Culture Leicestershire – Leicestershire County Council’s Library, Heritage, Collections and Learning and Cultural Participation teams

Information & Guidance
Young People Volunteering

**Author**: Pippa Vidal Davies

**Reviewed by**:

**Issue Number**: 1

**Date Reviewed**: 30/07/2024

**Review Due Date**: 30/07/2025

**Table of Contents**

[1.0 Introduction 3](#_Toc174119008)

[2.0 The Law 4](#_Toc174119009)

[3.0 Managing Risk 6](#_Toc174119010)

[4.0 Volunteers under Minimum School Leaving Age 7](#_Toc174119011)

[5.0 Volunteers over Minimum School Leaving Age 8](#_Toc174119012)

[6.0 Young Volunteer Programmes 8](#_Toc174119013)

[7.0 Family Volunteering with Young People 8](#_Toc174119014)

[8.0 Work Experience 9](#_Toc174119015)

[9.0 Referred Young Volunteers 9](#_Toc174119016)

[10.0 Filming and photography 10](#_Toc174119017)

[11.0 Digital Engagement 10](#_Toc174119018)

## Introduction

All who must implement the policy should read this document carefully, including volunteers and staff.

This policy should provide all staff and volunteers with clear information and guidance regarding young people volunteering within Leicestershire County Council’s (LCC) Culture Leicestershire teams. This policy has a volunteer focus, elaborating on guidelines in the following documents and observing all relevant legislation.

[Leicestershire and Rutland safeguarding | LRSB](http://lrsb.org.uk/)

Culture Leicestershire Safeguarding Policy

[Information & Guidance for Young Persons & Work Experience](https://leics.sharepoint.com/%3Aw%3A/r/sites/peopleservices/_layouts/15/Doc.aspx?sourcedoc=%7B11D286B1-ABB1-49E8-9CAC-0B1B0F4B2B05%7D&file=young-persons-and-work-experience.docx&action=default&mobileredirect=true&DefaultItemOpen=1%3Fweb%3D1)

Communities and Wellbeing Volunteering Policy

Culture Leicestershire takes all reasonable steps to safeguard young people while participating in a volunteer capacity. This guidance explores Culture Leicestershire’s responsibilities and duty of care to young people volunteering.

* 1. Scope

This policy relates to young people volunteering in activities and projects undertaken by or on behalf of Culture Leicestershire.

This policy accepts young people volunteering as those participating under 18 – be it individually, within a family and/or within programmed activities that target young peoples’ input and participation. These young people give their time, effort and talent, at the request of, and on behalf of, our heritage, library, collections, learning, archives, participation without receiving monetary gain.

* 1. Definitions

A young person is anyone who has not reached the age of 18 (as defined by the Children’s Acts 1989 and 2004 and the Management of Health and Safety at Work Regulations).

The Education Act 1996 defines a child as anyone who has not yet reached the official age at which they may leave school. The Minimum School Leaving Age (MSLA). Students will reach the MSLA in the school year in which they turn 16 (until the last Friday of June of the academic year (01 September to 31 August) in which they are 16).

* **Note**: As of 2024, it’s compulsory for young people to be in education or training until the age of 18. For the purpose of this document we will adhere to the Education Act’s definition.

Parental responsibility for a young person refers to someone who, according to the law in the country of residence, has the legal rights and responsibilities for a young person. Parental responsibility can be held by more than one natural or legal person and will not always be a young person’s biological parents.

## The Law

* 1. Risks
* Culture Leicestershire volunteer managers will make a suitable and sufficient assessment of the risks to the health and safety of young people who choose to volunteer. Young volunteers are protected from any health and safety risks resulting from lack of experience, awareness of existing or potential risks, lack of maturity, and/or lack of physical or psychological capacity, and risk assessments must address this.
* A child must never conduct tasks beyond their physical or psychological capacity, such as having:
	+ A harmful exposure to radiation or toxic or carcinogenic agents that might cause heritable (genetic) damage or chronic health problems.
	+ A risk of accidents young people may not be able to appropriately recognise or avoid due to their lack of experience, knowledge or training or
	+ A risk to their health from extreme cold or heat, noise or vibration.
	+ A ‘moral risk’ such as involving adult material.
	+ Heavy, physical work.
	+ Volunteering that involves lone working
* A young person over minimum school leaving age may carry out the above risks should:
	+ It be considered appropriate within the risk assessment.
	+ The tasks be necessary for their training.
	+ A competent person supervises the task.
	+ The risks are reduced to the lowest level, so far as reasonably practicable.
* **Note**: So far as reasonably practicable is defined as ‘balancing the level of risk against the measures required to control the risk in relation to time, money, and effort'.
	1. Volunteering hours

There are legal restrictions on the number of hours a young person can work and we have applied the same restrictions to volunteering.

* Children are also not permitted to volunteer before 7 a.m., after 7 p.m., or for more than one hour before school.
* During term time, children can only volunteer a maximum of 12 hours a week.
* Children must be given a 1-hour break after every 4 hours participating.
* During school holidays, 14-year-olds can only volunteer a maximum of 25 hours a week.
* During school holidays, 15 to 16-year-olds can only volunteer a maximum of 35 hours a week.
* Those aged 16 or 17 must not volunteer after 10 pm or before 7 am and can only volunteer a maximum of 40 hours a week.
* It’s against the law for anyone under 18 to work between midnight and 4 am.
* There are also restrictions on how much can be contributed in time per day:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Term times (weekdays & Sunday) | Term times (Saturday) | School holidays(weekdays & Saturday) | School holidays (Sunday) |
| 13- 14-year-olds | Max 2 hours | Max 5 hours | Max 5 hours | Max 2 hours |
| 15 – 16-year-olds | Max 2 hours | Max 8 hours | Max 8 hours | Max 2 hours |

* Young people need to feel they can discuss their schedules with the project lead and/or Volunteer Manager to balance school, part-time jobs (if applicable), and volunteering. Flexibility of scheduling is of prime importance.

The following link provides further guidance: <https://www.leicestershire.gov.uk/education-and-children/child-employment/child-employment-rights/child-employment>

* 1. Other Regulations
* The Education (Work Experience) Act 1973 permits children in their last year of compulsory schooling, ages 15 to 16, to undertake work experience as part of their education.
* The Children Act 1972 identifies the minimum age at which children can be employed as 13, yet checks must be completed.
* The Employment of Women, Young Persons and Children Act 1920 prohibits children from working in an industrial setting such as a factory or construction site.

## Managing Risk

* 1. Parental consent forms

Parental Consent Forms are part of the volunteer recruitment documents for young people volunteering. They must be completed before volunteering begins.

Parental consent forms will be safely kept on file as part of the volunteer’s records in line with our Fair Processing Notice.

* 1. Risk assessments

Under the requirement of Health & Safety (Young Persons) Regulations of 1999, supervising managers need to undertake a suitable and sufficient risk assessment before a young person commences to volunteer or work. This risk assessment must consider and assess aspects of young people, such as risk-taking, peer pressure, misunderstanding and reluctance to ask questions. The risk assessment will determine what activities are prohibited to the young person.

A risk assessment of young people's activities must be completed and approved before participation begins. If the young person has specific needs, the manager must review the risk assessment, considering the particular factors for them before they start.

Managers must ensure that parents or guardians of the young people are informed of the risk assessment. The young person will also have access to the completed risk assessment for their acknowledgement.

Managers must make arrangements to manage risks. These will include induction, supervisory arrangements, site and facility familiarisation, emergency procedures, significant findings from the risk assessment, provision of protective equipment, and guidance on how to use and care for the equipment.

This guidance provides an example of a young person's risk assessment as an appendix.

* 1. Training and Supervision

Many young people are likely to be new to a workplace environment and, in some cases, may be unfamiliar with their new surroundings and the risks they face. Therefore, they will need clear and sufficient instruction, training and supervision to work safely without putting themselves and others at risk.

Managers must consider and formally identify the supervision arrangements given to young people at a level that ensures they are always safely and fully visible. Adequate supervision will enable a manager to become aware of the young person’s capabilities and progress in their tasks and monitor the success of their training.

The manager must consider how much training is necessary for each young person. A proportionate approach must be taken, considering the level of risk and technical training required.

The manager must be responsive to the young person’s level of competence and ability to understand and follow instructions, and the risk assessment must be reviewed accordingly.

The level of supervisor input needed will depend on the hazards identified by the risk assessment, the work being carried out, and the individual’s capabilities. It is worth noting that everyone is different, and confidence levels can vary significantly between young people of the same age, so tasks should be adapted to suit the individual's needs.

* 1. Raising concerns

Young people participating have a legal duty to care for their health and safety and those affected by their actions. Young people must be aware of existing control measures and consider these controls throughout their volunteer experience. Cooperation with managers is required so that they can comply with any legal duties placed upon them.

Young volunteers must know what to do if someone tells them something that worries them or they have a concern about their role or organisation. They must understand that they have a part to play in safeguarding themselves. During their induction, they will receive information on the safeguarding policy and procedures, what to expect, and who to talk to in the event of safeguarding concerns.

The manager should ensure that young volunteers have support if they are worried about their or someone else's well-being.

Young volunteers must be able to access Culture Leicestershire’s complaints and [whistleblowing procedures](https://www.leicestershire.gov.uk/jobs-and-volunteering/staff-policies/whistleblowing-policy).

* 1. Managing allegations

As with other volunteers, there’s a procedure for managing any allegations made against a young volunteer. These might include, for example, allegations that they have behaved in a way that has harmed or might have harmed another young person or member of the group. Any allegations must be taken seriously and dealt with sensitively and promptly.

## Volunteers under Minimum School Leaving Age

Young people under the Minimum School Leaving Age can volunteer with Culture Leicestershire under guaranteed parent or guardian on-site supervision. Unlike family volunteering, this arrangement only sets out volunteering tasks for the young person.

Parents/ guardians should attend the role induction with the young person and fully understand the role's responsibilities and risk considerations.

Staff and volunteers on-site will be informed about the participation of a volunteer under the minimum school-leaving age, and the adult family member/guardian will hold the supervisory responsibility.

Exceptions to this arrangement can be explored through formalised Young Volunteer Programmes discussed in section 6.

Areas noted in section 3 ‘Managing Risk’ continue to apply.

## Volunteers over Minimum School Leaving Age

Parents or guardians are responsible for their children until they reach the age of 18. For young people aged 16 and 17, it’s unlikely to be able to guarantee parent or guardian on-site supervision. Regardless, parental consent for volunteering should still be sought. If parental consent is not possible, options should be explored before gathering the young person's personal information.

Over-16s may be asked to undertake a criminal record check, such as DBS, if the volunteer role involves unregulated activity with children, young people, or adults at risk of harm. However, some young people might not be suitable to work with other children or adults at risk. This could be for various reasons, including the potential impact on the young volunteers themselves. In general, volunteers aged under 18 should never be left alone to supervise others, nor lone volunteer.

* **Note**: It is not legal to request a DBS check for anyone under the age of 16.

Areas noted in section 3 ‘Managing Risk’ continue to apply.

## Young Volunteer Programmes

Young people can volunteer within formalised local, county, or national programmes targeting young people's volunteer participation. These programmes will have separate documentation specifying characteristics in keeping with the law, risk considerations, and training already mentioned within this policy. An example is the Reading Hack programme from the Reading Agency for young people aged 13-24.

Areas noted in section 3 ‘Managing Risk’ continue to apply.

## Family Volunteering with Young People

Family volunteering is the practice of encouraging family members to volunteer together.

Family volunteering with young people includes:

-a nuclear family: parents and children.

-an adult guardian and child

- a non-custodial parent and child

- a single parent and child

- grandparent and grandchildren

- Adult siblings with their younger sibling

Regardless of the family format, responsible adults must always supervise their children or young people under their care. Young people cannot be left alone or unsupervised by their responsible adults within the premises at any time. If not compliant, the family volunteering will be withdrawn, and the safeguarding policy will be followed.

The screening for family volunteering differs in:

- asking both adults and young people for referees who can be contacted. In the case of children, this may likely be their teachers.

- Informal chats or interviews will be conducted for the family group, presenting group questions and individual ones.

-The Manager will need to ensure that all family members have a choice regarding volunteering and that no member feels coerced or pressured into doing so.

Family volunteering hours must adhere to the legal restriction on the number of hours young people can volunteer.

Staff and volunteers will be informed about family volunteers' participation and the supervisory responsibility held by the adult family member.

## Work Experience

Complete guidance on work experience can be found here: [Information & Guidance for Young Persons & Work Experience](https://leics.sharepoint.com/%3Aw%3A/r/sites/peopleservices/_layouts/15/Doc.aspx?sourcedoc=%7B11D286B1-ABB1-49E8-9CAC-0B1B0F4B2B05%7D&file=young-persons-and-work-experience.docx&action=default&mobileredirect=true&DefaultItemOpen=1%3Fweb%3D1)

## Referred Young Volunteers

Young volunteers may be referred by schools or other related organisations wanting to secure volunteer opportunities, such as the Duke of Edinburgh’s Awards and National Citizen Service. Each referral will be considered on a case-by-case basis. We encourage the development of a four-way understanding between the volunteer manager, young person, parent and organisation before the young person volunteers to ensure:

* - the young person is volunteering freely
* - parental consent is obtained
* - an informed risk assessment can be made with the complete picture of health and safety considerations
* - policies and procedures are followed
* - ensure best lines of communication, be it should problems arise, regular update requirements, or carry out activities that need to have been completed

## Filming and photography

Photographs and films (including camera phones) of children and young people engaged with Culture Leicestershire must not be taken without the consent of the appropriate adult, parent, or official staff member responsible for consent.

LCC has a form to be completed by the relevant guardian to obtain permission to photograph/film.

Once an image has been authorised, Culture Leicestershire will only use and retain it for five years. Authorised photographs and film can be requested for removal at any time.

Best practice dictates that young people’s regular volunteer location should not be disclosed through photographs or films on social media while actively volunteering within the space.

Visitors are not permitted to photograph or film children unknown to them, and staff or volunteers should intervene if they see (or suspect) this is happening and ask them to delete photos and/or films of children.

## Digital Engagement

Culture Leicestershire recognises the opportunities and challenges of digital engagement regarding young people.

Digital engagement encompasses all work carried out with participants online. These activities can include (but are not limited to):

* Online school sessions
* Livestreamed public talks and tours.
* Facilitated co-production and consultation sessions.
* Online chat groups
* Social media engagement
* Direct e-communications

When young people are participating online, the following will be adhered to:

* Young people must be 13+ when using social media and must log on to accounts that enable them to remain anonymous yet supervised. A considered risk assessment will be approved before requesting this task from a young volunteer.
* An online behaviour and code of conduct will set out standards expected from adults working or volunteering online with young people, and from the young people themselves.

LCC and Culture Leicestershire use the Volunteer Management system, Assemble to process personal information and coordinate the volunteer experience. LCC understands that additional care is required when we collect and process the personal information of young people volunteering. As such:

* Young volunteers under 18 cannot provide personal information without parental consent.
* Culture Leicestershire will only share information with other people per the Safeguarding Policy and if required by the law.
* Other volunteers will not be able to access contact details for under-18s.

Culture Leicestershire – Leicestershire County Council’s Library, Heritage, Collections and Learning and Cultural Participation teams

Information & Guidance
Young People Volunteering

APPENDIX

## Appendix 1 – Example Risk Assessment

|  |  |
| --- | --- |
| **Activities Covered by this Assessment** | Young People Volunteering |
| **Site Address / Location** |  | **Department / Service / Team** |  |
| Note: A person-specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard****(Something with a potential to cause harm)** | **Who might be Harmed & How?** | **Existing Controls**(Consider Hierarchy of Control) | **Initial Risk Rating****(S x L)** | **Further Controls Required**(Consider Hierarchy of Control) | **Final Risk Rating****(S x L)** | **Action Required** |
| **Severity** | **Likelihood** | **Risk Rating** | **Severity** | **Likelihood** | **Risk Rating** | Who(Initial) | Date By:(--/--/--) | Done? |
| **Competency and capability due to perceived inexperience** | Young person may be injured resulting from a lack of experience, little awareness of existing or potential risks, lack of maturity, and/or lack of physical or psychological capacity.  | * Full general Health & Safety induction is carried out on the young person’s first day to include a tour of their work environment and to be made aware of any hazards.
* Young person to be assessed on their competency and capability prior to carrying out tasks.
* Young person to be given full instruction/demonstration of individual tasks prior to them carrying out the task.
* Young person only permitted to carry out tasks when competent
* Young person to be supervised at all times
* Young person and their guardians/parents to be made aware of any relevant risk assessments for tasks they will carry out.
* Young person to be briefed on expected behaviours and code of conduct.
 | **M** | **L** | **L** |  |  |  |  |  |  |  |
| **Anxiety / Insecurity** | Young Person may feel unsure or anxious due to being unfamiliar with the site or event | * Young person to have met the volunteer point of contact to discuss the volunteer opportunity, share concerns and ask any questions. Any relevant considerations are added to the indidual risk assessment.
 | **M** | **L** | **L** | * Young person may choose to carry out a Wellness Action Plan with their volunteer point of contact to explore ways to support their wellness whilst volunteering.
 |  |  |  |  |  |  |
| **Communication** | The young person may miss key information | * Appropriate, polite and respectful language will be used in all interactions.
* Different forms of learning will be encouraged to communicate ideas and aid the Young person’s understanding and comfort with a task.
* Appropriate communication channels will be shared with the Young person, alongside a Key Contacts list.
 | **M** | **L** | **L** |  |  |  |  |  |  |  |
| **Fatigue** | The young person may be injured as a result of fatigue. This may result in accidents, causing various injuries | * LCC adhere to the Working Time Regulations 1998 and are applied to volunteering.
* Young person not to work more than eight hours a day or 40 hours a week
* Young person not to volunteer between 10 pm and 6 am or 11 pm and 7 am
* Young person will have 12 hours' rest between volunteering
* Young person will be supervised at all times.
* Young person can discuss their schedule and get the breaks needed.
* Process on reporting incidents shared.
 | M | L | L | * A volunteer role description is crafted and shared with the young person and their parents/guardians outling tasks.
 |  |  |  |  |  |  |
| **Safeguarding**  | The young person may be worried about their own or someone else’s wellbeing relating to a safeguarding concern | * Young person to be briefed on their legal duty to care for their own health & safety and those affected by their actions.
* Young person made aware of existing control measures, including the safeguarding policy.
* Young person to cooperate with staff members relating to any concern.
* Young person to be familiar with the safeguarding procedure should someone tell them something that worries them or they themselves have safeguarding concerns.
* Young person to be made aware of the lost child procedure.
 | M | L | L | * Young person to have access to complaints and whistleblowing procedures.
* Young people should always meet with staff and volunteers in public or shared spaces.
* If it’s necessary to have a video or phone call with the young person this should be done with parents/carers being aware and be pre-arranged. It could also be done via the school.
 |  |  |  |  |  |  |
| **Online Safeguarding** | The young person may be worried about their own or someone else’s wellbeing relating to an online safeguarding concern | * Young person must receive guidance on sharing about their volunteering online. Guidance should include the importance of privacy, secure passwords, and not disclosing personal information that could be misused or misinterpreted.
* Young people will know their safeguarding point of contact if they feel or feel others are at risk.
 |  |  |  | * Young people should discuss any online content relating to their volunteering before they share it online.
 |  |  |  |  |  |  |
| **Filming and photography** | The young person may feature in filming or photography | * Filming or photography (including camera phones) cannot feature the young person without their consent and parental consent.
* Visitors are not permitted to photograph or film children unknown to them, and staff or volunteers are guided to intervene if they see (or suspect) this is happening.
* The young person’s regular volunteer location will not be disclosed through photographs or films on social media while they are actively volunteering within the space
 | * L
 | L | L |  |  |  |  |  |  |  |
| **Temperature, noise and vibration** | The young person may be injured as a result of temperature, noise and vibration. Health effects of heat stress may include an inability to concentrate; muscle cramps; heat rash; severe thirst and fainting. Health effects of cold stress may include fatigue, loss of coordination and confusion and disorientation. Health effects of excessive noise include tinnitus and noise induced hearing loss. Health effects of vibration can cause various injuries. | * Any intended exposure to extreme heat or cold is carefully assessed; and minimized by introducing suitable volunteer patterns and breaks.
* Noise at Work Regulations 2005 are adhered to
* Suitable hearing protection is provided and monitored where young people's daily personal noise exposure exceeds 80 decibels (A weighted).
* Exposure to noise to be limited
* The Control of Vibration at Work Regulations 2005 are adhered to
* Risk assessments for all equipment and tasks are carried out;
* Young person to be provided with competent supervision and training.
 | M | L | L |  |  |  |  |  |  |  |
| **Fire or other serious incident requiring evacuation** | Injury or death if correct evacuation procedures not followed | * Emergency procedures are included at the beginning of the day, including how and when to raise the alarm, when and how to evacuate and where to assemble
* Everyone to use the fire exit signs to safely remove themselves from the venue or follow the event lead where applicable.
* Young person to be supervised at all times.
 | H | L | M |  |  |  |  |  |  |  |
| **Illness, Allergies and medical conditions**  | Young person may have pre-existing or new conditions / injuries | * Young person to share information on any illnesses, allergies, or additional needs that staff need to be aware of.
* Young person will provide an emergency contact number.
* Staff will keep the young person’s sensitive information securely onsite in accordance with GDPR.
* First aiders and first aid boxes on site.
 | L | L | L |  |  |  |  |  |  |  |
| **Manual handling** | Young people may be injured when manual handling various items. Such injuries may result in strains and sprains to the back and limbs. | * Manual handling eliminated or avoided where possible
* Where required young person to be trained on correct manual handling techniques and assessed prior to any manual handling tasks
* It is established that the young person completing the task is physically capable and fit and has no history of heart conditions or other medical conditions that be aggravated by this type of work.
* Young person to follow all manual handling risk assessments
* Young person to be supervised.
 | M | L | L |  |  |  |  |  |  |  |
| **Contact with hazardous chemicals** | Young people may potentially be exposed to hazardous substances whilst volunteering. Injuries sustained will depend on the nature of the substance that the young person is exposed to. | * Chemicals stored in secure area and access to chemicals only by authorized personnel
* COSHH assessment has been completed and are followed when using this substance
* Safety Data sheet is available for further information in the case of an accident
* There is a safety briefing given prior to the use of the substance
* The equipment used is appropriate for the maturity, experience and special needs of the young person
* The use of controlled chemicals such as solvents, and acids are not to be used by young persons
* Young person to be issued with personal protective equipment were the risk assessment has identified the need.
 | M | L | L |  |  |  |  |  |  |  |
| **Slips, trips and falls** | Young people may be injured due to trips/slips and falls both inside and outside the building. Injuries may include bruises, bumps, lacerations and potentially fractures.Equipment may be damaged.Danger of collision with other participants | * Young person instructed to ensure good housekeeping is maintained.
* Regular inspection of all areas for spills, obstacles and defects etc.
* Reporting procedure for identified spillages with prompt action to clean up and place signage were appropriate
* Young person to ensure that appropriate footwear is worn
 | M | L | L |  |  |  |  |  |  |  |
| **Personal Attack – Physical or Verbal** | Young person could encounter or witness physical or verbal abuse from visitors, staff or volunteers | * Young person to be aware of the Safeguarding policies and procedure, and zero tolerance to abuse approach
* Young person to have constant and adequate supervision from staff
* Young person to seek the support of a staff member. If needed call 999.
* Young person to have support in reporting the incident.
* Young person to have a point of contact for any emotional distress.
* Where possible young person's will not be subject to having to deal with violent and aggressive behavior, and decision making in stressful situations.
 |  |  |  |  |  |  |  |  |  |  |
| **Tools/equipment/ machinery** | Young people may be injured whilst using tools/ equipment/ machinery. Injuries sustained will depend on the equipment used but may include lacerations and bruises. | * Safe use of Work Equipment & Provision and use of Work Equipment Regulations 1998 & Approved Code of Practice and guidance are adhered to
* Young persons are trained on equipment prior to use and only permitted to use when competent
* Equipment is visually checked before each use and pre-use check recorded where necessary
* Personal protective equipment to be issued as appropriate to the risk assessment.
* Young person to be supervised at all times when using equipment/machinery.
 | M | L | L |  |  |  |  |  |  |  |
| **GDPR** | Young people to be the perpetrators or victims of data breaches | * Young person is not to take home any information/documentation regarding participants.
* Young person is not to ask personal information such as participants address or number if not specifically part of their role and it being supported by staff.
* Young person cannot provide personal information without parental consent.
* Young persons’ personal information to be kept private and secure in line with FPN.
 |  |  |  | * Young people must be given guidance to ensure they don’t accept online friendship requests or exchange personal mobile numbers with visitors, volunteers or staff.
* Volunteers and staff are to be briefed on safeguarding and it being unacceptable to request personal information from a minor.
 |  |  |  |  |  |  |

|  |  |
| --- | --- |
| During this activity, what could go wrong resulting in an emergency situation? |  |
| How could this emergency situation be prevented / controlled?  | See above |
| Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation? | Trained First aider called for and first aid procedures followed |
| Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Assessor (s) Name(s): |  | Risk Assessor(s) Signature (S): |  |
|  |  |
|  |  |
|  |  |
| Authorised By: |  | Authoriser Signature: |  |
| Date Conducted: |  | Date of Next Review: |  |
|  |  | Date of Review: |  |
|  |  | Date of Review: |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Severity** **of Harm** | **High**Death, paralysis, long term serious ill health. | **Medium** | **High** | **High** |
| **Medium**An injury requiring further medical assistance or is a RIDDOR incident. | **Low** | **Medium** | **High** |
| **Low**Minor injuries not resulting in any first aid or absence from work. | **Low** | **Low** | **Medium** |
|  |  | **Low**The event is unlikely to happen. | **Medium**It is fairly likely to happen. | **High**It is likely to happen. |
|  |  | **Likelihood of Harm Occurring** |

|  |
| --- |
| **Risk Rating Definitions** |
| **Low** | This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur. |
| **Medium** | It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to. |
| **High** | This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a **High**, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur. |