

RISK	IMPACT ON PEOPLE	IMPACT ON COLLEGE	POSSIBLE RISK OR HARM  This is not an exhaustive list and there may be others specific to your event, activity or programme
<b>Lack of appropriate consent or participant information</b>	Y	Y	<ul style="list-style-type: none"> <li>• Lack of information about individual participants and the number of participants means that risk mitigation is harder and providing adjustments to meet individual needs is not possible.</li> <li>• Attendees could be at risk of harm if risks are not mitigated, managed or reasonable adjustments are not made.</li> <li>• Activities may not be accessible to all if medical needs or additional requirements are not understood, and could cause unintended harm</li> <li>• College could ultimately face legal action / reputational damage if risks are not identified, mitigated and managed appropriately</li> </ul>
<b>Staffing ratios are inadequate</b>	Y	Y	<ul style="list-style-type: none"> <li>• Participants going missing</li> <li>• Participants coming to harm due to poor supervision</li> <li>• Participants not enjoying/benefiting from the activity</li> <li>• Participants with additional needs not being supported</li> <li>• Parents/carers being concerned and uncomfortable</li> <li>• College could face reputational damage / legal action</li> </ul>
<b>DBS Checks / Appropriate staffing personnel</b>	Y	Y	<ul style="list-style-type: none"> <li>• Participants could be at risk of being exposed to individuals who may intend to cause harm if DBS checks are not in place when required</li> <li>• Staff / volunteers developing inappropriate relationships with participants</li> <li>• Over reliance on DBS checks can cause relaxation of supervisory practice which can place participants at risk of harm</li> <li>• Staff / volunteers not confident in working with under-18s including managing inappropriate behaviour places participants at risk and / or causes stress / anxiety in staff / volunteer</li> <li>• College could face reputational damage / legal action if appropriate checks were not in place when required.</li> </ul>

<b>Suitability of space for activity</b>	<b>Y</b>		<ul style="list-style-type: none"> <li>• Space is not appropriate for activity and / or age group of participants</li> <li>• Participants and staff/volunteers with additional needs (e.g. mobility issues, visual or hearing impairment) may be at increased risk if space is not accessible with appropriate emergency exit routes.</li> <li>• Participants and staff/volunteers could be at risk of injury or harm from the space, furniture, equipment or machinery within</li> <li>• Participants could be at risk from other space users if space is shared</li> <li>• Participants could be at risk from other adults, young people, if the space is public or publicly accessible.</li> <li>• Participants and staff can be injured by slipping or falling</li> <li>• If overnight accommodation is required, additional risks need to be considered.</li> </ul>
<b>Toilet provision + procedure</b>	<b>Y</b>		<ul style="list-style-type: none"> <li>• Toilets are often shared facilities where adults and under-18s may come into contact. Age appropriate support may need to be considered</li> <li>• Participants and staff/volunteers with additional needs may need access to disabled toilets</li> <li>• A family-focused event may require the need for nappy changing facilities</li> <li>• Public accessibility of toilets can pose a risk to participants</li> </ul>
<b>Event Information / Arrival and Departure from events</b>	<b>Y</b>	<b>Y</b>	<ul style="list-style-type: none"> <li>• Information provided to participants is not clear and leads to confusion, lost or late individuals</li> <li>• Building entrances and exits could become overcrowded</li> <li>• Parents/carers dropping under-18s off too late for registers to be taken and participants unaccounted for</li> <li>• Parents/carers collecting under-18s late after the activity finishes could lead to inappropriate staffing ratios or participant being left alone</li> <li>• A participant unaccompanied on site after the activity has concluded</li> <li>• Entrance / exit points of building are potentially hazardous spaces with vehicles, pedestrians etc.</li> <li>• Public knowledge of specific event information (e.g. what time and where under-18s will be) poses a risk of exposure to individuals who may intend to cause harm</li> </ul>

<b>Photography/film consent / social media usage</b>	<b>Y</b>	<b>Y</b>	<ul style="list-style-type: none"> <li>• Lack of GDPR compliance with image / video consent if not managed properly</li> <li>• People taking photos of staff/volunteers and participants without the appropriate permission or signage</li> <li>• Photographs or videos of under 18s being taken on personal devices</li> <li>• Pictures being uploaded onto sites without the appropriate permissions</li> <li>• Risk of looked after children being identified from publicly accessible images or video</li> <li>• Participants may take and make photos / videos of under-18s available via social media sites without the relevant permissions</li> <li>• Derogatory comments on social media platforms</li> <li>• Images / videos stored on personal devices</li> <li>• Complaints / reputational damage</li> </ul>
<b>First aid provision / Medical Information not collected</b>	<b>Y</b>	<b>Y</b>	<ul style="list-style-type: none"> <li>• Lack of first aid provision if required</li> <li>• Lack of understanding by staff/volunteers about who to contact when first aid / medical emergency occurs</li> <li>• A participant's medical needs not being met / making activity inaccessible to them / creation of higher risk</li> <li>• Allergies, staff / volunteers unaware of a participant's allergies and how to manage them</li> <li>• Staff / volunteers unable to deal with a medical and / or first aid incident</li> <li>• Extreme cases have a potential risk to life</li> <li>• College at risk of reputational damage and / or legal action</li> </ul>
<b>Referral of concerns and managing allegations</b>	<b>Y</b>	<b>Y</b>	<ul style="list-style-type: none"> <li>• Reporting procedure for concerns / incidents is not in place / understood</li> <li>• Concerns about the welfare / safety of a participant are not shared with responsible person / contact</li> <li>• Allegations or concerns about staff/volunteer conduct not shared with responsible person / contact</li> <li>• College at risk of reputational damage and / or legal action if concerns are not managed appropriately and a participant comes to harm as a result</li> </ul>

<b>Emergency &amp; evacuation procedures</b>	<b>Y</b>	<b>Y</b>	<ul style="list-style-type: none"> <li>• Staff / volunteers not having a clear understanding of emergency evacuation procedures puts lives at risk</li> <li>• Participants could be left inside a building</li> <li>• Participants could get lost during evacuation</li> <li>• Participants /staff/volunteers with additional needs may face increased harm if an appropriate PEEP has not been put in place</li> <li>• Individuals unaccounted for puts staff / volunteers / emergency personnel at risk</li> <li>• Staff / volunteers not knowing how to manage other emergency situations can result in lost or hurt attendees</li> <li>• If off-site, local rules may need to be considered</li> <li>• College at risk of reputational damage and / or legal action</li> </ul>
<b>Online</b>	<b>Y</b>		<ul style="list-style-type: none"> <li>• Anonymity of platforms / knowing who someone is online</li> <li>• Increased risk of peer on peer abuse</li> <li>• Difficulties of managing inappropriate behaviour in the virtual environment</li> <li>• Barriers to under-18s reporting concerns</li> <li>• Limited ability for staff / volunteers to identify welfare concerns in the virtual environment</li> <li>• Possibility of unmonitored contact between staff / volunteers and under-18s</li> <li>• Possibility of excessive screen time for under-18s</li> <li>• Managing virtual breakout spaces</li> <li>• Managing privacy settings</li> <li>• Sharing / circulation of inappropriate materials</li> <li>• Digital exclusion</li> <li>• Accessibility of virtual environment or content to those with additional needs.</li> </ul>

<p><b>Other risks</b></p>	<p><b>Y</b></p>	<p><b>Y</b></p>	<ul style="list-style-type: none"> <li>• Participants being lost or unsupervised</li> <li>• Exposure to dangerous or inappropriate behaviour (e.g. strong or offensive language, violence, substance misuse)</li> <li>• Participants purchasing or consuming alcohol or having access to alcohol via the activity they are attending (e.g. public events with an adult audience)</li> <li>• Participants experiencing anxiety, stress or other mental ill-health concerns during activities</li> <li>• Participants and / or staff / volunteers sharing personal information or contact information with each other</li> <li>• Participants making contact with staff / volunteers or vice versa outside of scheduled activities</li> <li>• Unauthorised adults accessing under-18s during activities</li> <li>• Staff / volunteer being in a 1-2-1 situation with someone under the age of 18</li> <li>• Peer on peer abuse (e.g. bullying) face to face or online</li> <li>• Participants exposed to unsuitable entertainment (e.g. adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)</li> </ul>
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