

Risk	Likelihood of occurrence	Severity of occurrence	Steps to mitigate
Safeguarding around teachers and helpers	low	high	Any teacher or club helper will be in close proximity to young children and so all care must be taken that such positions are filled appropriately. All teachers must have up-to-date DBS certification, with certification having been viewed by the responsible committee member.
Fire in any part of the building	low	high	No flames to be used in the building. All teachers and helpers to be made aware of the fire exits and assembly area in case of fire. Committee to liaise with St Augustine's yearly to obtain their updated fire policy. Register must be checked as soon as possible at the start of the meeting so we know who is present
Children leaving the building unaccompanied	medium	high	Parents/guardians who stay during club meetings to be reminded that children are under their charge and care at all times, but should not be allowed to be outside the building during their attendance at the club. All external doors to remain closed during meetings. Entrance to meetings will be through the hall's main front (glass) door so that children leaving would have to pass through the parents' seating area. All teachers and helpers to remain vigilant of those at risk of leaving unaccompanied. All children to be prohibited from using the hall's rooms other than the main hall and toilets. Alternative exits will be marked as "No Exit" with a sign on a chair or table All children, teachers and helpers must wear a name badge with appropriate coloured lanyard: <ul style="list-style-type: none"> <li>- Yellow: teachers and helpers</li> <li>- Blue: children with parent/guardian present</li> <li>- Red: children with no parent/guardian present</li> </ul>
Welfare of children	medium	high	Steps must be taken to ensure the general welfare of all club members, with respect to bullying, inappropriate behaviour and language by the children, and the responsibilities of adults present at the club meetings. All committee and helpers must therefore be familiar with the club's Safeguarding Policy and Behaviour Policy and help to enforce them
Injury during club meetings	low	medium	Chess and Go are low-risk activities. Nonetheless basic precautions should be taken: All children under 6 years old, including younger siblings of club members, must have a parent/guardian present, with particular care taken to avoid toddlers and infants swallowing Go stones. All children to be discouraged from putting Go stones or chess pieces in their mouth. Broken or sharp chess pieces to be discarded immediately. Avoid use of damaged chairs or tables and committee to inform St Augustine's of any such items.
Overcrowding in the hall	low	medium	Committee to be aware of legal occupation limits of the hall. Person on arrivals desk to keep track of number of people present if numbers become unusually large.
Strangers or intruders during club meetings	low	medium	All doors should remain locked to the outside other than the front glass door so that anyone entering will be seen by both parents and the person on the arrivals desk. Parents and helpers are known to most committee and to the person on the arrivals desk who should all challenge anyone whom they do not know.
Off-site safety	low	medium	All club meetings take place within the single hall. Trips off-site to regional or national tournaments organised by others are not considered to be club-run activities. Nonetheless, for all tournaments parents must be made aware that the club does not have responsibility for children attending the tournaments. Should any additional club-run activities be arranged (e.g. tournaments, teaching, meetings or other events organised by us), a separate risk assessment will be carried out.
Food and drink / Allergies	low	low-high	The club membership form will collect any information on medical conditions and allergies The need for mitigation is low unless committee has been informed that a club member has a severe allergy, as food is not usually served during club meetings. Any cakes or snacks provided in meetings, or edible prizes, must have allergens clearly displayed. Hot drinks should only be consumed by adults and any adults drinking a hot drink during the club meeting must take responsibility for keeping the drink away from children
Hygiene	medium	low	St Augustine's is responsible for general cleanliness and hygiene of the hall. In addition, committee need to be aware of the location of cleaning equipment to deal with incidents such as a child being sick.
Building being left insecure	Low	medium	Normally the City Chess Club occupies the room after us so this is not an issue. If the City Chess Club is not meeting, a person needs to be nominated to check that doors and windows are locked/shut and lights off