



Risk assessment – Pennine Way Challenge Event

Fill out this risk assessment for each activity not included in your unit risk assessment, including any adventurous activities, you do outside your normal meeting place. Adventurous activities are listed on the [Adventure for girls webpages](#) and can be found by searching under the category 'Adventurous activity'. In addition, if the activity is adventurous, it will have a call out box with an ! on the page highlighting this (for example see [Archery / Girlguiding](#)). Where the activity is adventurous there will be a need for an additional risk assessment to be conducted by the qualified instructor or activity centre.

This could be one-off activities or activities that continue throughout the year. It is important that you review this risk assessment if there is any significant changes, and at least annually. Your risk assessment should be completed after the walk has been reced, and we would recommend for you to complete your recce with your assistant leader if possible.

Note: We have a separate risk assessment template if you're doing adventurous activities not included in your unit risk assessment outside your normal meeting place. We also have separate templates for residential trips in the UK and international trips.

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 meeting place, during the activity. It is recognized 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 contemporaneously or as soon as possible after they have been identified and assessed.

Name of unit:	
Activity covered by the risk assessment:	
Name of person completing the risk assessment:	
Date and timings of activity:	Saturday 28 th June 2025
Location of activity including post code:	

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	<p>Information on any adventurous your group will be doing is reviewed.</p> <p>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.</p>	<p>Have you reviewed our adventure for girls webpages to see what you need to do to keep participants safe?</p> <p>If any of the activities you're planning are adventurous (see our definition opposite) and aren't on our adventure for girls pages, you must contact the outdoor activity adviser for your country or region, or email adventure@girlguiding.org.uk.</p> <p>Don't go ahead with the activity until you have confirmation that it's OK to do so.</p> <p>There are some prohibited activities Girlguiding doesn't permit you to take part in.</p>		
Effective leadership during the activity	<p>Who's leading the activity – or parts of the activity – is established and communicated to everyone involved before the activity starts.</p> <p>Generally the leader would be the leader of the unit. However, leadership could be delegated to another person or expert.</p>	<p>Have you established and communicated who's in charge of the different aspects of the activity?</p>		

<p>Adult to child ratios to ensure adequate supervision</p>	<p>Girlguiding's guidance is followed at all times, so the number of adults available to supervise activities meets the required ratios.</p>	<p>Have you reviewed Girlguiding's information about adult to child ratios?</p> <p>Do you have enough volunteers for your young people?</p> <p>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 required for different activities.</p> <p>Sometimes a supervisor needs to focus on one individual, for example making sure they put a harness on correctly; they are not alone with them but are not available to supervise generally as they are focussed on the individual, so factor this in.</p> <p>What will you do if numbers of volunteers reduces? For example, if someone takes ill or the number of young members increases at short notice?</p>		
<p>The presence of volunteers' family members (if appropriate)</p>	<p>Girlguiding's guidance is reviewed and followed at all times.</p>	<p>Have you read our guidance on involving families in adventures? 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?</p>		
<p>Suitability and competence of volunteers and leaders Inadequate training and awareness</p>	<p>Guidance on the additional training requirements for leaders for some activities is reviewed and followed.</p>	<p>Have you used Girlguiding's guidance on activities to check what, if any, additional training requirements apply to leaders for the activities you're planning to do?</p>		

<p>Fitness and ability of volunteers, young members and others doing activities</p>	<p>Individuals' adjustment plans are reviewed by the unit leader before members take part in events or activities.</p> <p>Any adjustment plans for volunteers taking part in the delivery of an event or activity are reviewed by the event organiser.</p> <p>Any issues raised when discussing the activities with girls and parents/guardians are considered.</p>	<p>Does anyone taking part have an adjustment plan? Have you considered how it might play into the activities?</p> <p>Some of the activities planned may trigger participants to tell you they have a problem, for example they're scared of heights or aren't confident in water. Do you need to make any adjustments to travel plans/catering/activities with this in mind?</p>		
<p>Communication, and consent for activities</p>	<p>Information, including any safety information, about the activities is given to volunteers, young members and their parents/guardians as appropriate, and consent obtained. Parental consent is required for:</p> <ul style="list-style-type: none"> • Adventurous activities both at and outside your usual meeting place • Events and activities outside unit meetings <p>The consent form includes a space for emergency contact information – ensure parents/guardians fill this in.</p>	<p>Have you provided information, including any safety information, about the activities you're doing, to volunteers, young members and their parents/guardians as appropriate? Have you obtained the necessary consent?</p> <p>Getting permission</p> <p>Do you need a home contact system? You'll need this for activities outside your normal meeting place at a different time to your normal meeting time.</p> <p>If your activity is taking place outside of your usual meeting place, but during your normal time, consider whether a home contact would be useful.</p>		

Communication during event amongst participants	Where appropriate and with parental permission participants' phone numbers are taken and exchanged between them so they can communicate during the activity. These are deleted after the event to prevent misuse.	Do you need to obtain and exchange mobile phone numbers so participants can communicate during the activity? Do you have a process in place to make sure these are deleted after the event?		
Weather contingency plans	Contingency plans are in place if your activity has to be curtailed, adapted or postponed due to weather conditions including consideration of wildfires that may be spread by winds etc.	Have you considered contingency plans if the weather conditions force you to cancel your activity? Or how you could adapt your plans to so it could go ahead safely?		
Weather conditions and suitability of clothing and footwear worn	Consideration is given to the weather to help with planning activities and dress code. For example, hats, coats, gloves and appropriate footwear may be needed, or sunscreen. Weather warnings are monitored regularly to ensure safety, and activities may be adjusted appropriately. Dynamic risk assessments are undertaken with the weather in mind for each activity.	Have you considered the weather? What does it mean for dress code?		
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.	What's the lighting like for your activity, given the time of year, terrain and where it's taking place? What can you do to lower any lighting-related risks?		

Speed and movement of people and animals	Running is restricted to games/outdoor activities where there's good visibility and everyone is aware of potential hazards.	Have you communicated this to everyone taking part?		
Participation of animals, including pets	<p>Strict guidance is provided if animals are to be involved in the activities. For example, well behaved pets to be kept under the control of owners, who have responsibility for cleaning up after them.</p> <p>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.</p>	<p>Are you running activities involving animals, for example a walk with dogs? 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.</p> <p>Have you considered any allergies or fears participants have told you they have?</p>		
Reporting of incidents, accidents and near misses and post-incident support	<p>Any incidents involving the following are reported to headquarters:</p> <ul style="list-style-type: none"> • Significant injury or discomfort • Damage to property • Significant near misses • Potential insurance claims • Involving acts of aggression or violence towards a member of staff or volunteer, including verbal abuse. (Where appropriate, incidents involving young members should be reported to the HQ safeguarding team.) <p>The emergency file is reviewed.</p>	<p>Do you have access to the emergency file? Have you been through it and know what to do if there's an emergency during your activity?</p> <p>Emergency file</p> <p>Accident notification form</p>		

<p>Moving vehicles when crossing roads during activities</p>	<p>Participants are encouraged to be aware of risks and stay safe through dynamic assessments and by using available safe crossing points.</p>	<p>If you're travelling, have you planned your route? 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?</p> <p>The Highway Code - Guidance - GOV.UK</p>		
<p>Managing the group if there's an emergency</p>	<p>Contingency plans are considered and written, based on any potential issues that could occur during the activity. These include a home contacts system in case of emergency.</p> <p>Information is given to everyone about what to do if there's an emergency – where to go if they get lost and where to meet if they get split up, for example.</p>	<p>Have you considered all aspects of your activity, including the logistics, in terms of potential emergencies? What, if any, contingency arrangements need to be put in place? Has this been discussed with participants and parents/carers?</p>		

<p>Provision of emergency first aid and handling and disposal of items contaminated with bodily fluids</p>	<p>Guidance is reviewed on the appropriate level of first aid cover needed.</p> <p>A leader takes an appropriate first aid kit with essential items to the activity.</p> <p>Details of the nearest accident and emergency facilities/ hospital, defibrillator – and means of transport to gain access are obtained as appropriate</p>	<p>Have you reviewed Girlguiding's first aid guidance and activity finder?</p> <p>Are you taking an appropriate first aid kit with essential items with you to the activity?</p> <p>Have you considered access to accident and emergency services?</p> <p>Do you know your what3words location?</p>		
<p>All modes of travel to and from the trip/activities, including walking and travelling by car, train, bus or plane</p>	<p>The risks of the journey from end to end are considered and appropriate controls are put in place.</p>	<p>What modes of travel will you be using? Have you planned your route?</p> <p>Does everyone using vehicles for transporting young members have the appropriate driving licences and insurance cover?</p> <p>Girlguiding's advice on transport and vehicle insurance</p> <p>Our drivers' handbook</p>		
<p>Availability of toilets and other welfare facilities/shelter</p>	<p>Planning includes consideration of where toilets and other welfare facilities/shelter are available on route and/or during the activity.</p>	<p>Have you considered where toilets and other welfare facilities are located in case participants need them?</p>		

Additional considerations for walks

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
Walks	Make sure your route is appropriate for the group, weather and time of year. Check the Countryside Classification for your walk, and follow the planning and safety advice for the classification you'll be walking in (easy, lowland, open, remote or extreme). Contact your local walking adviser for further guidance if needed.	Have you planned out your route? Have you flagged any hazards to participants, and discussed how to negotiate these? Do you have a contingency plan such as an alternative route or an alternative activity in place if necessary? Girlguiding walking guide		

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

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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:		Membership number:
Role:	Date review initially completed:	
Signature*:		

* Both electronic and wet ink signatures are acceptable.

Review history

Date	Signature	Summary of changes