
	Event Risk Assessment form	Risk Calculator		
		A: Likelihood	B: Severity of injury or illness	A x B = risk rating
Location	Zoom	0: Very low to nil	0: No injury	(1-3) Negligible
Event name	Annual Council Meeting 2020	1: Very unlikely	1: First aid required	(4-8) Minor
Event date	3 rd October 2020	2: Unlikely	2: Minor	(9-14) Moderate
Event start and end time	10am – 5pm	3: Likely	3: Moderate/High	(15-25) Major
Event type	Meeting	4: Very likely	4: Major	Any major risks to be discussed
Approx number of participants	Young people: 120 BYC staff: 9 External guests (workers, speaker): 0	5: Almost certain	5: Fatal/disabling	
Responsible officer	Magda Conway	Calculate risk before AND after reduction measures		
Designated Safeguarding Officer	Magda Conway, 07375119407			
Incident Management	Designated Responsible Officer: Magda Conway Delivery Manager: Sean Longhurst Event Manager: Sean Longhurst			
Date last revised	10/09/2020			
Risk assessed by	Sean Longhurst			
First Aid provided by	NA			
Nearest Hospital	NA			

Risk identified	Risk A x B rating	The risks	Avoidance/reduction measures
Someone joins the webinars that is not meant to be there	2 x 0 = 0	<ul style="list-style-type: none"> - Disrupt meeting - Grooming 	<ul style="list-style-type: none"> • Have a registration process in place in advance • Have a password to protect meeting • Have a team WhatsApp group for the day for all team communications. • Named people are responsible for registration list and checking people as they enter the webinar (Halima + NAMES – <i>this was a frantic big job</i>) • Ensure all participants are asked to change their Zoom name to ensure they can be identified. • If person is not familiar, ask them to identify themselves, if they do not respond after 2 minutes, remove them for the call. • If people start to join that are not legitimate, team members should post 'INTRUDER' into WhatsApp chat. At this point, all other conversations on the chat should stop until the situation is resolved.
Someone shows videos of an offensive nature	1 x 2 = 2	Depending on content, could be disturbing, triggering	<ul style="list-style-type: none"> • Use BYC Zoom account • Ask all presentations to be sent in advance for non-BYC staff, and technical lead hosts presentations. • Zoom webinar means that only a panellist can show their screen. Where people are moved from 'participant' to 'panelist' ensure there is a designated staff member double checking they are a legitimate participants.

			<ul style="list-style-type: none"> If a panellist shows offensive content, immediately remove them. Then divide group into breakout rooms for 15 minutes to check everyone is OK.
Inappropriate content being shown/background/clothing	2 x 2 = 4	Depending on content, could be disturbing, triggering	<ul style="list-style-type: none"> If this is mildly inappropriate, have BYC welfare lead call person and ask them to change this. If this is inappropriate – actions as above
Triggers from content	1 x 3 = 3	Young people feeling triggered	<ul style="list-style-type: none"> Explain at the start that should anyone feel Triggered, they can leave and we can speak to them on the phone Before each session, post welfare number in the chat: If anything in this session upsets you, please call or text Magda 07375119407
See accident or significant ill health on one of the screens	1 x 5 = 5	Young people may not get the help they need quickly enough	<ul style="list-style-type: none"> We have emergency contacts (workers) for all young people All staff can access emergency contacts If incident is seen, report directly to Magda and together decide response (emergency contacts, ambulance etc).
Young person seen to self-harm on call	1 x 5 = 5	Young person self-harming and being in serious danger to themselves and other young people being exposed.	<ul style="list-style-type: none"> We have emergency contacts (workers) for all young people All staff can access emergency contacts If incident is seen, report directly to Magda and together decide response (emergency contacts, ambulance etc).
Inappropriate behaviour: Aggressive,	1 x 3 = 3	- Session disrupted	<ul style="list-style-type: none"> An equality and respect statement to be shown at the beginning of every meeting

<p>disruptive, offensive etc</p>		<ul style="list-style-type: none"> - Young people feeling threatened or vulnerable 	<p>outlining who to contact if you have any concerns</p> <p>If this happens in the chat</p> <ul style="list-style-type: none"> • Have two members of the team monitoring the chat at all times (rotate this). • If offensive comments are posted, immediately disable chat, remove person/people from call, re-enable chat and have a member of BYC staff explain to event what has happened and actions taken. • If person is a legitimate BYC volunteer, they should be called by Welfare lead and Codes of Conduct disciplinary procedure enacted. • If person is not meant to be on call, all staff to become aware and monitor who enters the webinar. <p>If this happens when they are a panellist:</p> <ul style="list-style-type: none"> • Use BYC Zoom account • Ask all presentations to be sent in advance for non-BYC staff, and technical lead hosts presentations. • Zoom webinar means that only a panellist can show their screen. Where people are moved from 'participant' to 'panelist' ensure there is a designated staff member double checking they are a legitimate participants. • If a panellist shows offensive content, immediately remove them. Then divide group into breakout rooms for 15 minutes to check everyone is OK.
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Staff unfamiliar with online meeting technology	3 x 1 = 3	Facilitators unable to effectively and safely deliver the meeting	<ul style="list-style-type: none"> • Staff to complete online tutorials for meeting software where available, and have an informal practice run meeting before the official talk. • Staff to practise setting up of meetings and hosting with colleagues to ensure they understand software functionality and safe usage features.
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Name of person completing the risk assessment	Sean Longhurst	Signature	Sean Longhurst	Date	10/09/2020
Name of person reviewing risk assessment	Magda Conway	Signature		Date	24/09/2020