

MEETING NIGHT RISK ASSESSMENT

Group name:

Risk assessment for:

Dates:

Venue/location:

Postcode:

Event: Meeting night

Number of attendees

Age range:

Number of young people (currently):

Number of young people (predicted):

Any young people with
special/additional needs:

Number of adults:

Please elaborate how your fixed group(s) will work and how, giving a brief timetable if necessary:

Use this proforma to create a risk assessment for your evening activities. It is not necessary to produce a new risk assessment each week but care should be taken to add any new activities that are undertaken and leaders should review the risk assessment to ensure it is still relevant, at least termly. Whenever the assessment is reviewed it should be signed and dated. Delete statements that are inappropriate and add comments specifically relevant to your situation. For off-site activities use sections from the Residential Event Toolkit. Both risk assessments can be found on the Leaders' Resource Base - leaders.gbew-members.org.uk.

SPIRITUAL & PASTORAL CARE

SPIRITUAL & PASTORAL CARE	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Christian values	The evening does not reflect the good news of Jesus and GB's Christian values Young people gain a negative view of the Christian faith	M	<ul style="list-style-type: none"> • Ensure all members/parents feel accepted and valued. • All leaders take responsibility to build Christ centered, positive relationships with each other and with young people. • The programme gives opportunity for fun! • Young people are given help and support to develop and maintain friendships and to demonstrate Christian values. • Young people are given the opportunity to discover Jesus and grow in relationship with Him. 	L	
Lifestyle	<p>Young people observe or experience behaviours that are inappropriate/unhelpful to the fulfillment of our gospel aims</p> <p>Expectations regarding behaviours are not clear</p> <p>Safe practice is not adhered to</p>	<p>M</p> <p>M</p> <p>H</p>	<ul style="list-style-type: none"> • Establish a code of conduct based on our values and covering issues around positive community living and boundaries of behaviour e.g. <ul style="list-style-type: none"> o Respect, acceptance and affirmation o Relationships and sex o Alcohol and drugs (including smoking) o Language and speech o Rewards and sanctions o Proposed response to bullying or similar o How to deal with inappropriate behaviours o Agreed child protection processes and procedures o Appropriate use of photographs/videos/mobiles. • Young people play a part in creating the rules. • Codes reflect positive expectations and are displayed for all to see. • The environment is safe and all risks are carefully measured. • Ensure leaders present themselves as positive role models at all times e.g. be aware of what they post on Facebook. 	<p>L</p> <p>L</p> <p>M</p>	
Worship, faith discovery and prayer	<p>Worship is not age appropriate/ does not meet the needs of the group</p> <p>Young people do not progress in their journey with God/are not challenged spiritually</p> <p>Prayer is absent or neglected before/during/after the event</p>	<p>H</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> • Choose themes to meet needs/interest/age of group. • Worship to be integrated/relevant to the experience of the group. • Appropriately skilled/gifted leader(s) appointed to plan and lead worship. • Opportunities are provided for young people to lead and/or share questions and experience of God as appropriate. • Careful consideration given to mode/s of delivery. • A variety of styles/approaches to prayer/worship to be used. • Young people have space/opportunities/encouragement to pray/discuss issues of faith. • Leaders actively pray for the young people. 	<p>L</p> <p>L</p> <p>L</p>	
Mission relationship with church	Church is unaware/uninvolved in the sense of shared mission	H	<ul style="list-style-type: none"> • Regular communication with church leaders/congregation about activities. • Prayer needs communicated to the wider church family. • Church take responsibility to nurture and support the leaders. • Leaders share stories of faith discovery and growth with church. • Church members share expertise/experience in programme activities. • The church works with leaders to ensure the missional opportunities of the group are recognised and developed. 	L	

PRACTICAL ACTIVITIES & PROCESSES

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Arrival/entry	Insufficient staff	M	<ul style="list-style-type: none"> • Do not allow young people to enter building until there are at least two members of staff on the premises/in the room. • In an emergency,ask a parent to stay until enough staff arrive. • Ensure all staff have relevant contact information and are aware of their responsibilities to inform in the event they are delayed. • Monitor entry and mark register as members enter building. • Ensure members know where they must go on arrival. • Have registration forms available for all new members as they arrive. • Ensure register is taken at the beginning of the evening. • Ensure outside lights are switched on prior to darkness falling. • Ask parents to escort young people in car park where there are moving cars. • Lock external door during activity to prevent access of unauthorised personnel. • Challenge all visitors to building. 	L	
	Personal safety	M		L	
	Personal safety during evening	M		L	
Exit/leaving	Personal safety	M	<ul style="list-style-type: none"> • Leader to monitor departures and ensure that members are escorted from building by known adult. • Ask for written permission/notification where members are to walk home alone. • Ensure external lights are on in dark weather/nights. • Identify door/s to be used as arrival/departure/collection point. 	L	
Supervision	Insufficient/inappropriate staff Personal safety Insufficient staff arrive for safe ratios to be maintained Extra young people arrive requiring higher staffing levels	M	<ul style="list-style-type: none"> • Ensure all staff have the appropriate training/skill for the tasks they are to undertake. • Check all the appropriate child protection training and DBS clearance is undertaken by all leaders. • Identify any members with additional needs and raise staffing levels accordingly. • Staff the evening to ensure there is always one more person than needed on site. • Never leave one member alone with one leader. • Do not leave a male leader alone with a group of girls. • Ensure all staff have relevant contact information and are aware of their responsibilities to inform in the event they cannot attend. • In an emergency situation, ask a parent to stay on site for the evening. • Maintain a list of possible reserve helpers who are on stand-by and who are DBS checked. • Maintain a list of up to date contact details in case the evening has to be aborted/closed. 		

PRACTICAL ACTIVITIES & PROCESSES

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Games	Slips/trips/falls	M	<ul style="list-style-type: none"> • Remind group to bring appropriate footwear. • Check appropriate footwear is worn and laces are tied. • Stack chairs sideways on and in piles of less than five; remove all obstacles. • Explain rules carefully to avoid collisions/reinforce rules during activity. • Explain specific risks e.g. keep legs straight, keep hand inside circle/off floor etc. • Ensure there are no trailing wires. • Stop the activity as soon as there is any sign of danger. 	L	
	Other injury	M	<ul style="list-style-type: none"> • Cordon off areas where play is not permitted. • Check room for potential hazards e.g. broken glass/items left from another activity. • Ensure all games equipment is well maintained. • Ensure suitable clothing is worn for the type of game e.g. trousers to avoid carpet burns etc. • Close curtains/blinds if balls are to be used near windows. 	L	
Craft	Cuts	M	<ul style="list-style-type: none"> • Teach safe use of scissors, pins, needles and tools (use safety scissors for the youngest). • When using tools teach correct use/safety rules. • Ensure there is enough space so activities are not cramped. • Adults to undertake complicated cutting with items like sharp scissors, stanley knives and saws. 	L	
	Solvent abuse	M	<ul style="list-style-type: none"> • Ensure sufficient staff/help for the activity and the number of girls. • Ensure room is well ventilated. • Choose glue wisely. • Ensure safe practice in the use of solvents e.g. no inhaling glue/felt markers. 	L	
TV/video/CD player	Trips/falls		<ul style="list-style-type: none"> • Ensure there are no trailing wires. • Use slip covers for wires/tape wires down. • Ensure appropriate safety checks have taken place on electrical equipment. • Monitor movement around the room to avoid wires. 		
	Electrocution		<ul style="list-style-type: none"> • Ensure all electrical equipment is checked for safety and compatability. 		

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Cookery	Cuts	H	<ul style="list-style-type: none"> • All sharp implements to be stored safely e.g. in box with lid or knife block. • Instruct young people in sensible use of peelers, knives, scissors and tins. 	L	
	Burns/scalds/fire	H	<ul style="list-style-type: none"> • Sharp utensils to be washed individually and under adult supervision. • Monitor number of young people using the kitchen at any time. • Ensure adequate adult supervision especially near cookers/boilers/hot water etc. • Hot water/food to be carried by leader. • Oven gloves to be used when moving hot dishes. 	L	
	Food poisoning	M	<ul style="list-style-type: none"> • Water spills to be mopped up immediately to avoid slipping. • Ensure supervising adult is aware of appropriate food hygiene regulations. • All surfaces to be cleaned regularly with anti-bacterial spray. • Use correct chopping boards and store raw/cooked foods appropriately. • Be aware of the danger of reheating foods/observance of 'eat by' dates. 	L	
Cooking/tuck/refreshments	Possible allergic reactions	M	<ul style="list-style-type: none"> • Check for allergies and special dietary needs (see parental consent forms). • Provide serving tongs/spoons for serving all foods including sweets. 	L	
Fire safety	In the event of a fire girls/staff may be injured	H	<ul style="list-style-type: none"> • Ensure everyone is aware of correct procedure on discovering a fire. • Ensure everyone is aware of correct procedure in the event of fire alarm or fire warning being given. • Staff to know where fire extinguishers/blankets are located and their correct use. • All staff to be aware of location of fire exits and fire meeting point. • Undertake a fire drill at least once a year. 	M	
Emergency processes	Accident	L	<ul style="list-style-type: none"> • Ensure staff know where the accident book is located. • Ensure accident book is completed in the event of injury occurring. • Ensure all leaders are aware of processes for dealing with any CP issues. • Maintain an incident log to record complaints, incidents, accidents or concerns. • Ensure annual parental consent forms are completed for all members and that all leaders know where these are kept and their content. • Inform all leaders of any first aid which might be required by members with specific health problems and train them accordingly. 	L	

COVID-19 RISK ASSESSMENT

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Christian values and equal opportunities	<p>Measures in place do not ensure access to GB programme and activities for clinically vulnerable young people and/or leaders</p> <p>Some volunteers and young people may need pastoral support. They may have missed out on exams, suffered bereavement, be struggling with mental health etc.</p>		<ul style="list-style-type: none"> Identify ways in which volunteers and young people who may be extremely vulnerable can take part in activities eg providing online sessions, emailing resources Consider if measures need to be put in place for those in the vulnerable category eg wearing of face coverings, explaining measures being put in place with parents and young person to allay any fears Ensure you are mindful of young people's circumstances Encourage time of sharing and discussing feelings Equip leaders by revisiting the Volumise resources around loss and mental health as a leadership team Know where to signpost young people who may need additional support 		
Worship, faith discovery and prayer	Activities may encourage transfer of the virus		<ul style="list-style-type: none"> Ensure prayer methods do not encourage spread of the virus No holding of hands during prayers or worship Consider using CDs, downloaded music or videos to share worship songs to avoid singing which can transfer the virus Avoid passing around objects that are touched by many Consider use of projected visuals to focus prayer 		
Arrival/Entry	<p>Social distancing may not be maintained</p> <p>Transfer of virus</p>		<ul style="list-style-type: none"> Parents briefed on arrival procedures 2m distances are clearly marked both outside and inside of the building Clear exit path for parents/carers dropping off children Ensure anyone aged 11+ is wearing a face mask upon entry. Subs are gathered via bank transfer or contained in a sealed envelope Do you have contact details for all those attending the session in the event you are contacted by NHS track and trace service. 		
Exit/leaving	Social distancing may not be maintained		<ul style="list-style-type: none"> Parents briefed on leaving procedures 2m distances are clearly marked both outside and inside of the building Use separate doors, if possible, for entry and exit Use one in one out method if only one entry/exit 		

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PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments
Social distancing in Wales and poorly ventilated spaces	Transfer of virus		<ul style="list-style-type: none"> • 2m distances are clearly marked both inside and outside of the building • Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles. • Where you cannot maintain 2m distance put in processes such as one in, one out in communal areas. • Consider back-to-back or side-to-side working • Place tables so that GB members are 2m apart • Place GB members into teams and provide sessions on more than one evening or alternate weeks where numbers mean that social distancing cannot be maintained • Leaders should remain with their fixed group and not move across groups on the same evening 		
Hygiene	Virus may be spread through poor hygiene		<ul style="list-style-type: none"> • Ensure that GB members understand the importance of good hand hygiene • Provide access to running water and soap or hand gel to be used upon arrival and departure • Hands should be washed at frequent intervals • Provide paper towels or hand dryers to dry hands • Ensure signs are placed to encourage good hand hygiene • Consider how you will ensure hygiene and cleaning in toilet areas • What steps may need to be in place to maintain social distancing particularly if you have boys in trust 		
Cleaning	Virus may be spread by touching of surfaces, materials, and tools		<ul style="list-style-type: none"> • Consider and record ways in which to reduce the need to clean • Have you discussed with your church the cleaning requirements they need you to have in place – record them in this risk assessment • Who will be responsible for cleaning? • Ensuring frequent cleaning of work areas and equipment between activities • Frequent cleaning of objects and surfaces that are touched regularly eg door hands, light fittings • Clear away and remove waste and belongings at the end of a session • Use disposable gloves for cleaning • Parents and leaders should be asked to wash uniform between meetings • Follow the specific government guidance for cleaning in the event there is someone who has signs of COVID-19 during the session. 		

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Emergency processes	<p>Accident</p> <p>Members/volunteers show COVID-19 symptoms</p>		<ul style="list-style-type: none"> Those responding to accidents should ensure that they follow good handwashing technique immediately after dealing with the accident Ensure parents and volunteers are aware of the response to be taken if they or their child shows COVID-19 symptoms eg not to attend group meetings; isolate, obtain testing and encourage reporting to the government's track and trace service If members or volunteers show symptoms during group meeting, they should be sent home Isolate with adult supervision, if necessary whilst they are waiting to be collected Ensure register of those attending is taken so that you can alert them to a possible COVID-19 outbreak 		
Games	Risk of virus being spread		<ul style="list-style-type: none"> Consider the types of games that can safely be played whilst maintaining social distances if required Ensure social distancing is clearly marked on the floor for positions during games if required Singing games possible in England Consider steps to reduce transfer of the virus Document any specific needs for sports as required by sporting bodies 		
Craft	Items may be handled by more than one person, increasing the risk of cross contamination		<ul style="list-style-type: none"> Provide individual activity packs for craft activities No sharing of pens, crayons, or scissors Ensure that pens, crayons, scissors or other tools are cleaned at the end of every meeting Wipe down tables/work surfaces after each activity 		
Snacks	Items may be handled by more than one person, increasing the risk of cross contamination		<ul style="list-style-type: none"> Snacks should be individually wrapped 		
Tuck/refreshments	Items may be handled by more than one person, increasing the risk of cross contamination		<ul style="list-style-type: none"> Tuck if given should be in sealed bags. Those distributing should use gloves GB members should bring their own bottle of water clearly marked with their name and take this home with them at the end of the session If providing sealed cartons document measures you will put in place to reduce transfer of virus 		

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Travel	Social distancing may not be maintained Transfer of virus may occur		<ul style="list-style-type: none"> • Encourage walking or cycling to venue • Use of face coverings on public transport and in cars/minibuses • Outline what measures you will put in place to maintain 2 metre distances in cars or minibuses in Wales • All vehicles to be thoroughly cleaned after use • If measures can't be maintained should this activity continue 		
Band	<p>Items may be handled by more than one person, increasing the risk of cross contamination</p> <p>Virus may be spread through use of brass instruments</p> <p>Virus may be spread through use of wind instruments</p>		<ul style="list-style-type: none"> • No sharing of instruments • Social distancing measures should be at least 3 metres • Instruments should be cleaned after use • The use of wind instruments is not recommended • Additional cleaning measures should be put in place. <p>See https://www.4barsrest.com/news/41530/bbe-issues-covid-19-update-on-guidance-and-good-practice for more detailed guidance</p>		
Online activities eg Zoom, Microsoft Team	<p>Safeguarding measures and staff ratios are not maintained</p> <p>Inappropriate images or language can be seen or heard during the call</p> <p>People not associated with GB may join in the video call</p>		<ul style="list-style-type: none"> • Ensure you have more than 2 leaders on a call and that they're logged on and set up in advance of the children and young people joining the call • As 13s and over may have access to their own Zoom/video conference accounts make sure you still gain parental consent for them joining the call – this could be as simple as an email from a parent • For under 13s ensure that you have consent from parents. Encourage parents to be in the background for video calls • Maintain a record of who attends the online meeting in your group register • Let parents know what you are planning each week. Remind them that what they are doing or saying may be heard on the call • Think about what can be seen in the background of your call and ensure that you/anyone likely to appear in the background is appropriately dressed • Make use of the password and waiting room functions so your calls are only between you and the people you invite and not random 'Zoom bombers' 		

OTHER

PRACTICAL ACTIVITIES	Hazard/risk	Initial risk	Risk control measure	Final risk	Comments