**Risk assessment**

For Projects/Outreach Events: Consider harm or injury in relation to health, safety, wellbeing and reputation of a person/s or Project; building infrastructure; financial or legal risk and the safeguarding of vulnerable children or adults.

This is an example from a drop-in lunch club for vulnerable adults. Each project will need to do its own risk assessment but could use this template.

**Risk Assessment completed by: Signed off by: Date:**

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| **What are the potential risks?** | **Who/What might be harmed and how?** | **(L)** | **(S)** | **Risk Rating**  **(L x S)** | **What could be done to reduce risk?** |
| Service users | service users with mental health/substance misuse problems may have a change in behaviour may be aggressive, violent or unpredictable | 1 | 3 | low-med | If a staff member is made aware that a service user has not been taking their medication and their behaviour is of concern then raise this with staff members and safeguarding lead. |
|  | service users may harm themselves or other members or staff | 1 | 3 | low to med | If a service users behaviour escalates then they should be asked to leave the building  Refer to conflict management and safeguarding procedures  Follow evacuation procedure if required and safeguarding lead to consider calling emergency services |
|  | service users who may be suffering from self neglect may be at risk of harming themselves. | 1 | 2 | low | Staff members should raise concerns with safeguarding lead and follow safeguarding procedures |
|  | vulnerable service users developing unhealthy or abusive relationships with other service users | 1 | 3 | low to med | staff members to raise any concerns and speak to the safeguarding lead and follow safeguarding procedures |
| Staff members and volunteers | Staff members/volunteers abusing position of power and developing unprofessional or unhealthy relationships with service users | 1 | 3 | low to med | All staff members and volunteers to be DBS checked and be up to date with safeguarding training. All staff members and volunteers to follow safeguarding procedures if abuse is suspected. |
| Theft of possessions/equipment from Club, staff, volunteers and service users | Someone may experience theft and suffer financial hardship  Someone may experience emotional suffering due to theft of property  The Club may lose funds which could negatively impact the project. | 1 | 1 | low | All staff members and volunteers to given an induction and shown where valuables are kept when in the building  Service users to be asked to be responsible for their own personal property |
| Service user or staff member/volunteer being unwell during a session | First aid to be administered by designated first aider | 2 | 2 | low | All staff to be familiar with first aid procedures and location of first aid kits and accident book.  XX to carry out audit of first aid kits as required and ensure kits are complete |
|  | Contact NHS 111 or emergency services as appropriate with service users consent | 2 | 3 | low to med | Staff member to contact NHS 111 or emergency services as appropriate and follow safeguarding procedures as necessary. |
| Staff members not raising concerns or ignoring worries |  | 1 | 2 | low | Develop culture of curiosity, asking questions and seeking advice.  Having clear guidance about how to raise concerns and who to speak to if worried. |
| Hot drinks - risk of burns/scalding, spillages and falls. | A service user or staff member could spill a hot drink which could cause an injury.  A spillage could occur which could mean a higher risk of someone falling on a wet surface | 1 | 2 | low | Service users can make their own drinks but can ask for help if required from staff who will take hot drinks to seats.  Chairs/physical barrier put behind urn to limit service users proximity to the device. Straws provided to those that require them. |
| Hot food - risk of burns/scalding, spillages and falls. | A service user or staff member could spill hot food which could cause an injury.  A spillage could occur which could mean a higher risk of someone falling on a wet surface | 1 | 2 | low | Service users carry their own food, staff members ensure plates are not hot. Service users to ask for help from staff members to carry their food to their seats if required . |
| Service user/staff member with allergies | Service user/staff member becoming unwell due to an allergic reaction to food/drink ingested at the club. | 1 | 2 | low | For any allergy concerns - see first aid procedures. Staff to ask service users of any known allergies. |
| Food poisoning | Service users becoming unwell due to contaminated food. | 1 | 1 | low | Staff members follow food hygiene procedures and ensure staff members working in the kitchen are up to date with training. |
| slips/trips/falls | Staff member or service user falling whilst in the building at the club | 1 | 2 | low | staff members being vigilant and aware of any hazards and raise concerns with senior member of staff.  Main area used for the club kept clear of any wires, broken/unfit equipment and assessed before start of session for possible hazards. |
| Risk of manual handling injuries | moving furniture at the end of the session - staff member of service user could sustain an injury or have an accident | 1 | 2 | low | Staff members to take responsibility for this and supervise any service users who want to help.  Any staff member that has a physical health related injury or concern should have an individual risk assessment with their line manager. |

**Likelihood Severity Risk Rating (L x S)**

1 = Low (seldom) 1 = Low (minor injury or harm) 1-2 = low priority

2 = Medium (frequently) 2 = Medium (serious injury or harm) 3-4 = medium priority

3 = High (certain or near certain) 3 = High (fatality or a number of persons/functions seriously harmed) 6-9 = high priority