

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:

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 - girlsbrigadeministries.org.uk/resources

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	• 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	Young people observe or experience behaviours that are inappropriate/unhelpful to the fulfillment of our gospel aims Expectations regarding behaviours are not clear Safe practice is not adhered to	M M H	• Establish a code of conduct based on our values and covering issues around positive community living and boundaries of behaviour e.g. - 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.	L L M	
Worship, faith discovery and prayer	Worship is not age appropriate/ does not meet the needs of the group Young people do not progress in their journey with God/are not challenged spiritually Prayer is absent or neglected before/during/after the event	H H H	• 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.	L L L	
Mission relationship with church	Church is unaware/uninvolved in the sense of shared mission	H	• 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	- 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	- 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	- 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

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Games	Slips/trips/falls	M	• 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. • Cordon off areas where play is not permitted.	L	
	Other injury	M	• 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	• 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	• 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		• 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		• Ensure all electrical equipment is checked for safety and compatability.		

PRACTICAL ACTIVITIES & PROCESSES

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Cookery	Cuts	H	• 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. • Sharp utensils to be washed individually and under adult supervision.	L	
	Burns/scalds/fire	H	• 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. • Water spills to be mopped up immediately to avoid slipping.	L	
	Food poisoning	M	• 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	• 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	• 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	• 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 of members/volunteers contracting COVID-19	L	• You should follow any COVID-19 guidelines in place as outlined by the UK Government. • Consider the steps you may have to take in the event there are changes to Government guidelines e.g. introduction of a further lockdown.	L	

OTHER

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