



Risk assessment – Event related activity/activities

This risk assessment is for use in conjunction with the [Large-scale event risk assessment](#).

Fill in this risk assessment for all activities including any adventurous activities happening as part of the event. The residential element of any event is included in the event risk assessment template.

You could just fill out one form to cover all the activities or choose to do separate ones for each.

Some general aspects like third party risk assessments, insurance, involvement of family members and animals are covered in the event risk assessment while others may be covered in both because of some activity specific aspects

Adventurous activities are listed on the [Adventure for girls](#) webpages and can be found by searching under the category 'Adventurous activity'. In addition, if an activity is adventurous, it will have a call out box with an ! on the page highlighting this (for example see [Archery/Girlguiding](#)). Where an activity is adventurous there will be a need for an additional risk assessment to be conducted by the qualified instructor or activity centre.

It is important that you review this risk assessment if there are any significant changes.

People potentially at risk: All staff, volunteers, members, visitors, members of the public and anyone else the activity may impact.

Where hazards may be encountered: At the event during the activity/ activities.

It is recognised that not all risks are foreseeable and that there will always be a requirement to be assessed dynamically at the time of the activity – this means they cannot always be recorded but it is good practice to try and record them either at the same time or as soon as possible after they have been identified and assessed.

Working name of Event:	Camp EPIC – Girlguiding Devon County
Activity/activities covered by the risk assessment:	Crafts, STEM, Food Activities, Adventure activities provided by CRS, Adventure activities provided or supplied by Girlguiding Devon
Date and timings of activity/activities	Friday 4 th September 2026 @2pm – 6 th September 2026 @ 3pm Advanced arrival Thursday 3 rd for Event team.

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Information on adventurous activities	Information on any adventurous activity your group will be doing is reviewed. Adventurous activity: an activity that's exciting and stimulating. It may take place indoors or outdoors. By its nature or location, it may expose those taking part to higher levels of risk than usual unit activities.	The website has been reviewed in detail, master spread sheets for all requires for that activities we are providing can be found here Master programme.xlsx Additional advice has been asked for to HQ on 14/7 to ensure we have the guidance on Water activities, one classifying a stretch of water, who can take part and what we can do in it. CRS – contacted and asked for their public liability and the risk assessment for SL Or LD to review the qualifications needed from GGUK. Email sent 9/7/26 Programmed Planning meeting for those with activities to run/sort planned for WC 3/8 A reminder that further details are to be carried out. External Providers Risk assessment being collated by AD are cap where we are at the next program meeting w/c 3/8 No prohibited activities are planned at Camp EPIC		01/08/2026

Effective leadership during an activity	Who's leading the activity/ activities – or parts of the activity – is established and communicated to everyone involved before the activity/ activities start. Generally, if a whole unit is taking part the leader would be the leader of the unit. However, leadership could be delegated to another person or expert.	A structure of the event planning team has been created. Camp EPIC 2026 organisation chart @14.10.25.pptx CRS – managing their own staffing level, External visitors managing their own staffing level, All over 18's with a leadership role have opportunity to see all activities available before the weekend. LEAD- SL STEM- KP CRAFT – JS FOOD – SR ADVENTURE – CB &SL EXTERNALS AD		14/7/2026
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Adult to child ratios to ensure adequate supervision	Girlguiding's guidance is followed at all times, so the number of adults available to supervise activities meets the required ratios.	Ratio for all activities are Rainbows 1:5 2 leaders must be present Brownies 1:8 Guides 1:12 14+ a leader present We have a ratio of 1:3 913 young members attending and 341 leaders. We have 1:1 attending and have sufficient cover to ensure those are included.		14/7/26
Suitability and competence of volunteers and leaders Inadequate training and awareness	Guidance on the additional training requirements for leaders for some activities is reviewed and followed.	Training Needed Safer guiding Water safety module communicated at webinar 15/7		14/7/26

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Suitability and competence of instructors involved in providing activities Lack of disclosure checks	Guidance on the training requirements for instructors for different activities is reviewed and followed.	CRS – contacted and asked for their public liability and the risk assessment for SL Or LD to review the qualifications needed from GGUK. Email sent 9/7/26 SL and LD will review and seek guidance if needed for the activities	All actions back and acceptable	10/08/2026
Fitness and ability of volunteers, young members and others doing activities	Individuals' adjustment plans are reviewed by the unit leader before members take part in events or activities. Any adjustment plans for volunteers taking part in the delivery of an event, who undertake an activity are reviewed by the event organiser. Any issues raised when discussing the activities with girls and parents/guardians are considered.	Multiple opportunities to let us know of any adaptations needed to take part. All stages of bookings All webinars Via the event website Specific event email for adaptations. Dietary needs also met		14/7/26

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Provision of specialist equipment, including manual handling equipment and protective clothing	Each activity is reviewed, and consideration is given to what equipment/clothing may be required over and above any supplied by the instructors and/or specialist organisations running the activity. For details, see adventure for girls finder. The qualified instructor and/or company running the activity should be aware of and should supply any specialist equipment required with the appropriate testing.	Review the activity finder and comply with a list of what equipment is required. During face-to-face meeting at RDCP – CRS confirmed their clothing requirements. Added to the kit list ready for distribution. SR, JS, KP – compiled a list of equipment needed for the individuals and the units	Nothing further to add	14/7/26
Communication and consent for activities	Information, including any safety information, about the activities is given to volunteers, leaders to pass on to young members and their parents/ guardians as appropriate, and consent obtained. It is the responsibility of the unit leaders to obtain Parental consent that is required for adventurous activities. The consent form includes a space for emergency contact information Any parental consent required for volunteers taking part in the delivery of an event, is the responsibility of the event organiser.	Each unit was asked to collect consent. Email was sent for the waiver for CRS activities detail activities. Camp EPIC event consent also sent		14/7/2026

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Weather contingency plans	Contingency plans are in place if your activity has to be curtailed, adapted or postponed due to weather conditions. This includes consideration of lightening, high winds and wildfires that may be spread by winds. Weather warnings are monitored regularly to ensure safety, and activities may be adjusted accordingly Dynamic risk assessments are undertaken with the weather in mind for each activity	CRS will curtail activities in the event of extreme weather conditions. Girlguiding Devon will follow their recommendations CRS are experienced in dealing with extremes Activities provided by Girlguiding Devon (eg archery/fencing etc) are run by experienced and qualified leaders who will make recommendations for adaptations in extremes of weather Shelters/marquees and sheltered areas available throughout the event		10/08/2026
Lighting levels	Lighting levels are considered for each activity, particularly in relation to risks for tripping and falling. Appropriate controls are put in place. This doesn't mean activities like wide games can't take place in the dark, but the risks should be considered and where appropriate additional controls put in place.	Time of year means that the level of natural light remains good until later in the evening Campsite is a commercial one with clear paths separating pitches reducing the risk of trips and falls Kit list asks for torches to		10/08/2026

		be brought to camp Toilet blocks well lit		
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Additional considerations for fires and fireworks (Sparklers are classed as domestic fireworks)

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Campfires	Girlguiding has specific guidance for this activity	Guidance has been reviewed and the information collected on the activity sheet Campfire Leader – Jo Campfire Manager- Lynn perhaps? Campfire leader and campfire manager are experienced in running campfires. Fire safety equipment (water and blankets)		10/08/2026

		available RDCP are aware of location of the campfire and are on hand to support if needed. RDCP will also recommend if weather conditions are not suitable to light a fire and their recommendations will be followed and an artificial fire will be used Fire to only be lit in a clear area without any risk of spread of fire Leaders are qualified in first aid in the event of any accidents Plan in place if emergency services are needed Fire will not be left unattended Wind direction will be monitored through out the activity Some leaders will have read the fire, gas and safety guidelines Fire will cleared away safely and monitored until cold Wood pile to be store away from the fire Fire will not be used by the girls		
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Firework displays/non-domestic fireworks	The Health and Safety Executive (HSE) has guidance on this, including on the specific legislation covering handling and storing non-domestic fireworks, and the specific licences required to run displays.	No Fireworks on site		14/7/2026
Location of fires and/or areas where fireworks are let off	Fire/fireworks displays are located in a safe space: – At least 5m away from potential sources of fuel that might inadvertently catch, like trees, bushes, wood piles or other combustible items – At least 5m away from buildings – At a safe distance from spectators – if fireworks are involved then the manufacturer's instructions are observed – Preferably contained in a ring of non-combustible material or in a non-combustible container If it's been very dry in the area, there's a risk of wildfires. It may not be appropriate to start any sort of fire that you might not be able to contain.	Are the controls in place?		10/08/2026

Additional considerations for fires and fireworks – continued (Sparklers are classed as domestic fireworks)

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Presence of facilities to extinguish fire in an emergency and/or deal with fireworks that don't go off	Sand, earth, water or fire extinguisher are readily available to extinguish the fire in an emergency. Fireworks that fail to ignite are left in situ, not approached until it's absolutely certain they won't go off, then placed in a bucket of water.	N/A	No Fire works	14/7/26
Loose clothing, hair and jewellery accidentally catching fire	Hair is tied back and loose clothing and jewellery is removed.	No participant is close enough to cause an injury Ratio of leaders to girls far exceeds GG rules to monitor girls Girls will not be using the fire		10/08/2026
Wind direction	Consideration is given to wind conditions. Contingency arrangements are in place if the direction of the wind changes.	No participant is close enough to cause an injury Ratio of leaders to girls far exceeds GG rules to monitor girls Girls will not be using the fire		10/08/2026
Left unattended	Fires/fireworks are never left unattended.	No participant is close enough to cause an injury Ratio of leaders to girls far exceeds GG rules to monitor girls		10/08/2026

		A Girls will not be using the fire		
Storage of fireworks before and during use	Fireworks are stored in secure, non-combustible containers before and during use.	N/A	No fireworks	14/7/2026

Additional considerations for activities at height

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Activities at height	Girlguiding has specific guidance for these activities.	Have you read our guidance on adventures at height and considered any additional controls that may be required?	All guidance has been reviewed. CRS Qualifications to be reviewed.	15/07/2026

Additional considerations for sports activities

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Items being thrown potentially hitting property, spectators, other participants or people in the area	The area where the activity is taking place is controlled so items can't go astray, and consideration is given to the effect of the wind.	All Activities to be given sufficient space. Logistic meeting to confirm where everything is going. Requirements from Axes and Archery providers needed. External and parking to also be included on the location planning map		15/07/2026

		All other activities are already in dedicated space. Evening activities have been given to a set location. Again, the space will be reviewed.		
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Additional considerations for snow activities

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Snow activities	Girlguiding has specific guidance for these activities.	Have you read our guidance on snow activities and considered any additional controls that may be required?	NA	

Additional considerations for water-based activities

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Water-based activities	There is specific guidance for these activities.	If you have water-based activities at your local meeting place, have you read our guidance on water-based activities and considered any additional controls that may be required?	All guidance has been reviewed. CRS Qualifications to be reviewed. Awaiting Further guidance from HQ on classifications and who's eligible sent 14/7/26	22/7/2026

Anything else? You can use these rows to add more specific risks to your activity.

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Food activities – tea lights and colander fires	When we are dealing with fire during the food activities, the girls will follow fire rules such as long hair tied back, loose clothes tucked in and there will be water nearby in a bucket. With the colander fires the girls will be on one knee and one bent knee so they will be able to move away quickly. The colanders will be on bricks, so they are up from the ground and will not be on grass. If this is not possible, we will use a fire pit so the fire will be contained. The tealights will be on a table.	The girls will be told not to touch the tealight when it is lit and after it is blown out. The girls will be told not to touch the colander after the fire. The girls will be told not to touch the flames. Before the fire is lit, the wind direction will be monitored. For the fire activities to take place, there must be two adults around.		
Food activities in general	When the girls are on the field doing food activities, they will be expected to follow the rules of food activities such as clean hands before starting, not running or walking around with knives and following adults directions. Closed shoes must be worn. Being respectful to others. Adults must give rules around hot stoves, sharp knives and fire. The girls will need to wash their hands before they come to the station.	The ingredients for all the activities will be stored in plastic-lidded containers. Any food items that need to be kept cool will be in a cool box or a mini fridge. The food activities will need to be carried out in groups so that everyone can have a chance to do the activity safely adults will be mindful of the age of the girl and the skills of the girl to judge the amount of girls on each activity. It could be that Rainbows will need more help so that less girls can do the activity at that time. Guides/Rangers could be very self sufficient so more can take part, up to safety numbers.		

	Each girl will be using their own plate and cutlery. If the girls would like to do more than one food activity there will be hot (but not over hot) washing up water and tea towels to clean cutlery before they go on to the next activity. The girls will be told not to dip fingers into pots and no double dipping.	If there is no room the girl will be asked to find another thing to do and then come back. If a girl keeps coming back and not getting a chance a waiting list may need to be set up but we will monitor this when we see how busy the stations get. There will be some plastic aprons for any girls that feel that they need one to protect their clothes. (these are already purchased so need to be used up) If an item falls on the floor, it will be washed or thrown away depending on what it is.		
Food activities – stoves	There will be adults around the food activities to assist with the girls. There will be instructions on each table along with ingredients, but there must be an adult for the stoves to be used.	Girls to be given the rules of using stoves and long hair tied up, loose clothes ticked in. For Rainbows it must be max two on the stove per adult, for Brownies this can be three girls per adult and with Guides it will be judged according to the experience of the girls and Rangers will be allowed to use them on their own with an adult to keep an eye.		
Tables and chairs (and other obstructions) – injuries to participants or leaders setting up, moving or collapsing the items.	Leaders and Service Crew to oversee the setting up and moving of tables and chairs. Chairs to be stacked no more than 6 chairs high Tables to be carried by two people at a time. Leaders to supervise stacking / unstacking of chairs. Tables and chairs to be set out at the start of each activity Young people not helping with this to stand in a safe area until completed.			

	Tables to be wiped down after the activities			
Craft equipment – appropriateness for the tasks	Check the tools & equipment provided in good enough condition, appropriate for the use and the size of those taking part; E.g. do scissors need to have pointed blades? Will a safer adhesive be adequate, should the task be done on a table, is PPE required (e.g. eye protection, gloves) Ensure there is adequate spacing between participants Provide appropriate equipment for needs e.g. left handed scissors	Any broken, damaged, defective equipment identified during the event to be removed		
Sharp items – injuries from mistakes/ mis use	Leaders to count out the sharp items and be clear on how many are in use, and count back in to ensure all returned. Young people to be supervised when using sharp items, one adult / Young leader per group. Young people to be briefed on the safe use of the sharp item before use.	Girls supplying own scissors, extra scissors available as required including left handed scissors		
Glues and solvents – inhalation or injuries from mistakes /mis use	Appropriately ventilate the area before use, consider outdoor use if appropriate, Follow manufacturer's guidance for use. Left over glue, solvents and other chemicals to be collected in at end Young people to be supervised when using solvents and glues, One adult / young leader per group.	Child safe glue to be used where possible		

	Young people to be briefed on the safe use of the chemicals before use.			
Heat sources – burns from mistakes/ mis use	Young people to be supervised if using hot items (ie glue guns,) one adult / service crew per group. Use heat sources in a defined area to restrict access. Young people to be briefed on the safe use of the heart source before use.			
Behavior – over excitement	code of conduct in place to set clear expectations of behavior			
Storage – injury from incorrect storage of Craft Equipment	All equipment used to be returned to the appropriate cupboard or storage box after use. Boxes to be labelled with contents, Scissors stores with blades all pointing the same way. Craft Knives, Glues etc. securely stored in locked storage containers Ensure all lids are securely fastened on glues and paints.			
Crowding – pushing, trips, falls	Risk of overcrowding in marquee due to too many people trying to take part in craft activities at one time Doors safely fastened open during use of marquee	Monitoring numbers in zone, asking participants to come back later if short of space		
Fire – emergency evacuation of marquee	Clear exits from marquee, activities set up away from walkways and exits Awareness of nearest fire point re extinguishers	Monitoring of space throughout the activities		

STEM equipment – appropriateness for the tasks	Check the tools & equipment provided in good enough condition, appropriate for the use and the size of those taking part; E.g. do scissors need to have pointed blades? Will a safer adhesive be adequate, should the task be done on a table, is PPE required (e.g. eye protection, gloves) Ensure there is adequate spacing between participants Instructions are clear and understandable; storage of equipment is at a safe level, not up high or too heavy.	Any broken, damaged, defective equipment identified during the event to be removed		
Water Use – Bottle Flipping STEM	Ensure water tub is kept in an open safe environment, Service Crew/ Adult Leader to ensure girls are not overcrowding the tub, the tub is not damaged or leaking, Bottle filling – Girls will need to read the water safety sheet before beginning the activity. Bottles to be only flipped in the designated area only After activity, bottles to be emptied out and water tipped back into the water tub.	Water Tub to be monitored at all times.		
Choking Risk – Binary Jewelry / Vertical Maze / Button Tower	Leaders / Service Crew members to monitor Binary area / Vertical maze Young Members to be with an adult or Service Crew member while making, to ensure beads / marbles / Buttons are not put in mouths or other places Safety Notice will be on display.	To be monitored especially younger girls, Read Safety Sheet first		

	All marbles, beads and buttons to be kept in their containers after use.			
Inclusion/ Chill Areas -	Service Crew member to monitor all 3 sites throughout the day, Ensuring the areas are not overcrowded, clear behavior rules are on display.	Monitored throughout the day by a Service Crew member, Indoors chill area – a service crew member to be available during the night if needed so there are always 2 adults.		

By completing and filling in controls and dating this form, you agree that you’ve tried your best to think about risks and put measures in place to manage them as far as is reasonably practical.

Name of person completing risk assessment:		Samantha Lamble and Editors	Membership number:	2087331
Role:		Assistant Camp Lead	Date review initially completed:	
Signature*: 				

* Both electronic and wet ink signatures are acceptable.

Review history

Date	Signature	Summary of changes	
