

## Keeping our members safe

Whatever we do in Trefoil - whether at a meeting or an event or activity - it is important that we think about the safety and wellbeing of ourselves, our members and others taking part as well as members of the public (where appropriate).

We need to consider the hazards presented by what we are doing, and the actual risks - and work to manage those risks to ensure they are as low as possible.

It is important to keep things in perspective. Some hazards might be harmful but as they are unlikely to occur, they carry a LOW severity factor. Whereas other hazards nearly always happen and if and when they do, cause either slight or more serious harm - these risks therefore carry a higher severity risk (MEDIUM or HIGH).

Having assessed the hazards, the next step is to put in place measures to reduce as many as possible to LOW risk. Where risks remain HIGH even after your efforts to manage them, organisers need to consider carefully whether they should go ahead with these activities.

Below are a number of points to help you manage potential risks - view the relevant documents on our [policies page](#):

- A blank template for you to complete for each event. At the end of the template is a sheet on managing risk which provides you with a matrix to enable you to decide which category of severity the risk falls into. This has been adapted from the Girlguiding Risk Assessment and Management paperwork so may be familiar to some
- A list of areas for you to consider. This list is not meant to be exhaustive but covers many of the things you will need to think about when preparing a risk assessment. See Trefoil Guild's "Risk assessment things to consider"
- If you have any insurance queries please telephone: 020 7834 6242 and select insurance. Our insurance is arranged through Girlguiding. Please check the insurance policy on their website [www.girlguiding.org.uk](http://www.girlguiding.org.uk) and search Insurance