



Yellow Submarine Risk Assessment Pack 2017

All Assessments in this pack pertain to general risks associated with supporting young people at Short Breaks Activities. This is not an exhaustible list and is under constant review and development. Specific activities and venues will be subject to separate assessment.

Yellow Submarine recognises that risk is part of everyday life, and reasonable risk taking can have positive implications in children's social and emotional development. By providing opportunities for young people to manage their own risks in a controlled environment, they will learn vital life skills needed for adulthood.

Whilst it is impossible ever to fully eliminate risk, it is possible to minimise and prepare for risk by preventative action. The following policy provides a structured approach to the management of risk.

Staff are expected to read and familiarise themselves with the following risk assessments. They must sign below to confirm they have understood the risks and will comply with the control measures implemented.

Any breach of this will result in investigative and disciplinary procedure.

This pack belongs to: _____



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Risk Assessment Record: Short Breaks Activities

Hazard: Behaviours that challenge

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Illness, injury or death</p> <p>Anxiety and emotional trauma</p> <p>Absconding from group/flight risk</p> <p>Wider risk:</p> <p>Negative impact on the group as a whole</p>	<p>During the initial sign up process YS should be made aware of any behavioural concerns.</p> <p>Information is sought from parents/ carers and protocols or management plans obtained where possible. YS may seek permission to speak to schools or other providers to seek insight how best to support YP.</p> <p>An individual risk assessment may be implemented by YS</p> <p>AL to identify YP with challenging behaviours during pre-brief</p> <p>Any known challenging behaviours will be highlighted on grab sheets</p> <p>First aiders identified</p> <p>Those with specific protocols in place are grouped with staff familiar with the YP and their needs.</p> <p>Those with complex behavioural needs may be supported on a 1:1 basis by an Enabler. This person must be fully aware and able to manage the individual's needs.</p> <p>YS operate a no restraint policy, unless YP is at immediate risk of harming themselves or others (e.g. running into a road).</p>	<p><i>'Challenging Behaviour as a language'</i> Training to be undertaken</p> <p>Breakaway training to be undertaken</p> <p><i>'Understanding Autism'</i> Training to be undertaken</p> <p>Risk Assessment reviewed annually or in response to</p>	<p>AC to co-ordinate, AB to deliver</p> <p>AC to co-ordinate, AB to deliver</p> <p>AC to co-ordinate, Autism Family Support to deliver</p> <p>All staff</p>	<p>Before May half term</p> <p>Before May half term</p> <p>Before May half term</p> <p>Ongoing</p>	



	<p>Staff will use de-escalation techniques and bespoke support plans to keep YP safe.</p> <p>Where suitable staff are unavailable, regrettably YP will not be offered a place on activity.</p>	need			
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Risk Assessment Record: Short Breaks Activities

Hazard: Food and Eating

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Choking</p> <p>Allergy/intolerance</p> <p>Dehydration/hunger</p>	<p>During the initial sign up process YS should be made aware of any issues surrounding food or eating.</p> <p>Information is sought from parents/ carers and protocols or management plans obtained where possible. YS may seek permission to speak to SaLT if there is involvement to seek insight how best to support YP.</p> <p>AL to identify those with issues surrounding eating (e.g. choke risk; allergies; intolerances; Prader Willi Syndrome, PICA) during pre-brief.</p> <p>Allergy notice held in activity file</p> <p>First aiders identified</p> <p>YS staff/vols to be made aware if YP under their supervision have risk associated with food.</p> <p>Any issues surrounding food or eating will be highlighted on grab sheets</p> <p>Some YP may need prompts to drink enough or support opening packages. These YP to be identified and offered additional support at mealtimes.</p> <p>Individual clinical risk assessments in place, with protocols or managements plans if appropriate. If no specific protocol in place, staff to follow generic allergy protocol</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All Staff</p>	<p>Ongoing</p>	<p>N?A</p>



	<p>http://my.hdle.it/45517717</p> <p>If YP has rescue medication, only staff trained in administration may do so.</p> <p>If YP doesn't have sufficient food/fluids then YS will provide and inform parents where necessary. If this is a persistent problem then Safeguarding Lead to be notified.</p> <p>If YP chooses not to eat their lunch, then alternatives should be offered (where possible) and negotiations take place. Under no circumstance should anyone be forced to eat meals - a full handover must be given to parents/carers. If this is a frequent occurrence then safeguarding lead to be made aware and support mechanisms implemented.</p> <p>If YP wish to buy food, they will be supported by YS staff/vols if required.</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: Food Preparation

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Burns, cuts and nicks</p> <p>Trips and slips</p> <p>Food poisoning/illness</p>	<p>All AL have undertaken 'Safe Food Handling Level 2' training</p> <p>If cooking during the session AL must brief staff on how to reduce risk whilst using the kitchen.</p> <p>First aiders, location of first aid kit and fire blanket identified.</p> <p>Poster displaying photos of first aiders and details of what to do in an emergency displayed.</p> <p>Staff should explain to YP how to stay safe when using the kitchen and its appliances</p> <p>It is recommended that where possible, YP carry out food preparation whilst sitting down at a table or similar.</p> <p>YP may not use any kitchen unsupervised</p> <p>The number of YP in a kitchen at any one time must be limited</p> <p>Oven and Hob</p> <p>Staff are responsible for placing and removing items from the oven and must use oven gloves to do so.</p>				



	<p>Pans should not be left on the hob unattended</p> <p>Pan handles are not to hang over the edge of the cooker</p> <p>If cooking items which presents a high risk, e.g. pancakes, a separate risk assessment is to be implemented and shared.</p> <p>The oven/hob should be turned off immediately after use.</p> <p>Knives and utensils</p> <p>It is unusual for activities to involve the use of sharp knives.</p> <p>Occasionally YP are involved in the preparation of fruit and vegetables. Where possible dinner knives are to be used to reduce the risk (i.e. cutting soft fruit like strawberries).</p> <p>YP are not permitted to use knives unsupervised</p> <p>If using knives then safe cutting techniques are to be demonstrated</p> <p>Hand on hand support to be offered if required</p> <p>Knives must not be left in the sink, they should be placed directly in the dishwasher after use.</p> <p>Spillages</p> <p>Any spillages should be cleaned up immediately, using blue roll</p> <p>A wet floor sign should be obtained from the cleaning cupboard</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: The General Public

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Abuse; physical or verbal from the general public</p> <p>Abduction</p> <p>Anxiety and emotional trauma</p> <p>Wider risk:</p> <p>Negative impact on the group as a whole</p>	<p>YS believes that activities should take place in community venues and exposure to mainstream environments is crucial to development, and challenging perceptions of disability.</p> <p>As described above, YP are supported on a 1:3 basis and never left unsupported [please refer to how we reduce the risk of 'A child becoming lost or separated from the group']</p> <p>If staff deem YP to be at risk from members of the general public, they will remove them from the situation immediately.</p> <p>If YP is at immediate risk staff will call 101/999 depending on the nature of the situation.</p> <p>Members and staff alike will be given the space to talk about the issue afterwards and appropriate support offered.</p> <p>Under no circumstances are staff to engage in negative interactions with the public; their primary concerns are the wellbeing of YP and their own safety.</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All staff</p>	<p>Ongoing</p>	<p>N/A</p>



Risk Assessment Record: Short Breaks Activities

Hazard: Lost or Separated from the group

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risks to YP:</p> <p>Injury (e.g. slip, trip or fall)</p> <p>Suffering a seizure whilst unsupported</p> <p>Abuse; physical or verbal from the general public</p> <p>Abduction</p> <p>Anxiety and emotional trauma</p> <p>Wider risk:</p> <p>Negative impact</p>	<p>During the initial sign up process parents are asked if child is a known flight risk, or has been known to abscond.</p> <p>AL to give clear briefing prior to activity, highlighting any potential flight risk/YP known to wander. Staff/vols signposted to individual risk assessments.</p> <p>First Aiders identified</p> <p>Meeting points and times specified by AL</p> <p>Staff familiar with Lost Child Procedure and when to instigate</p> <p>All staff/vols to carry fully charged mobile phone at all times</p> <p>AL to brief site/venue staff where appropriate, notifying them of YP's additional needs.</p> <p>Staff/vols are signposted to YP profiles held within small blue folders – these contain information pertinent to the day to day support of YP, but no sensitive information.</p> <p>Grab sheets, which contain an overview of YP needs, highlighted and given to the staff/vols responsible for supporting YP during pre-brief. This will note those known to abscond/flight risks</p>	<p>Considering how to make the group more easily identifiable in crowds</p> <p>Risk Assessment reviewed annually or in response to need</p>	<p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>N/A</p> <p>N/A</p>



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>on the group as a whole</p> <p>Impact relationship with family</p> <p>Damage to reputation of charity</p>	<p>YP are signed in at the beginning of each session, AL will then use this list as a register, to count YP in and out of buildings/from minibus etc.</p> <p>YP supported on ratio of 3:1 (unless specified); staff/vol is responsible for knowing whereabouts of nominated YP all times.</p> <p>YP are introduced to allocated staff member/volunteer and told what to do in the event they should find themselves separated. NB. this is often site specific.</p> <p>Regular headcounts to be undertaken</p> <p>Well-structured groupings, responding to need/interests.</p> <p>If reallocation of YP is necessary, all staff to be made aware.</p> <p>A register of all YP present to be held by AL, to include DOB; emergency contacts and medical details.</p> <p>YP are encouraged to wear YS hats/wristbands (with emergency contact number) or YS t-shirt to make them more easily identifiable in crowds.</p>				



Risk Assessment Record: Short Breaks Activities

Hazard: Medical Conditions and Allergies

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Illness, injury or death</p> <p>Anxiety and emotional trauma</p> <p>Wider risk:</p> <p>Negative impact on the group as a whole</p> <p>Impact relationship with family</p> <p>Damage to reputation of charity</p>	<p>During the initial sign up process YS should be made aware of any pre-existing medical conditions or allergies.</p> <p>Information is sought from parents or carers and protocols obtained from GP (where appropriate) and clinical risk assessments completed by YS.</p> <p>Any known medical conditions or allergies will be highlighted on grab sheets.</p> <p>Where specific protocols are in place, staff are trained by Community Childrens Nurse, Sarah Lackman.</p> <p>If no specific protocol is in place then staff are to refer to generic seizure protocol http://my.hdle.it/52258118 or generic allergy protocol http://my.hdle.it/45517717</p> <p>All sessional staff and volunteers undergo Induction and Medical Awareness Training.</p> <p>Parents or carers are asked to keep YS up to date with changing needs - noted on annual consent forms and reminders sent with activity programmes.</p> <p>Parents or carers prompted to update profile forms annually, via email, post or phone.</p> <p>When partaking in an activity which may trigger a seizure or medical episode, advice is sought from parents or carers prior to booking YP on. YS reserve to right to not</p>	<p>Generic protocols to be reviewed and put into new format</p> <p>Risk Assessment reviewed annually or in response to need</p>	<p>AC</p> <p>All staff</p>	<p>31/03/17</p> <p>Ongoing</p>	<p>N/A</p>



	<p>offer YP an activity if they have concerns about their wellbeing.</p> <p>If a child arrives at a session clearly unwell then YS may make the decision to send them home.</p> <p>If a child arrives at a session without their PRN medication (e.g. Buccal Midazolam) they will be sent home or their parent/carer asked to collect the medication asap.</p> <p>AL to identify YP with known medical conditions or allergies during pre-brief. This will also be noted on the sign in sheet.</p> <p>Allergy notice and list of those with epilepsy/seizure activity held in activity file</p> <p>First aiders identified</p> <p>Those with specific protocols in place are grouped with staff who have undergone training.</p> <p>Where trained staff are unavailable, regrettably YP will not be offered a place on activity.</p> <p>Those with complex medical needs may be supported on a 1:1 basis by an Enabler. This person must be fully trained in the individual's needs.</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: Medication

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Forgotten medication</p> <p>Overdose</p> <p>Refusal</p> <p>Missed dose</p> <p>Misuse of medication</p> <p>Medication used by wrong child</p> <p>Illness, injury or death</p>	<p>All YP who take regular medication must complete a medication assessment form before attending any YS activities. http://my.hdle.it/49414840</p> <p>Medication assessment forms are easily accessible using the Huddle app on AL iPad.</p> <p>Medication, both regular and PRN must be signed in and out of each session, using appropriate form. http://my.hdle.it/51198654</p> <p>AL responsible for checking name/dates and dosage on label.</p> <p>All medication is to be handed to AL, with the exception of inhalers, if YP use independently.</p> <p>Whilst on residential holiday, all medication is stored in a lockable box. It is administered and recorded by the designated holiday leader.</p> <p>If AL has any concerns about medication brought to session they must seek advice from parents or carers; Safeguarding Lead or Director of programmes.</p> <p>A child may be sent home if they have the incorrect medication, or have forgotten rescue medication.</p> <p>AL must brief staff team on YP who require medication at sessions. For those</p>	<p>Medication Administration training to be undertaken by key staff</p> <p>Risk Assessment reviewed annually or in response to need</p>	<p>AC to source</p>	<p>Before Summer holiday</p>	



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
	<p>who bring medication on a regular basis this is highlighted on the sign in sheet.</p> <p>First Aiders identified</p> <p>AL trained in individual protocols for YP who use rescue medication.</p> <p>Only AL may administer medication.</p> <p>Rescue meds are carried by AL's in red shoulder bags, clearly labelled 'Emergency Medication'. These bags also include a stopwatch for timing seizures.</p> <p>If a dose is missed or refused then YP parents or carers contacted and advice sought from GP.</p> <p>Any misuse of medication is to be reported to AL immediately and parents contacted; Safeguarding lead and/or Director of Programmes made aware; advice sought from GP or dial 999. An incident report must be completed.</p> <p>In the unlikely event that a child takes the wrong medication then emergency medical attention must be sought. Parents contacted; Safeguarding lead and/or Director of Programmes made aware. An incident report must be completed.</p>				



Risk Assessment Record: Short Breaks Activities

Hazard: **Money**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risks to YP:</p> <p>Financial abuse</p> <p>Loss</p> <p>Anxiety and emotional trauma</p> <p>Wider Risks:</p> <p>Allegations made against staff</p>	<p>At the time of booking, AL offers guidance to parents or carers about whether spending money is required and suggests an appropriate amount.</p> <p>Individual risk assessments in place for YP known to struggle with money/purchasing items. Staff signposted to these during briefing.</p> <p>Parents or carers to notify YS staff when YP arrive with money - this is recorded on the sign in sheet.</p> <p>AL or allocated staff member/vol to look after cash if requested by parent/YP</p> <p>YP to keep money on person if appropriate</p> <p>Nominated staff/vol to support at till and offer guidance when spending money (if required)</p> <p>Receipts to be obtained when purchasing goods</p> <p>If money goes missing or is lost during session, incident report/investigation to be completed.</p> <p>YS staff/vols to avoid lending own money; if YP needs to borrow money AL will use YS debit card/petty cash.</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All staff</p>	<p>Ongoing</p>	<p>N/A</p>



Risk Assessment Record: Short Breaks Activities

Hazard: **Minibus**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to staff and YP</p> <p>Vehicle breakdown</p> <p>Injury or death sustained in a traffic accident</p> <p>Driver distracted by passenger, resulting in an incident</p> <p>Negative interactions between young people</p> <p>Anxiety caused by travelling in the minibus</p>	<p>Drivers</p> <p>Only drivers aged over 21 who have held their licence for two years or more are eligible to drive the minibus.</p> <p>All drivers must submit copies of their driving licence and complete the online minibus test.</p> <p>New drivers must test drive vehicle to ensure they are competent, before transporting yp.</p> <p>Drivers must be aware of location, directions and parking arrangements before departure.</p> <p>Vehicles</p> <p>Yellow Submarine is responsible for ensuring that minibuses are serviced and MOT'd as required.</p> <p>Insurance details; contact numbers; policy details and vehicle specifications are held in booklets located in glove compartment.</p> <p>A first aid kit is located in each minibus</p>	<p>Where possible the Activity Leader should not be the driver.</p> <p>The AL should sit in the back of the bus to help support positive interactions.</p> <p>For larger trips coaches will be hired</p> <p>As many staff as possible/appropriate to complete the Oxfordshire County Council minibus test and obtain a permit.</p>	<p>All staff</p>	<p>Ongoing</p>	



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Travel sickness</p> <p>Lone working - YP at risk of abuse/staff member at risk of allegation</p>	<p>Each bus is equipped with an emergency roadside kit.</p> <p>Water and snacks are carried in the vehicle</p> <p>Wipes/disposal bags and hand sanitiser available, in case of sickness.</p> <p>Sat Nav's are available for use and must be appropriately mounted on the windscreen.</p> <p>If smart phones are use for navigation they must be hands free/operated by support staff.</p> <p>Passengers</p> <p>Each minibus will have at least one designated first aider – who will be identified at the start of the journey.</p> <p>A clear briefing will be given by the AL to the staff team before the journey, highlighting any medical needs or potential issues affecting young people whilst travelling.</p> <p>YP should be reminded of their responsibilities whilst travelling: keep seatbelts fastened; do not distract the driver; do not touch the doors or locks.</p> <p>Staff and volunteers are responsible for ensuring that all passengers' seatbelts are fastened – the ultimate responsibility for this lies with the driver.</p> <p>The law states: <i>'Anyone 14 and over not wearing a seat belt, is responsible for</i></p>				



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
	<p><i>themselves.</i> However, whilst attending YS activity, if a YP (14+) were to refuse to wear a seatbelt, they would not be permitted to travel in the vehicle and their parent/carer contacted.</p> <p>A step is provided to help people access the vehicle, staff support is offered where necessary.</p> <p>A staff member/volunteer must sit near the door to aid exiting the vehicle.</p> <p>YP who display challenging behaviour or are at risk of having a seizure should not sit directly behind the driver.</p> <p>Staff to allocate seats where necessary.</p> <p>Activities/distractions should be provided to keep yp engaged during travel.</p> <p>Those with sensory issues are encouraged to bring ear defenders.</p> <p>YP are allowed to use iPad's etc. during travel. However, conversation, games and sharing music should be actively encouraged.</p> <p>Individual risk assessments are in place for those who struggle with minibus travel and alternative arrangements made where possible (e.g. meet at venue).</p> <p>YP aged 12+, or 135cm in height are permitted to sit in the front passenger seats – this is at the discretion of the AL.</p>				



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
	<p>Travel</p> <p>Where possible the meeting point for YP should be separate to the bus.</p> <p>Safety must be considered when collecting/dropping passengers off.</p> <p>YP and parents must be made aware of travel time and meeting points in advance.</p> <p>When travelling in the minibus, YP under 18 must be supported by two members of staff or volunteers.</p>				



Risk Assessment Record: Short Breaks Activities

Hazard: **Outdoor Learning**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Becoming lost or separated from the group</p> <p>Injury using Equipment and tools (e.g. saws/axes/secateurs)</p> <p>Drowning</p> <p>infection/stomach upset</p> <p>Burns or scalds</p> <p>Scratches/stings/trips and falls</p>	<p>AL leader to give a full briefing to staff team about potential risks and planned outcomes for the day.</p> <p>First Aiders and location of first aid kit highlighted</p> <p>Staff given designated roles (e.g. fire marshal)</p> <p>YP briefed on how to remain safe in the woods and boundaries identified</p> <p>YP issued with coloured bibs to make them more easily identifiable in the woods</p> <p>Both current forest sites used have fenced parameters and are staffed during our visits.</p> <p>All staff and volunteers to carry fully charged mobile phones</p> <p>Radios (walkie-talkies) may be issued dependent on activity</p> <p>Equipment and tools</p> <p>Specialist tools (e.g. axes) are supplied by qualified Forest School Teachers and Site staff</p> <p>Trained professionals must demonstrate how to use equipment safely</p>				



	<p>YS staff/vols not to use equipment unless adequate training is provided</p> <p>YP only to use equipment under supervision</p> <p>PPE to be used if appropriate</p> <p>Streams and boggy ground</p> <p>YP are advised to wear suitable clothing, YS has a supply of spare wellington boots, waterproof trousers, jackets and gloves if required.</p> <p>YP supervised at all times, particularly near water. Caution advised on wet or boggy ground.</p> <p>Everybody who comes in contact with streams or bogs must wash their hands thoroughly afterwards.</p> <p>Campfire</p> <p>The campfire must be overseen by a competent member of staff. This individual must remain near the campfire at all times. IT MUST NOT BE LEFT UNATTENDED.</p> <p>Fire resistant stove gloves are supplied for use by the fire marshal</p> <p>Campfires are only to take place in designated areas</p> <p>A large bucket/pan of water is to be on hand at all times</p> <p>All YP are to be briefed on staying safe near the fire:</p> <ul style="list-style-type: none"> ✓ Sit down ✓ Stay a designated distance away, unless invited to approach the fire to toast a marshmallow or similar. 				
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	<ul style="list-style-type: none">✓ Stay low when near the fire✓ No running allowed within the fire circle <p><i>Any YP not adhering to these rules will be moved away from the campfire</i></p> <p>If using long sticks or toasting forks, staff must demonstrate safe use</p> <p>All foods to be cooked thoroughly and checked for doneness</p> <p>YP/staff/vols to wash hands before handling/eating food</p> <p>Ensure supply of wet-wipes and sanitiser</p> <p>The responsible member of staff must ensure that the fire is out before leaving the site</p> <p>Woodland Environment</p> <p>YS staff to check site for hazards before using e.g. branches at risk of falling/large patches of nettles.</p> <p>Show YP bramble and nettles, warn of scratches and stings and ask them to avoid touching these plants.</p> <p>[when walking] Staff/volunteer at front must notify group of low hanging branches/obstructions.</p> <p>At Hillend there is a deserted house, YP are not to enter. Staff must keep those known to explore under supervision.</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: Overnight Stays

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Abuse – physical or sexual</p> <p>Injury</p> <p>Anxiety</p> <p>Staff and Volunteers</p> <p>Allegations</p>	<p>Before a residential holiday parents and carers complete a booking form which includes information about YP evening routine, including sleep pattern/medication/personal care.</p> <p>Those with nocturnal epilepsy will be individually risk assessed and safety measures implemented.</p> <p>Those known to have seizures will be individually risk assessed with regards to bathing/showering.</p> <p>Staff to be aware of ‘Medication’, ‘Money’ and ‘Personal Care and Toileting’ Risk Assessments.</p> <p>Medication and spending money is logged/signed in at drop off and collection</p> <p>YP will share a room or dorm with members of the same sex</p> <p>Young people’s names and pictures are on bedroom doors</p> <p>Staff are in rooms near to the young people</p> <p>Lights are left on in communal areas if required</p> <p>At night time the activity leader is responsible for checking all doors and windows. Door keys are kept by the holiday leader</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All</p>	<p>Ongoing</p>	



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
	<p>Staff names and pictures displayed on bedroom doors</p> <p>Posters are displayed with health and safety information, including details of safeguarding lead and what to do in an emergency.</p> <p>Hot water and fire exit signs are displayed</p> <p>Staff are expected to make themselves familiar with the location of first aid kits; fire extinguishers; fire exits; fire blankets</p> <p>YP are encouraged to bring something familiar from home (e.g. teddy) and a nightlight if necessary.</p> <p>Prior to the holiday, all staff attending are clearly briefed on the needs of the YP</p> <p>A folder containing the following is held by the holiday leader:</p> <ul style="list-style-type: none"> • YP profiles • Needs Summaries • Emergency Contacts • Risk Assessments and Protocols • Details of the nearest Accident and Emergency • Post codes and travel times to all destinations • Medication administrations records • Petty cash log <p>On the first night of the holiday all YP are briefed re. health and safety; the importance of privacy; no bullying; knocking on bedroom doors before entering;</p>				



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
	talking to staff if they have any concerns. YP are encouraged to keep in touch with their parents; staff have work mobiles for this purpose if they YP does not have their own phone YP are asked to give feedback at the end of the holiday				



Risk Assessment Record: Short Breaks Activities

Hazard: Personal Care and Toileting

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Abuse – physical or sexual</p> <p>Anxiety and emotional trauma</p> <p>Loss of dignity</p> <p>Wider risk:</p> <p>Allegations of abuse made against staff</p>	<p>During the initial assessment, any personal care needs to be identified by parents/carers. This may include: using the toilet; changing or dressing when swimming; bathing or showering (during residential trips) or support required when menstruating (referred to as SWM)</p> <p>Any personal care needs highlighted on grab sheets.</p> <p>Only YS staff are to complete personal care, volunteers must seek assistance. This must be reiterated by AL in the shift brief.</p> <p>Only staff who feel comfortable/competent completing personal care should do so, and YP allocated accordingly.</p> <p>In the unlikely event this is not possible, staff should call the safeguard lead to seek advice. The member’s needs must remain the priority and their dignity maintained during this time. They should be taken to a private space and offered reassurance.</p> <p>Where possible, personal care is to be completed by someone of the same gender. When this is not possible, it is accepted that cross gender care may be given – providing all procedures to reduce risk are adhered to.</p> <p>Those known to have incidences of diurnal enuresis (day time wetting) encouraged to bring spare clothing.</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All staff</p>	<p>Ongoing</p>	<p>N/A</p>



	<p>If personal care is required, the member of staff completing the care, must notify another, so their whereabouts are known.</p> <p>If the individual completing personal care is supporting other members, they must be handed over to another.</p> <p>Disabled (unisex) toilets should be used when available - Radar key on Minibus keyring.</p> <p>Wipes, gloves (vinyl rather than Latex) and antibacterial gel must be available and used as required.</p> <p>Members (where possible) should give consent for personal care to be given.</p> <p>Members should be encouraged to be as self-sufficient as possible.</p> <p>Reminders are to be offered to individuals about appropriate behaviour, i.e. in changing rooms.</p> <p>Whilst completing personal care, utmost privacy should be offered. Doors may be left slightly ajar, providing the member is screened.</p> <p>Letting the member know what is happening is good practice; explain what is happening and how you are supporting them – whilst being aware that privacy/ dignity is paramount.</p> <p>If the personal care offered is noteworthy or unusual for the individual, a full handover given to parents/carers. This must also be shared with the safeguard lead.</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: Riskier activities (e.g. climbing/highropes)

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Accident/injury or death</p> <p>Suffering a seizure</p> <p>Anxiety and emotional trauma</p>	<p>During the initial assessment, any medical conditions (e.g. Atlantoaxial instability or Adrenaline deficiency) which may be affected by physical activity or the increased level of risk associated, are identified.</p> <p>Information is sought from parents or carers and clinical risk assessments completed by YS.</p> <p>When a trip involves a higher risk activity, discussion to be had with parents prior to booking. If the risk is deemed too high, then YS may not offer the YP a place on the activity.</p> <p>An additional activity specific risk assessment may be implemented by YS.</p> <p>AL to seek advice from the venue and ask for copies of their own risk assessments. These should be held in the folder. Where these are lengthy, AL should highlight salient points and information to be shared during pre-brief.</p> <p>AL must ensure that any consent forms required by the venue are completed by parents or carers.</p> <p>YS must adhere to H&S guidelines specified by the venue e.g. height restrictions.</p> <p>First Aiders and first aid point at venue identified.</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All staff</p>	<p>Ongoing</p>	<p>N/A</p>



	<p>Specific activities such as climbing; sailing or Zip Wiring must be overseen by trained coaches/instructors.</p> <p>Coaches/instructors must not be left unsupervised with YP.</p> <p>YS encourage YP to challenge themselves and participate in new experiences, but respect an individual's choice not to engage in an activity. This may necessitate reallocation of staff/YP which the AL is responsible for overseeing.</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: Seizure Activity

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP</p> <p>Injury/death whilst suffering a seizure</p>	<p>Please refer to Generic Seizure Protocol http://my.hdle.it/45517727 for details of how to keep members safe whilst suffering a seizure.</p> <p>During the initial sign up process YS should be made aware of any seizure activity or diagnosis of Epilepsy.</p> <p>Information is sought from parents or carers and protocols obtained from GP (where appropriate) and clinical risk assessments completed by YS.</p> <p>Where specific protocols are in place, staff are trained by Community Childrens Nurse, Sarah Lackman.</p> <p>Details are highlighted on grab sheets.</p> <p>All sessional staff and volunteers undergo Induction and Medical Awareness Training, which includes seizure awareness.</p> <p>If a child arrives at a session without their PRN medication (e.g. Buccal Midazolam) they will be sent home, or their parent/carer asked to collect the medication asap.</p> <p>A list of those with epilepsy/seizure activity held in activity file</p> <p>AL to identify YP with known seizure activity during pre-brief. This will also be noted</p>				



	<p>on the sign in sheet.</p> <p>First aiders identified</p> <p>Those with specific protocols in place are grouped with staff who have undergone training.</p> <p>Where trained staff are unavailable, regrettably YP will not be offered a place on activity.</p> <p>Those with complex medical needs may be supported on a 1:1 basis by an Enabler. This person must be fully trained in the individual's needs.</p> <p>When travelling in the minibus, those known to have seizure activity must not be seated behind the driver's seat, as per 'Minibus Risk Assessment'.</p> <p>Dependent on individual need, members who suffer seizure activity may be supported 1:1 whilst swimming.</p> <p>If on an overnight stay, individual plans will be implemented around sleeping and bathing routines.</p> <p>Staff to supervise members carefully when completing a task which could result in injury (e.g. using a knife/riding a push bike)</p> <p>1:1 support implemented during risky activities if appropriate/necessary.</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: **Swimming**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Sexual/physical abuse whilst changing</p> <p>Risk of drowning or injury</p> <p>Inappropriate behaviour in pool</p>	<p>During briefing the AL must identify those YP who have individual risk assessments in place relating to swimming or sexualised behaviours.</p> <p>Appropriate staffing levels in place – otherwise swimming must be cancelled</p> <p>Village Changing to be used where possible - please refer to <i>'Personal care/toileting'</i> risk assessment for guidelines surrounding support with changing.</p> <p>Staff and volunteers must have an awareness of which changing rooms YP are in and remain nearby/within earshot</p> <p>Staff to speak to YP about safe behaviour in the pool, this may include: personal space; physical contact; ducking and diving; staying within depth; letting staff/vols know if they need to leave the pool or use the toilet</p> <p>Physical contact between staff and members to be kept to a minimum in the pool, unless required for safety reasons</p> <p>YP to be counted in and out of the pool and regular headcounts undertaken</p> <p>Pool safety guidelines to be adhered to</p> <p>At least one member of YS staff/vol to remain poolside</p> <p>YP with epilepsy/additional health needs to have 1:1 support whilst in the pool</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All staff</p>	<p>Ongoing</p>	<p>N/A</p>



	<p>Non swimmers to remain within their depth</p> <p>YP/ staff/vols must not swim if they are ill or injured</p> <p>Leisure centre to provide qualified lifeguards</p> <p>YP not to use giant inflatables unless they are competent swimmers</p>				
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Risk Assessment Record: Short Breaks Activities

Hazard: The weather

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?	Action by whom?	Action by when?	Done
<p>Risk to YP:</p> <p>Dehydration</p> <p>Sunburn</p> <p>Ill health</p> <p>Slips, trips and falls</p>	<p>AL to be mindful of forecast and plans to be revised if adverse weather is expected</p> <p>AL to highlight any risks associated with the weather (i.e. extreme temperatures or snow) during the pre-brief.</p> <p>YP with allergies to sun cream to be identified. This will be noted on the grab-sheet, sign in register and allergy notice.</p> <p>Parents/carers reminded to supply weather appropriate shoes and clothing prior to activity. If a child arrives at a session unsuitably dressed, YS will do everything in their power to support them; this may mean lending them or purchasing items – sending them home would be a last resort.</p> <p>Sun-cream (sensitive/high SPF), gloves (vinyl rather than latex) and wipes available and to be used as required.</p> <p>YP are asked to bring refillable drinks bottles to activities</p> <p>Frequent drink breaks to be offered/encouraged</p> <p>Water kept in the minibus or brought to activities by YS</p> <p>YP to be observed closely, if exhibiting signs of over exertion (sweating, shortness of breath etc.) advised to rest/hydrate/use inhaler if applicable</p>	<p>Risk Assessment reviewed annually or in response to need</p>	<p>All staff</p>	<p>Ongoing</p>	<p>N/A</p>



	Staff to support those with mobility issues if it is slippery underfoot.				
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Glossary of terms and abbreviations

YS	Yellow Submarine Charity
AL	Activity Leader, staff member responsible for the leading of the session
YP	Young people, aged 11-18 with additional needs
Staff	Staff employed on a full/part time paid basis. These staff members have received generalist/specialist safeguarding training, First Aid and Medication Awareness training. They all have full DBS clearance. This term also encompasses sessional staff, unless the term ‘full time’ precedes it.
Vol/s	Persons who give their time voluntarily to YS, who have undergone the Yellow Submarine recruitment process
Safeguarding Lead	Kate Sankey, the person who has responsibility for ensuring Yellow Submarine’s safeguarding policy is adhered to and young people are kept safe