Risk assessment

Name of activity, event, and location	1st Market Bosworth Scout Group – Online meetings	Date of risk assessment	1st March 2021	Name of person doing this risk assessment	J Simon Jeffers Group Scout Leader
		Date of next review	1 March 2022 (or when a significant change occurs)		

What hazard have you identified? What are the 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?
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, leaders, 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 , OSM, closed Whats app group Only share the link to the meeting in a secure email, OSM, closed Whats app group. 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. Dress appropriately. 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.	
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).	
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' Check out the HQ guidance on digital safeguarding	

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Videos and photos – risk of inappropriate content	Young people, leaders	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.	

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