

# Risk Assessment Framework

Type of risk assessment	Additional information	Type of sign off required
<b>Risk assessments for meetings, day trips and one-off events that you and your leadership team are organising.</b>		
You're having your first outdoor or indoor regular unit meeting since the first lockdown in March 2020.	Your risk assessment should cover the venue and all planned activities. Remember to complete an outdoor or indoor checklist, depending on where you're holding the meeting.	Needs commissioner sign off  If your risk assessment needs to be updated during the term, it doesn't need to be signed off again.
You've met face-to-face since March 2020, but circumstances have changed since you had your risk assessment signed off. There are new risks for your regular unit meetings that need addressing.	This could include a change of leadership team, meeting in a new venue, or big changes to the structure of a venue, like a change to the toilet facilities.	Needs commissioner sign off  You'll need to highlight any changes that have been made to the original risk assessment.
Your unit changes meeting place every week. For example, Week 1 meeting at a local park, Week 2 meeting in the community hall, Week 3 meeting on the local school field.	Put all the venues your unit meets at on one risk assessment, and get that signed off.	Needs commissioner sign off  If you end up using a venue that isn't on the original risk assessment, you'll need to do a new one.
You're having a day trip or one-off event at an external venue	This could include trips to the theatre, carol singing at the local old people's home or ice skating at the weekend.  Your responsibility is to risk assess everything that is in their control, such as travel to and from the venue.  You should ask the venue to share their own risk assessment.	Needs commissioner sign off
You're having an event at your regular meeting place but not at the normal meeting time.	This could include attending a fun day event.  Your responsibility is to risk assess everything that is in your control, such as allergies, Covid-19 safety and accessibility. The organiser should be asked to share their risk assessment.  Your risk assessment does not need to include the venue as this has already been approved if your unit meets there regularly.	Does not need commissioner sign off  However, you do need to inform your commissioner that the event is happening.
<b>Risk assessments for meetings, day trips and one-off events that are organised by others</b>		
You're attending a day trip or one-off event that has been organised by someone else. For example, another area of Girlguiding (such as a district, division, county or country/region), Girlguiding HQ or Girlguiding Activity Centre teams.	This could include events like Magic and Mayhem, activity days, or partner events like ODEON screenings.  Your responsibility is to risk assess everything that is in your control, such as travel to and from the venue.  You should ask the venue to share their risk assessment.	Does not need commissioner sign off  In this case, risk assessments will have been completed by experienced Girlguiding teams or partners, so additional oversight from commissioners isn't needed.  However, you do need to inform your commissioner that the event is happening.
<b>Risk assessments for one-off events where all parents/carers are present throughout</b>		
You're having an event where all parents/carers will be there all the time.	This could include church parades or memorial services.  Your responsibility is to risk assess everything that is in your control such as allergies, Covid-19 safety and accessibility. The event organiser should be asked to share their own risk assessment.	Does not need commissioner sign off  However, you do need to inform your commissioner that the event is happening. She can ask to see the risk assessment if she has any concerns about the event.