

RISK ASSESSMENT FOR:	Over the Rainbow in person youth group (With groups of up to 20 young people)	
Establishment: Over the Rainbow	Assessment by: Emma Cuerden Health Improvement Practitioner (LGBT+ lead)	Date: 25 th August 2021
1st Review Date Due : December 21 2nd Review Date Due: March 22 3rd Review Date Due: June 22	Manager Approval: Hayley Hamlett Health Improvement Team Manager	Date: 29 th June 2022

Risk And risk rating VH/H/M/L	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Action required
Someone already infected with COVID-19 attending an activity day or session and transmitting the virus M	Staff, young people, volunteers, families and provider	Transmission of the Covid-19 virus	<ul style="list-style-type: none"> We will communicate with young people, volunteers, providers and Staff shortly before any planned day to ask if anyone in their household has COVID-19 symptoms and, if they do, ask that they do not attend the day. Young people, volunteers, providers and Staff will be told not to attend if they are: <ol style="list-style-type: none"> Experiencing any coronavirus symptom Self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms <p>Constant review in line with any update to government advice and regulations along with trust policies.</p>	Y	

Transmission of COVID-19 during transport to the event. M	Staff, young people, volunteers, families and provider	Transmission of the Covid-19 virus	<ul style="list-style-type: none"> • Young people will be encouraged to walk, cycle or be transported to the activity by members of their household wherever possible. • Where this is not possible a taxi, coach, shared vehicle or volunteer may transport under the following guidelines; <ol style="list-style-type: none"> 1. A face covering must be worn for the entirety of the journey 2. Social distancing must be maintained 3. Hands must be washed or sanitized before entering and on leaving the vehicle • Upon arrival/departure, all attendees must wash their hands or use hand sanitiser <p>Constant review in line with any update to government advice and regulations along with trust policies.</p>	Y	
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<p>Transmitting/Contracting of COVID19 during an activity day or session due to lack of social distancing / group or activity management.</p> <p>M</p>	<p>Staff, young people, volunteers, families and provider</p>	<p>Transmission of the Covid-19 virus</p>	<ul style="list-style-type: none"> • Keep group sizes within the maximum permitted in government guidance • Young people must adhere to the current social distancing requirements. • Should any member of the group (including Staff/volunteers) become unwell the session will be suspended and all members sent home. The Staff will contact Line manager for further guidance as per trust policy. The young people will be required to follow government guidance following a close contact of Covid should the result of a PCR test show positive. • Comply with the social distancing guidelines set out by the government; 2m or 1m+ where 2m is not possible. The only exception will be in an emergency situation. • All activities and venues will be individually risk assessed and additional control measures will be put in place where necessary. Staff will work with external facilitators where they are used to share risk assessment procedures and ensure cohesiveness. • Risk assessment procedures will be sent to volunteers, young people, parents and Staff in advance of the day with the requirement to adhere to them. • Risk assessment procedures will be clearly explained by Staff to young people and volunteers on their arrival at the start of the session, and with reminders throughout the session where necessary. • Constant review in line with any update to government advice and regulations along with trust policies. 	<p>Y</p>	
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Transmitting/Contracting of COVID19 during an activity day or session due to poor hygiene. M	Staff, young people, volunteers, families and provider	Transmission of the Covid-19 virus	<ul style="list-style-type: none"> • Increase the frequency of handwashing • Where handwashing facilities are not available, provide hand sanitiser • Advise all attendees they must wash hands thoroughly for 20 seconds with soap and running water, or use hand sanitiser, before arrival, on departure, before and after using the toilet facilities and before and after eating • Provide regular reminders and/or signage to maintain hygiene standards. • Set clear use guidance for toilets to ensure they are kept clean and that social distancing is achieved as much as possible. Attendees will be asked to: • Catch any cough or sneeze and dispose of used tissues in the bins provided • Wash their hands thoroughly after they have handled tissues or sneezed/coughed • Avoid touching their eyes, nose, and mouth • Constant review in line with any update to government advice and regulations along with trust policies. 	Y	
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Transmitting/Contracting of COVID19 during an activity day or session due to lack of cleaning. L	Staff, young people, volunteers, families and provider	Transmission of the Covid-19 virus	<ul style="list-style-type: none"> • Staff will come equipped with appropriate cleaning materials to clean all surfaces • Avoid sharing equipment wherever possible, and where equipment must be shared use hand sanitiser before and after handling and use appropriate products to clean the items. • Shared spaces will be deep cleaned thoroughly • Carry out enhanced regular cleaning of commonly used surfaces, such as equipment and door handles. • The number of users in the toilet area at any one time will be limited. Hand sanitiser must be used on entry and exit. In locations where there are the relevant facilities we will: Clean toilet and kitchen areas before and after use. • Ensure all waste from bins is emptied into a bin bag, double bagged, tied up and placed in the outside bin after each session. • Constant review in line with any update to government advice and regulations along with trust policies. 	Y	
Transmitting/Contracting of COVID- Wider community M	Staff, young people, volunteers, families and provider	Transmission of the Covid-19 virus	<ul style="list-style-type: none"> • In order to support the NHS Test and Trace system to Reviewed in line 19 in the wider community prevent the further spread of COVID-19 the • OTR Staff will collect the following information for all young people, Staff, volunteers and providers in attendance at any activity: <ol style="list-style-type: none"> 1. Name 2. Phone number of next of kin, or the individual if over 16 3. Email address for next of kin 4. Date and time of entrance and exit • Constant review in line with any update to government advice and regulations along with trust policies. 	Y	

Member of public accessing venue during an activity day and transmitting or contracting COVID19. M	Staff, young people, volunteers, families and provider	Transmission of the Covid-19 virus	Where a venue we use is open to the public; <ul style="list-style-type: none"> • We will ensure that members of the public keep a safe distance from our Staff, young people and providers at all times. • Remain aware of other visitors to the site and mitigate the potential for them to interact with our group. Constant review in line with any update to government advice and regulations along with trust policies.	Y	
Risk of transmission of COVID-19 during an activity session when dealing with a sick or injured young person, volunteer or Staff member. M	Staff, young people, volunteers, families and provider	Transmission of the Covid-19 virus	Our group does not have a first aider. The venue First aiders will be called. Where necessary an ambulance. <ul style="list-style-type: none"> • Adults waiting with the young person must wear enhanced PPE as per trust policy. • If a member of the group or individual is displaying COVID19 symptoms, they should be isolated away from the group with an adult who is wearing PPE at a minimum 2m distance. The parent/carer should be contacted to collect the individual and advised to follow the government guidelines regarding self-isolating and contacting NHS Test Reviewed in line with HSE and government advice and regulations and Trace. <ul style="list-style-type: none"> • Constant review in line with any update to government advice and regulations along with trust policies. 	Y	

<p>A new young person enquires about the group.</p> <p>H</p>	<p>All young people.</p>	<p>The young person could wish harm on the group and a potential hate crime could occur.</p>	<p>A member of OTR staff will contact the young person and hold one to one during this meeting: The young people is risk assessed to check:</p> <ul style="list-style-type: none"> • they understand what the group is • check the young person is who they say they are following initial contact • check the reasons they want to access the group. • discuss support needs and induction to the group. • Each young person will receive a welcome pack which will include the terms and conditions, contact details, specialist support contact details and a group agreement for both the virtual and in person group. 	<p>Y</p>	
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<p>A parent or agency enquires about the group.</p>	<p>Young people, staff and visitors</p>	<p>A person could wish harm on the group and a potential hate crime could occur.</p>	<p>•If the enquiry is from an agencies/ schools, the staff member should:</p> <ul style="list-style-type: none"> i. Offer LGBT training ii. take contact details of the Young person and follow steps above with regards to a young person enquiry. iii. The agency can be kept informed about if the young person has agreed contact from OTR and that they have attended the first session. <p>The enquiry is made by a parent /guardian:</p> <ul style="list-style-type: none"> • Staff can discuss what the group is, advise the location is town centre based only. • Discuss support for parents • Discuss online services that can help both parent and young person • Explain next steps and take contact details of the young person and follow steps above. • If upon contact with the young person, they are happy to allow parent to sit in initial meeting, then this is fine. • If the parent is a parent of a non-binary or Trans young person, invite LGBT lead to meet with parent at the same time as the young person meeting OTR lead. • Upon meeting parents and/YP the location can be disclosed. <i>(This is to ensure safeguarding the group against hate crime and other safeguarding concerns.)</i> 	<p>Y</p>	
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<p>A young person attends the group for the first time.</p> <p>H</p>	<p>Young people, staff and visitors</p>	<p>The young person could have safeguarding concerns that haven't been previously discussed.</p> <p>A young person may feel overwhelmed by attending the first time and it could trigger anxiety.</p>	<p>All new members will have received a group welcome pack and will have had an induction to the group.</p> <ul style="list-style-type: none"> • A member of OTR will greet the young person at the front of the venue, ensure the young person signs in and a building induction will take place. • The young person will then complete an under 18s proforma with a member of the OTR staff. (Any safeguarding issues must be dealt with on a case-by-case basis and escalated according to Trust policy.) • The young person is welcomed into the group by other young people and pronouns are established. • The young person will be encouraged to join in. This depends on the initial assessment with the young person and is pre agreed on how much or how little they wish to participate. 	<p>Y</p>	
<p>Young people over the age 18. M</p>	<p>Young People, Staff and Visitors</p>	<p>The age gap of the group may cause concern to others.</p>	<p>This group is inclusive to all young people aged 13-18 and 18-25 years <i>with additional needs</i>.</p> <p>Once a young person reached 18 (and where appropriate can be offered an adult group – this can help with transition to eventually moving away from the OTR group to an adult group)</p> <p>OTR is staffed by two members of Health Improvement team. All staff will have carried out Level 3 safeguarding in accordance with Trust policy and hold a valid DBS.</p> <p>The group is supervised at all times by at least one member of staff. Per 10 young people aged 13-18 and reviewed accordingly as per the NSPCC guidance.</p>	<p>Y</p>	

Personal safety. L	Young people, Staff and visitor	Injuries: Accidents, slips, trips, falls, bumps, silly behaviour, over excitement resulting in escalating dangerous behaviour	<ul style="list-style-type: none"> • Ensure area is clear of obstacles; electrical leads are positioned carefully or covered up safely; avoid trip hazards. • Floors to be dry and spills to be cleared-up Immediately. • People are asked to wear sensible footwear • OTR leader or staff member to and check for hazards • Report in building accident book and report to first aider 	Y	
Craft activities L	Young people and Staff	Cuts, inappropriate use of equipment and craft materials	<ul style="list-style-type: none"> • Only provide craft activities which are age appropriate • Activities to be supervised/overseen by adult 	Y	
Food preparation and Cooking. L	Young people and Staff	Food poisoning, allergies Cuts, burns Cleanliness of equipment	<ul style="list-style-type: none"> • Ensure good food handling hygiene • To collect food allergy and dietary requirements • Activities to be supervised/overseen by adult • No food preparation will take place, food will be bought individually packaged to reduce risk of Covid 19. • Sharp knives to be kept out of reach and used only as necessary 	Y	
Emergency evacuation L	Young people Staff Visitor/guest speaker	Serious weather conditions <ul style="list-style-type: none"> • Heating system failure • Burst water pipes • Fire or bomb scare/explosion • Death of a member of Staff or learner • Assault on a Staff member or learner • Serious accident or illness 	<ul style="list-style-type: none"> • In the event of an emergency, our primary concern will be to ensure that both learners and Staff are kept safe. If it is necessary to evacuate the building requirements. • Inform building manager and where necessary call emergency services. • Staff to be familiar with the buildings layout and all its emergency exits and building policies. • Staff are trained in the Maybo technique and carry lone worker devices which can escalate to emergency services first response if required. 	Y	

<p>Young person bullies another young person.</p> <p>M</p>	<p>Young people</p> <p>Staff</p> <p>Organisation reputation</p>	<p>Contributes to poor mental health for those involved or witnessing bullying.</p> <p>Can lead to young person suicide in worst-case scenario.</p> <p>Potential reputational damage to organisation if parents/carers became aware of incident(s).</p> <p>Sustained / continual bullying could lead to the victim leaving the group and never returning.</p>	<ul style="list-style-type: none"> • Boundaries are set via a code of conduct for youth work and young people are reminded of these at the beginning of every session. • Young people to agree to behaviour agreement before they can take part in the group. • Ensure that at least two staff are present; one lead staff and then support staff who's duties include monitoring of attendance and helping to challenge behaviour. • Sanctions for bullying are made clear in the young people's behaviour agreement. • Process in place that means both the young person being bullied and the perpetrator talk to the staff after the session to discuss what happened, and hopefully resolve the issue. • Parents/carers are contacted when necessary when bullying occurs in groups. • Staff will promote support services and national helplines. 	<p>Y</p>	
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<p>Young person complains about the group.</p> <p>Or is mistreated verbally or physically by a member of staff.</p>	<p>Young person</p> <p>Staff</p> <p>Organisation reputation</p>	<p>Contributes to poor mental health for those involved or witnessing mistreatment.</p> <p>Can lead to young person suicide in worst-case scenario.</p> <p>Potential reputational damage to organisation</p> <p>Sustained / continual mistreatment could lead to the victim leaving the group and never returning.</p>	<p>All complaints are logged and recorded by the employee or volunteer who receives the complaint. This is outlined in the welcome pack the young person receives following</p> <p>There is a three step policy with regards to complaints about the group.</p> <ul style="list-style-type: none"> • Firstly it can be resolved within the group • If it cannot be resolved it is escalated to the LGBT lead. • If the LGBT lead can not resolve the complaint, it is escalated to a Line manager. • The person who has made the complaint is kept informed at all stages. • All complaints and resolutions are accurately recorded. <p>All complaints about a member of staff are logged and recorded by the employee or volunteer who receives the complaint. This is outlined in the welcome pack the young person receives following. These complains are escalated immediately to the Line manager and the Band 8 nurse who will follow Trust procedure.</p>		
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<p>Young person shares that they are going to hurt themselves or someone else.</p> <p>L</p>	<p>Young people</p>	<p>Risk of suicide or attempted suicide.</p> <p>Distressing Upsetting for those witnessing incident including Staff.</p> <p>If young person is threatening another person this could result in the police being contacted and the young person being criminalised.</p>	<ul style="list-style-type: none"> • Clear policy and procedures in place so OTR Staff understand how to report this and tackle this situation. • Procedures are in place for contacting safeguarding and parents/carers. • Procedure is in place to offer young person a private support meeting with two OTR staff after the session. • OTR staff promote online support services and national helplines. • Organisation's website has list of useful links and contact numbers for mental health organisations. • Signposting for counselling services (online and telephone). • Staff to be clear on their role and who is responsible for reporting to police, social services or parents/carers and who will make a record of the incident. • Ensure all staff follow safeguarding procedures outlined in organisation's safeguarding policy. • Supervision provided for OTR staff. Safeguarding supervision will be provided by Trust safeguarding team. 	<p>Y</p>	
<p>Staff and or young people see / hear a child being verbally and emotionally abused by parent / carer / sibling / other significant adult</p> <p>L</p>	<p>Young people</p> <p>Staff</p>	<p>Distressing and upsetting for young person(s) and Staff witnessing it.</p> <p>Danger of continuing abuse for young person experiencing the abuse.</p>	<ul style="list-style-type: none"> • Staff who are on duty are aware of their roles with regards to safeguarding and knows who is responsible for recording and reporting the incident. • Systems are in place for recording the safeguarding issue – Staff to follow the clear guidelines in organisation's safeguarding policy. • Organisation's website has list of useful links and contact numbers relating to child abuse. • Signposting for counselling services (online and telephone). 	<p>Y</p>	

A young person uses profanity repeatedly H	Organisation reputation	<p>Upsetting for young people witnessing it.</p> <p>Potential reputational damage to organisation if parents/carers made a complaint.</p> <p>Difficulty in challenging the young person in an online setting.</p>	<ul style="list-style-type: none"> Boundaries are set via a code of conduct for youth work; young people are reminded of these at the beginning of every session Young people to agree to behaviour agreement before they can take part. Sanctions for a breach of rules are made clear in the young people's behaviour agreement. Parents/carers are informed about the organisations safeguarding policy, anti-bullying policy and young people's online behaviour agreement. Parents/carers understand who they should contact if they have any questions about youth work. Procedure in place for speaking to the young person using profanity after the session by two Staff – given warning that parents/carers will be contacted next time. 	Y	
Guest Speaker attendance. M	Young people & Staff	<p>Upsetting for young people.</p> <p>Young people not openly "out about their sexuality or gender identity"</p>	<ul style="list-style-type: none"> Young people will be informed prior to session of any guest speakers, their intentions and what the young people will gain by the invited guest speakers attendance. All guest speakers will be pre-arranged with LGBT lead or group leader. LGBT lead or group leader will advise guest speaker of venue only after agreeing their attendance, they will also ask guest speaker if they have a current police check (DBS) in place. The guest speaker will never be left alone with any young person within the group. <ul style="list-style-type: none"> Name of guest speaker will be disclosed to young people prior the session to ensure the guest is not known to group members and if so, the young people have the option to not attend the session or an alternative speaker will be sought. 	Y	

Disclosure of venue H	Young people	Upsetting for young people. Young people not openly “out about their sexuality or gender identity”	<ul style="list-style-type: none"> The venue will only be disclosed to young people after the registration process has taken place which includes an induction to the group. The young people as asked not to share the venue details with members outside of the group. Young people are reminded about the ground rules, and these are provided at the initial welcome meeting. 	Y	
Hate crime incident H	Young people, families, friends and Staff	Upsetting for young people, Staff.	<ul style="list-style-type: none"> The group leader and LGBT lead will work closely with the St Helens Safer Team and the Hate Crime community officers to ensure that all young people are aware of how to report a hate crime. Where necessary and if the crime is happening, this may require the lead to contact the emergency services. The LGBT lead or lead worker will contact Line manager and where necessary safeguarding. 	Y	

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, Staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
COVID-19 and the effects of this on the youth group.	Group leader to keep track of all government and NHS guidance and keep Staff updated.	On going	1 September 21 1 October 21 1 November 21 1 December 21 1 Jan 22 1 Feb 22 1 Mar 22 1 April 22 1 May 22 1 June 22	M
Young person with specific medical needs- Epilepsy. Member of staff to place themselves next to the YP	Group leader to ensure the parent completes “My	As soon as possible and review every 3	2 June 22	M

should they appear to be 'day-dreaming' - this is how the young person's epilepsy manifests. The YP and college advised this rarely happens and there is no specific triggers. The YP should be in visible proximity of OTR staff at all time.	epilepsy action plan" Group leader to ensure all staff working are aware of the YP and how to react in the event. Further advice is being sought regarding staff training and the risk assessment will be updated following advice from Paeds.	months. Ongoing		
Membership/ registration	Young people must complete a registration form (to include contact details, emergency contact details, health issues, allergies) and to sign consent re permission to take and share photographs/video footage where pre- arranged, young person to also sign the membership confirm they are aware of the code of contact expectations	All members will complete a new registration form on access to the reinstated in person group. This will be reviewed every 3 months.	Ongoing at each new registration	M
Recording and dealing with incidents	Records of incidents regarding behaviour to be kept. Incidents will be reported to the LGBT lead. If there is a safeguarding issue, this will be referred to the (Safeguarding Officer) as soon as possible for advice and correct procedure. Incidents will be recorded on the Trust incident database; Datix and reviewed by senior Trust members.	As they happen	Ongoing	M

Events/external activities:	Separate risk assessments will be completed for each.	Adhoc		
DATE OF REVIEW: <i>Record actual date of review</i> In light of changing circumstances regarding COVID-19 it will be reviewed every 3 months	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW: Dec 2021	COMMENTS:			
DATE OF REVIEW: 2 March 2022	COMMENTS: New YP with specific health need.			
DATE OF REVIEW 2 June 22	COMMENTS: No changes			

RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of a serious safeguarding issue occurring during activity	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of a serious safeguarding incident occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your DSO or Head of safeguarding
MEDIUM (M) Slight possibility of a safeguarding incident occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Unlikely that a safeguarding concern will occur	No further action required.