**Risk Assessments for Community Sponsorship**

**Sponsor Refugees require that groups write Risk Assessments. This is essential to be covered by our insurance.**

Example Risk Assessments are provided below. As Lead Sponsor, we expect groups to have risk assessments in place for these situations:

* Preparing the house
* Day of arrival
* A general risk assessment to cover all activities where the Group volunteers are working with the refugee family in their home or in the community
* Additional activities: for one off events which might involve greater risks. For example, organising a welcome party, taking the family on a social trip to sea-side, providing one-off childcare.

**Having this on paper is not enough – you must ensure everyone has read and follows the agreed procedures.**

**Actions:**

1. Write your risk assessments. We encourage this to be a group exercise, so that everyone takes responsibility.
2. Send your Risk Assessment to your Sponsor Refugees representative before any activities take place.
3. We must sign off your risk assessment – without this, your activity will not be covered by our insurance policy.
4. All group members involved in the relevant situation must read and follow the actions in this risk assessment.
5. Group Leads must monitor to ensure compliance.

**Blank Risk Assessment**

**Written by: Date:**

**Reviewed & approved by:** *Citizens UK staff member*  **Date:**

**Date of event:**

**Description of event:**

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| **What could go wrong?**  **Who could be harmed?** | **Safety precautions to minimize risk** | **Who will take action, by when?** | **Notes** |
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**Example Risk Assessment for Preparing the House**

**Written by: Date:**

**Reviewed & approved by :** *Citizens UK staff member* **Date:**

**Time-period for preparation:**

**Volunteers taking part:** *a separate list can be provided*

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| **What could go wrong?**  **Who could be harmed?** | **Safety precautions to minimize risk** | **Who will take action, and when?** | **Notes** |
| **Possible contamination of Covid-19 (or other airborne illnesses)** Members of group and family | * Volunteers should stay at home if they have symptoms of Covid-19, tested positive in the last 10 days, or been in close contact with someone who has tested positive. * Avoid overcrowding, allow enough space for volunteers to remain 2m apart. * Provide masks and hand sanitiser. | During preparation  All volunteers. |  |
| **Lone Working**  If harm is caused to a group member, there would not be someone to respond or call for emergency services | * Wherever possible, always work in groups of two or more.   If it is necessary to be alone:   * Do not use ladders or other potentially dangerous equipment (e.g. drills, saws) * Ensure someone knows where you are, what time you are expected to return, and how to contact you. | Members of group.  All volunteers |  |
| **Possible injury to volunteer**  Injury caused by DIY (e.g. items falling from height, hammering nails)  Slips, trips, and falls | * Check all equipment is in good working condition and safe to use. * Floor surfaces to be kept in a clean & tidy condition. * Spilled paint and liquids will be cleaned up immediately. * Read the safety label and instructions on all equipment, paint, varnish, etc. before use. * Wear the relevant personal protective equipment e.g. masks while sanding. Costs can be covered by the group if necessary. * All splashes on the skin to be treated immediately. * No unsecured items left at hight when not in use | During preparation.  All volunteers. |  |
| **Working from a height** Members of the group.  Use of ladders – potential to fall from ladder; ladder to collapse; items to fall on passers-by. | Inspect the ladder:   * Check that the ladder is sufficiently robust to support your weight. * Make sure the steps are free of oil, wet paint, mud, or any other potentially slippery substance.   Erecting the ladder:   * Clear the area around the ladder from any clutter. Make sure that no electrical cords or wire leads are close. * If the ladder needs to be in front of a door, consider locking the door to prevent surprise openings. * Make sure the floor is even and stable. Avoid wet or slippery surfaces. * Always support the ladder at four points   Climbing the ladder:   * Wear suitable shoes – no heels, barefoot is not good, nor are most sandals. * Never climb onto wet or slippery steps, make sure they are dry. * Never overstretch – do not climb beyond the last three steps of a ladder. * Keep your shoulders between the rails and don’t over-reach – move the ladder instead. * Always keep 3 point contact with the ladder. * If your ceilings are high, but your ladders too small, don’t try to overreach yourself – renting or borrowing a suitable ladder is much safer. * Don’t let children climb up the ladder: prevent access at the end of the day if you have to, or fold it up after use. * Be prepared for an unforeseen vertigo attack – don’t look down, breath slowly and steadily, and go back down step by step. | During the preparation.  All volunteers. |  |
| **Injury to volunteers from lifting/carrying heaving objects** | * Always consider individual capacity * Remove obstructions from the route * Plan to rest the load midway if needed * Keep the load close to the waist * Keep the heaviest side of the load next to the body * Reduce the amount of twisting, stooping and reaching when lifting the object | During preparation  All volunteers |  |
| **Damage to property** | * Seek permission from landlord before any changes to the house * Do not undertake work that should be done by a qualified professional (e.g., plumbing, electrics) and that you do not have suitable experience of. * Ensure all external workers have good reviews, and all necessary qualifications and insurance | During preparation  All volunteers |  |

**Example Risk Assessment for the Arrival Day**

**Written by: Date:**

**Reviewed & approved by :** *Citizens UK staff member* **Date:**

**Date of Arrival:**

**Volunteers in attendance:**

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| **What could go wrong?**  **Who could be harmed?** | **Safety precautions to minimize risk** | **Who will take action, and when?** | **Notes** |
| **Driving large vehicle**  Volunteers and family members | * If using a minivan or similar, driver must be experienced at driving a large vehicle. * Driver must have appropriate insurance and driving license. * If possible, find a large vehicle with lots of space, to enable better social distancing. | While arranging transport.  Driver (NAME) |  |
| **Risk of infection with Covid-19 (and other illnesses)**  Volunteers and family members  Risk of spreading covid-19 or other illnesses.  Risk higher among clinically vulnerable people and people who have not been fully vaccinated. | * Group members will take a Covid test if this is possible * Group members will not attend if they are sick, or have a positive covid-19 test.     If a volunteer or family member is clinically vulnerable, and/or unvaccinated, we recommend the following:   * Windows to be partly open for fresh air to circulate (in car and house). * Provide and use masks and sanitiser * Provide and use hand sanitiser. * Bring tissues – if sneeze/cough, use single-use tissue. * Maintain social distance of 2m where possible | Before departure &  during transit.  Volunteers attending airport. |  |
| **Preventing discrimination** Volunteers and family members  Identification of family as refugees | * Bring a banner, but do not include any reference to “refugees” * Do not post images of family on social media | While preparing banner; In the airport.  Volunteers preparing banner & at the airport. |  |
| **Return journey home in the minibus** Volunteers and family  Travel sickness.  Children in car.  Dehydration or hunger. Tiredness of driver. | * Provide travel sick bags * Provide car seats if children age 12 or under (<https://www.gov.uk/child-car-seats-the-rules>) * Provide snacks and water * Driver to take breaks every 2 hours. | Journey home  Driver (NAME), volunteers going to airport. |  |
| **First night at the house**  Members of the family  Ensure family know how to keep safe in their new home | On arrival, ensure family know how to:   * Lock and unlock doors and windows * Recognise and respond to fire or carbon monoxide alarms * Contact emergency services and say that they need a translator * Safely use appliances (inc. heating, oven, microwave, shower) * Zoom is set up and they can use it (in case need to isolate, can continue to keep in touch) | On arrival at the house  NAME OF VOLUNTEER |  |

**Example Risk Assessment for Volunteering with the Family**

**Written by: Date:**

**Reviewed & approved by:** *Citizens UK staff member* **Date:**

**Date to be reviewed on:** *we recommend a review every 4 months during first year.*

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| **What could go wrong?**  **Who could be harmed?** | **Safety precautions to minimize risk** | **Who will take action, by when?** | **Notes** |
| **Possible transmission of covid-19 or other illness between volunteers and family members** | * Follow current Covid-19 guidelines * Volunteers to stay at home if are sick; have tested positive for covid-19 within the last 10 days. * If family member is sick or tested positive for covid-19, volunteers will not visit – can provide advice remotely (ensure they know how to use zoom or other communications). * Place hand sanitiser at entrance to house. * If family have not been vaccinated for covid-19, and if they consent, arrange vaccine course immediately after arrival * Ensure family and volunteers understand the risk of covid-19 and how it can be transmitted. (Similarly for any other public health outbreak). * If a volunteer or family member is clinically vulnerable, a close contact of someone who is clinically vulnerable, and/or has not had the covid vaccine, we recommend the following while visiting: * Wear facemasks * Maintain 2m distance * Open windows to allow air to circulate or volunteer outdoors * Do not share items such as pens – volunteers to bring their own * Take a lateral flow test before visiting   You may choose to cover cost of tests with group funds | Each visit to house.  All volunteers and family members  Covid-19 risk/guidelines shared by:  Hand sanitizer, tests & masks organised by: |  |
| **Potential abuse, harassment, or exploitation of a family member by a group member** | * Group members to have DBS check and reference check and conversation with leadership team before meeting family. * Group members to attend safeguarding training * Volunteers to sign code of conduct so that they are aware of these group rules * Initially, group members to visit the family in pairs (this will be revised on DATE) * A male volunteer will not be alone with a female family member and vice versa (*Revised on DATE?*) * A volunteer will not be alone with a child (there may be occasions where this could be necessary. If so, a separate risk assessment will be carried out – see template below). * Family to be informed of safeguarding procedures – who to contact if feel at risk or harm or abuse. This information will be available in several formats and repeated several times. * Group members cannot volunteer while under the influence of drugs or alcohol. * Group members will report all visits to group for transparency. Family will be informed of, and to have access to these records on request. | Citizens UK & Safe Recruitment Volunteer.  (Volunteer checks & training -  before family’s arrival)  During visits.  All volunteers.  Monitoring of visits by: |  |
| **Potential abuse, harassment, or exploitation of a group member by a family member** | * Family members agree to a code of conduct * Initially, group members to visit the family in pairs (this will be revised on DATE) * A male volunteer will not be alone with a female family member and vice versa (*Revised on DATE?*) * Group members to be aware of safeguarding procedures and who to contact if feel at risk or have experienced harm, harassment, or abuse. * Group members to bring mobile phone on visits, and ensure someone knows where they are going and what time they expect to arrive home | During visits  (Code of conduct developed & signed off before arrival)  All volunteers and family members |  |
| **Exploitation by non-group members** | * Family will be given photos of volunteers, so they know who is part of the group. New volunteers will be introduced by a known group member.   *Suggestion: Volunteers could be given cards/lanyards to identify them as a group member*   * Family’s address will not to be shared with anyone outside the community sponsorship group. * Group members to be alert to concerns in the local area; to inform family of any local “scams” * Family will be told that hate crime and discrimination is a crime, and how to respond/report it. | Prepare before family arrive  All volunteers.  Preparation of photos/lanyards by:  Safeguarding discussion with family by: |  |
| **Financial exploitation of family**  Family members are exposed to financial exploitation – volunteers will be supporting family to understand UK budgets; use ATMs; set up bank accounts; shopping/utilities; etc. | * Volunteers will not use the family’s bank cards on their behalf. Family will be informed of this rule. * A member of leadership team will be informed of any financial-related activities for transparency. * Family will be given support to understand value of money in UK, manage bills and universal credit, so that they have autonomy over finances (see application form for details). * Volunteers will show family how to understand and pay bills, use banking apps, debit cards etc, but will not manage the family’s funds directly. * Individual volunteers will not borrow or lend money to family members. | Upon arrival  Leadership team  All volunteers  Finance volunteer – NAME |  |
| **Abusive communication towards a family or group member** Volunteer or family member could send harassing or abusive private messages (via phone, social media, email) | * Group and family members to sign code of conduct * Group and family members know procedures for reporting if feel at risk of or have experienced abuse or harassment * This is in the Volunteer Handbook. Family informed of these procedures through several formats and several times to ensure understanding. * Family and group members encouraged to communicate via open channels (such as a group Whatsapp) * Initially, only pre-approved group members will be given private contact details, as necessary. (To be reviewed on DATE). | Upon arrival  Family & volunteers  Volunteer Handbook shared by: NAME  Private contact details shared with:  NAMES  Safeguarding Discussion with family by: NAME |  |

**Example Risk Assessment for Community Event – A Welcome Party in the Park**

*Please note that Citizens UK’s insurance cannot guarantee cover for fundraising events, as we cannot provide sufficient oversight of all fundraising activities for each group. We recommend that you ask your venue for insurance cover or consider one-off events insurance for large events.*

**Written by: Date:**

**Reviewed & approved by:** *Citizens UK staff member*  **Date:**

**Date of event:**

**Description of event:**

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| --- | --- | --- | --- |
| **What could go wrong?**  **Who could be harmed?** | **Safety precautions to minimize risk** | **Who will take action, by when?** | **Notes** |
| **Trips, slips, falls**  Injury to public and volunteers | * First Aider present * Ensure no loose wires or other trip hazards in the walk-ways * Any liquids mopped up immediately, a sign placed if a floor is wet. | In preparation, during event, and pack-up.  All volunteers  First aider: NAME  Mops and signs brought by: NAME | Low |
| **Preparing event**  Injury to volunteers while preparing event  e.g. using ladders to place decorations, lifting heavy items | * *See risk assessment for Preparing the House* | Preparing the event.  All volunteers | Low |
| **Working with children**  Ensuring children are protected | * Children age 12 or under will be supervised by a responsible adult at all times * Volunteers working with children will have a suitable DBS check and references * Children always stay in public places (e.g. never go into a private room and shut the door)   *For very large events:*  Clearly identified “lost children” point; and PA system. | Throughout.  Volunteers:  NAMES | Low |
| **Minor injuries** E.g., Bee stings, allergies, sun stroke, general accidents | * Label all food with ingrediaents and allergy information * First aider(s) present (NAME) * First aid kit available | Preparing food; during event  Food handlers: NAMES  First Aider: NAME | Low |
| **Fire; Emergency evacuation procedure** | * Clear procedure in place for emergency evacuation (DETAIL HERE) * Fire exits clearly labelled, and kept clear at all times. * Explain fire evacuation to audience at start of event, and point to fire exits * System available to broadcast any evacuation instructions (small events – person shouting or using megaphone or gong etc; large events – Public Address system) * Check area for any combustible materials (e.g. gas, shrubs, dry grass, marquees), and remove any sources of ignition near these areas (e.g. matches, bbqs) * Ensure all electrical equipment is PAT tested * Ensuring there is adequate fire safety equipment according to the size/nature of the event & that suitably trained people are available to operate any fire extinguishers | Preparing site, during event.  Fire procedure developed by:  Annoucement of procedures by:  Area scanned by: NAME  Fire extinguishers can be handled by: NAME | Medium |
| **Toilet provision** | *Recommend guidelines: a single toilet for every 85 women attending and one per every 425 men and a urinal unit for every 125.* | Preparing the site  Toilets booked by: | Low |
| **Overcrowding** Minor or major injuries, prevents for emergency evacuation | *Find out how many people the venue can safely contain.*  Ticket event *or* count people as they enter & leave, restrict entry to safe numbers | Preparing the event.  Doors manned by: | Low |
| **Strong Winds**  Falling trees, debris, marquees blowing away | If event outdoors and weather likely to exceed 30mph, event cancelled or postponed due to risks.  Ensure marquees have weights on bottom to keep from blowing away  Situate event away from trees where possible. | Preparing the event  Check marquees and area is safe: NAME | Low |
| **Litter**  Complaints from public or council | Ask attendees to take all litter with them  Provide bins  Volunteers to stay behind at end to clear up the site | Preparing event, during and immediately after.  Litter volunteers: NAMES | Low |
| **External providers** Various risks – e.g. food poisoning, health and safety of activities | All external providers must have reasonable insurance, food / safety certificates, and their own risk assessments | Check while booking.  Organised by:  NAME | Low |
| **Organised walk**  Trips, slips and falls  Dehydration  Get lost | Check route before walk – ensure that leaders know exactly where to go. Do not choose route that is difficult or dangerous  Identify and remove or signpost hazards  Drinks provided  First Aider present (NAME)    Bring phones; if area with little/no signal, bring walkie-talkies. | Preparing event, during event.  Route organised, checked and led by: NAMES  First aider: NAME  Drinks and walkie talkies provided by: | Low |
| **Food**  Allergic reaction  Fire  Food poisoning  Staff, volunteers and members of public | External caterers are registered with LA re Food Hygiene certificate  Good handlers have access to hot water & soap, and/or gloves, and/or hand sanitiser  All ingredients labelled and any potential contamination (e.g. may contain nut oil).  Fire extinguishers next to all food prep areas | Preparation and during event  Food handlers: NAMES  Area checked and provisions made by:  NAMES | Low |
| **Cash Handling**  Theft;  Injury to cash collectors | Cash removed from secure area for counting and subsequent banking.  List of all volunteers who are handling money  People handling money have phone number or walkie-talkie to get assistance quickly.  Remove large sums of cash and lock away cash throughout the event – only keep a small amount in public for change.  Cash counting to be done with 2-3 volunteers present at least, and amount recorded.  Cash taken to bank as soon as possible after the event. Event organisers know who has the money and how much. | During event  Money handled by: NAMES | Low |

**Example Risk Assessment – A Trip to the Seaside**

**Written by: Date:**

**Reviewed & approved by:** *Citizens UK staff member*  **Date:**

**Date of event:**

**Description of event:**

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| --- | --- | --- | --- |
| **What could go wrong?**  **Who could be harmed?** | **Safety precautions to minimize risk** | **Who will take action, by when?** | **Notes** |
| **Spread of covid-19**  **All attendees** | * No-one to attend if sick or tested positive for covid-19 within * If people in attendance are clinically vulnerable, or unvaccinated, we suggest following measures: * Take lateral flow tests * Wear masks * Open windows * Use hand sanitiser * Bring single use tissues | In preparation.  All attendees |  |
| **Travel to sea-side**  Various risks | * Driver is fully insured (informed insurance company that is using car for volunteering), and has driving license * Driver will take breaks every 2 hours * Travel sick bags and water provided * Car seats provided for children age 12 or under. | In preparation and during transit.  All attendees  Driver; NAME |  |
| **Sunburn or sunstroke** | * Bring hats, sun-cream and water * Find shade if overheating. * After-sun provided in case of sunburn | In preparation and during visit.  Provided in advance by: |  |
| **Working with Children** | * No volunteers will be alone with children unless have a DBS with Children’s Barred Lists. * Children are always supervised by responsible adults.   Minimum numbers 0 - 2 years - one adult to three children. 2 - 3 years - one adult to four children. 4 - 8 years - one adult to six children.   * Children under 12 - or any age if cannot confidently swim - will not go into sea without an adult * Volunteer in public, do not be alone with a child behind a closed door. | During visit.  Volunteers and family members |  |
| **Sea**  Risk of drowning, injury, cut on rocks, jellyfish | * Only swim in designated areas with a lifeguard * Check tides and any risks in advance * Only swim if competent swimmer * Children provided with arm-bands/floating devices * Children always accompanied by adult who can swim. | In preparation and during visit  All attendees |  |
| **Loss of property**  Especially high if unattended (e.g. playing game, in the sea) | * No property will be left unattended * Do not bring valuables – only bring what is absolutely necessary | During visit  All attendees |  |