Virtual meeting checklist and risk assessment

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Girlguiding

If you're planning an online activity with young members you need to:

- Complete this checklist and risk assessment.

- Consider risks and benefits of **different online tools** and check their terms and condition and age restrictions.

- Ask your local commissioner for help if needed.

- Read our information on **safe online guiding**.

- Check you have enough adults to run the meeting by reading our **adult to child ratios** information.

- Make sure you have **consent forms** from all participants.

- Make sure all members' details are up-to-date on GO and that you have the right photo permissions.

- Check that you have the appropriate level of **safe space training** to run the meeting.

- Make sure you are familiar with relevant policies and procedures, such as **digital safeguarding**, and **risk assessment**.

- Consider brushing up on your **digital skills** so you're confident to react to any issues that arise in the meeting.

- Check that volunteers have a current disclosure check (Disclosure Barring Service (DBS), Protecting Vulnerable Groups Scheme (PVG), Access NI or international equivalent).

- Have at least one unit leader (or someone working towards their leadership qualification).

This template can be used as a basis for your risk assessment. But, keep in mind that each unit is unique, and so risk may vary depending on the unit, age of the girls, what online tools you're using and the type of activities you have planned. This list is not exhaustive, but is designed as a starting point to support volunteers. You can complete one risk assessment to cover your virtual meetings for the term.

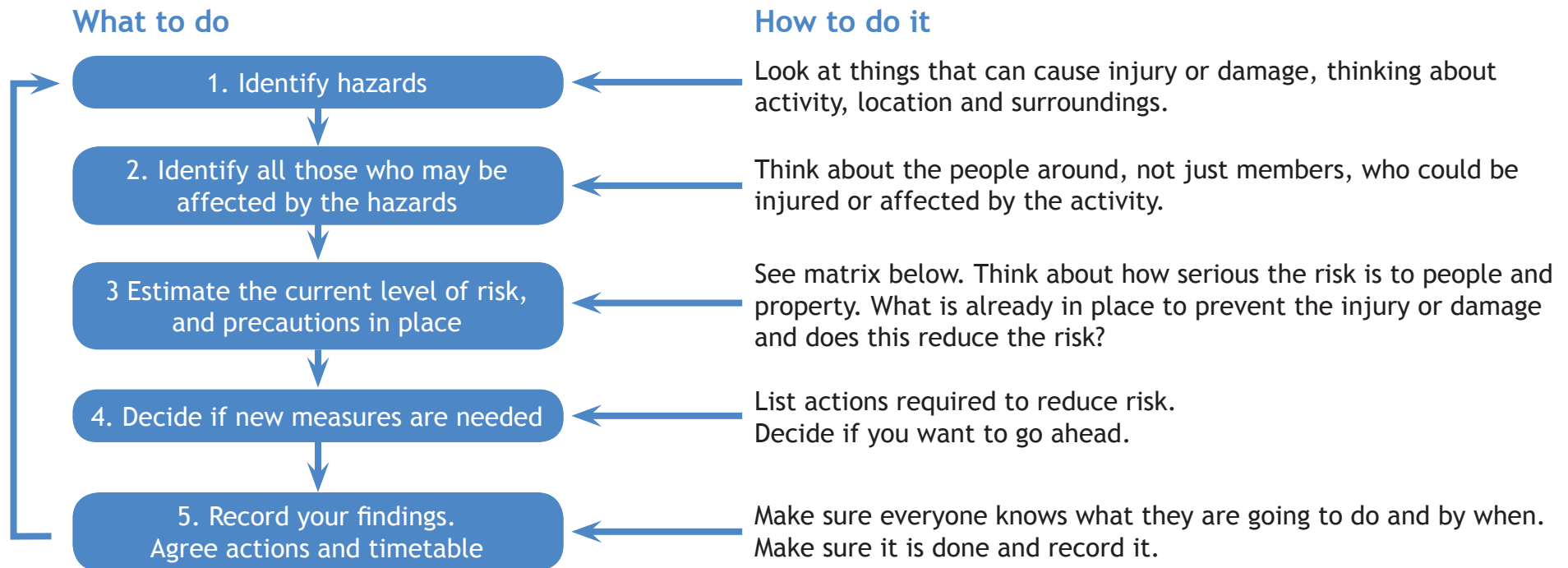| Use this box to give the information requested from the checklist above		
Membership numbers of your team.	1. ☐	2. ☐
Also tick the box to confirm they have a current disclosure check.	3. ☐	4. ☐
Membership numbers of volunteers with A Safe Space Level 3.		
Membership numbers of volunteers with, or working towards, their leadership qualification.		
Date that you checked all members' details are up to date on GO (including photo permissions).		

Risk assessment: Event or activity

Using this template, you should risk assess activities and events in line with Girlguiding' Risk Assessment Policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards.

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.

What to do

1. Identify hazards

2. Identify all those who may be affected by the hazards

3 Estimate the current level of risk, and precautions in place

4. Decide if new measures are needed

5. Record your findings. Agree actions and timetable

How to do it

Look at things that can cause injury or damage, thinking about activity, location and surroundings.

Think about the people around, not just members, who could be injured or affected by the activity.

See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?

List actions required to reduce risk.
Decide if you want to go ahead.

Make sure everyone knows what they are going to do and by when.
Make sure it is done and record it.

Severity / Likelihood	**Slight harm** (Superficial injuries, minor cuts and bruises)	**Harmful** (Minor fractures, ill health leading to minor disability)	**Extremely harmful** (Multiple injuires, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

Event information and risk assessment approval

Name of unit:			Date:
Leader in charge:	Total attending:	Adults:[1]	Girls/young women:

Up-to-date contact details held for all members: Yes ☐   No ☐

Decision: once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe).	Yes ☐ No ☐

If you answered 'no' to the above decision question, please explain why:

Risk assessment completed by:	Role:

Has the risk assessment been shared with the leadership team?   Yes ☐   No ☐

Risk assessment due for review:	Date:

[1] Adults refers to adult volunteers who are part of the event/activity delivery team.

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date

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Please use the section below to capture the other hazards and controls at your activity, as you normally would.

| Hazards
What could cause harm or damage? | Who or what is at risk of being affected and how? | What are you already doing?
How have you reduced the risk already? | Likelihood of risk occurring
(L/M/H) | Severity of risk
(L/M/H) | Are further controls necessary?
What else needs to happen to reduce the risk to an acceptable level? | Action by:
name/date |
|---|---|---|---|---|---|---|
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