



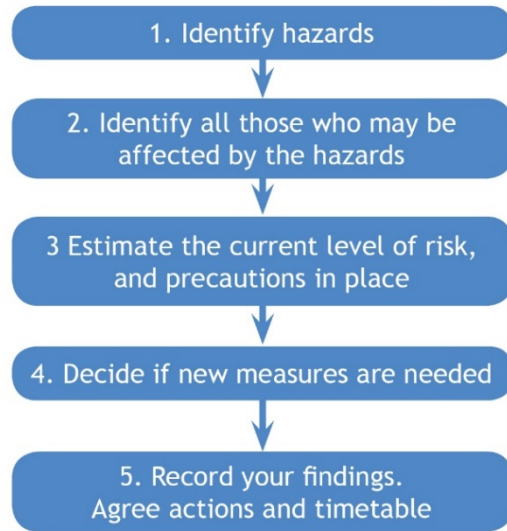
Risk assessment form

Event/ Activity (brief description): (Unit Name) Virtual Meetings using Zoom				Date: weekly from April - July 2020		
Leader in Charge: Jayne Treadwell or other qualified Leader	Numbers Attending:	Adults:	Min 2	Girls/Young Women:	General Public:	
Consent for Event/ Activity forms completed: Yes No N/A		Venue: Leaders & Girls Homes	Instructor qualification checked* Yes No			
Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of Risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Safeguarding Supervision/Ratios	Girls, Leaders	“Waiting room” technology in use - meetings won’t start until 2 leaders present	L	L	Parents have been asked to be near or in the same room	
Safeguarding Safe Space	Girls, Leaders	At least one leader in the meeting will have Safe Space Level 3	L	L	Checked on GO	
Safeguarding Criminal Record	Girls, Leaders	At least one leader in the meeting will have a current DBS	L	L	Checked on GO	
Safeguarding Guidelines	Girls, Leaders	Parents emailed the guidelines (must respond prior to receiving meeting details)	M	M	Reminder email sent and meeting details not sent if no response	
Safeguarding Consent	Girls, Leaders	Parents will have given electronic consent before a girl is accepted into the meeting	M	M	Meeting link only sent to parents who have given permission	
Safeguarding Risk of non-members joining the meeting	Girls, Leaders	Event is not publicly listed, details emailed to parents only. Parents are emailed the secure password to join the meeting	L	M	During meeting - technology has the ability to remove participants immediately. Waiting room to be checked prior to meeting starting.	

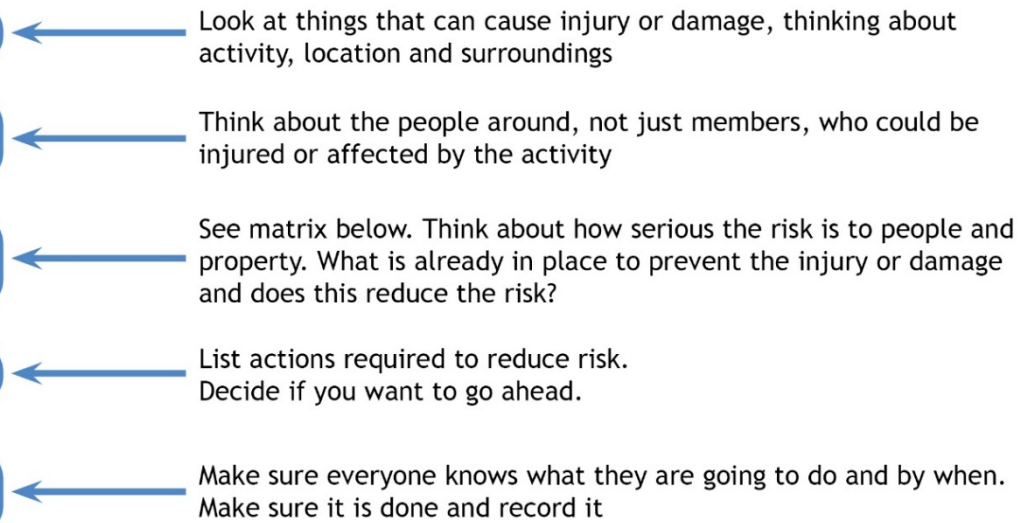
Risk of cyber bullying or inappropriate 'chat' conversation between participants without leaders	Girls	Turn off Private Chat All participants will remain in a single virtual room or if in break-out rooms, leaders will pop into each regularly - other leaders made co-hosts	L	M	Will form part of guidelines briefed to unit at start of meeting. Ongoing monitoring - participant video feed can be stopped / mic muted individually
Risk of exposure to inappropriate content in a participants house (either in the background, shared resources intentional or unintentional)	Girls, Leaders	Parents briefed that girls must not be in a bedroom (Guiding guideline) and that a parent/adult should be present	L	M	All resources shared will be fully reviewed before sharing with the unit (youtube films watched in full) Leaders to check that no other documents open on their screen to save accidentally sharing anything inappropriate
Inappropriate behavior of participant during session	Girls, Leaders	Brief girls on expected standard Parents have confirmed they are responsible and will be present	L	L	Ongoing monitoring - participant video feed can be stopped and audio mic can be muted individually
Participants film, screenshot or take photos of meeting	Girls, Leaders	Parents emailed guidelines explaining this and present during the meeting	L	M	Screen sharing - selected for only host to be able to share
Crafts/activities	Girls, Leaders	All our crafts and activities comply with the guiding manual and supervision is required during any activity by a parent especially when using more dangerous items i.e. scissors/knives.	L	L	Clear instructions given. Emailed sent to parent before meeting giving a list of equipment needed and that good supervision at all times is needed
Accidents/Injuries	Girls, Leaders	Parents briefed that they are responsible at all times	L	L	Will form part of guidelines briefed per activity as applicable

Decision: once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (ie have a degree of challenge and risk whilst keeping girls safe)		
If you answered 'no' to the above 'Decision' questions please explain why:		
Risk Assessment completed by:	(insert name and role)	Date completed:
Has the Risk Assessment been shared with the leadership team?		
Risk Assessment due for review: insert date (no more than 12 months time)		Date:

What to do



How to do it



Severity \ Likelihood	Slight harm superficial injuries, minor cuts and bruises	Harmful minor fractures, ill health leading to minor disability	Extremely harmful multiple injuries, major fractures, fatalities
Unlikely Rarely happens	Low	Low	Medium
Likely Often happens	Low	Medium	High
Very likely Nearly always happens	Medium	High	High