

RISK ASSESSMENT FOR REGIONAL GROUP MEETINGS

			Likelihood		1	2	3	4	5
			Severity		Improbable	Remote	Possible	Probable	Highly Likely
Carried out by: ADCH Volunteer Manager			5	Potential Fatality/ Closure of ADCH	5	10	15	20	25
Date: V1 December 2025			4	Major Injury/ Serious operational impact or reputational damage	4	8	12	16	20
Location: Member Sites, Potential Member Sites and other community-based locations (e.g. meeting rooms, community centres etc)			3	Absence >3 days/ Noticeable operational impact or reputational damage	3	6	9	12	15
Task / Process: In-person Regional Group Meetings			2	Absence <3 days/ Minor operational impact or reputational damage	2	4	6	8	10
When identifying HAZARDS consider: a) The job/task (who, what, where, when, how) b) The environment (temperature, air quality, noise, lighting) c) Materials, Equipment and substances			1	Minor Accident or First Aid/ Incident logging	1	2	3	4	5
Hazard	Description of potential accident / injury / loss	What action should be taken to control the risk?	Who needs to carry out the action	Risk ratings after control measures taken			Hazards/Risks that remain and/or will require monitoring		
				Likelihood	Severity	Score			
Harassment or inappropriate conduct	Meeting attendees experience distress due to the behaviour of other meeting attendees	Volunteer Regional Coordinators (VRC) agree to the ADCH Volunteer Agreement and Code of Conduct. All ADCH Members agree to the Code of Conduct for Membership. Any non-ADCH Members attending meetings are welcomed at the discretion of the VRC. Any meeting attendees whose behaviour causes distress will be asked to leave the Regional Group (RG).	VRC/ ADCH Volunteer Manager	3	1	3	ADCH Volunteer Agreement and Code of Conduct and ADCH Members Code of Conduct should be regularly reviewed, and any revisions circulated to VRC and ADCH Members.		
GDPR breach	ADCH Members, non- Members, ADCH Volunteers and staff may have confidential information about their work shared with meeting attendees	VRC agree to the ADCH Volunteer Agreement and Code of Conduct and Confidentiality Policy. VRC are responsible for chairing and minuting their meetings in ways which protect confidentiality and avoid	VRC/ ADCH Volunteer Manager	3	2	6	ADCH Volunteer Agreement and Code of Conduct and Confidentiality Policy should be regularly reviewed.		

		GDPR breaches. VRC can seek support and training from ADCH's Volunteer Manager.					and any revisions circulated to VRC.
Fire	A fire may break out at the site where an in-person RG meeting is being held resulting in danger to life	VRC should make themselves aware of the fire safety procedures for the meeting site, including evacuation routes and fire assembly points, and share these with meeting attendees at the start of the meeting.	VRC/Meeting attendees	1	5	5	
Physical accident (slips, trips and falls)	An in-person meeting attendee has a physical accident on site resulting in injury	All meeting attendees to be observant of their surroundings. VRC to be aware of any specific trip/slip/fall hazards on site and alert meeting attendees to them. VRC should be made aware of any risk assessment held by the site for having visitors on site, particularly where sites are not normally open to the public in any way. Employer and Public liability insurance is held by ADCH to cover VRC and meeting attendees. All accidents/incidents must be recorded on site and with ADCH's Volunteer Manager.	VRC/ Meeting attendees	2	4	8	ADCH staff continue to ensure insurance policy is fit for purpose. ADCH to follow up on any incidents reported.
Injury from use of any equipment at an in-person meeting	Physical injury to VRC or meeting attendee from use of equipment provided by the VRC or meeting site	VRC should ensure any equipment used during the meeting is in good working order and meets any safety requirements e.g. electrical appliances have been PAT tested. Any accidents/incidents should be reported to the ADCH Volunteer Manager and the site.	VRC/ Meeting attendees	2	4	8	ADCH staff continue to ensure insurance policy is fit for purpose. ADCH to follow up on any incidents reported.
Spread of infectious disease	In-person meeting attendee transfers zoonotic or human disease or illness onto meeting site premises	VRC and meeting attendees should not attend a meeting site if their own establishment is experiencing any outbreak of infectious disease of any species. VRC and meeting attendees should also not attend meetings in the event of contracting any controlled human virus and should follow all government advice and any site local procedures.	VRC/Meeting attendees/ ADCH	1	4	4	ADCH will pause in-person RG meetings if needed due to any wide disease outbreaks.
Travelling to and from site	VRC has an accident on the way to, or from, an in-person RG meeting	VRC should take standard precautions when driving and adhere to driver's hours, not driving fatigued, and take regular breaks. VRC using their private or works vehicles should ensure that they are covered by their insurance for travelling to	VRC	1	3	3	ADCH Volunteer Drivers Policy and Agreement should be regularly reviewed, and any

		and from ADCH meetings. The vehicle must be safe and in good working order with a valid tax. VRC agree to the Volunteer Drivers Policy and Agreement.					revisions circulated to VRC.
Assault (physical or verbal)	VRC or meeting attendee is the victim of physical or verbal assault	VRC and meeting attendees should be prepared to leave the site or end the call in the event of increasingly hostile conversation or any threat of violence. VRC should end the meeting and leave the site if they begin to feel uncomfortable with the behaviour of anyone in the meeting, whether they are connected with the RG or not. VRC should be aware their volunteer role may involve chairing difficult conversations. They should do so in a constructive and understanding manner, and either offer remedial advice or advise meeting attendees that they will seek this out at the end of the meeting. Where relevant, incidents should be reported through the meeting site's own safeguarding policy and to ADCH.	VRC/Meeting attendees	1	3	3	ADCH will follow up on any incidents reported.
Other emergency situation	There is an emergency on site at time of an in-person meeting	VRC must obey all signage and instructions on site at all times. VRC must end the meeting if it is not safe to continue.	VRC	2	2	4	
Burnout and/or stress	VRC may experience burnout and/or stress due to their volunteer role	VRC can access virtual, weekly ADCH Wellbeing sessions and support from ADCH's Volunteer Manager. Two VRC can co-coordinate a RG to share the workload. VRC can request to pause or end their volunteer role if they need a break to focus on their wellbeing and/or other responsibilities.	VRC/ ADCH Volunteer Manager	3	2	6	ADCH Volunteer Manager to check-in with VRC and offer support if needed. ADCH Volunteer Manager to check-in with VRC and offer support if needed. ADCH Volunteer Manager to check-in with VRC and offer support if needed. ADCH Volunteer Manager to check-in with

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