

Safeguarding Staff and Volunteers

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.

Introduction

Diverse Cymru has a duty through our members, management, staff and volunteers to protect all those working with and for Diverse Cymru from risk, real, perceived or potential.

Appendix 3

Risk Assessment Protocol

Diverse Cymru

Children, Young People or Vulnerable Adults

Risk Assessment of a Planned and Supervised Activity for Children and Young People (or Vulnerable Adults)

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A. Administrative Details

(i) Diverse Cymru

Chief Operating Officer	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:		

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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 Children / Young People 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 will determine whether a DBS check is required after consideration of this risk assessment and discussing this with HR Team**

D. Hazards, Risks and Existing Control Measures

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Hazard	Risk			Current Control Measures
	HIGH	MEDIUM	LOW	
I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv	<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"/>	
Ix	<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.**

E. Hazards, Risks and Extra Control Measures

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- 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

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

G. Processing

- If DBS checks are required, please discuss with Line Manager/HR Manager/Chief Operating Officer 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

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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

- 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:-

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- 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.
- 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

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- (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.
- 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

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- 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;
- 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.

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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
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

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Hazards	Control Measures
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 (elements)	Isolate from combustible material, guarding, special construction required in 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

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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
Hazards	Control Measures
Chemical: Chemical substances, Corrosives (acids, alkalis), Carcinogens, Irritants	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.
Biological: Biological agents (micro-organisms; pathogens, mutagens, carcinogens)	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.

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Hazards	Control Measures
Food safety	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.

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