

Adults Safeguarding Policy

Diverse Cymru Policy Aims and Objectives

Diverse Cymru is committed to ensuring and providing equality of opportunity for all. We work in a diverse society and believe that no-one should suffer disadvantage or discrimination by reason of their race, colour, ethnic origin, nationality, religion, gender, sexual orientation, HIV status, disability, marital status, age or caring responsibilities.

We are committed to developing an organisational culture that values people from all sections of society and the contribution that each individual can make. We will act positively to ensure equality of opportunity and to promote diversity in all aspects of our work, ensuring that these objectives are fundamental to all our activities and underpin our policies, procedures and operating practices.

1 Introduction

This policy and the associated procedures and guidance provide consistent advice on dealing with potential safeguarding issues. This policy and the associated procedures and guidance apply to:

- All staff directly employed by Diverse Cymru;
- Trustees, volunteers and/or casual workers.

All managers should ensure that providers of services to and from Diverse Cymru are made

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aware of this document.

2 Key principles

The key principles that underpin this safeguarding policy and guidance for vulnerable adults are found in the Human Rights Act 1998. They are explained in the document 'In Safe Hands: implementing Adult Protection Procedures in Wales' and the Social Services and Well-being (Wales) Act 2014. The key principles are listed below.

- All vulnerable adult client groups are to be protected from abuse and supported in seeking treatment and redress in the event that they have been abused
- Action should be taken against those who deliberately abuse vulnerable adults and to support those who find themselves over stretched in their caring responsibilities;
- Social services departments take the lead role in coordinating the development of local policy guidance for the protection of vulnerable adults at risk of abuse;
- Diverse Cymru will work co-operatively on the identification, investigation, treatment and prevention of abuse of vulnerable adults;
- This policy will draw on other policy frameworks to ensure that a consistent response is given to the vulnerable adult(s) when concerns are raised whether these are reported under complaints procedures, through inspection or registration activity, as a result of whistle-blowing or as a result of disclosure on the part of vulnerable adults or their carers;
- Action will be coordinated against perpetrators to ensure that parallel processes are dovetailed including prosecution, disciplinary action and removal from, or notification to, professional registers and similar bodies;
- Information will be shared on a "need to know" basis so that effective decisions can be

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made and appropriate preventative action taken; and

- Equality of opportunity will be available to all vulnerable adults regardless of their race, gender, sexuality, class, religion, culture or disability.

3 Policy statement

In all aspects of Diverse Cymru's work, the needs and interests of vulnerable adults must be put above the needs and interests of all others. Hence, this policy and guidance must have priority over all other policies and advice.

Diverse Cymru shall play its part in the safeguarding of vulnerable adults. We shall raise the awareness of our staff, through this guidance and through appropriate training, to potential abuse and neglect both within settings we work and within other settings we visit. Diverse Cymru is an umbrella agency for carrying out DBS checks. To implement this policy we will:

- Ensure that, through training and development, all staff are aware of the need for safeguarding vulnerable adults and are familiar with the procedures to follow when they have concerns;
- Carry out Disclosure and Barring Service (DBS) checks on all staff and volunteers who have direct or indirect contact with vulnerable adults, young people and children. The same approach will apply to all Personal Assistants employed by clients; a process carried out in partnership with Cardiff Council, whom Diverse Cymru has a Direct Payments contract with.
- Follow locally agreed safeguarding procedures and establish links with Local Safeguarding Children Boards (LSCB) and Area Adult Protection Committees (AAPC);

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- Work in collaboration with Local Safeguarding Adult Boards to ensure compliance with procedures and processes that will help to ensure that allegations of abuse are reported and / or dealt with expeditiously;
- Ensure that staff take positive actions to respond to allegations, suspicions or incidents of abuse;
- Ensure providers of training carry out their responsibilities in a manner which safeguards vulnerable adults;
- Actively work with other agencies to respond to national and local initiatives and to develop strategies that are designed to prevent and/or reduce the risk of abuse/inappropriate care from occurring.

Taking into account the provisions of the Social Services and Well-being (Wales) Act 2014, Diverse Cymru will work in collaboration with Safeguarding Boards and aim to:

- contribute to the review and development of policies and procedures to safeguard adults at risk
- raise awareness of abuse, neglect and harm in a Board's area
- regularly review the effectiveness of local safeguarding measures
- undertake and ensure lessons are learnt from the work it undertakes with Adults
- disseminate information about safeguarding best practice and learning
- ensure staff receive or have access to appropriate safeguarding training
- ensuring there are effective, understood and publicised arrangements for the reporting of adults suspected of being at risk of abuse or neglect.

4 Procedures

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4.1 General guidance on the procedure to be followed in the event of alleged or suspected abuse or neglect:

- All staff have a duty to report any concerns;
- Staff should always refer any concerns to Diverse Cymru’s Director or Chief Executive. Check with them what information should be shared, and with whom, and record details

4.1.1 Diverse Cymru staff may be anxious about the legal and ethical restrictions on sharing information, particularly with other agencies. However, sharing of information for the purposes of safeguarding is essential. In many cases it is only when information from a range of sources is put together that a vulnerable adult can be seen to be in need or at risk of harm. In general, the law will not prevent you from sharing information with other practitioners if:

- Those likely to be affected consent; or
- The public interest in safeguarding the individual overrides the need to keep the information confidential; or
- Disclosure is required under a court order or other legal obligation.

4.1.2 If a member of Diverse Cymru staff receives a letter that might have implications for safeguarding, it should be referred to Diverse Cymru’s Director or Chief Executive and details recorded.

4.1.3 If a member of Diverse Cymru staff receives a telephone call that might have implications for safeguarding, normal procedures should be followed for taking the name and contact details of the caller. The staff member should assure the caller that the call will be followed up, then immediately contact Diverse Cymru’s Director or Chief Executive. Details should be recorded.

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4.2 Procedure to be followed in the event of an alleged or suspected abuse or neglect

- Diverse Cymru will follow the safeguarding procedures and the staff member will inform Diverse Cymru's Director or Chief Executive and will record details. Diverse Cymru's Director or Chief Executive will write to the identified Social Services lead to ensure the referral has been followed up and to ascertain whether or not Diverse Cymru needs to take any further action;
- If the disclosure is made by a vulnerable adult alleging some form of abuse or inappropriate care to him or herself or any other vulnerable adult, the following steps must be taken:
 - do not promise confidentiality or promise to keep anything they have been told or seen "secret" but explain that you are obliged to pass this information on; do not ignore what is said or seen
 - accept what they are told, record and report
 - give reassurance that telling was the right thing to do
 - listen carefully and sympathetically
 - listen and record any details given; witness, time, date, place and alleged perpetrator's name
 - avoid asking questions other than to clarify details, avoiding leading questions
 - do not start to investigate by asking lots of questions
 - remain calm and not over react
 - do not make assumptions or judge

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- preserve evidence
- seek help from medical staff, social services or the police if there is immediate risk
- Immediately inform Diverse Cymru’s Director or Chief Executive and record details.

4.3 All or any activities that Diverse Cymru staff engage in that involve vulnerable adults shall be subject to a risk assessment process which shall include safeguarding risk assessments and a risk assessment protocol set out in Appendix 3.

5 The local authority’s role in relation to safeguarding

It is the duty of the local authority to develop and lead the implementation of multi-agency policies and procedures to protect vulnerable adults from abuse.

The Welsh Assembly Government (2000) document ‘In Safe Hands; implementing adult protection services in Wales’ offers guidance on the implementation of such procedures.

The aim should be:

- To create a framework for action within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse;
- To ensure a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of anxiety

6 Definition of a vulnerable adult

In the Law Commission (1997) document ‘Who decides? Making decisions on behalf of mentally incapacitated adults’, the broad definition of a vulnerable adult is:

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“A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.”

The main categories of people covered by this definition include people:

- Who have a learning disability;
- Who have physical or sensory impairments;
- Who have a mental illness including dementia; and
- Who are old and frail.

Other groups of people who may also be considered vulnerable and who may experience abuse include those people who have problems with alcohol or drugs. Their problems may be symptomatic of their abuse.

For the purpose of this definition, ‘community care services’ will be taken to include all care services provided in any setting or context.

7 Risk definitions

What actions or omissions constitute abuse?

Abuse results in ‘significant harm’ for the abused person. The term ‘significant harm’ refers to:

- Ill treatment (including sexual abuse and forms of ill treatment that are not physical);
- Impairment of, or an avoidable deterioration in, physical or mental health;

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- Impairment of physical, emotional, social or behavioural development.

Abuse may consist of a single act or repeated acts. It can be physical, verbal, psychological, financial or material. The abuse can be an act of neglect or an omission to act and the abuse may be the unintended consequences of a person’s actions. It can and may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent to. Abuse can occur in any relationship but commonly is an abuse of power.

The seriousness and extent of abuse is often not clear when a concern is first raised. The factors that the Director or Chief Executive will consider include:

- The frailty or vulnerability of the person involved
- The nature and extent of the abuse
- The length of time or frequency of the abuse
- The impact on the vulnerable adult
- The risk of repeated or escalating acts

What are the categories and indicators of abuse?

Physical abuse – includes hitting, slapping, pushing, kicking, misuse of medication, undue restraint or inappropriate sanctions.

Sexual abuse – includes rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent and/or was pressured into consenting.

Emotional or psychological abuse – includes threats of harm or abandonment, humiliation,

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verbal or racial abuse, isolation or withdrawal from services or supportive networks.

Financial or material abuse – includes theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits.

Neglect – includes the failure of any person having the responsibility, charge, care or custody of a vulnerable person to provide the degree of care which a reasonable person in a like position would provide.

Discriminatory abuse - when a person is treated unfairly because of their colour, religion, disability or sexual orientation.

Institutional abuse

Abuse which occurs within an institutional setting often includes more than one form of harm as a result of rigid and insensitive routines, unskilled, intrusive or invasive interventions or an environment which allows inadequate privacy or physical comfort.

Many instances of abuse will constitute a criminal offence. In this respect, vulnerable adults are entitled to the protection of the law in the same way as any other members of the public. In addition, statutory offences have been created which specifically protect those who may be incapacitated in various ways. Examples of actions which may constitute criminal offences are assault whether physical or psychological (NB physical assault could include the inappropriate administration of drugs), sexual assault and rape, theft, fraud or other forms of financial exploitation and certain forms of discrimination, whether on racial or gender grounds (e.g. homophobic abuse).

Multiple forms of abuse

It is not unusual for an abused adult to suffer more than one kind of abuse. This is often seen in ongoing relationships or in an abusive service setting, making it important to look beyond single incidents or breaches in standards to underlying dynamics and patterns of harm. Any

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or all these types of abuse may be perpetrated as a result of deliberate intent and targeting of vulnerable people, negligence or ignorance. Where it is difficult to determine the point at which more insidious and pervasive forms of oppression should be named as abusive, action should be taken to challenge services that discriminate against, and/or ignore the needs of minority groups.

Capacity and consent

Under existing legislation local authorities have statutory duties and discretion to take steps to make sure that vulnerable adults are protected and their interests represented. The powers available are more limited than those available to deal with the abuse of children. Local authorities, in conjunction with health colleagues, consider and assess issues of capacity and consent in deciding whether or not an act is abusive and to what extent a vulnerable adult can, and should be asked to, take decisions about how best to deal with the area of concern. The expressed wishes of the vulnerable adult are paramount in the assessment and decision making processes. However, there is a fundamental duty to balance the person’s right to autonomy with their need for protection.

Who may be the abuser?

Vulnerable adults may be abused by a wide range of people including other vulnerable adults/service users, relatives and family members (including children, for e.g. a young carer), professional staff, paid care workers, volunteers, neighbours, friends, associates and people who deliberately exploit vulnerable people.

While all abuse harms the individual and may signal a need for intervention, there should be particular concern when abuse is perpetrated by someone in a position of power or authority.

Abuse by a stranger may warrant a different kind of response than the response to abuse within an ongoing relationship or care setting. Nevertheless in some instances, it may be appropriate to use locally agreed inter-agency adult protection procedures to ensure that the vulnerable adult receives the services and support they need. Such procedures may also be

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used when there is the potential for harm to other vulnerable people.

Circumstances when abuse may occur

Abuse may occur when a vulnerable adult lives alone or with a relative. It may also occur within a nursing, residential or day care setting, in hospitals, custodial situations or in a public place. It can also occur in places previously assumed safe.

There is a fine line between unacceptable or inappropriate behaviour and abuse. If in doubt as to whether or not such behaviour constitutes abuse, you should discuss this with the local social service's designated lead manager or, if out of hours, the emergency duty officer.

You must inform Diverse Cymru's Director or Chief Executive of your concerns, once you have contacted the out of hours social services department, and record the incident.

Wherever possible the involvement of service users in assessment and management of risk is very important for many reasons. Amongst these:

- There are citizens' rights/human rights issues involved.
- The greater commitment which involvement will bring may be crucial in achieving positive outcomes.
- The greater trust, which will be engendered by involvement, will enhance the information available from the service user towards a more effective assessment.

There may be instances where the benefits for the vulnerable adult of remaining in an abuse situation are greater than the perceived risks. Vulnerable adults with the mental capacity to make the decision to remain in the risk situation have the right to take what others may deem to be unwise decisions. These decisions must be recorded and referred to the Director or Chief Executive.

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In cases where the vulnerable adult does not have mental capacity to make the decision to remain in the abusive situation, the matter must be recorded and immediately referred to the Director or Chief Executive.

Decisions relying on clear risk assessment and risk management include:

- whether to take emergency action;
- whether to refer on to another agency;
- whether to share information with other agencies;
- whether statutory powers are necessary to over-ride the expressed wishes of the vulnerable adult;
- the level of seriousness of the situation;
- the level and course of intervention;
- level of monitoring and frequency of review;
- case closure.

A record of this process should be retained and reviewed as needed and specifically during every multi-agency meeting.

If an allegation of abuse is made against an employee, then Diverse Cymru will take action in line with its disciplinary procedures. A disciplinary investigation should follow upon the completion of the adult protection investigation and any related court proceedings.

Record keeping

Good record keeping is integral to good practice in adult protection and is a mark of a skilled and safe practice

- All staff, managers, professionals and relevant others are responsible for keeping adult protection records that are clear, accurate, complete and up to date.

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- Staff will record what was said using the vulnerable adults own words
- Record actual information and not their opinion
- Date and sign the record
- Give the information to the Director or Chief Executive immediately who will forward this to the relevant Social Services department within 24 hours of the concern, disclosure or observation
- Social Services will talk to agency partners as part of the process of strategy discussion to ensure the vulnerable adult is safe and decide whether an investigation is needed.
- Records of the adult protection process are official documents covered by rules of disclosure. This means they may be made available to the defence if legal proceedings are taken, whether criminal or civil.
- Handwritten, contemporaneous notes of an incident where an adult may have been abused should be retained in/on Diverse Cymru case management/recording systems.
- Diverse Cymru will retain adult protection records for [six years].

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Appendix 1

Diverse Cymru SAFEGUARDING LOG

CONFIDENTIAL

Staff must make themselves aware of Diverse Cymru's safeguarding policy.

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When receiving information or reporting that alleged abuse or inappropriate care may have taken place, it is imperative that effective action is taken as soon as possible. This log is intended to prompt and record essential details.

SECTION 1 (to be completed if information is received by telephone) – This is important information and should be recorded as soon as possible, if the caller is willing to provide it. This is to ensure the person can be re-contacted if the call is lost.					
Telephone number of caller (inc. STD code)					
Name of caller					
SECTION 2 – This is usually the minimum amount of information required for the referral to be taken forward and investigated.					
Full name of child, young person or vulnerable adult					
Where the alleged incident took place					
Broad nature of the concern – (e.g. physical abuse, sexual abuse, bullying etc.)					
SECTION 3 – Important additional information					
When the alleged incident occurred					
Names and details of any witnesses					
Who else has been informed of the alleged incident					
SECTION 4 – Any other details provided by the caller (use additional sheet if necessary)					
Name of person completing this form					
Date					
Time of call if relevant					
Form handed to		At		Time	

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Appendix 2

Telephone contacts for local safeguarding boards

Local Authority	Adults Safeguarding	Social Services
Blaenau Gwent	01495 35 4613	01495 354680
Bridgend	01656 642 279	01656 642279
Caerphilly	08081 002 500	01443 815 588
Cardiff	02920 375 520	02920 872 000
Carmarthenshire	01267 228944	01558 825 485
Ceredigion	01545 574 000	01545 574 000
Conwy	01492 576 333	01492 576333
Denbighshire	03004 561 000	01824 712 900
Flintshire	01352 702 000	01352 702 000
Gwynedd	01286 682 888	01248 353 551
Isle of Anglesey	01286 682 888	01248 353 551
Merthyr Tydfil	01685 724539	01685 724500
Monmouthshire	01600 775 100	01600 775 100
Neath Port Talbot	01639 686 802	01639 686 803
Newport	01633 656 656	01633 656 656
Pembrokeshire	01437 764 551	01437 764551
Powys	01597 827 633	01938 551 899
Rhondda Cynon Taff	01443 425 012	01443 849944
Swansea	01792 636 854	01792 775501
Torfaen	01495 766 671	01495 762200
Vale of Glamorgan	01446 700 111	01446 700111
Wrexham	01978 292066	01978 292066

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RISK ASSESSMENT PROTOCOL

DIVERSE CYMRU

VULNERABLE ADULTS

RISK ASSESSMENT OF A PLANNED & SUPERVISED ACTIVITY VULNERABLE ADULTS

A. Administrative Details

(i) Diverse Cymru

Chief Executive	Team Manager	Senior Support Worker
Contact Details:		
Activity Supervisor(s)	Name:	Name:
Unit/Team/Dept.		
Address 1		
Address 2		
Telephone		
E-mail		

(ii) External Organisation/Institution

Name of Organisation/Institution		
Head(s) of Organisation/Institution		
Contact Details:		
Activity Supervisor(s)	Name:	Name:
Address 1		
Address 2		
E-mail		
Employee Liability Insurance Cert No / End Date		
Public Liability Insurance Cert No / End Date		
Additional Insurance Type & Cert No / End Date		

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B. (i) Description of Activity

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(ii) Number of Adults and Age Range

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C. Persons assisting with the Activity

Name	Role	Affiliation (Diverse Cymru or External Institution)	DBS* Check Required? Completed? (Y or N)	
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

* **DBS Check: The Team Supervisor/Team Manager (etc) will determine whether a DBS check is required after consideration of this risk assessment and discussing this with HR Team**

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D. Hazards, Risks and Existing Control Measures

Hazard	Risk HIGH MEDIUM LOW (tick one box)	Current Control Measures
I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
li	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
lii	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
lv	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
V	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Vi	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Vii	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Viii	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
lx	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
X	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

- **If all risks are assessed of LOW, proceed to Section F.**

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E. Hazards, Risks and Extra Control Measures

- For those risks NOT assessed as LOW, state the extra control measures required to achieved a LOW risk assessment

Hazard (insert roman numeral from Table D)	Extra Control Measures	Risk		
		HIGH	MEDIUM	LOW
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES MUST BE IN PLACE TO MAINTAIN ALL RISKS AS LOW AS IS REASONABLY POSSIBLE.

IF A LOW RISK ASSESSMENT CANNOT BE ACHIEVED AFTER THE INCLUSION OF EXTRA CONTROL MEASURES THE ACTIVITY MUST NOT PROCEED.

F. Validation

	Assessors	Supervisors
Diverse Cymru	Signature:-	Signature:-
	Name:-	Name:-
External Organisation/ Institution	Signature:-	Signature:-
	Name:-	Name:-

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G. Processing

- If DBS checks are required please discuss with Line Manager/HR Officer/Director of Operations and send them a copy of this assessment.
- Ensure that all the people supervising and assisting with the activity receive a copy of this assessment.
- File this assessment at a confidential location in Team's central administration.

Guidance for completing the risk assessment form

Risk assessment form Section A: Administrative details

Details will be required of both parties; Diverse Cymru and the External Organisation or Institution. Both have a responsibility and need to cooperate closely to ensure the health and safety of children/young people.

(i) Diverse Cymru (DC)

- Team Manager / Supervisors of each Section/Team will have ultimate responsibility for the health and safety of all those in DC buildings and property.
- Event Activity Supervisor's name and contact details. This is useful in case of emergency or correspondence before or after the event.

(ii) External Organisation or Institution

- Head(s) of Organisation or Organisation or Institution (e.g. Manager) will have ultimate responsibility for the health and safety of all those in their buildings and property.
- Event Activity Supervisor's name and contact details. This is useful in case of emergency or correspondence before or after the event.
- Insurance Details: Stating the Policy Number and End Date will confirm compliance.
- Employer's (Compulsory) Liability Insurance (Policy Number and End Date)
- Public Liability Insurance (Policy Number and End Date)

Risk assessment form Section B

(i) Description of Activity

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- Filling in this section will help to ensure that the activity is properly defined. Areas of hazard and risk should become more obvious.

(ii) Number of Children / Young People and Age Range

The larger the number of children/young people and the younger they are, the greater will be their collective risk. As a consequence, the requirement for control measures such as adequate supervision will be greater.

Risk assessment form Section C: Persons assisting with the activity

(i) Adult / Child Ratio

As a general guide for an activity with a normal range of hazards, the minimum ratios should be:-

- 1 adult for every 3 children aged under 5;
- 1 adult for every 6 children aged 5 to 7;
- 1 adult for every 10-15 children aged 8 to 10;
- 1 adult for every 15-20 children aged 11 onward or young people.
-

There should also be enough additional staff available to help deal with an emergency.

(ii) Vetting of supervisory staff

Diverse Cymru Staff

All staff, volunteers and Board Members (Trustees) will be subject to DBS checks every three years.

DBS should be carried out on volunteers and staff employed by contractors who will have regular contact with children and young people attending events /visits /training /outings conducted by Diverse Cymru either on or off the premises.

(iii) General Advice

- Anyone who has not had a criminal conviction check /DBS should never be left in sole charge of children or young people.

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- For the protection of both parties, all adult supervisors should try to ensure that, wherever possible, they are not alone with a child/young person.
- All adult supervisors, including DC employees/volunteers/Board members must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any children/young people who may require closer supervision, such as those with special needs or those likely to cause trouble.

Risk assessment form Section D:

Hazards risk and existing control measures

See also Specific hazards and control measures

- (i) **Hazard** – Something which has the potential to cause harm (injury or damage)
- (ii) **Risk** – The likelihood that the hazard will cause harm.
- (iii) **Control measure** - A practical or physical means of reducing risk (e.g. adequate supervision, personal protective equipment such as safety glasses).

- Taking all the identified hazards into account and the existing risk control measures (e.g. containment of risk, safety equipment, protective clothing) a qualitative assessment is made of risk (e.g. low, medium or high). The only acceptable risk rating for any activity is low risk.

Risk assessment form Section E: Hazards risk and extra control measures

- If, with the existing control measures, a **medium** or **high** risk is determined, then extra control measures are required until **low** risk is achieved.

Risk assessment form Section F: validation

- Assessors carrying out the Risk Assessment on behalf of Diverse Cymru and the External Organisation or Institution. These bodies must only choose assessors whom they believe to be competent. Competence as gained through knowledge, experience and training. Assessors must be fully conversant with the concept of risk assessment and with the activity being assessed.

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- A senior representative from both Diverse Cymru and the External Organisation or Institution must countersign the assessment indicating validation of the assessor and his/her assessment. The assessment is a legal document indicating compliance with health & safety law. By signing the document the signatories do not incur any extra personal liability, other than that placed on Diverse Cymru or External Organisation or Institution employee.

Additional guidance

Review of the Assessment

- The Risk Assessment must be reviewed if there any significant changes in the activity and on a regular basis (e.g. annually).

Generic Assessments

- Some activities are fairly straight forward and repeated on a regular basis. In these cases it is not necessary to carry out risk assessments for each activity but an encompassing generic assessment which can be adapted and reused.

General tools of risk control

The key means of reducing risks when dealing with children's activities are to:

- carry out an exploratory visit to identify hazards;
- employ competent supervisory staff;
- provide adequate supervision throughout the activity;
- provide clear guidance to supervisory staff and the children/young people; and
- have in place emergency procedures (e.g. the provision of or access to first aid).

The most senior supervisor will normally be the risk assessor. Supervision may be from both Diverse Cymru staff and staff from the External Institution. The risk assessment needs to take into account both parties.

The risk assessor should take the following factors into account during the assessment:

- the type of activity and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of supervisory staff to children/young people;

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- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of children/young people;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a child/young person becomes unable or unwilling to continue; and
- the need to monitor the risks throughout the activity.

Specific hazards & control measures

The following table identifies specific hazards and suggests appropriate control measures Diverse Cymru can adopt to reduce the risk of harm to children and young people (and all others who may be affected).

Physical

Hazards	Control Measures
Adverse weather	Shelter, personal protective equipment (PPE; cold, wind/rain-proof)
Bad housekeeping	Improved safety attitude, good management, safety inspection, good work layout
Contact with hot/cold surfaces	Insulation, guarding, PPE (gloves, face shields, insulated clothing)
Drowning	Life guarding, life saving equipment, presence of First Aiders
Excavation work	Physical barriers; fencing, shoring, safe system of work, signs
Fall from height	Edge protection, safety lines/harnesses, safe means of access, egress (e.g. scaffolding), safe system of work (e.g. permit to work)
Fall of material from height	Alternative storage, physical means of securing
Lighting	Good work area design and lighting equipment, measuring of illumination, use of lighting fit for purpose

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Hazards	Control Measures
Ionising radiation	Minimum amount of radioactivity, local rules for storage, work and disposal, statutory controls (e.g. licensing), shielding, PPE
Non-ionising radiation	Local rules, shielding, PPE (e.g. eye protection)
Noise	Reduction at source, insulation, PPE
Slips/Trips/Falls on same level	Good maintenance of work areas, good housekeeping, good cleaning regime, good footwear
Stacking	Good work area layout, height limits, weight limits, strong packing, mechanical assistance
Vibration	Elimination or reduction at source, damping, insulation, PPE

Mechanical

Hazards	Control Measures
Hand tools	Periodic inspection, electrical testing and maintenance
Machines	Periodic inspection, testing and maintenance, physical barriers (guarding), safety interlocks, supervision and training
Mechanical lifting operations	Periodic (statutory) inspections, maintenance, supervision and training
Manual handling	Assessment under the Manual Handling Operations Regulations (elimination and reduction of risk), training in good lifting techniques
Moving vehicles	Segregation of traffic, good road layout, signs, vehicle maintenance

Electrical

Hazards	Control Measures
Live working	Avoid (i.e. No Live Working), use competent people when essential
Hand tools	Regular inspection, testing of electrical integrity and replacement (where appropriate)
Heaters	Isolate from combustible material, guarding, special construction required in

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Hazards	Control Measures
(elements)	hazardous areas
Machines	Periodical inspection, electrical testing and maintenance, good electrical safety design (e.g. RCD protection)
Stored energy	Good construction, insulation and earthing protection

Fire

Hazards	Control Measures
Combustible materials	Avoid, reduce storage of combustible materials, isolate from sources of heat and ignition
Flammable gases	Storage of gas cylinders (e.g. hydrogen, acetylene) outside in an isolated, well-ventilated area, signs, no smoking
Flammable solvents	Controlled storage, use and disposal (e.g. limit quantities held), fire proof storage, signs, no smoking, no naked flames, emergency plans
Heaters	Segregation from sources of combustion, guarding special construction if used in hazardous areas
Oxidising agents	Chemicals that are a source of oxygen, e.g. hydrogen peroxide, segregate from sources of combustion (e.g. flammable solvents)
Oxygen (gas and liquid)	Segregate from sources of combustion, controlled storage and use
Smoking materials	Avoid; "No Smoking Policy", or reduce; restrict smoking to designated 'low risk' areas
Static electricity	Limit use of static generators in hazardous areas. Use of anti-static devices, earthing

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Other

Hazards	Control Measures
<p>Chemical: Chemical substances, Corrosives (acids, alkalis), Carcinogens, Irritants</p>	<p>COSHH Assessments: Avoid use, substitute less harmful substances, use, maintain and test engineering controls, monitor for hazardous substances, inform and train employees, use personal protective equipment (PPE), emergency plans for uncontrolled releases.</p>
<p>Biological: Biological agents (micro-organisms; pathogens, mutagens, carcinogens)</p>	<p>COSHH Assessments: Avoid use, substitute less harmful substances, use, maintain and test engineering controls, monitor for hazardous substances, inform and train employees, use personal protective equipment (PPE), emergency plans for uncontrolled releases.</p>
<p>Food safety</p>	<p>Statutory compliance (Food Safety Regulations, EHO, MAFF inspections), good food hygiene standards, good cleaning / disinfection regimes, staff information and training, good personal hygiene, protective clothing. biological testing, quality control.</p>

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