

### Risk Assessment Form

<b>Assessment No: 01</b>				
<b>Assessment No:</b> 01	<b>Assessment Date:</b> 21/01/21	<b>Assessment Type</b> <i>(Select as appropriate: see Note 1)</i>		
<b>Section:</b> Beavers, Cubs, Scouts, Explorers	<b>References:</b> <a href="#">digital safeguarding</a>	<input type="checkbox"/> <b>Specific</b>	<input checked="" type="checkbox"/> <b>Generic</b>	<input type="checkbox"/> <b>Record of dynamic risk assessment</b>
<b>Activity/Process:</b>				
<b>Assessor</b>				
<b>Name:</b>	Jon Skinner	<b>Activity Leader (See Note 4)</b>		
<b>Role:</b>	Group Scout Leader	<b>Name:</b>		
<b>Signature:</b>		<b>Role:</b>		
<b>Signature:</b>		<b>Signature:</b>		
<b>Assessor</b>				
<b>Hazards</b>	<b>Who is at Risk?</b>	<b>Control Measures (Specific existing Control Measures)</b>	<b>Risk Rating (Likelihood X Consequence) (See Note 3)</b>	<b>What has changed that need to be thought about and controlled?</b>
<b>Leaked Link to meeting</b> – Risk of strangers joining	Young People / Adult Volunteers	<ol style="list-style-type: none"> <li>1. Use the waiting room feature to admit people.</li> <li>2. Use only HQ recommended apps to hold meetings i.e. Zoom.</li> </ol>	1 x 1 = Low	
<b>Area used by leaders during chat</b> – risk of inappropriate items or messages	Young People / Adult Volunteers	<ol style="list-style-type: none"> <li>1. Keep background free of inappropriate items, such as alcohol. Check the background before each call.</li> <li>2. Dress appropriately.</li> <li>3. 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.</li> </ol>	1 x 1 = Low	

<b>Area used by participants during chat</b> – risk of inappropriate items or messages.	Young People / Adult Volunteers	<ol style="list-style-type: none"> <li>1. 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).</li> </ol>	1 x 1 = Low	
<b>Leaders alone with young people</b> – risk of breach of Young People First code of practice (Yellow Card).	Young People / Adult Volunteers	<ol style="list-style-type: none"> <li>1. There must be at least two adults present at all times during any online activity.</li> <li>2. We can use properly briefed parents to help achieve this if we need to.</li> <li>3. Make sure the adults are present before letting young people in from the ‘waiting room’.</li> <li>4. Check out the HQ guidance on <a href="#">digital safeguarding</a>.</li> </ol>	1 x 1 = Low	
<b>Videos and photos</b> – risk of inappropriate content	Young People / Adult Volunteers	<ol style="list-style-type: none"> <li>1. Before the meeting, check out content on all the links you’re planning to share.</li> <li>2. 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.</li> </ol>	1 x 1 = Low	
<b>Incident Management</b> – risk of a participant or adult volunteer injuring themselves during an online meeting	Young People / Adult Volunteers	<ol style="list-style-type: none"> <li>1. All planned activities must be safe to conduct online.</li> <li>2. The activity Leader must have access to emergency contact telephone numbers for all participants. These can be found on OSM.</li> <li>3. Brief participants of any dangers involved in conducting tasks and mitigation to prevent injury.</li> </ol>	1 x 2 = Low	

Assessment Review							
<b>Review Date:</b>		<b>Review Date:</b>		<b>Review Date:</b>		<b>Review Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	
<b>Role:</b>		<b>Role:</b>		<b>Role:</b>		<b>Role:</b>	
<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>	

**Notes:**

1. If using a 'Generic' risk assessment, Assessors are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Assessors are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.
4. The Activity Leader using this risk assessment must sign to show agreement to apply the controls of this risk assessment.
5. Risk Assessments are to be reviewed:
  - Annually.
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure or Line Management.
  - Following the introduction of more vulnerable personnel.
  - If 'Generic' prior to use.

<b>High</b>	Improve control measures; consider stopping activity.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting activity.
<b>Low</b>	Maintain control measures and review if there are any changes.

High	Common, regular or frequent occurrence.	3	<b>3 Med</b>	<b>6 High</b>	<b>9 High</b>
Medium	Occasional occurrence.	2	<b>2 Low</b>	<b>4 Med</b>	<b>6 High</b>
Low	Rare or improbable occurrence.	1	<b>1 Low</b>	<b>2 Low</b>	<b>3 Med</b>
<b>Risk Matrix</b>			<b>1</b>	<b>2</b>	<b>3</b>
			<b>Minor injury or illness.</b>	<b>Serious injury or illness.</b>	<b>Fatalities, major injury or illness</b>
			<b>Low</b>	<b>Medium</b>	<b>High</b>