|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **People involved and location**  (Group, Section, Location) |  | **Date RA is first adopted for group or unit use or updated locally** |  | **Name of person adapting RA for local use** |  |
| **Relevant Factsheet(s)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks / hazards already controlled at the moment?**  **What extra controls are needed for your circumstances?**  **(Your adults and young leaders need to understand these)** | **Since you noted the controls, what has changed (before starting or during the activity, or with hindsight) that needs to be thought about and controlled?**  **(If anything changes, does it make a difference to your controls?)** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance and consequences of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing the hazard or reducing the likelihood of it happening, or by reducing the consequences from it if something does go wrong*  *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 add controls, change the activity…or even* ***stop*** *it!*  *This is the place to add comments which will be considered as part of any review.*  *If there’s no space, add new controls or hazards below or on a separate sheet.* |
| Leaked zoom link | Young people, parents, leaders, helpers, visitors. (ALL) | Link to zoom meeting only shared in an email by Leader. Parents etc understand NOT to share wider. |  |
| Area used by participants during zoom meeting | All | Parents etc ensure backgrounds to devices are clear of inappropriate photos, pictures, posters, personal details etc. Feedback anything concerning to the parent. |  |
| Unavailability of two or more team members/adults during a zoom session | All | Postpone the meeting until a different date and ensure enough leaders/adults will be available to both host and lead/oversee sessions. |  |
| Uninvited / unknown person gaining access to the meeting | ALL | Host team member to use the Waiting Room option and only admit expected attendees. Regularly check the list of participants (bottom row ribbon icon). |  |
| Children not to be alone in the room/space used for zoom meeting | All | Parents to understand the safeguarding needs and to be present. |  |
| Inappropriate clothing during sessions | All | All participants understanding to wear appropriate clothing to be acknowledged. Follow up any concerns with a parent/leader. |  |
| Inappropriate language or behaviour during sessions | All | Clear understanding and acknowledgement by all participants. Follow up any concerns with a parent/leader.  Private chat not allowed between under 18’s |  |
| Active games during sessions | All | Pre warning needed to household occupants if any running around or loud noise will be taking place. Parents to take responsibility for safety of the young people. |  |
| Invitation to visitors attending a zoom session | Visitors | Email guidelines/risk assessment to encourage acknowledgement of good practice during zoom meetings. |  |
| Unauthorised recordings of meetings | All | All participants to understand the safeguarding needs and acknowledge these guidelines. |  |

### Remember to share the controls with adults and young leaders helping with the activity

Leader in Charge acknowledges that …

I have reviewed this Risk Assessment and am satisfied that the controls contained are applicable to the activity I am undertaking.

In adopting this risk assessment, I accept responsibility for the Risk Assessment, the safe conduct of this activity and those affected by the activity.