

Risk Assessment

Name of activity/ event/ location	Online meetings	Date of risk assessment	November 2020	Name of who undertook this risk assessment	Paul Trott
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders, Visitors?	Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Hazard - Leaked link to chat room. Risk - strangers joining meeting	All	The link to the meeting will be shared through Email and Private Facebook Groups to the relevant section members. Attendees will be admitted through the waiting room feature. Link to meetings not to be shared publicly. Meetings must be password protected.	
Hazard – Backgrounds etc. Risk - inappropriate items or messages		Reminder to all members and adults to keep background free of inappropriate items, such as posters, other screens etc. Check the background of each attendee. All participants (and other family members) to dress appropriately. Leader to check clothing. The leader in charge may have to ask the member to leave the meeting and return when appropriately dressed. Remind members that backgrounds, clothing, and other items may be seen and therefore should be kept off camera.	
Hazard - leaders alone with young people Risk - of safeguarding incident.		There must be at least two adults present at all times during any online activity. Appropriately briefed parents may be used if required. Make sure at least two adults are present before letting young people in from the 'waiting room' and that all young people have left before the last two adults remain. Check out the HQ guidance on digital safeguarding.	

Additional information can be found in the Safety Checklist for Leaders and other information at scouts.org.uk/safety

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Hazard - Videos and photos Risk - of inappropriate content	All	Before the meeting, check out content of 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.	
Review due: 31 March 2021			