

# OXFORDSHIRE OPEN AWARD

## Generic Risk Assessment

**Version 1.0**

**25<sup>th</sup> January 2016**

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## Modification History

Date	Version	Author	Comments
25/1/16	1.0	Andy Pope	Initial Version

Document Review Frequency: At least every 12 months.

Date of next review of this document: 1<sup>st</sup> January 2017

## Introduction

This document identifies sources of potential harm to both participants and volunteers working for the organisation. It describes potential consequences and the control measures to be put in place to reduce either the probability of harm and/or the extent of harm caused. It should be read in conjunction with the OxDofE Health and Safety policy.

D of E Expedition risks have been identified separately in the Expedition Generic Risk Assessment.

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HAZARDS	Potential Impact	CONSEQUENCES	CONTROL MEASURES
Hazards linked to premises	High	Risk of serious injury or death due to defects in buildings used by OxDofE	<ul style="list-style-type: none"> <li>• Obtain the risk assessment used by the building owners and comply with the control measures therein.</li> <li>• Should no risk assessment be available, then OxDofE will create a specific risk assessment to cover use of the premises.</li> <li>• Ensure that a formal agreement is in place for buildings being used, detailing the responsibilities of each party, including insurance.</li> <li>• Adults to check the buildings before young people enter to ensure no additional risks.</li> <li>• Report any defects found to the building owners promptly.</li> </ul>
Medical Conditions	Medium	Impairment to health	<ul style="list-style-type: none"> <li>• All leaders, volunteers and participants will complete a Medical form when enrolling.</li> <li>• Staff, participants and parents will be made aware of the 'need to know' protocol in order to ensure the health, safety and wellbeing of all.</li> <li>• The management of any known medical condition will be agreed with individual participant(s) and parent(s).</li> <li>• A named Leader will hold the Medical forms or a summary for each session.</li> <li>• A qualified first aider to be present at every session that includes young people.</li> </ul>

HAZARDS	Potential Impact	CONSEQUENCES	CONTROL MEASURES
Inappropriate volunteers recruited	High	Abuse of young people by volunteers	<ul style="list-style-type: none"> <li>• All volunteers to be recruited by the process described in the Volunteer Management Policy.</li> <li>• No adults to work with young people unless they are members of OxDofE and have a current valid DBS clearance.</li> <li>• All volunteers should receive safeguarding training.</li> </ul>
Allegations made against staff	High		<ul style="list-style-type: none"> <li>• All sessions with young people present should have a minimum of 2 volunteer adults</li> <li>• Adults to avoid being alone with a young person.</li> <li>• If an adult needs to have a private conversation with a young person, then do so in sight, but out of earshot from the rest of the group.</li> <li>• All volunteers should receive safeguarding training.</li> </ul>
Volunteer Sickness	Low	Insufficient volunteers at meetings Meetings cancelled	<ul style="list-style-type: none"> <li>• Try to plan sessions with young people with more volunteers than needed.</li> <li>• If unable to attend a session, then give as much warning as possible.</li> <li>• Look for other volunteers to step in.</li> </ul>
Additional Special Need conditions	High	Harm inflicted on self, other participants or volunteers by an individual with additional special needs.	<ul style="list-style-type: none"> <li>• Additional Special Needs are evaluated and separate risk assessment are carried out on the young people and signed off by the chairman / child protection officer.</li> </ul>
Uninsured adults	Low	Financial loss for individuals Reputational damage to the organisation	<ul style="list-style-type: none"> <li>• No volunteers to work with young people until the recruitment process is complete</li> </ul>
Onsite Expedition Training	Medium	Refer to the Expedition Generic Risk Assessment	<ul style="list-style-type: none"> <li>• Refer to the Expedition Generic Risk Assessment</li> <li>• Any training involving the lighting of stoves to be conducted outside.</li> </ul>

<b>HAZARDS</b>	<b>Potential Impact</b>	<b>CONSEQUENCES</b>	<b>CONTROL MEASURES</b>
Other adults in the building	Medium	Abuse of young people by other adults	<ul style="list-style-type: none"> <li>• Encourage parents to wait by the door when collecting participants</li> </ul>
Young People Leaving the session	Medium	Young People left unsupervised, possible abuse	<ul style="list-style-type: none"> <li>• Volunteers to wait at the end of each session until all young people have left / been collected by parent(s).</li> </ul>
Insufficient staff	Low	Lack of control over young people leading to injuries etc	<ul style="list-style-type: none"> <li>• Numbers enrolling to groups kept to those defined by the New Participant Policy.</li> <li>• Leaders to ask for additional help if needed because of volunteer absence.</li> <li>• Cancel / curtail sessions if insufficient volunteers available</li> </ul>
Participant / staff gender issues	Low	Embarrassment, young people / volunteers not happy	<ul style="list-style-type: none"> <li>• Whenever possible the gender mix of the leadership team should match that of the young people.</li> </ul>
Inappropriate sharing of images	High	Abuse of young people, bullying.	<ul style="list-style-type: none"> <li>• Ensure compliance with the Data Protection Policy</li> </ul>
Challenging behaviour	Low	Lack of control over young people leading to injuries etc	<ul style="list-style-type: none"> <li>• Young people to be made aware and buy into 'group rules' that define what is acceptable and what is unacceptable behaviour</li> <li>• Any unacceptable behaviour by young people to be managed promptly by the leadership team.</li> </ul>