



Yellow Submarine Risk Assessment Pack 2023 - 24

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 individuals, activities and venues are subject to separate assessment. **Coronavirus specific measures are identified in a separate pack found here: <http://my.hdle.it/94268626>**

Yellow Submarine recognises that risk is part of everyday life, and reasonable risk taking can have positive implications in young people'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 to ever 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 that they have understood the risks and will comply with the control measures implemented.

Staff are responsible for reading any additional relevant risk assessments (individuals, activities or venues) before supporting at any given session.

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



This pack belongs to: _____

Hazard
Briefing Checklist
Behaviours of Concern
Food and Eating
Food Preparation
General Public
Lost or Separated
Medical Conditions and Allergies
Medication
Money
Minibuses

Online Activities
Outdoor Learning (including campfire)
Overnight Stays
Personal Care and Toileting
Riskier Activities (e.g. climbing/high ropes)
Seizure Activity
Swimming
Weather
Glossary



At every session, the team will be briefed by the Activity Leader. The following steps are taken before, during and after activities to reduce risk of incident at sessions.

Week Prior to Activity

Email all attendees with details of confirmed sessions

Pre-activity

Distribute t-shirts/lanyards to staff/volunteers as appropriate

Welcome any new starters - photograph ID and Basic Policies

Visual assessment of venue - is it fit and safe for use?

Display information posters if possible (Safeguarding; What to do in an Emergency; First Aiders; Our Commitments; Confidentiality)

Venue housekeeping:

- Fire exits and evacuation procedure
- Location of toilets
- Potential risks (e.g. stacked chairs/unlocked cupboards and doors)

Distribute grab sheets and refer to blue folders & allocate staff/volunteers to

Young People:

- Talk through key risks and noteworthy YP

- Signpost to risk assessments
- Ensure staff/volunteers are confident with their pairings

Identify Safeguarding Lead and First Aiders; who cannot be left unaccompanied?

Reiterate safeguarding procedure and openness to hear concern

Explain plans and outcomes for the day, identifying any potentially risky activities and risk assessments where necessary

Mobile phone policy/usage during a session

Emphasis on listening; offering choice; enthusiasm; encouragement

Debrief

Seek feedback on activities/structure; any issues and improvements?

Individual YP response to day; interactions; progression; challenges etc.

Any safeguarding concerns? Reiterate that anonymous feedback can be given via online feedback forms

Discuss any training needs

Take back grab sheets and take down posters if displayed

Support offered to staff/volunteers re. any incidents/disclosures



Risk Assessment Record: Short Breaks Activities

Hazard: **Behaviours of Concern**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Risk to YP/Staff and Vols: Illness, injury or death Anxiety and emotional trauma Absconding from group/flight risk Wider risk: Negative impact on the group as a whole (including staff/vol team) Concerns of the general public	During the initial sign up process YS should be made aware of any behavioural concerns. Full-time staff undergo: Understanding Autism Training; Understanding Challenging Behaviour; Safer Handling Training 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 as to how best to support YP. An individual risk assessment may be implemented by YS. AL to identify YP with challenging behaviours during pre-brief; any known behaviours will be highlighted on grab sheets and RAs shared with staff/vols. Those with specific protocols will be paired with staff/vols familiar with their support needs and CONFIDENT in doing so. 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. YS operate a no restraint policy, unless YP are at immediate risk of harming themselves or others (e.g. running into a road). Staff/vols will use de-escalation techniques and bespoke support plans to keep YP safe. Where suitable staff are unavailable, regrettably YP will not be offered a place.	Risk Assessment reviewed annually or in response to need. Staff/vols are encouraged to be proactive in their training needs. If they feel that specific training would be beneficial they should request this from their line manager.



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?
Risk to YP/Staff and Vols: Choking Allergy/intolerance Dehydration/hunger	During the initial sign up process YS should be made aware of any issues surrounding food or eating. Parents/carers asked not to send any food that contains nuts with their YP. AL will remind staff and volunteers not to bring food containing nuts to activities. If a YP bring products containing nuts to a session, where another member has a nut allergy, the AL may ask that the product is not be opened/consumed at the session. 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 as to how best to support YP. AL to identify those with issues surrounding eating (e.g. choke risk; allergies; intolerances; Prader Willi Syndrome, PICA) during pre-brief. YS staff/vols to be made aware if YP under their supervision have any risk associated with food; any issues surrounding food or eating will be highlighted on grab sheets. Allergy notices are held in activity files; First Aiders to be identified. When food is provided by YS, this will always be nut free. Staff/vols will serve food to promote portion control. Some YP may need prompts to drink enough or support opening packages. These YP are to be identified and offered additional support at mealtimes.	Risk Assessment reviewed annually or in response to need



	Individual clinical risk assessments are in place, with protocols or managements plans if appropriate. If no specific protocol in place, staff to follow generic allergy protocol http://my.hdle.it/45517717. If YP has rescue medication, only staff trained in administration may do so. 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. If YP choose 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. Some YP may feel more comfortable eating separately from the main group; staff/vols should facilitate this. If YP wish to buy food, they will be supported by YS staff/vols if required. Staff and volunteers must ensure they eat and have enough fluids at sessions. AL should feedback to parent or carer at pick up if they feel a YP has not consumed enough food and/or drink.	
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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?
Risk to YP/Staff and Vols: Burns, cuts and nicks Trips and slips Food poisoning/illness	All AL have undertaken ‘<i>Safe Food Handling Level 2</i>’ training. If cooking during the session AL must brief staff/vols on how to reduce risk whilst using the kitchen. Information on First Aiders, location of first aid kit and fire blanket to be shared with staff. Young people with food allergies to be identified and alternatives offered if using allergens (e.g. cooking with wheat flour). No products containing nuts will be used in food preparation. Staff/vols should explain to YP how to stay safe when using the kitchen and its appliances. It is recommended that where possible, YP carry out food preparation whilst sitting down at a table or similar. YP may not use any kitchen unsupervised and the number of YP in a kitchen at any time must be limited. Oven and Hob Staff/vols are responsible for placing and removing items from the oven and must use oven gloves to do so.	Risk Assessment reviewed annually or in response to need. Where possible, staff and volunteers who enjoy cooking and are competent in the kitchen should lead cookery activities.



	Pans should not be left on the hob unattended; pan handles are not to hang over the edge of the cooker If cooking items which present a higher risk, e.g. deep fried items, a separate risk assessment is to be implemented and shared. The oven/hob should be turned off immediately after use. But YPs and staff should be informed that the oven/hob still may be hot, staff should continue to be vigilant if the space is occupied. Ensure that the kitchen is not overcrowded when opening the oven or using the hob. Knives and utensils Occasionally YP are involved in the preparation of fruit and vegetables. Where possible Nylon knives are to be used to reduce the risk (e.g. when cutting soft fruit like strawberries). If sharp knives are going to be used, then the following steps must be followed: • YP are not permitted to use knives unsupervised • Safe cutting techniques must be demonstrated • Hand on hand support to be offered if required Knives must not be left in sinks or on surfaces. They should be placed directly in the dishwasher after use or washed immediately and put away. Knives used by the café (Oxford) are stored in a locked cupboard when Social Clubs are in session. AL must check the cupboard has been locked. If YP has a history of self-harm, an individual RA will be implemented. Spillages Any spillages should be cleaned up immediately, using blue roll.	
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	A wet floor sign should be displayed and warnings issued. Cleaning Hot water signs to be displayed. YP should be encouraged to support with cleaning and washing up where appropriate. Where possible, disposable wipes to be used, as opposed to cloths. Safe, non-corrosive cleaning products to be used and stored safely. Boiling water Where possible hot water urns should be emptied and/or turned off. Young people are not permitted to use hot water urns to prepare drinks, staff/vols must support.	
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**Risk Assessment Record: Short Breaks Activities****Hazard: General Public**

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



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?
Risks to YP: Injury (e.g. slip, trip or fall) Suffering a seizure whilst unsupported Abuse: physical or verbal from the general public Abduction Anxiety and emotional trauma Wider risk: Negative impact on the group as a whole Impact relationship with family Damage to reputation of charity	During the initial sign up process parents/carers are asked if YP is a known flight risk, or has been known to abscond. AL to give clear briefing prior to activity, highlighting any potential flight risk/YP known to wander. Staff/vols to be signposted to individual risk assessments. Meeting points and times specified by AL Full-time staff are familiar with Lost Child Procedure and when to instigate All staff/vols to carry fully charged mobile phones at all times. AL will have a YS mobile containing contact details of all YP families in their region. AL to brief site/venue staff where appropriate, notifying them of YP’s additional needs Staff/vols are signposted to YP profiles held within small blue folders – these contain information pertinent to the support of YP, but no sensitive information. Grab sheets, which contain an overview of YP needs, are highlighted and given to the staff/vols responsible for supporting YP during pre-brief. These will note those known to abscond/flight risks. 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 minibuses etc.	Risk Assessment reviewed annually or in response to need.



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Staff/volunteer anxiety and stress	YP are supported on a ratio of 1:3 (unless otherwise specified); staff/vol is responsible for knowing whereabouts of nominated YP at all times. YP are introduced to allocated staff/vol and told what to do in the event they should become separated. NB. This is often site-specific. Regular headcounts to be undertaken. Well-structured groupings, responding to need/interests. If reallocation of YP is necessary, all staff/vols to be made aware. A register of all YP present to be held by AL. Activity files include all DOB, emergency contacts and known medical details. YP are <i>encouraged</i> to wear YS lanyards/wristbands (with emergency contact number) or YS t-shirt to make them more easily identifiable in crowds.	



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?
Risk to YP: Illness, injury or death Anxiety and emotional trauma Wider risk: Negative impact on the group as a whole Impact relationship with family Damage to reputation of charity	During the initial sign up process YS should be made aware of any pre-existing medical conditions or allergies. Parents/carers asked not to send any food that contains nuts with their YP. AL will remind volunteers and sessional staff not to bring food containing nuts to sessions. Information is sought from parents/carers, protocols obtained from GP (where appropriate), and clinical risk assessments completed by YS. Any known medical conditions or allergies will be highlighted on grab sheets. Where specific protocols are in place, full-time staff are trained by the Children’s Community Nursing team. If no specific protocol is in place then staff are to refer to the generic seizure protocol http://my.hdle.it/45517727 or generic allergy protocol http://my.hdle.it/45517717 All staff and volunteers undergo Induction and Medical Awareness Training. Parents/carers are asked to keep YS up to date with changing needs - noted on annual consent forms and reminders sent with activity programmes. Parents/carers are prompted to update profile forms annually, via email, post or phone.	Risk Assessment reviewed annually or in response to need.



	When partaking in an activity which may trigger a seizure or medical episode, advice is sought from parents/carers prior to booking. YS reserve the right to not offer YP an activity if they have concerns about their wellbeing. If a YP has had a seizure within 24 hours of a session they are due to attend, a conversation must be had with their parent/carer to decide whether it's suitable for them to attend. If YP arrive at a session clearly unwell then YS may make the decision to send them home; similarly, if a YP's health deteriorates at a session, they may be sent home. If YP arrive 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. AL to identify YP with known medical conditions or allergies during pre-brief. This will also be noted on the sign-in sheet; an allergy notice and list of those with epilepsy/seizure activity is held in activity files. Those with specific protocols in place are grouped with staff who have undergone training. Emergency medication is on the Activity Managers person, usually in a bum bag or similar. Where trained staff are unavailable, regrettably YP will not be offered a place on activity. 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.	
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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?
Risk to YP: Forgotten medication Overdose Refusal Missed dose Misuse of medication Medication used by wrong child Illness, injury or death Wider risk: Impact relationship with family Damage to reputation of charity	All YP who take regular medication must complete a medication assessment form before attending any YS activities. http://my.hdle.it/104271151 Medication assessment forms are easily accessible using the Huddle app on AL iPads. Medication, both regular and PRN must be signed in and out of each session, using the appropriate form. http://my.hdle.it/104272187 All medication is to be handed to AL, with the exception of inhalers if YP use independently. AL is responsible for checking name/dates and dosage on label. AL and other key staff complete Medication Administration training. Whilst on residential holiday, all medication is stored in a lockable box. It is administered and recorded by the designated holiday leader or other appointed person. If AL has any concerns about medication brought to a session they must seek advice from parents/carers or Safeguarding Lead. YP may be sent home if they have the incorrect medication, or have forgotten rescue medication. AL must brief staff/vol team on YP who require medication at sessions. For those who bring medication on a regular basis this is highlighted on the sign-in sheet. Full-time staff are trained in individual protocols for YP who use rescue medication.	Risk Assessment reviewed annually or in response to need.



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
	If a dose is missed or refused then parents/carers must be contacted and advice sought from GP if appropriate. Any misuse of medication is to be reported to AL immediately and parents/carers contacted; Safeguarding Lead to be made aware; advice to be sought from GP or dial 999. An incident report must be completed. Medication is to be handed back to parents/carers and signed out at the end of the session/holiday.	



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?
Risk to YP: Financial abuse Loss Anxiety and emotional trauma Wider Risks: Allegations made against staff	At the time of booking, AL offers guidance to parents/carers about whether spending money is required and suggests an appropriate amount. Individual risk assessments are in place for YP known to struggle with money/purchasing items. Staff/vols to be signposted to these during briefing. Parents/carers are asked to notify YS staff when YP arrive with money - this is recorded on the sign-in sheet. AL or allocated staff member/vol to look after cash if requested by parent/carer/YP. YP to keep money on their person if appropriate. Whilst on residential holiday, money being looked after by staff is stored in a lockable box. It is distributed in small amounts by the designated holiday leader or other appointed person. Nominated staff/vol to support at till and offer guidance when spending money (if required). Receipts to be obtained when purchasing goods. If money goes missing or is lost during session, incident report/investigation to be completed. YS staff/vols to avoid lending own money; if YP needs to borrow money AL (or holiday leader) will use YS debit card/petty cash.	Risk Assessment reviewed annually or in response to need.



Risk Assessment Record: Short Breaks Activities

Hazard: **Minibuses**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Risk to YP/Staff and Vols: Vehicle breakdown Injury or death sustained in a traffic accident Driver distracted by passenger, resulting in an incident Negative interactions between young people Anxiety caused by travelling in the minibus Travel sickness Lone working - YP at risk of abuse/staff member at risk of allegation Wider risk:	Drivers Only drivers aged over 21 who have held their licence for two years or more are eligible to drive minibuses. All drivers must submit copies of their driving licence and complete the online minibus test. New drivers must test drive vehicles to ensure they are competent/confident, before transporting YP. Drivers must be aware of location, directions and parking arrangements before departure. Vehicles Yellow Submarine is responsible for ensuring that minibuses are serviced and MOT'd as required. Insurance details; contact numbers; policy details and vehicle specifications are held in booklets located in glove compartment. A first aid kit and emergency roadside kit is located in each minibus. For travel abroad, additional items are kept in the minibus as per national law. Water and snacks are to be carried in the vehicle for long journeys. Wipes/disposal bags and hand sanitiser are to be available in case of sickness.	Risk Assessment reviewed annually or in response to need. Where possible the AL should not be the driver. The AL should sit in the back of the bus to help support positive interactions. For larger trips coaches will be hired. As many staff/vols as possible/appropriate to complete the Oxfordshire County Council minibus test and obtain a permit.



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Negative impact on the group as a whole Impact relationship with family Damage to reputation of charity Staff/volunteer anxiety and stress	Sat-Navs are available for use and must be appropriately mounted on the windscreen. If preferable YS mobile phones can be used if there is a charging cable and windscreen mount. Passengers Each minibus will have at least one designated First Aider who will be identified at the start of the journey. A clear briefing will be given by the AL to the staff/vol team before the journey, highlighting any medical needs or potential issues affecting young people whilst travelling. YP should be reminded of their responsibilities whilst travelling: keep seatbelts fastened; do not distract the driver; do not touch the doors or locks. Staff and volunteers are responsible for ensuring that all passengers' seatbelts are fastened – the ultimate responsibility for this lies with the driver. The law states: <i>'Anyone 14 and over not wearing a seat belt, is responsible for 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. A step is provided to help people access the vehicle; staff/vol support is offered where necessary. A staff member/volunteer must sit near the door to aid exiting the vehicle. YP who display challenging behaviour or are at risk of having a seizure must not sit directly behind or immediately next to the driver.	



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
	Staff to allocate seats where necessary. Activities/distractions should be provided to keep YP engaged during travel. Those with sensory issues are encouraged to bring ear defenders. YP are allowed to use iPads etc. during travel. However, conversation, games and sharing music should be actively encouraged. Individual risk assessments are in place for those who struggle with minibus travel and alternative arrangements made where possible (e.g. meet at venue). YP aged 12+, or a minimum of 135cm in height are permitted to sit in the front passenger seats – this is at the discretion of the AL and must be agreed by the driver. Travel Where possible the meeting point for YP should be separate to the minibuses; safety must be considered when collecting/dropping passengers off. YP and parents/carers must be made aware of travel time and meeting points in advance. When travelling in the minibuses, YP under 18 must be supported by at least two members of staff or volunteers. Staff may only transport YP in their cars if they hold business insurance.	



Risk Assessment Record: Short Breaks Activities

Hazard: **Online Engagement**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Risk to YP/Members/ Staff and Vols: Negative/inappropriate interactions between young people & Members Sharing of private information Engagement with inappropriate content e.g. ‘fake news’, explicit content Risk of exposure to online abuse and/or exploitation Anxiety caused by online interactions Staff at risk of allegation	Yellow Submarine is aware that access to the internet and engaging with social media is part of everyday life – and that members may engage with online activities differently which impacts their vulnerability e.g. some members will have their own profiles and engage independently, others will use family member’s profiles to engage. Yellow Submarine are also aware that by its very nature this can be a changeable area meaning that is important for staff to remain aware of updates and trends in order to support members. All staff and volunteers will act in accordance with Yellow Submarine’s e-safety policy to keep themselves and members safe. Reporting any concerns, they have to Yellow Submarine’s safeguarding lead. All staff and sign a code of conduct when starting their role at Yellow Submarine which outlines roles, boundaries and expectations. Yellow Submarine’s online communication with members will be as open and transparent as possible; in most instances this will mean communicating in the public domain e.g. posting activities on Facebook, Instagram etc. Yellow Submarine recognises that members may interact with one another outside of Yellow Submarine’s online activities and may use social media and other apps to keep in touch with one another outside of sessions. Yellow Submarine also recognises through sharing online activities publicly members who do not meet at sessions may meet virtually. In order to support appropriate interactions, Yellow Submarine model appropriate online interactions, share	All Yellow Submarine full-time staff should have specific Yellow Submarine Facebook profiles to maintain boundaries. As per the e-safety policy, these should be open to scrutiny with passwords shared. The following social media guidelines are shared with all staff and volunteers during induction and are expected to be adhered to – Guidelines: ○ Yellow Submarine must stipulate that neither employees nor volunteers add children (under 18's) to their personal social networking account as 'friends' under any circumstances. ○ In the event that an adult member (18+) asks a volunteer if they would like to exchange user names or ‘add each other’, it is



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Wider risk: Negative impact on the group as a whole Impact relationship with family Damage to reputation of charity Staff/volunteer anxiety and stress	information on how to stay safe online and moderate public comments that are made on Yellow Submarine’s profiles. When using applications like live streams staff can address comments made by members directly. Members are also encouraged to share any concerns they may with staff, and are supported appropriately in response to the concern. As necessary, Yellow Submarine will follow safeguarding procedures in response to concerns raised. Yellow Submarine will also use social media as a forum for sharing where members can find help and support e.g. helplines and resources as well as signposting to other activities. When requested/as appropriate, Yellow Submarine will also share information directly with families in order to help keep members safe online. Some information on staying safe online has been collated here - http://my.hdle.it/71771940; easy read information can also be found here - http://my.hdle.it/71541528 Yellow Submarine recognises that the organisational profiles (e.g. Facebook, Twitter, etc.) are open to the public and have a wide following making them open to abuse, in order to keep staff, members and the organisation’s reputation safe Yellow Submarine can moderate comments made and can manage followers – blocking anyone that posts inappropriately and reporting any issues . When sharing public content e.g. live streams, photos, videos, staff members are aware of maintaining boundaries and privacy, as well as ensuring that permission is in place to share the content e.g. appropriate photo permission. When Yellow Submarine are sharing content e.g. a livestream, members will be encouraged to engage through leaving comments and sharing photos and videos – this can be moderated by Yellow Submarine and addressed/shared accordingly.	up to the volunteer if they wish to or not. Yellow Submarine employees will support volunteers if they wish to politely decline this offer. As a guide, Yellow Submarine employees do not give out their personal profiles, but use an organisational profile. ○ All volunteers under the age of 18 or volunteering through their school, college or university should not accept friend requests from members. Employees will support volunteers to decline this offer. ○ Yellow Submarine employees use Facebook as a communication tool and acknowledge the benefits to this as well as the risks. In order to do this and maintain boundaries Yellow Submarine staff have organisational profiles separate to any personal profiles. For these profiles, Yellow Submarine employees will share their log-in details with the safeguarding lead so that their actions are



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
	When sharing content where members are actively engaging additional procedures may need to be considered in order to keep people safe; with such activities members/and their families should be made aware of how public the content will be and who will be engaging e.g. whether both under and over 18s will be participating. For example, when using Zoom to host online sessions the following procedures are in place – ○ Zoom meetings will only be hosted by full-time members of staff; they will act as the host ○ Details of the session taking place can be shared on social media or via email to let members know what is happening ○ Members/families will have to contact Yellow Submarine directly for access to the session ○ Yellow Submarine will only share the meeting link to members, staff and volunteers known to the charity ○ The meeting will require a password; this will be shared when attendees are verified along with the meeting link/ID ○ The host will check all settings are correct in account and meeting setup ○ The host will familiarise themselves with how to mute, turn off video for, and permanently remove participants ○ During the session the 'waiting room' will be enabled so that the host can manage who attends ○ Disable file sharing and screen sharing or make this so that it is only functional for the host ○ Private messaging between attendees will be disabled, public chat will still be available ○ Participants cannot re-enter the meeting once they have been removed	open to scrutiny. Yellow Submarine employees are expected to keep all communications with members for future reference, and to not delete any communications from their organisational profile. ○ If a volunteer does use social networking sites and agrees to exchange details with adult members, they must acknowledge that their online behaviour is open to scrutiny. Volunteers are directed by Yellow Submarine to follow these simple guidelines: ○ Only converse with adult members publicly (e.g., for Facebook, post messages on their wall only, do not send private messages) ○ Do not post pictures of yourself in compromising situations or make comments which bring may bring your character or Yellow Submarine into question. Be aware of other people 'tagging' you in their pictures etc.



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
	○ When signing up to participate members will be made aware whether the meeting will be shared publicly e.g. live streamed on social media. If the event is 'Zoom-bombed': ○ Host to identify the attendee that's behaving inappropriately and remove from meeting; ○ If it takes more than 30 seconds to remove the hacker, or there are too many to be removed, shut the meeting ○ Set up new meeting; share the new details with attendees ○ If the event is hacked again, stop the event and message all attendees to say the event will be rescheduled.	○ Set your privacy settings to 'high' or give access to a limited profile so that YS members or their families cannot see anything that would reflect badly on you as a volunteer. If you require assistance to do this please contact Yellow Submarine on 01865 236119. ○ If you do add adult members to your profile, or accept their friend request, please let Yellow Submarine know. We will check on the arrangement periodically to ensure the safety of both the members and the volunteer.



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?
Risk to YP/Staff and Vols: Becoming lost or separated from the group Injury using equipment and tools (e.g. saws/axes/secateurs) Drowning Infection/stomach upset Burns or scalds Scratches/stings/trips and falls	AL leader to give a full briefing to staff/vol team about potential risks and planned outcomes for the day. Specific activities (e.g. trap building) may require a separate risk assessment to be shared in pre-brief. Staff given designated roles (e.g. fire marshal). YP are briefed on how to remain safe in the woods and boundaries identified [please refer to how we reduce the risk of '<i>A child becoming lost or separated from the group</i>']. At some sessions, YP are issued with coloured bibs to make them more easily identifiable in the woods if appropriate. Sites used for forest days are staffed All staff and volunteers to carry fully charged mobile phones; radios (walkie-talkies) may be issued dependent on activity. Equipment and tools Specialist tools (e.g. axes) are supplied by qualified Forest School Teachers and site staff Trained professionals must demonstrate how to use equipment safely YS staff/vols are not to use equipment unless adequate training is provided YP only to use equipment under supervision	Risk Assessment reviewed annually or in response to need. Where possible, YS will have external staff who are Forest School qualified, or who have outdoor skills experience.



	PPE to be used if appropriate. <i>Streams and boggy ground</i> Clear boundaries MUST be given to YPs near or around water. YP are advised to wear suitable clothing; YS has a supply of waterproof trousers, jackets and gloves if required. YP to be supervised at all times, particularly near water. Caution advised on wet or boggy ground. Everybody who comes in contact with streams or bogs must wash their hands thoroughly afterwards. <i>Campfire</i> 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. Fire resistant stove gloves are supplied for use by the fire marshal. Campfires are only to take place in designated areas. A large bucket/pan of water is to be on hand at all times, alongside a first aid kit. All YP are to be briefed on staying safe near the fire: • Sit down • Stay a designated distance away, unless invited to approach the fire to toast a marshmallow or similar. • Stay low when near the fire • No running allowed within the fire circle	
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	<i>Any YP not adhering to these rules will be moved away from the campfire.</i> If using long sticks or toasting forks, staff/vols must demonstrate safe use All foods to be cooked thoroughly and checked for doneness YP/staff/vols to wash hands before handling/eating food AL to ensure supply of wet-wipes and sanitiser The responsible member of staff must ensure that the fire is out before leaving the site Woodland Environment YS staff to check site for hazards before using e.g. branches at risk of falling/large patches of nettles YP to be shown bramble and nettles, warned of scratches and stings and asked to avoid touching these plants [When walking] Staff/volunteer at front must notify group of low hanging branches/obstructions Toilets The sites that we use have plumbed toilets and hand washing sinks are available	
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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?
Risk to YP: Abuse – physical, sexual, financial, neglect Injury Anxiety Risk to Staff and Vols: Allegations Injury Anxiety	Before a residential holiday parents/carers complete a booking form which includes information about YP evening routine, including sleep pattern/medication/personal care. Every holiday has a designated leader (not always an Activity Leader) who is responsible for overseeing the trip and wellbeing of YP/staff and volunteers. Each holiday has its specific risks, which will be assessed separately and shared with the staff/volunteer team. Prior to the holiday, all staff/vols attending are clearly briefed on the needs of the YP. At the start of the holiday there is a ‘house/camp meeting’, where ground rules are established, including: • Privacy/knocking on doors • Expectations with regards to bedtime/waking time/bathing or showering • Kindness and supportiveness • Sharing worries or concerns with staff/vols Those with nocturnal epilepsy will be individually risk assessed and safety measures implemented. Those known to have seizures will be individually risk assessed with regards to bathing/showering. Staff to be aware of ‘Medication’, ‘Money’ and ‘Personal Care and Toileting’ risk assessments.	Risk Assessment reviewed annually or in response to need. Where possible YS will visit new holiday destinations prior to using them.



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
	Medication and spending money is logged/signed for at drop off and collection. YP will share a room or dorm only with members of the same sex. Young people’s names and pictures are on bedroom doors/bunk beds. Staff/vols are in rooms near to the young people, with names and pictures on doors. Lights are left on in communal areas at night time if required and rooms equipped with portable nightlights. At night time staff are responsible for checking all doors and windows. Door keys are kept in a designated location (site dependent). Posters are displayed with health and safety information, including details of Safeguarding Lead and what to do in an emergency. Hot water, hot surfaces and fire exit signs are displayed. Staff are expected to make themselves familiar with the location of first aid kits; fire extinguishers; fire exits; fire blankets. YP are encouraged to bring something familiar from home e.g. teddy or framed picture A folder containing the following is held by the holiday leader: • YP booking forms • YP profiles • Needs summaries	



Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
	• Emergency contacts • Risk assessments and protocols • Details of the nearest Accident and Emergency and Minor Injury Unit • Post codes and travel times to all destinations • Medication administrations records • Petty cash log YP are encouraged to keep in touch with their parents; full-time staff have work mobiles for this purpose if YP do not have their own phones. Holiday leader is responsible for keeping in touch with families and sharing pictures. At the end of the holiday staff will hand over YP to parents/carers; including any accident or incident forms 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?
Risk to YP: Abuse – physical or sexual Anxiety and emotional trauma Loss of dignity Wider risk: Allegations made against staff	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). Any personal care needs highlighted on grab sheets, using sensitive language. Only YS staff are to complete personal care, volunteers must seek assistance. This must be reiterated by AL in the shift brief. Only staff who feel comfortable/competent completing personal care should do so and YP allocated accordingly. In the unlikely event that this is not possible, staff should call the Safeguarding 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. Volunteers must not provide personal care. 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. Those known to have incidences of diurnal enuresis (day time wetting) are encouraged to bring spare clothing. If personal care is required, the member of staff completing the care must notify another, so their whereabouts are known.	Risk Assessment reviewed annually or in response to need.



	If the individual completing personal care is supporting other members, they must be handed over to another. Disabled (unisex) toilets should be used when available – radar keys are affixed to each minibus keyring. Village changing should be used where possible, as opposed to single sex changing rooms. Wipes, gloves (vinyl rather than Latex) and antibacterial gel must be available and used as required. Members (where possible) should give consent for personal care to be given. Members should be encouraged to be as self-sufficient as possible. Reminders are to be offered to individuals about appropriate behaviour in changing rooms etc. Whilst completing personal care, upmost privacy should be offered. Doors may be left slightly ajar, providing the member is screened. Letting the YP 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. If the personal care offered is noteworthy or unusual for the individual, a full handover to be given to parents/carers. This must also be shared with the Safeguarding Lead.	
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Risk Assessment Record: Short Breaks Activities

Hazard: Riskier activities (e.g. climbing/high ropes)

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Risk to YP: Accident/injury or death Suffering a seizure Anxiety and emotional trauma	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, to be identified by parents/carers. Information is sought from parents/carers and clinical risk assessments completed by YS. Where appropriate, protocols are obtained from GPs. When a trip involves a higher risk activity, discussion is to be had with families prior to booking. If the risk is deemed too high, then YS may not offer YP a place on the activity. An additional activity specific risk assessment may be implemented by YS. AL to seek advice from the venue and ask for copies of their own risk assessments. These should be held in the activity file. Where these are lengthy, AL should highlight salient points and key information be shared during pre-brief. AL must ensure that any consent forms required by the venue are completed by parents/carers. YS must adhere to health and safety guidelines specified by the venue e.g. height restrictions. First Aiders and first aid point at venue to be identified. Specific activities such as climbing; sailing or zip wiring must be overseen by trained coaches/instructors. Coaches/instructors must not be left unsupervised with YP.	Risk Assessment reviewed annually or in response to need.



	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/vols/YP which the AL is responsible for overseeing. Staff/volunteers should only participate in activities they feel comfortable with; this should be taken into account when allocating pairings.	
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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?
Risk to YP: Injury/death whilst suffering a seizure Loss of dignity	Please refer to Generic Seizure Protocol http://my.hdle.it/45517727 for details of how to keep members safe whilst experiencing a seizure. During the initial sign up process YS should be made aware of any seizure activity or diagnosis of epilepsy. Information is sought from parents/carers, protocols obtained from GP (where appropriate) and clinical risk assessments completed by YS. Where specific protocols are in place, full-time staff are trained by the Children’s Community Nursing team. All staff and volunteers undergo Induction and Medical Awareness Training, which includes seizure awareness. If YP arrive 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. A list of those with epilepsy/seizure activity is held in the activity files. AL to identify YP with known seizure activity during pre-brief. This will also be noted on the sign-in sheet and grab sheets. Those with specific protocols in place are grouped with staff who have undergone training. Where trained staff are unavailable, regrettably YP will not be offered a place on activity.	Risk Assessment reviewed annually or in response to need.



	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. When travelling in the minibus, those known to have seizure activity must not be seated behind or immediately next to the driver's seat, as per <i>'Minibuses' Risk Assessment</i>. Dependent on individual need, members who suffer seizure activity may be supported 1:1 whilst swimming. If on an overnight stay, individual plans will be implemented around sleeping and bathing routines. Staff/vols to supervise members carefully when completing a task which could result in injury (e.g. using a knife/riding a push bike). 1:1 support implemented during risky activities if appropriate/necessary. An incident report must be completed and shared with parents/carers should anyone experience a seizure whilst in YS care.	
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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?
Risk to YP: Sexual/physical abuse whilst changing Risk of drowning or injury Inappropriate behaviour in pool Wider risk General public becoming frustrated with YS swimmers	During briefing the AL must identify those YP who have individual risk assessments in place relating to swimming or sexualised behaviours. During briefing the AL must also identify those YP who are known non-swimmers. YP/staff/vols must not swim if they are ill or injured. Appropriate staffing levels must be in place – otherwise swimming must be cancelled. Village Changing to be used where possible - please refer to ‘<i>Personal care/toileting</i>’ risk assessment for guidelines surrounding support with changing. Staff and volunteers must have an awareness of which changing rooms YP are in and remain nearby/within earshot Staff/vols 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. Physical contact between staff/vols and members to be kept to a minimum in the pool, unless required for safety reasons. YP and staff/vols must be mindful of other swimmers using the pool and behave respectfully. YP to be counted in and out of the pool and regular headcounts undertaken. Pool safety guidelines to be adhered to.	Risk Assessment reviewed annually or in response to need.



	At least one member of YS staff/vol to remain poolside. YP with epilepsy/additional health needs to have 1:1 support whilst in the pool. Non-swimmers to remain within their depth. Leisure centres to provide an adequate number of qualified lifeguards – otherwise swimming must be cancelled. YP are not to use giant inflatables unless they are known to be competent swimmers.	
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Risk Assessment Record: Short Breaks Activities

Hazard: **Weather**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
Risk to YP: Dehydration Sunburn Ill health Slips, trips and falls	AL to be mindful of forecast and plans to be revised if adverse weather is expected. AL to highlight any risks associated with the weather (i.e. extreme temperatures or snow) during the pre-brief. YP with allergies to sun cream to be identified. This will be noted on the grab sheets, sign-in sheet and allergy notice. Parents/carers reminded to supply weather appropriate shoes and clothing prior to activity. If YP arrive 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. Sun cream (sensitive/high SPF), gloves (vinyl rather than latex) and wipes to be available and used as required. YP are asked to bring refillable drinks bottles to activities. Frequent drink breaks to be offered/encouraged. Extra water to be kept in the minibus or brought to activities by YS. YP to be observed closely. If exhibiting signs of overexertion (sweating, shortness of breath etc.), YP to be advised to rest/hydrate/use inhaler if applicable.	Risk Assessment reviewed annually or in response to need.



	Staff/vols to support those with mobility issues if it is slippery underfoot.	
	Activities may be cancelled if YS feels it is unsafe to operate	

Glossary of terms and abbreviations

YS	Yellow Submarine Charity
AL	Activity Leader, full-time staff member responsible for the leading of the session. This staff member has undergone generalist/specialist safeguarding training, First Aid and Medication Awareness training. They have full DBS clearance.
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
Members	Young people with additional needs, aged 11-18 years, accessing Yellow Submarine