



Example risk assessment for clubs

This example assessment serves as a starting point to help you identify the risks and hazards in your Code Club. You can use it to help you create your own assessment, but please keep in mind that the potential risks and hazards will depend on the location and individual circumstances of your Code Club. Please refer to your assessment before each club session and create a copy to edit accordingly if anything has changed.

Some common hazards and actions have been included in this example document. **Please complete your own risk assessment** to capture any additional hazards and actions not included in this example. The level of detail can be proportionate to the risk and nature of the work.

Code Club name:		Date of risk assessment:				
Completed by:						
What are the hazards and things to consider?	Who is at risk?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Complete?

Health and Safety

<p>Slips, trips, and falls</p> <p>Do you know who to contact for first aid and how to contact them?</p>	All young people and Code Club community members	<p>General good housekeeping. All areas are well lit, including stairs. No trailing leads or cables. Volunteers keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Activity area cleared at the end of each day. No handbags, rucksacks, coats, etc. left where people walk. Loading/unloading outside of club hours only.</p>	<p>Tell volunteers to keep workspaces tidy, especially aisles/corridors.</p> <p>Use cable mats if available. If not, tape down cables where required or raise them off the floor.</p>		<p>Before the club begins.</p> <p>Monitor throughout.</p>	
<p>Electrocution/ electrical failure</p>	All young people and Code Club community members	<p>No electrical equipment should be used that has had the mains plug replaced/adapted. All equipment to follow correct usage:</p> <ul style="list-style-type: none"> Chargers to match or slightly exceed wattage requirements for devices. Sockets must not be overloaded. <p>No water allowed near electrical equipment; no using mains sockets or plugs with wet hands.</p>	<p>Inform volunteers about this before the session.</p>		<p>Before the club begins.</p> <p>Monitor throughout.</p>	



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Fire Do you know what to do in the event of fire/evacuation?	All young people and Code Club community members	No smoking or flames allowed. Work area kept clear of flammable materials. All walkways, fire escapes, and fire equipment to be kept clear at all times. Everyone to park responsibly, allowing access for emergency vehicles if required.	Inform Code Club community members before the session about what to do in the event of fire. Club area capacity not to be exceeded.		Before the club begins. Monitor throughout.	
Congestion	All young people and Code Club community members	Club layout planned to avoid bottlenecks and congestion.	Drinks and dining area capacity not to be exceeded.		Before the club begins. Monitor throughout.	
Theft	All young people and Code Club community members	General monitoring for lost phones, handbags, etc. by volunteers.	Let young people and Code Club community members know to keep valuables with them or with their parents/carers.		During session.	
Impacts	All young people and Code Club community members	Pop-up banners must be correctly assembled. No unsecured, top-heavy items. No working at height (ladders, etc). No drone flying allowed inside, or outside in crowded areas. No loading/unloading from vehicles during club hours.	Code Club community members and visitors to park responsibly.		Before the club begins. Monitor throughout.	



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<p>Burns/scalds</p> <p>Do you know who to contact for first aid and how to contact them? Is soldering required in this session? Will hot drinks be served in this session? Is the urn/kettlesecure and away from accidental touch or spills? Do you have enough help to monitor everyone safely?</p>	All young people and Code Club community members	Kettle positioned away from the edge of the worktop in the kitchen. Code Club community members to be assigned kitchen duty during breaks.	Inform Code Club community members before the session about what to do if first aid is needed.		Before the club begins. Monitor throughout.	
<p>Allergic reactions</p> <p>Are you confident you can avoid allergic reactions? If not, avoid serving food.</p>	All young people and Code Club community members	Attendees and parents to notify Code Club community members of allergies in advance. This does not only apply to food; consider other allergy sources such as bee stings, medications, etc. Volunteers should not give out sweets or snacks from their home. If you suspect anaphylaxis, always contact the emergency services.	Inform Code Club community members before the session about what to do if first aid is needed.		Brief before club. Monitor during club.	

Safeguarding

<p>Unaccompanied youths under 13 years</p> <p>Are you expecting unaccompanied young people to visit? How do you plan to ensure they leave with their responsible adult? What measures are in place for this? (security/lost child point, etc.)</p>	Young people under 13	All young people under 13 must be accompanied by a parent or guardian.	Code Club community members should be told about the location of the lost child point (usually at registration).		Brief before club. Monitor during club.	
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Access to online material Will young people (under 18) need online access to complete the activity or can you manage offline?	Young people	All devices should be easily visible to the Code Club community members to ensure that young people do not access inappropriate content online.	If online, screens must be facing into the room where they are visible, or a sufficient number of volunteers should be present to monitor.		Monitor during club.	
Photography/video	Young people and Code Club community members	You may wish to use pictures of young people participating in Code Club events to promote your Code Club. Images constitute personal data, and in most countries, you will require parental permission to use images of young people. Verify the requirements under local law and ensure that you are complying with all applicable laws and regulations if you take photos/video of the session, for example, by having parents fill in a consent form.	Ensure that you are complying with all applicable laws and regulations if you take photos/video of the session.		Before any photographs are taken or videos are recorded.	
Reporting a safeguarding concern Have all volunteers completed the e-learning module? Do you have offline access to the safeguarding concern form in the club in case of internet failure? Additionally, have all volunteers: <ul style="list-style-type: none">• Read our practical advice on safeguarding• Read our Code of Behaviour• Read our Guidelines for social media and communications		All Code Club community members safeguarding training up to date. Safeguarding reporting information on display in the venue. All Code Club community members have clear and valid background checks.	All Code Club community members must be aware of how to report a concern. *In the case of a serious incident, or if a child or vulnerable adult is in immediate danger, do not hesitate to call the police.* If unsure, phone: +44 (0) 203 6377 112		Ensure Code Club community members are trained before the club. Monitor during club.	