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| **Name of activity, event, and location** | **1st Anytown Scout Group – Online meetings** | **Date of risk assessment** | **1st April 2023** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **1 April 2024 (or when a significant change occurs- eg new activity)** |

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| **What could go wrong?**  What hazard have you identified?  What are the risks from it? | **Who is at risk?** | **What are you going to do about it?**  How are the risks already controlled?  What extra controls are needed?  How will they be communicated to young people and adults and remain inclusive to all needs? | **Review & revise**  What has changed that needs to be thought about and controlled? |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  adult volunteers,  visitors | **Controls** are ways of making the activity safer by removing or reducing the risk.  For example, you may use a different piece of equipment or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review*.* |
| **Leaked link to chat** – risk of strangers joining | Young people,  leaders | Only share the date and time of meeting in a secure email  Only share the link to the meeting in a secure email.  Use the waiting room feature to admit people. |  |
| **Area used by leaders during chat –** risk of inappropriate items or messages | Young people,  leaders | Keep background free of inappropriate items, such as alcohol. Check the background before each call. Use background effects to blur background if necessary.  Dress appropriately. Uniform to be worn for Section meetings.  Try to manage other people in the background’s clothing, language and actions to avoid inappropriate messages. For example, speak to people before the meeting and remind them.  Use mute option where necessary to manage converstaions. |  |
| **Area used by participants during chat –** risk of inappropriate items or messages. | Young people,  leaders | Tell parents that other young people will be able to see the background and ask them to keep it free of inappropriate items or behaviour (as much as possible), or use background effects to blur background if necessary.  Remind YP and parents that Section code of conduct to be followed during online meetings. Discuss behaviour in online meetings at beginning of meeting.  Use mute option where necessary to manage converstaions. |  |
| **Leaders alone with young people –** risk of breach of Young People First code of practice (Yellow Card). | Young people,  Leaders | There must be at least two adults present at all times during any online activity.  We can use properly briefed parents to help achieve this if we need to.  Make sure the adults are present before letting young people in from the ‘waiting room’  Parents to attend with younger sections to ensure they are properly personally supervised during the meeting.  Check out the HQ guidance on [digital safeguarding](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/digital-safeguarding/) |  |
| **Videos and photos** – risk of inappropriate content | Young people | Before the meeting, check out content on all the links you’re planning to share.  If any of the content includes images of people in your group make sure you have proper permission from parents or carers and that the young person is comfortable with you using the image. |  |
| **Cables and Electricity –** electrocution, trips and falls | Young People  Supporting Adults  Leaders | Advise the use of appliances close to sockets where possible.  Be aware of use of liquids in activities and advise to move electrical equipment out of the way during their use. |  |
| **Behaviour –** over excitement leading to injury from lack of care, upset, damage to property at home. | Young People | Code of Conduct in place to set clear expectations. YP reminded that this stands during online meetings.  Monitoring of YP and contact with adult at home if issues arise |  |
| **Accidents and Incidents –** poorly handled due to remote nature of leaders supervision, leading to more severe effects. | Young People | InTouch system set up for older section YP attending meeting without an adult.  Younger Section YP to be supervised when attending remotely.  Leaders to monitor YP throughout meeting  Meeting to be conducted with camera’s preferably on |  |
| **Craft/ table top activities –** injury from use of equipment and materials | Participants | Adult support in person to be in place for Young People if sharp (eg scissors) or hot (eg glue gun) equipment or chemicals (eg solvents) are to be used- appropriate to age group. Parents aware of this.  Instructions sent beforehand to enable good preparation and sourcing of suitable equipment and materials.  Safety advice to be given by leaders during use. Manufacturers’ guidance to be followed. |  |
| **Cooking activities –** food poisoning , cuts, burns | Participants | Adult support in person in place for YP if cooking – appropriate to age group.  Recipies suitable for group to be used (eg: adapted for allergies)  Recipes sent prior to meeting to ensure ingredients and equipment can be collected and ready.  Leaders to explain food hygiene elements of cooking throughout activity, including cross contamination, reaching correct temperatures, storing of food.  Leaders to advise where adult help and/or guidance is needed, eg use of oven, use of sharp knives. |  |
| **What other Hazards arising do you need to consider?**  **Never be afraid to stop an activity if it is becoming unsafe!**  This Risk Assessment does not cover activities (eg: games, free time, open fires, outings, contingency plans), which will each require their own. You may also need to consider any specific individual needs.  Check [Activities A-Z](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/) to see if any need Permits or qualifications to run them.  There are [Example risk assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/)  to use as a starting point  Don‘t forget, as part of your programme planning, you should have contingency activities in reserve just in case you can t do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities. | | | |