

RISK	IMPACT ON PEOPLE	IMPACT ON IMPERIAL COLLEGE	POSSIBLE RISK OR HARM This is not an exhaustive list and there may be others specific to your event, activity or programme
Lack of appropriate consent or participant information	Y	Y	<ul style="list-style-type: none"> • 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. • Attendees could be at risk of harm if risks are not mitigated, managed or reasonable adjustments are not made. • Activities may not be accessible to all if medical needs or additional requirements are not understood, and could cause unintended harm • Imperial College could ultimately face legal action / reputational damage if risks are not identified, mitigated and managed appropriately
Staffing ratios are inadequate	Y	Y	<ul style="list-style-type: none"> • Participants going missing • Participants coming to harm due to poor supervision • Participants not enjoying/benefiting from the activity • Participants with additional needs not being supported • Parents/carers being concerned and uncomfortable • Imperial College could face reputational damage / legal action
DBS Checks / Appropriate staffing personnel	Y	Y	<ul style="list-style-type: none"> • 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 • Staff / volunteers developing inappropriate relationships with participants • Over reliance on DBS checks can cause relaxation of supervisory practice which can place participants at risk of harm • 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 • Imperial College could face reputational damage / legal action if appropriate checks were not in place when required.

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

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

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

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