

Risk Assessment Template

Please note that a Risk Assessment is a live document, so should be amended when new risks are established and should be kept up to date throughout the planning and implementation of the planned activity. Not every risk mentioned in the template below may refer to your proposed activity and there may be other risks you wish to add. Please use this template as a guide and adapt accordingly to your project. Please also refer to the latest government guidelines around COVID19 and include your measures to reducing risk in the assessment. A risk is anything that can cause injury or illness to you, your employees and visitors or the general public. Furthermore it can include personal data rules and the risk of breaching GDPR legislation.

Description of activity	Games night for board games, card games and tabletop roleplaying games (TTRPGs)		
Risk assessor	Amanda Brent		
Original assessment date	18 April 2025		
Last reviewed	21 April 2025		

Description of hazard	Who might be harmed?	What are you already doing? (risk controls)	Adequate?	What additional controls are necessary?
Slips, trips and falls	Host Volunteer	✓ Drinks, crumbs, food spills and game pieces can create slip hazards. Any spills will be cleaned and dropped game pieces will be picked up as immediately as possible.	Yes	
	Other volunteers	✓ When setting up, volunteers will check the room for any trip hazards such as loose wires or clutter left on the floor and tidy these if safe to do so. Game boxes will not be left on the floor during play.		
	Attendees	✓ All volunteers and attendees will be asked to store their bags, coats and any other personal belongings so that they do not create a trip hazard.		
	Others elsewhere in the building	✓ All volunteers and attendees will be given instructions on what to do to ensure a slip or trip hazard is highlighted and made visible to others if they need to leave the area of the spill to fetch equipment to clean up.		
	Host Volunteer	✓	Yes	

Risk Assessment Template

Fire	Other volunteers	✓	<p>The host volunteer will make sure they're aware of the locations of all fire exits in the building and inform attendees of where these are located.</p> <p>During set-up, the host volunteer will check and confirm that all fire exits are clear and unobstructed.</p> <p>All volunteers and attendees will be asked to store their bags, coats and any other personal belongings so that they do not block thoroughfares, entryways or fire exits.</p>		
	Attendees	✓			
	Others elsewhere in the building	✓			
Food safety	Host Volunteer	✓	Attendees will be able to bring their own food and drink to best suit their own personal dietary needs.	Yes	
	Other volunteers	✓	All volunteers and attendees will be instructed to not bring any food that contains nuts to avoid airborne allergic reactions.		
	Attendees	✓	Attendees over the age of 18 will be permitted to bring drinks that contain alcohol - however, attendee behaviour will be monitored by the host volunteer to ensure that behaviour does not become rowdy or disruptive.		
	Others elsewhere in the building		<p>Hot water will be available for any attendees who'd like to have a hot drink. All volunteers and attendees will be instructed to take care and caution to avoid any hot water-related spills, accidents or burns. In the event that someone is scalded by hot water, the host and any other volunteers will ensure the affected area is run under cold water as immediately as possible and that any necessary first aid is applied.</p> <p>All wipeable shared pencils, dice, miniatures, game pieces and surfaces will be cleaned with a disinfectant wipe after use to reduce risk of any cross-contamination.</p>		

Risk Assessment Template

Attendee numbers, interactions and safety	Host Volunteer	✓	<p>The number of attendees will be limited to the maximum capacity of the room that the activity is hosted in to avoid overcrowding.</p> <p>LGBT+ Thamesmead's safeguarding policy applies to all activities and events. This includes taking steps to manage any negative interactions should the host witness poor behaviour or receive any complaints about an attendee's behaviour towards others, up to and including barring them from returning to future activities. Poor behaviour includes any form of harassment, aggression, intimidation or bullying of attendees or volunteers.</p> <p>A player Code of Conduct will be agreed. This will be printed off and made clearly visible to all attendees throughout the activity.</p> <p>For TTRPGs, standard player safety tools will be put in place for each game. These include checking with every new player what potential gameplay elements they may be uncomfortable with and avoiding these, an open table policy so that players can leave the table and take a break if needed, and use of an X Card at the table so that the direction of gameplay can be quickly changed if a player is uncomfortable with any topics or scenarios that are brought up.</p>	Yes	
	Other volunteers	✓			
	Attendees	✓			
	Others elsewhere in the building				
Disease – risk of infection and spread through cross-contamination	Host Volunteer	✓	<p>Volunteers and attendees will be asked to avoid coming to the activity if they have symptoms of an infectious disease or illness, such as a sore throat, infection-based coughing and sneezing, or a high temperature.</p>	Yes	
	Other volunteers	✓	<p>In the event that the host volunteer is unwell and cannot attend the activity, a reserve volunteer will be asked to fill in and host where possible.</p>		

Risk Assessment Template

	Attendees	✓	<p>Attendees will be encouraged to bring their own personal pencils, dice, miniatures and game pieces where possible.</p> <p>All wipeable shared pencils, dice, miniatures, game pieces and surfaces will be cleaned with a disinfectant wipe after use to reduce risk of disease-related cross-contamination.</p>		
	Others elsewhere in the building	✓	<p>LGBT+ Thamesmead will take note of any government advice issued about infectious diseases and follow any guidelines and recommendations that need to be put in place.</p>		