



## Example risk assessment for Code Clubs in community venues

This example assessment serves as a starting point to help you identify risks at your Code Club. You can use it to help you create your own assessment, which you should do as soon as possible. Please keep in mind that the risks and mitigating actions relevant to you will depend on the location and individual circumstances of your Code Club and may not be included here. The level of detail in your assessment should be proportionate to the nature of the risks and their mitigating actions. Please refer to your assessment before each club session and edit it accordingly if anything changes.

Club name	Date of risk assessment	Completed by

Health and safety						
What are the risks 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 whom	Action by when	Completed (Yes/No)
<b>Slips, trips, and falls</b>  <i>Do you know who to contact for first aid and how to contact them?</i>	All young people and mentors	We are: <ul style="list-style-type: none"> <li>Maintaining a generally good standard of housekeeping</li> <li>Ensuring all areas are well lit, including stairs</li> <li>Promptly removing any trailing leads and cables</li> <li>Keeping work areas clear, e.g. no boxes are left in</li> </ul>	Mentors should keep workspaces tidy, especially aisles and corridors. Cable mats should be used, if available. If not, cables should be taped down where required or raised off the floor.	[Name of club leader or mentor responsible]	Brief before the club begins. Monitor throughout.	[Yes/No]



		<p>walkways, deliveries are stored immediately</p> <ul style="list-style-type: none"><li>• Ensuring that all activity areas are cleared at the end of each day</li><li>• Ensuring that handbags, rucksacks, and coats are not left in areas where people walk</li><li>• Ensuring that loading/unloading is done outside of club hours only</li></ul>				
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<p><b>Electrocution and electrical failure</b></p>	<p>All young people and mentors</p>	<p>We do not use any electrical equipment that has had the mains plug replaced/adapted. All equipment is used correctly:</p> <ul style="list-style-type: none"> <li>- Chargers match or slightly exceed wattage requirements for devices. Sockets are not overloaded.</li> <li>- No water is allowed near electrical equipment — mains sockets and plugs are never used with wet hands.</li> </ul>	<p>Before each session begins, mentors should be aware of best practices regarding electrical equipment.</p>	<p>[Name of club leader or mentor responsible]</p>	<p>Brief before the club begins. Monitor throughout.</p>	<p>[Yes/No]</p>
<p><b>Fire</b></p> <p><i>Do you know what to do in the event of a fire or evacuation?</i></p>	<p>All young people and mentors</p>	<p>No smoking, vaping, or naked flames are allowed. The work area is kept clear of flammable materials. All walkways, fire escapes, and locations with fire equipment are kept clear at all times. Everyone parks their vehicles responsibly, allowing access for emergency vehicles if required.</p>	<p>Before each session begins, mentors should know what to do in the event of a fire. Club area capacity should not be exceeded.</p>	<p>[Name of club leader or mentor responsible]</p>	<p>Brief before the club begins. Monitor throughout.</p>	<p>[Yes/No]</p>



<b>Congestion</b>	All young people and mentors	The club layout has been planned to avoid bottlenecks and congestion.	Dining area capacity should not be exceeded.	[Name of club leader or mentor responsible]	Brief before the club begins. Monitor throughout.	[Yes/No]
<b>Theft</b>	All young people and mentors	We conduct general monitoring for lost phones, handbags, etc.	Young people and mentors should be told to keep their valuables with them – young people should also be given the option to give their valuables to their parents or carers.	[Name of club leader or mentor responsible]	Monitor during the club.	[Yes/No]
<b>Impacts</b>	All young people and mentors	Pop-up banners are correctly assembled. No unsecured, top-heavy items are displayed or used. Work is never undertaken at height (on ladders, etc.) and no drone flying is allowed inside the venue or outside in crowded areas. There is no loading or unloading from vehicles during club hours.	Mentors and visitors should be instructed to park responsibly.	[Name of club leader or mentor responsible]	Brief before the club begins. Monitor throughout.	[Yes/No]
<b>Burns and scalds</b>	All young people and mentors	The kettle is positioned away from the edge of the worktop in the kitchen. A mentor is assigned kitchen duty during breaks to provide refreshments.	Before each session begins, mentors should be aware of what to do if first aid is needed.	[Name of club leader or mentor responsible]	Brief before the club begins. Monitor throughout.	[Yes/No]

<b>Allergic reactions</b>	All young people and mentors	We instruct young people and parents to notify mentors of allergies in advance. This does not apply only to food – other allergy sources such as bee stings, medications, etc. are considered. Mentors do not give out sweets or snacks from their home. If we suspect anaphylaxis, we always contact the emergency services.	Before each session begins, mentors should be aware of what to do if first aid is needed.	[Name of club leader or mentor responsible]	Brief before the club begins. Monitor throughout.	[Yes/No]
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<b>Safeguarding</b>						
<b>Unaccompanied youths under 13 years</b>	Young people under 13	We ensure that all young people under 13 are accompanied by a parent or guardian.	Mentors should be told about the location of the lost child point (which usually will be where registration occurs).	[Name of club leader or mentor responsible]	Brief before the club begins. Monitor throughout.	[Yes/No]
<b>Access to online material</b>  <i>Will young people (under 18) need online access to complete this activity or can you manage offline?</i>	All young people	We check that monitors are easily visible to mentors to ensure that young people do not access inappropriate content online.	If young people are online, their screens must be facing into the room where they are visible, or a sufficient number of mentors should be present to monitor the online activities.	[Name of club leader or mentor responsible]	Monitor during the club.	[Yes/No]



<b>Photography/video</b>	All young people and mentors	If and when we want to use pictures of young people participating in Code Club events to promote our Code Club, we obtain parental permission to do so in advance via a signed consent form. We check requirements under all applicable local laws and regulations and ensure that we are complying with them.	If photos or videos of a session are taken, there should be strict compliance with all applicable laws and regulations.	[Name of club leader or mentor responsible]	Before any photographs are taken or videos are recorded.	[Yes/No]
<b>Reporting a safeguarding concern</b>		We ensure that our mentors' safeguarding training is up to date and that they have clear and valid background checks. We make information on our safeguarding procedures and reporting information visible and accessible to all parents and young people.	All mentors 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 our international 24hr support service on: +44 (0) 203 6377 112	[Name of club leader or mentor responsible]	Ensure mentors are trained before the club. Monitor during the club.	[Yes/No]