



Events risk assessment

Girlguiding For all residential and one day events at greenfield sites* and established venues

Whether you own or hire a venue, you'll need to carry out a risk assessment for your event, using the [large-scale event guidance](#) to support you.

If you own the venue, make sure you complete each section with details specific to your building, as you're responsible for managing it. Remove any references to third-party venue operators – you can simply put 'N/A' where something doesn't apply.

This is in addition to completing an annual property risk assessment – you can use our [pre-filled Annual Property Risk Assessment](#) to support this.

If you're hiring the venue, speak to the venue owner to understand any areas you need to be aware of and include these in your risk assessment.

Note: This risk assessment template is designed to cover a wide range of events, so not everything will be relevant to you. What you need to include will depend on the size and nature of your event – for example, the location, whether it's overnight, and the activities you're planning. For anything that doesn't apply, simply write 'N/A' in the relevant section.

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

Hazards and topics considered:

- Asbestos
- Biohazards
- Burns and scalds
- Collision with moving object
- Collision with stationary object
- Cuts and lacerations
- Drowning
- Electric shock
- Environmental
- Falls from height
- Fire and explosion
- First aid
- Hazardous chemicals (COSHH)
- Hit by flying/falling object
- Legionella
- Manual handling
- Girlguiding's reputation
- Safeguarding
- Slips, trips and falls
- Violence, including robbery and acts of terrorism

*A site not normally used to hold events, so you must start from scratch

Where you may encounter hazards: During the event itself, and also at the venue during the lead-up to the event. This includes load in and load out (when organisers are on site before and after the event) and during arrival and departure of participants.

We recognize that not all risks are foreseeable. You'll always need to assess some issues dynamically during the event.

It's good practice to record any dynamic risk assessments you make as soon as possible, and make sure any new control measures are implemented, and information shared with relevant people.

Event details

Name of unit/district/county/group/section running the event	Girlguiding Devon County
Name and role of person completing the risk assessment	Samantha Lamble Assistant Camp Lead
Working name of event	Camp EPIC
Outline of event	An all section event county event in Devon.
Address of site and what3words location	River Dart Country Park Ashburton Devon TQ13 7NP Telephone: 01364 652511 ///coconuts.themes.included https://what3words.com/coconuts.themes.included OS X (Eastings) 273287 OS Y (Northings) 70064 Lat (WGS84) N50:30:60 (50.516609) Long (WGS84) W3:47:19 (-3.788664)

Name of site owner/venue operator		River Dart Country Park				
Total number of participants (numbers can be an estimated maximum)						
Rainbows	Brownies	Guides	Rangers	Volunteers aged 13-17*	Adult volunteers/ members	Other children**
111	443	421	38	?	286+35+20+100	2

*Rainbow and Brownie helpers should be listed as Guides

**See risk assessment below

Details of core event team

Role	Purpose of role	Name of person taking role	Membership no.
Camp lead	Overall responsibility for the event	Cara Bennett	2036553
Camp Assistant Lead	Support the Lead and previous LSE experience	Samantha Lamble	2087331
Safety and Security	Ensure we comply with all regulations and guidelines – previous experience in LSE	Lynn Dixon	200473
Admin	Communication with participants, and camp admin.	Andrea Duffett	21806126
Finance	Manage finances, remain compliant, protect financial health.	Karen Phillips	200473
Service crew	Managing Volunteers that are helping to run the event.	Hannah Richardson	2081522
Health and Wellbeing	Ensure we have policies in place to make the event as safe and inclusive as possible for our young members	Tessa Ricketts	200320

Dates and timings of event

Including from the moment things are brought onto site (load in) to the time when the last thing is taken away and the site is left as it was before the event took place (load out)

Thursday 3 rd September 2026 -1200 noon – Sunday 6 th September 2026 1800

Is the event all self-organised or do you have a company organising/assisting in organising the event or parts of the event for you?
If so, please give details.

River Dart country – Facilities and Catering CRS – Activities
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Risk assessment of activities

If you're providing and running a number of activities during the event, list these separately. You can use the relevant Activity form to complete the [risk assessments](#) for these.

Don't forget that where the event involves an adventurous activity (as listed on our [adventure for girls](#) webpages), the qualified instructor or activity centre should have to do an additional risk assessment.

Girlguiding expects third parties running activities to have done their own risk assessments. Generally, it's not necessary to check these risk assessments, for example if you're visiting an ice-skating rink or climbing wall operated by a reputable company.

If a third party is running an adventurous activity or if an individual instructor or company is running any activity at a venue you've booked, here's what to do:

- Ask for evidence that the third party has their own risk assessments in place. You may also ask for copies to give the site operator if they need this. You don't need to review, agree with, or confirm the suitability and sufficiency of these assessments. However, understanding and checking that the assessments align with our policies and your own risk assessments may be beneficial.
- If you're dissatisfied with any aspect of the arrangements, don't go ahead with the event. For more advice, get in touch with the outdoor activity adviser for your country or region, or email adventure@girlguiding.org.uk

Girlguiding, our volunteers and members take no responsibility for the suitability or sufficiency of third-party assessments.

Activity description	Timings	Location	Date separate risk assessment completed
Crafts, STEM, Food Bases	Saturday 9-6pm Sunday 9-2pm	RDCP	10/08/2026
CRS ADVETURE	Saturday 9-6pm Sunday 9-2pm	RDCP	
External Visitors	Saturday 9-6pm Sunday 9-2pm	RDCP	
Devon Adventure (archery and axes)	Saturday 9-6pm Sunday 9-2pm	RDCP	07/08/2026

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
Informing the local commissioner and guidance available All hazards and topics listed on page 1	Started Feb 2025- Spoken with CC about the county camp that has been asked to be looked into. Set objectives by the CC - Event for all sections - In Devon - In 2026 - Residential event - Using member's feedback Regular check-ins expected at Apex. REN – how do we make accessible for all those with out a GAW qualification.	Event proposal form – reviewed. REN to be submitted once a venue had been found, suitable to meet the needs of the objectives. Fits the financial plan. Previous County Camp Risk Assessment reviewed and used as a guide to build this event. Speak with the region team on how we make this event Available to all if they do not have a going away with qualification. Event Management plan started Roles and responsibilities document used and adjusted to fit our event Large scale event information downloads and read. Tools also used Build a team with Knowledge, and inexperience to allow others the opportunity to learn.	CB & SL – using member feedback build and event Proposal CB to take to Apex before Proposal at the County Exec in June 2025 CB – REN once venue found CB & SL – What do the members want documentation/ survey completed and sent to member to help use build the event that they want. SL – reviewed previous RA. LP – Feedback for the REN – One GIANT County REN. All Adults leaders to send details and have one master spreadsheet that documents whether we have DBS and Safer Guiding up to date. Whether we have GAW qualifications. AD- Build a Role and responsibilities pack to allow others to volunteer and know what they are volunteering for.	April 2025 April 2025 March 2025 August 2025 July 2025 April 2025

			Event plan established by key lead volunteers and shared with all event leaders. Event overseen by leaders experienced in leading large scale events. Event leaders have been tasked with different jobs to ensure safety is considered. Activities planned by leaders who are experienced in running large scale event. Leaders briefing provided for those attending so that they understand the logistics of the event. Event plans will be available to all event leaders during the event via electronic devices / paper / computer. Additional leaders and adults co-opted to event team to assist with key tasks at the event.	April 2025 March 2025
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			Event site plan provided to leaders in advance. SL – review and begin completing the large-scale event forms CB & SL meet to discuss the basics of the event and try to come up with the meeting dates and plans going forward.	April 2025 April 2025
Organising the event All hazards and topics listed on page 1	The Health and Safety Executive (HSE)'s comprehensive guidance on organising and running an event is reviewed. <u>Event safety - Running an event safely (hse.gov.uk)</u>	Have you read the HSE guidance? This risk assessment tries to cover all the issues you might encounter, but please add any others you think are relevant to your site/event.	SL & CB to read	October 2025

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
Choice of venue All hazards and topics listed on page 1	Guidance on choosing an appropriate venue is reviewed. <u>Choosing a venue</u> Districts/counties/regions have a list of approved venues for residential. These have been reviewed and checked centrally.	Following the Guidance, Venue need to provided all the requirements from the feedback of the leader survey. Need to ensure that we can have additional funding from County. Its not and approved venue – so we need	CB & SL visit venues, - RDGP is most promising all adventurous activities and both types of accommodation available. - Able to provide some adventure ourselves. CB to ask at Apex and Funding for the additional funding to	April 2025 May 2025

		to get it approved by a local advisor. Not a greenfield location.	are it financially accessible for all. CB or SL to talk to JS reference approving the venue for guiding residential.	July 2025
Landowner's policies and risk assessments in relation to activities on site	Consideration is given to the policy and risk assessments of the site in relation to activities on site.	Have you consulted the landowner and considered their policies and risk assessments?	SL to communicate with RDCP on behalf of LD with reference Risk assessments, Policies, Processes. LD to Read all documents provided. SL to also request the Risk assessments from CRS the company providing the Adventure. LD to read and check those RA. SL to cross reference the requirements for GGUK on the adventure finder.	July 2025 August 2025 April 2026 July 2026
Local authority licensing requirements Reputational	Where appropriate, local authority licences are applied for and their conditions met. <u>Entertainment licensing</u> Businesses, organisations and individuals who want to sell or supply alcohol must have a licence or other authorisation from a licensing authority. Information on the different types of alcohol licences available and guidance on how to apply for them can be found at <u>Alcohol licencing</u>	Venues who hold events requiring licences will generally have these in place and will be a licence holder. If it is a greenfield site, review the government guidance and information provided by the local authority where the event is being held to check if a licence is required. If necessary, have you made appropriate applications for licencing of the site and worked with the council and site owner to meet any licensing requirements imposed? This may require a separate, more detailed event management plan.	Following Guidance for consuming alcohol and having alcohol for sale at large scale events the Camp lead and Assistant along with the county commissioner made the discussion that alcohol would not be available to buy at this event. Leaders are to follow the basic rules for consuming alcohol whilst on residential. No Entertainment licenses are needed.	October 2025

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Fitness and ability of volunteers, young members and others doing activities • All hazards and topics listed on page 1	If the event involves different units, the unit leaders are responsible for reviewing Individuals' adjustment plans If individuals are involved, event organisers are responsible for reviewing these. Note: leaders may need support from event organisers in making adjustments to ensure the site and activities are accessible. <u>Running inclusive events</u>	Have issues been raised when reviewing <u>adjustment plans</u> ? Have these been considered in terms of how they might play into the venue and/or activities? Some of the activities planned may trigger participants to say they have a problem, for example they're scared of heights or aren't confident in water. Do you need to make any adjustments with this in mind? Are the venue and activities accessible?	CB – Ensure that we have and Inclusion Event team member that will ensure that we have covered all the requirements. Each lead booker is responsible for letting the event team know of any additional requirements that they may need. They are also to let the Event team know if an individual has adjustments plan in place that is relevant to the event. Lead bookers are responsible for making sure that they have the right ratio eg. 1:1 if required. Lead bookers have been asked at each stage of the booking if there are any reasonable adjustments that are required. We have 3 quiet spaces for re-regulation/ chill/timeout areas. Activities are planned so that individuals can have independence and the leaders know that they will need to ensure that they are to meet supervision needs dependent on each individual.	APRIL 2025

			The venue has accessible spaces, and accommodation. Catering will be sorted to support individuals needs. CRS require information of those with additional needs eg wheelchair users.	
Provision of specialist equipment, including manual handling equipment and protective clothing • All hazards and topics listed on page 1	Equipment considerations for the event is reviewed. Equipment requirements for each activity is reviewed in the activity risk assessment.	Have you considered any additional equipment requirements? Have you checked any equipment you've borrowed or own to do the activity? Is it properly maintained and tested, if required?	AD to Create a procurement list/spreadsheet. The List is to be reviewed at logistics meetings by CB. Plan for PAC Testing at the event before the start of Camp LD, Radios, Urns, Torches All individuals that we are borrowing equipment from have been asked to ensure it is in good working order. We have asked in advance if it is available. SL, review the Activity equipment needed with JS, SR and KP. KB to add standard equipment to the kit list for each individual member to to bring so that we are more sustainable. Marquees – supplied by the site or devon marquees	October 2025 July 2025 Ongoing June2026

			Full delegated responsibility that marquees are correctly pitched prior to main participants arriving. Only adults and Service Crew members are on site during this time, who are not in the vicinity during pitching unless they have a specific role Striking of marquees happens after the close of the event. Tents provided by participants – These are provided by participants which are declared to be suitable for the event and well maintained. Adult participants have a duty to ensure that tents are safely pitched/struck. GAW qualification holders will be appropriately qualified to pitch/strike tents. Non- license holders undertaking GAW module 8 at the event will have appropriately qualified adults available to advise Service Crew tents – All Service Crew members are responsible	
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			for pitching/striking tents safely. Guidance is available from appropriately qualified/experienced adults if required. Other tentage – Pitched/struck/supervised/checked by camp license holders. Safe camping – Appropriate/direct supervision of Guides by all adults on site	
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Splitting of participants into smaller groups All hazards and topics listed on page 1	It may not always be necessary to split into groups and this can depend on a number of factors including activities, security of the site, etc, but when splitting into groups supervisors know the exact number of people in their group so they can easily check they're all still accounted for. This is obviously easier if kept in units with unit leaders. Participants are instructed to stay together at all times and regular headcount checks at appropriate intervals are done to make sure everyone is still present.	As far as possible, make sure any groups are allocated and agreed with participants, so cohorts aren't split up and inclined to try to join another group. Have you given leaders/groups of older girls details of any groupings and explained the need for regular headcounts?	CB & SL – discussion on the possible ways activates could work. Programme team planned and decided that individuals would have the free to roam and select the activities that the wish to do. Consent for those activites will need to have been collected from the parents in the form of a waiver. Consent for the event will also be carried by each individual;	November 2025

	Communication between the groups is pre-arranged.		there will be a section on the document attached to a section-coloured lanyard to indicate if the individual has parental permissions to take part. We will encourage unit where there can let the young member's roam free in smaller groups the group are to be no less than 4's. Some sections may not be able to free to roam. But encouraged to have leader lead smaller groups so that like minded young members also get to make the choice of what it is they want to be doing. Each individual will also have the name and telephone number of there specific leader so that they have a way or contact them should there be any issues.	
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Provision of emergency first aid and handling and	Larger venues will normally have their own first aid provision. If this is the case, and the activities proposed at the event are similar to those	Have you discussed first aid provision with the venue, considering Girlguiding's first aid	CB & SL to discuss the support from RDCP regarding first aid.	April 2026

disposal of items contaminated with bodily fluids • All hazards and topics listed on page 1 • Biohazards	normally held at the venue, their first aiders/first aid risk assessment and event medical plan should be sufficient. <u>First aid</u> If it is • a greenfield site or • there are no first aiders provided by the venue and/or • adventurous activities over and on page 1 those normally undertaken at the venue are proposed Girlguiding has guidance on the number of first aiders required and arrangements to be put in place. This includes consideration of Girlguiding guidance on training and first aid provision in relation to different activities <u>First aid training for guiding</u> <u>Adventure for girls</u>	<u>training guidance and adventure for girls activity finder?</u> If necessary, have you arranged for the appropriate number of suitably qualified people and first aid facilities to be present for activities? If necessary, have you produced an event-/venue-specific first aid risk assessment? Have you developed and event medical plan?	Plan is that all unit leaders are responsible for their own day-to-day medication and first aid needs. In an emergency any leader is approaching and help, RDCP and CRS will support any leader with first aid requirements. Those individuals that are roaming free are to ask a leader for assistance, if they can't find their own leader. That leader will then call the leader and let them know of any treatment given or required. First aid to be recorded on the back of the Consent/Health form. Contact the unit leader to let them know that first aid has been given to an individual. The event team have a First aid team that are also available for advice, support and guidance. These will be contactable via phone and radio. Venues for privacy and First aid. Picnic meadow – drying room Sawmill area- first aid room. Adventure area- Token Hut. Leaders to all have a first aid kit on them	
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			CRS have 3 grab bags available for use to have use of CRS also all have a first aid kit on them. Rev Green is the process we will use if we need to escalate a medical emergency.	
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Issues with individual/group behaviour, including but not limited to drugs, alcohol, smoking, sex and absences without leave • All hazards and topics listed on page 1 • Reputational • Safeguarding	Ages and group dynamics/ history in relation to potential behaviour are considered and appropriate supervision is put in place to control this. Checks are in place to stop issues arising when the group has free time and/or should be somewhere specific as part of the programme. These could include checks after lights out and/or agreeing behaviour and expectations of the group before or at the start of the event. Where distinct units are involved and/or groups are formed, the event organisers provide clear guidance to the unit/group leaders in relation to their responsibilities.	Have you considered the potential for behavioral issues and thought about suitable control measures? See our guidance on challenging behaviour in girls. If you're running a joint event, have you agreed on standards of behaviour with the partner organisation – covering, but not limited to, drugs, alcohol, smoking, sex, and absences without leave? You might want to consider a group/event charter agreement with all participants beforehand, so they have ownership and buy into it. And if residential, checks after lights out. Where distinct units are involved, have you provided unit/group leaders with details of their	Polite and respectful communication with all suppliers and contractors Working closely with the RDCP and CRS Adventure. Encouraging and promoting a sense of belonging and pride in all participants, keeping to the key brand messages We're encouraging – helpful and positive We're welcoming – making sure all girls feel like they belong	July 2026

		responsibilities? It's up to the event leadership whether volunteers can drink alcohol at guiding events. However, all adults must remain capable of dealing with an emergency or first aid incident and at least 2 adults should be below the UK legal alcohol limit for driving.	We're curious – open minded and inquisitive We're courageous – always willing to have a go Following the Girlguiding Code of Conduct and ensuring leaders and volunteers are happy throughout the camp. Providing a dedicated area/person where leaders can express and concerns and receive support with any issues that arise Ensuring all merchandise, badges, clothing, printed matter, PR etc is on brand and up to date. Badges to have been through Brand approval prior to production.	
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Managing an emergency • All hazards and topics listed on page 1 • Reputational	Larger venues will normally have their own emergency plan and contingency plans in place for different emergency situations. Where the venue doesn't have an emergency plan, or if it is a greenfield site, one is developed as part of the event management plan. An emergency plan is in place for different emergency situations. It takes into consideration various Girlguiding event-specific contingency scenarios. <u>Contingency planning examples</u> As appropriate, information is given to participants about what to do if there's an emergency. An incident log for tracking and managing issues throughout an event is maintained.	Have you considered and, as appropriate, discussed with the venue all aspects of the event, including the logistics, in terms of potential emergencies? If you are using a venue, have you been provided with a copy of their emergency plan? If there isn't an emergency plan in place, have you produced one as part of your event management plan? <u>Event safety - Planning for incidents and emergencies (hse.gov.uk)</u> <u>Being prepared for emergencies</u> What, if any, contingency arrangements need to be put in place? Has this information been passed on to participants? Have you included an incident log in your emergency plan?	Using the following RDCP policy's M1 – Missing Child, making the small adaptation to it to insert we into the policy and all parties are aware and understand their role within this. M2- Missing Adult, again a small adaptation to insert ourselves into the policy. Co Mustard- Terrorist attack Again, we are inserted into their policy to ensure that we have an understanding of what is going on within the emergency. LD to Create a policy Rev Green – for managing emergency situations, and how we work alongside RDCP and CRS. It is also cascaded to the Lead bookers and discussed in safety webinar as to what we should do in certain situations first aid incident, unknown visitors, and what steps they need to take as they are the first on scene.	May 2026

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
Reporting of incidents, accidents and near misses and post-incident support • All hazards and topics listed on page 1 • Reputational	Any incidents involving the following are reported to headquarters: • Significant injury, discomfort or illness following an accident or incident • Damage to property • Any potential insurance claims • Any significant near misses • Incidents that involve acts of aggression or violence towards a member of staff or volunteer, including verbal abuse. If you have a safeguarding concern, follow our safeguarding policy and procedure and report to the HQ safeguarding team In addition, the owners of the site may require the incident to be reported to them. An emergency file for the event is produced and available in case of emergency. When a group is attending as a unit they review their own emergency file before they go away. In the event of a serious accident or death, Girlguiding must be contacted within 1 hour using the emergency safety line on 0207 592 1828. See what to do in an emergency for more information.	Have you produced an emergency file for the event? Emergency file Accident notification form	LD – to Create and Emergency File/ Emergency box with all items in it which is to be left at the assembly point which is the walled Garden. Accidents are to be reported to LD & CB. CB, LD, and SL – create a flow chart to show who is available to do what and when and stand in if those people are unable to attend and or are the affected party. Unit leaders are to help with the reposting of necessary accidents to HQ. Each unit has their own home contact and Emergency contact list. In the event that we need to carry out an evacuation unit leaders will Report to LAURA PARKER to confirm all members of their booking are present.	May 2026 May 2026

Financial consideration • Reputational	Guidance on what to consider in terms of financial risks and contingency planning is available and is reviewed and taken into consideration in your planning.	Have you reviewed and followed this guidance? You can add these risks to this risk assessment here if required. <u>Event finances</u>	CB Discuss financial position with County Commissioner and the finance team. They asked for additional buffer in case the event doesn't break even. A plan for the financial implications is completed with a plan. Merchandise, all merchandise bought in for the camp shop is transferrable to other Guiding events to ensure Sale or return goods from our local Girlguiding depot. Quotes obtained for outside contractors and services and a committee decision as to the most cost effective price that meets the requirements. Where possible equipment required is to be borrowed or hired at a reasonable cost. Equipment plea-sustainability asking those to look in there cupboards and donate!	April 2026
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Insurance • Reputational	Girlguiding's guidance on insurance requirements is reviewed.	Do you have all the appropriate insurance cover in place? Have you considered the risks and ensured there are mitigations or insurance to cover them? This could be an event cancellation policy. Does your event involve more than 5,000 participants? If so, have you notified Girlguiding's insurance team? If you're hiring vehicles for the event, will they come with insurance, or do you need to arrange it? Have you checked the requirements for the drivers? Do they have appropriate licenses? Will you be using your own equipment? Is it fully covered? If you're using an independent company or individual to provide your event, have you checked they have appropriate insurance in place? If you're using a non-Girlguiding site or have third-party activity providers, have you checked they have public liability insurance? Participants and volunteers may need travel insurance even if they're only travelling within the UK. <u>Building and contents insurance</u> <u>Travel and trip insurance</u> <u>Vehicle insurance</u> <u>Contracts with thrd parties</u>	Is insurance not required?? Not over 5000 people- we have 1500 attending. Event aren't hiring any vehicles – was previously discussed and only to hire from a. Supplier that also issue the insurance. Equipment – is minimal and It agree that able damages or breaks will be paid for via expense. CRS – has public liability and we have a copy of the certificate reviewed and received. RDCP also has public liability Other adventurous activities that we are supplying are covered by the Girlguiding Insurers. No Travel, building and content insurance required	July 2026

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Adult to child ratios to ensure adequate supervision • All hazards and topics listed on page 1 • Safeguarding	Girlguiding's guidance is followed at all times, so the number of adults available to supervise activities meets the required ratios. When a group is attending as a unit you may decide that they're responsible for their own adult to child ratios. Clear instructions about the unit leaders' roles during activities are provided, including if they're needed to ensure adequate supervision. See guidance on Going Away With Scheme (GAWS) requirements	Have you reviewed Girlguiding's information about adult to child ratios? Do you have enough volunteers for your young people? Think about the activities you'll be doing and who will be available to supervise. The adventure for girls section of our website will tell you the adult to child ratios needed for different activities. Sometimes a supervisor needs to focus on 1 individual, for example making sure they put a harness on correctly. They're not alone with them, but are not available to supervise generally as they're focused on the individual, so factor this in. What will you do if numbers of volunteers reduce? For example, if someone takes ill or the number of young members increases at short notice. Have you given leaders instructions in terms of their role in maintaining the appropriate ratios to ensure adequate supervision?	SL – reviewed all residential ratios for all sections. All sections are also allowed to camp under canvas. SL to speak to county commissioner about the additional leader required at a residential event – outcome due to have an entire event team there is only the need for the units to provide the right adult to child ratio for their units. Having said that, the number of leaders attending if the leader of the girls can manage that number, then overall on site there will be enough to ensure its safety. The numbers as the stand are 1:3 So, for every 3 under 18 there is one adult which is well within the requirements of the Guidelines. Activities are all self led, instructor or from an external provider – these are additional adults again. This adult will be supervised by event team and unit leaders.	May 2026 March 2025 March 2025 June 2026

			They will be identified by a Green Lanyard. Each member of the event team has a role during the weekend, and the unit leaders attend and are responsible for the care and supervision of the young members. If adult numbers are to decrease, it is to ensure that they are still i) able to manage ii) within a safe limit.	

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
Communications and consent for activities All hazards and topics listed on page 1 Safeguarding	Information, including any safety information, about the event is given to volunteers involved directly in the event organisation. It's also given to leaders bringing young members to the event so they can pass it on to all the attending volunteers, members and young members parents/guardians as appropriate, and obtain consent. When a group is attending as a unit, it's the responsibility of the unit leaders who are bringing young members to follow guidance on taking girls to	Is there any additional safety advice or information over and above the <u>guidance on taking girls to large-scale events</u> needed for unit leaders bringing attendees? Has this been provided to them? Have you got a <u>home contacts system</u> in place for volunteers involved in the organisation of the event and/or attendees not linked to a unit? Are you collating a list of home contacts for each unit? Have you put in place a central home contact who can call them in an emergency?	CRS will provide a safety briefing for each activity. Consent for residential event collected for each participant. Waiver form completed for all those taking part in CRS activities. Waiver form also includes the Devon Adventure that we are providing. Information pack to be sent to all the lead bookers with	At the event March 2026 August 2026 August 2026

	large-scale events and obtain the appropriate consent and emergency contact information. They're also responsible for putting in place a home contacts system for their delegates. Home contacts for volunteers involved in the organisation and/or attendees not linked to a unit is the responsibility of the organisers, who may also put in place a central home contact process to cascade the information. All data collected is GDPR-compliant.	<u>Guidance on home contacts</u> Does any data collected comply with Girlguiding's <u>managing information policy</u>?	processes, policies, what to do if's and useful information. Home Contact for each unit to be in place and sent to event organisers before the event to check that the home contact is a suitable individual. The event home contact will be MAUREEN WEEKES Only needed data is to be collected. Any data shared need to be password protected and 2 emails to be sent. Data breaches will be dealt with in line with girlguiding policy. All data is to be stored in a storage platform recommended by Girlguiding UK. CRS – data policy is also provided.	August 2026
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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
Communication during event amongst volunteers involved in organising the event All hazards and topics listed on page 1	The use of a public address system or two-way radios is considered with a code system to alert volunteers involved in the organisation to any issues. Where there's a good signal, volunteers' phone numbers are taken and exchanged between them so they can communicate during the event. As a last resort, runners can be used to communicate.	Have you considered a public address system (some venues may already have this), or could you hire two-way radios? Have you got a code system in place to raise the alarm in the event of an issue? Have you checked the phone signal and exchanged mobile phone numbers so organisers can communicate during the event? If you have a good signal, consider setting up a group messaging service like WhatsApp to aid communication. If you don't have a good signal, do you need runners to aid communication?	LD, JL and AD to have the two-way radios in place for the event. CB or SL to carry the Event phone. NMcH – to manage the questions and answers on the WhatsApp chat. Public address system wouldn't work across the park. PA to be used during the Opening and Closing Ceremony. Megaphone to be available. Leaders' briefing to be held in a room with the door closed to ensure everyone can hear. CRS and RDCP also have 2 way radios CB and SL to have one of theirs and vice versa so that the can understand the chatter that's going on.	August 2026

The presence of volunteers' family members - All hazards and topics listed on page 1 - Safeguarding	Girlguiding's guidance is provided and is reviewed and followed at all times.	Have you read our guidance on <u>involving families in adventures</u>? Have you considered any additional controls you may need to put in place if there are children of a different age taking part in the same activities as young members?	We only have 2 leaders children attending, and they are only attending one night because the second night they will be members. They are planned to attend – opening and closing ceremony. Sunday Activities will join in with age-appropriate activities. They are both being supervised by family members. That family member has a dbs. and completed safer guiding.	
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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
Managing the spread of infectious disease Biohazards	People who are unwell are asked not to attend. If they become unwell during the event, if possible, arrangements are made for them to go home or keep them isolated until they're better. Soiled items are disposed of appropriately. Hands are washed regularly and thoroughly.	Have you asked participants to wash their hands regularly and stay away if they're ill? Consider contingency arrangements if people become unwell during the event. If washing facilities aren't available, could they use hand sanitisers or wipes during planned activities, particularly before eating food?	Those that are unwell are asked not to attend. Those that become unwell whilst at the event will be asked to be collected. Running water and hand washing is available throughout the site.	At event

			Appropriate hand-washing prompts are in the correct location. Sanitary bins are also provided for needing. Nappies and hazards waste can be disposed of in the same way. There are also showers at every site they need. Pre-existing conditions stated on Health Forms. All adventurous activities will be subject to individual risk assessments carried out by the qualified leaders. All equipment associated with adventurous activities to be securely stored when not in use and only used under appropriately qualified instruction.	
All modes of travel to and from the event, including walking and travelling by car, train, bus or plane All hazards and topics listed on page 1	What the event organisers are responsible for in terms of assessment depends on what they're directly organising. The risks of the journey they're responsible for are considered from end to end and appropriate controls are put in place.	What parts of the journey do you have responsibility for organising, and for whom? What modes of travel will they be using? Have you planned the route? Does everyone you have responsibility for organising who is using vehicles to transport young members or equipment have appropriate licences, tax and insurance cover? Have you considered having someone available with a vehicle to get	Event Team are responsible for ensuring that there is provision for different ways for travelling to the event. The event is accessible by public transport, personal vehicles and has the provision for group travel. We have a group travel management plan.	At event

		things you may have forgotten and/ or transport people in an emergency? Have you thought about electric vehicle charging points? <u>Site services -charging points</u> Girlguiding's <u>advice on transport and vehicle insurance</u> Our <u>drivers' handbook</u>	Those that hire coaches and minibuses to attend have been reminded that they need to have a risk assessment for that part of the event and that I will not be provided for them. Those that are transporting young members in own vehicles have been reminded to follow the GUIDELINES Permits will be required for some attendees.	
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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
Traffic management – moving vehicles when crossing roads at start or end, or during activities Struck by moving object	Large venues will have traffic management plans in place to cover licenced events. Where there isn't one in place, one is produced for the event. Participants are encouraged to be aware of risks and stay safe through dynamic assessments and using safe crossing points.	Has the venue got a traffic management plan? If not, have you produced a traffic management plan? See <u>traffic management plans</u> If necessary, consider how you'll manage crossing busy thoroughfares – will participants be expected to walk in small groups? Will you have any restrictions on wearing headphones or using mobile phones, which may distract from potential dangers? <u>The Highway Code - (www.gov.uk)</u>	RDGP will be sorting out car parking, and traffic management and the local road between the site entrance and the main road. During the event there will be no vehicles movement in Place where vehicles can only move during set hours expect an emergency vehicle. Car parks are out of bounds for young members and there should be no need for them to enter.	March 2026

			Saturday arrivals and departures will happen in dart view, and no vehicles will access site. Members are encouraged to share car. Vehicle drivers are to also follow the one-way system during drop off and collection. 10 mph site speed limit with hazard warning lights if travelling across the 'camp' site Dart view Area identified to hold vehicles if necessary.	
Incorrect storage and handling of chemicals, including first aid response needed Hazardous chemicals	COSHH assessments are undertaken of chemicals used by employees and volunteers helping manage the event.	Have you assessed any chemicals (any item labelled with a hazardous warning sign) used? For example, glues, aerosols or cleaning chemicals. <u>Property A-Z hazardous chemicals</u>	N/A	

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
Housekeeping All hazards and topics listed on page 1	The area where the event is held is regularly checked and waste and items that are out of place are controlled.	Have you put in place a process to regularly check the areas being used and remove any waste items, or items not required that might cause a hazard, to a safe location?	RDGP will be managing housekeeping. In the discovery hub we will need to ensure share bins so that we can then add to the refuse points. There are multiple refuse points throughout the site. When facilities are clean, we need to station service crew at this location to help manage the work follow for the teams.	July 2026
Noise Environmental	Noise levels in terms of risk to hearing of participants and organisers, plus noise nuisance to neighbouring properties, is considered and suitable controls put in place.	Have you considered noise levels on site that could cause harm to hearing? Have you considered noise nuisance to neighbours and/or wildlife and natural habitats in or around the site? <u>Managing event noise</u>	No residential properties nearby. No other camper apart from us on site. Silence is at 10pm and not before 6am	April 2026
Manual handling and storage of equipment and luggage Manual handling	Consideration is given to the weight, size and amount of equipment/luggage needed as part of the event in terms of organisation/storage/participants' ability to handle it.	Have you reviewed the equipment/luggage needed as part of the event in terms of organisation, storage and what participants will need to handle? Have you considered safe lifting, and the practical aspects of handling/ carrying it? Do you need to give volunteers or participants any guidance? <u>Health, safety and welfare procedure</u>	Volunteers that will be doing the manual handling are to ask for help with unmanageable loads, loading and decanting the equipment vans. Service crews are working teams of a minimum of two,	At event

			so they have someone to share the load with.	
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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
Storage and cooking of food products and potable water for consumption - Food safety - Biohazard	Girlguiding's guidance is reviewed and followed at all times. Details of allergies and food intolerances are collated for participants and an appropriate menu made available to them Where food is supplied by a third party (including food stalls) checks are done on insurance, food registration and food hygiene ratings. Guidance on <u>water supply</u> is followed.	If you're planning to prepare food have you gone through Girlguiding's <u>food safety guidance</u>? Where food is supplied by a third party (including food stalls) have you done checks on insurance, food registration and food hygiene ratings? Search for ratings on the <u>Food Standards Agency's website</u>. If you're supplying food to members of the public, have you read through the <u>Food Standards Agency's advice on providing food at community and charity events</u>? Have you collated dietary information and thought about what food will be available for participants with dietary requirements and preferences? Has the water supply been provided in accordance with the guidance?	We aren't catering the event the site providers are. They have a food hygiene rating of 5. They also have the necessary food qualifications as there are normally public facing food vendor. We have supplied the vendor with dietary requirements of our members; this has been broken down into requirements and allergens. However, we are providing food activities. The dietary requirements have also been reviewed and where possible all food activities have been catered for all allergens. The water is supplied	April 2026
Crowd management Struck by moving object/	Consideration is given to crowd management, particularly in terms of venue capacity, access and egress.	Have you reviewed Girlguiding's guidance and confirmed controls are in place?	There should be no instance crowd control will need to be a risk.	

crushing	Larger venues are likely to have systems in place to control this.	See crowd management guidance	The only places where the entire camp will be in one place is when the entire camp comes together opening and closing ceremonies. An in case of an emergency and the camp will be at the assembly point.	
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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
Keeping electrical communication devices, phones and radios charged All hazards and topics listed on page 1	The need for and provision of charging points is considered as part of the event management plan.	Have you considered how you're going to provide charging points to keep communication devices running and reviewed guidance on using power banks? Venue with no or limited facilities	We have access to mains power. Where will there be charging stations available. The 2-way radio will be on charge here. There also WiFi for those that may need to use WiFi calling. There is also a land line phone on site.	April 2026
Refuse disposal Biohazard	Consideration is given to refuse disposal. Most venues will handle ordinary household waste, with instructions provided.	Have you reviewed guidance on waste disposal, particularly where waste produced falls outside the norm? Have you confirmed controls are in place? Consider recycling. See waste management guidance and sustainability	We need to follow the instructions on the bins provided.	At event

Weather contingency plans • Environmental • Slips trips and falls	Contingency plans are in place if the event 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.	Have you considered contingency plans if the weather conditions force you to cancel the event or any of the activities? How could you adapt your plans so it could go ahead safely? The owners of the site and any third-party suppliers may already have a policy on this.	Activities will be amended if required, and sheltered areas provided throughout the campsite. Sufficient water points available, All participants will receive a kit list prior to the event Adventurous activities will only stop with lightening occurring	
Safeguarding • Safeguarding	There's a safeguarding policy in place and this policy is followed for all events and activities. <u>Safeguarding policy</u>	Have you read and are you following GG's safeguarding policy? Think about how you will put the procedure into practice. For example, this could be having a safeguarding champion for the event.	SM- is the safeguarding champion. Normal safer guiding practice are in place. A policy has been written for the external visitors that are in attendance. Contact with Region to clarify what is meant by term and if our safe guiding policy is sufficient of this event. Leaders were briefed during 15/7 webinar what to do if they needed to raise a safeguarding concern. – Follow the normal standard	May 2026

			procedure and Camp lead or Safeguarding lead aware. It will also be reiterated in the leader brief 4/9.	
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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
Weather conditions and suitability of clothing and footwear worn • Environmental • Slips, trips and falls	Consideration is given to the weather to help with planning the event/activities and dress code. For example, hats, coats, gloves and appropriate footwear may be needed, or suncream. Weather warnings are monitored regularly to ensure safety, and activities may be adjusted appropriately. Dynamic risk assessments are done with the weather in mind for each activity.	Have you considered the weather forecast if relevant? What does it mean for dress code? Have you thought about storage arrangements for wet clothing and/or umbrellas?	Kit list has been provided for all weather eventualities. The kits list has been drawn up for sections, indoor outdoor accommodation. The weather will be reviewed in the weeks leading up to the event. During the weekend extreme weather update will be communicated by the WhatsApp group and word of mouth. Wet clothing – there are drying spaces in each of the camp site we are have a facilities to be able to wash and dry in laundry rooms.	June 2026

Speed and movement of people and animals • Struck by moving object • Slips trips and falls	Running is restricted to games/outdoor activities where there's good visibility and everyone is aware of potential hazards. Where animals are present, they are kept under control and away from high-activity areas to avoid startling them or causing injury.	Have you communicated this to everyone taking part?	In the Information for leader's booklet – camp rules. Only Assistance dogs will be allowed on site.	
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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
Participation of animals, including assistance dogs/animals and pets • Biohazard • Cuts and lacerations	Guidance is provided around the involvement of animals in or at the event. For example, well behaved pets to be kept under the control of owners, who have responsibility for cleaning up after them. If there was an accident, it would be dealt with under public liability insurance. However, Girlguiding would likely try to claim back some of the cost from the owner.	Are you running an event involving animals, for example a walk with dogs? You'll need to make provision for assistance dogs and animals. Have you thought about and provided appropriate guidance to participants? If several different types of animals may take part, consider their impact on each other. Have you considered any allergies or fears participants have told you they have?	Only 1x Assistance dog is in attendance. Parents are advised not to bring pets to drop off and pick up however if they are to attend, they must be on a lead.	At event
Joint events with Scouts • All hazards and topics listed on page 1	Girlguiding's guidance on running events with Scouts is reviewed and followed.	Have you read and considered our guidance on joint adventurous activities with Scouts?	Girlguiding Devon in attendance only.	

Provision and wearing of suitable clothing, footwear and personal protective equipment (PPE) All hazards and topics listed on page 1	PPE, if required by a risk assessment, is provided for anyone involved in the activity to use. For example, protective gloves for use when cleaning.	Is any protective equipment needed for activities on the site? Are those carrying out the activity wearing PPE when needed? Is the PPE in good condition and fit for purpose?	Majority of the CRS adventure is to use PPE. SL – reviewed the documentation from CRS to show when it was last maintained. Kit list for participants also gives details of what will be needed to take part in the adventurous activities.	July 2026
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
Lone working/volunteering* All hazards and topics listed on page 1	When lone working/ volunteering, Girlguiding members follow section 10 of our health, safety and welfare procedure. This document also offers a guide for non-Girlguiding members to follow. Lone working/volunteering is not permitted when working at height.	If lone working/volunteering is likely to happen, have you read the relevant section of Girlguiding's procedure? Do you have suitable arrangements in place? Think about whether you'll be lone working/volunteering when opening and closing the site. <u>Health, safety and welfare procedure</u>	There is no need for lone working	
Management of contractors and visitors to the site All hazards and topics listed on page 1	Only authorised, competent contractors are permitted to work for Girlguiding. The approval process includes a review of their processes for managing risk assessments, training and sub-contracting. They're required to complete a <u>contractor competency assessment</u> . Visitors and contractors are required to	Have all contractors been taken through the approved contractor process? <u>Property A-Z Managing contractors</u> Is the signing-in book and permit to work system being used? Check the last contractor you know visited	N/A	

	sign in declaring they're fit to work. Those unfamiliar with the site are given relevant site-specific information on fire evacuation and shown round before being left on their own. Permits to work are issued locally, with a new permit issued each day and for each job.	the site. <u>Signing-in book</u>		
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*This doesn't mean being totally alone. It's rather any situation where someone is doing a volunteering activity where visual or verbal contact with other volunteers or members is likely to be infrequent AND where accidents or incidents may prevent them from being able to raise an alarm.

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
Design and condition of the site, equipment and structures All hazards and topics listed on page 1	The fundamental design and condition of the site, structures and equipment provided by the venue is out of the control of the event organiser. However, the layout for the event is within the control of the event organisers and is designed at the start of planning the event taking into consideration potential issues, hazards/topics listed on page 1. The condition of the site under the event organisers control is monitored and maintenance undertaken as needed. Equipment is maintained in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). All equipment brought on site is subject	Have you ensured the design of the site layout under your control has taken into account the requirements of this risk assessment? Do you have a process in place to monitor the site and do any maintenance etc required? Has all equipment used on the site been checked for compliance with PUWER and LOLER? Have you ensured any electrical equipment used on the site is suitable for use in wet weather conditions? Has it been appropriately tested? See guidance on <u>venues with</u>	Responsibility of the provider. RDGP	July 2026

	to periodic checks, tests and examination by competent people. These are reviewed before installation to ensure any issues identified have been acted upon. Staff and volunteers involved in the organisation and management of the event visually check for defects before using any equipment. Defective equipment/structures are reported and removed from use until repaired or discarded.	<u>no or limited facilities?</u> Have all staff and volunteers involved been trained and/or instructed as appropriate to check equipment before use, report any issues, and if necessary, remove equipment from use?		
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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
Moving doors, gate or barriers that could swing in the wind Struck by moving object	Moving doors, gates or barriers that could swing in the wind are fixed with hooks or another means of restraint, and individuals involved in managing the event instructed in their use.	Have any moving doors, gates or barriers that could swing in the wind been appropriately secured and individuals involved in managing this event been instructed in their use?	Responsibility of the provider. RDCP	July 2026
Refuse disposal Biohazard	Consideration is given to refuse disposal. Most venues will handle ordinary household waste with instructions provided.	Have you reviewed guidance on waste disposal, particularly where waste produced falls outside the norm? Have you confirmed controls are in place? Consider recycling. See <u>waste management and sustainability</u>	Responsibility of the provider. RDCP	July 2026

Local environment issues for example, blue green algae, Weill's disease, Lyme disease, ticks and E.coli, including possibility of farm animals and/or activity in fields previously used by animals, including dog poo particularly where food is consumed Biohazard	Consideration is given to additional controls, if necessary. For example, keeping arms and legs covered, regular washing and/or avoiding certain areas of activities.	Have you considered what additional controls may be required? Check with the owner of the site as they may already have a risk assessment you could use as a starting point. <u>Property A-Z</u>		
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Factors contributing to risk	Control measures What is, should or should 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
Fire risk assessment Fire	A site-specific fire risk assessment and fire strategy is in place for the site/event. See <u>fire safety management</u>. It isn't necessary to obtain a fire risk assessment for the building. The people who own and run the building are responsible for fire safety and should have done an assessment.	It it's a greenfield site, have you undertaken a site-/event-specific fire risk assessment and produced a site-/event-specific fire strategy? If it's an established venue and you have any concerns, speak to the owners and ask for assurance that the building is safe, and they have a suitable risk assessment in place.	LD _ to review policies from RDCP. To follow the same process as RDCP. We would action the REV Green protocol and action would be to call the Fire brigade.	August 2026
Emergency evacuation plan - Fire - Other emergencies requiring evacuation		If it's a greenfield site, have you produced a stie-/event-specific evacuation plan? If it's an established venue, have you asked for a summary of the emergency procedures and, where appropriate, passed on any relevant information to the participants?	LD - to create this process. Rev Green Would be completed. During the Night, only the indoor outdoors, whichever is affected will need to action	August 2026

		In most large public buildings this won't be necessary as they'll take control of any evacuation. However, you need to consider whether building management will be present in the building, and that you need to manage the evacuation, or the evacuation process isn't obvious, and you need to develop your own evacuation plan. Have you made sure people involved in managing the event are aware of the evacuation arrangements?	Those that have been affected will need to report that the entire booking present to LAURA PARKER in the assembly point. Assembly point indoors- Tennis court Outdoors – Walled Garden. During the day all would need to head for the walled garden.	
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Factors contributing to risk	Control measures What is, should or should 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
Specific needs related to evacuation • Fire • Explosions • Flood • Chemical spills	Have you fully considered the evacuation of people with adjustment plans and members of the public who may need assistance? Some venues may have arrangements in place for people with adjustment plans, for example, limited capacity for wheelchairs in specific areas. They may need to limit numbers or obtain information upfront so that they can safely manage an evacuation.	Do you need to/have you made arrangements to find out numbers of people with adjustment plans?	As above. Those with adjustment plans need to be managed by the unit leaders. As we haven't been asked to make any further adjustments.	August 2026
Security • Safeguarding • Violence	Consideration is given to the security of the site and any areas that need to be controlled.	Have you reviewed Girlguiding's guidance and confirmed controls are in place? Planning for incidents and emergencies	Girlguiding Devon are the only attendees to RDCP for the entire weekend. RDCP and CRS employees have read the Safe guiding, visiting a unit guideline	July 2026

			They all have DBS. RDCP will be providing an individual on the gate during the weekend. We will man it during arrival and departures also. There are no expected visitors due apart from our VIP on Saturday Afternoon. Those will be on a Known visitors list. Any other attendee to the site will need to let us know why they are here being let on to site. Parents here collecting children that are unwell will be asked to wait in Dart View/. and the leader is to meet them in this location. The Rev Green Protocol is also applicable here. All leaders need to follow the Rev Green protocol when someone is going home. Camp Lead or assistant available at all times via, phone radio or personal device. Police and other emergency services will be informed prior to the event	
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Terrorism, including bomb threats - Safeguarding - Violence	The level of control needed is dependent on the location and capacity of the site. There is draft legislation in place which may prescribe requirements. Where appropriate, invacuation and evacuation plans are in place, together with suspicious package procedures. Run Hide Tell information is provided to participants as and when appropriate. All staff and volunteers involved in managing the event have access to Run Hide Tell information.	Is your event taking place in an area that is at a higher risk of a terrorist attack? Have you considered terrorist activity and bomb threats and put controls in place? Have you considered encouraging participants to watch Run, Hide, Tell: Firearms and Weapons Attack (youtube.com) before they come to the event? See Property A-Z for latest guidance	Following the RDCP Policy Run and Hide – National Guidance.	July 2026

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
Accessibility of any pond, river, stream, ditch or other area of open water - Biohazard - Drowning	Suitable fencing/signage, access to buoyancy aids and/or supervision is provided at all times.	If this is a potential issue, what controls are in place to prevent access and potential drowning?	There are fences up around certain areas of water. Other areas that we have identified are going to be roped off and used as out of bounds. There will be red and white tape and signage that says no entry.	July 2026

			In the water area there will be lifeguards for the activity area.	
Availability of toilets and other welfare facilities - Biohazard - Welfare	Event planning includes consideration of where toilets, accessible toilets and other welfare facilities/shelter are available on site and during activities.	Have you considered provision and location of toilets and other welfare facilities? See guidance on site services	There are enough toilets and washing facilities for all on site. Male Toilets will need to remain in action as we have male volunteer in attendance.	April 2025
Electricity Electric shock	Event planning includes consideration of provision of a safe electricity supply. In an established venue, this shouldn't be an issue.	Have you considered provision of a safe electricity supply? See guidance on site services	Electric can only be supplied to those with EHU Cable.	April 2025
Lighting levels Slips, trips and falls	Lighting levels are considered for each area of the site and 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 where appropriate additional controls put in place.	Have you considered provision of lighting, given the time of year, terrain and where the event is taking place? See guidance on site services	Units will need to provide their own camping light areas. The site is lit. Playground equipment can not be used when it is Dark	July 2026

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 supply	Requirements for water are reviewed and a safe, suitable and sufficient	Have you considered what's required and arranged for a	Purpose built site	July 2026

- Biohazard - Welfare	water supply, plus drainage, is provided where appropriate. In an established venue this will probably be available, but consideration is given to if additional bottled water may be required.	suitable supply of water and drainage? See guidance on site services		
Storage of liquid petroleum gas (LPG) - Fire - Explosion	Bulk storage of LPG is designed at installation to comply with the current regulations and is regularly inspected and maintained by the supplier. - The storage area is regularly checked to ensure adequate ventilation is maintained. - Where small amounts of bottled gas and/or cartridges are held on site, suitable storage arrangements are provided and maintained. - Details of the arrangements are included in the local fire risk assessment.	Have you reviewed the location of any LPG storage against the relevant guidance and ensured appropriate controls are in place? Are all the details covered in your local fire risk assessment? Property A-Z In established venues the control of LPG will fall under the management's responsibility, and you will need to liaise with them if you are bringing bottled gas on site.	N/A	
Portable gas appliances - Burns and scalds - Explosions - Fire	Industry guidance on seasonal gas safety covering LPG appliances and BBQs is followed Seasonal Gas Safety Advice – Gas Safe Register	Have you reviewed and ensured you're following the guidance? Gas appliance	NO Naked Flames on camp.	November 2025

Anything else?

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

Washing up areas • Burns and scolds •				
Camping Pitching and Stike tents		Organizers will request a list of tentage being brought together with measurements from each unit camp leader, sites will be allocated based on this information. Contingency plans in place to identify alternative camping areas should the sites become unsuitable. Follow safe practices when carrying, transporting equipment and erecting tents. Closed in footwear to be worn. Adequate adult supervision required during pitching. Manufacturer's instructions to be followed when erecting the tent. Guy ropes must be kept short to minimize trip hazards.		July 2026

CAMPING Proximity of Toilets to camping areas	All Campers, Distance to toilets from camping areas especially at night	Units have been invited to bring their own additional Elsan type toilets and a disposal area for these is available onsite. Leaders advised the campers will need torches if visiting the toilets at night. Clear pathways marked to toilets to avoid the chance of campers tripping on Guy Lines or encountering obstacles in the dark.		July 2026
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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		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

