to family reasons / illness | All | All core team fully briefed to step in. More than adequate leader:girl ratio | L | L | No |  |
| Slips / trips due to wet, guy lines on site | All | Girls to wear appropriate footwear.  Outdoor footwear to be changed to indoor footwear on entry to building if needed.  Ground rules given re behaviour on campsite | L | M | No |  |
| Site safety – proximity to main road – intruders | All | No history of this on site  CCTV on site  Lock doors when appropriate  Check doors are locked at night | L/M | H | No |  |
| Site power failure – no gas and/or electric | All | Emergency lighting in hall  Candle/torch lighting on campsites  Wood fire cooking possible  Spare heaters and cooking equipment  Get a takeaway | L/M | L | No |  |
| Kitchen | All | Suitable footwear to be worn  Girls are not allowed to be in the kitchen without permission  Girls must be supervised when the oven is on  Supervise the use/washing of knives  Ensure that the girls are briefed on the kitchen rules/expectations | L/M | M | No |  |
| Activities-Indoors | | | | | | |
| Craft-use of scissors, glue, paint | Guides | Check no allergies on health forms  Guides to sit at tables when using equipment  Supervision  Adhesives to be water based rather than solvent based and be non toxic  Guides to be advised to use minimum needed  Clean up any spillages  Glue guns to be on a separate table  Guides should be supervised  Glue guns need to be cool before packing away | L/M | L/M | No |  |
| Making holes in paper, card and plastic | Guides | When making holes in materials, a pointed pencil can be used if underside is supported by blue tax or equivalent  If tools are used a cutting board or mat should be used  Guides are shown how to use any unfamiliar tools and implements safely and correctly  Tools etc should not be left out. After each session they should be returned | L/M | L/M | No |  |
| Cleaning up after activities | All | Leaders should be aware of dust. Dusts from wood and plastics are hazardous; however, small amounts of sanding by Guides for short periods are unlikely to produce dangerous levels if ventilation is provided  A dust pan and brush is used to pick up sharp objects and rubbish  All rubbish etc in collected in an appropriate container or bag and disposed of  Tools should be returned to a suitable container  If the hoover is blocked it should be unplugged and cleaned by a leader  Any spillages should be cleaned up and a leader needs to ensure this is to a satisfactory standard | L | L | No |  |
| Chores | All | Washing up- ensure the water is not too hot  All wearing suitable footwear  Guides are supervised in the kitchen  Leaders carry the hoover up and down stairs  Rubber gloves are provided where needed |  | L |  |  |
| Outdoor-Derham Cup | All | Activities unknown so ensure that Guides listen carefully to instructions given and are supervised when needed  Suitable clothing and footwear for weather  Adequate refreshments provided | L/M | L/M | No |  |
| Outdoors-general | | | | | |  |
| Slips/trips | See above |  |  |  |  |  |
| Traffic | See above |  |  |  |  |  |
| Campfire | All | Adult supervision  Sit Guides well back from fire  If girls are toasting marshmallows, ensure there is close supervision and that girls are briefed on expectations etc  Ensure fire is out before leaving unsupervised | L/M | H | No |  |
| Guides’ needs | Guides | Ensure that all staff are briefed on any health, dietary or other needs of individual Guides.  The QM should have a list of food allergies and who is vegetarian  All medication is to be handed in and locked away. An inhaler may be kept | L | L | No |  |

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| **Decision:** once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (ie have a degree of challenge and risk whilst keeping girls safe) | | | YES NO |
| If you answered ‘no’ to above ‘Decision’ question please explain why: |  | | |
| Risk Assessment completed by: |  | Date completed |  |
| Has the risk assessment been shared with the leadership team? | | | YES NO |
| Risk assessment due for review: | |  | |