**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, or providing one-off childcare.

**Actions:**

1. Write your risk assessments. We encourage this to be a group exercise, so that everyone takes responsibility.
2. Send your risk assessments 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.

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

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

| **Blank Risk Assessment****Written by: Date:****Reviewed & approved by :** *Citizens UK staff member* **Date:** **Review date:****Description of activities (dates, participants, what will you do?)::** |
| --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
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| **Example Risk Assessment for Preparing the House****Written by: Date:****Reviewed & approved by :** *Citizens UK staff member* **Date:** **Review date:****Description of activities (dates, participants, what will you do?):** |
| --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Covid-19 | Volunteers could spread / catch covid-19 or other airborne illnesses.  | *Have volunteers been told to 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? (or in line with current NHS guidelines)**Will you provide face masks & hand sanitizer?*  |  |  |  |  |
| Lone working  | If harm is caused to a volunteer, there would not be someone to respond or call for emergency services | *Will you timetable volunteers to ensure no one is working alone?**See Volunteer Guidance (Appendix A) for volunteers who are lone-working.*  |  |  |  |  |
| Injury | Injury caused to volunteers by DIY (e.g. falling from ladders, items falling from height, hammering nails, lifting heavy objects, slips, trips, and falls.) | *Is all equipment PAT tested and in good working condition?**See Volunteer Guidance for safe working (appendix A). We recommend sharing this with all people preparing the house.* |  |  |  |  |
| Damage to property | Volunteers could damage the property | *Has Landlord given written permission for all planned changes to the house?**Will you ensure volunteers will not undertake work that should be done by a qualified professional (e.g., plumbing, electrics)?**Do all external workers have good reviews, and all necessary qualifications and insurance?* |  |  |  |  |

| **Example Risk Assessment for the Arrival Day****Written by: Date:****Reviewed & approved by:** *Citizens UK staff member* **Date:** **Date of Arrival:** |
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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?\*** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Driving large vehicle | Driver & passengers – road traffic accident, travel sickness | *Is driver experienced at driving a large vehicle?Do they have appropriate insurance and license?**Have you planned breaks at least every 2 hours?**Will you provide car seats for children?Will you provide sick bags and water?* |  |  |  |  |
| Covid-19 and other illnesss | Volunteers and family members could spead/catch covid-19 or other illness.  | *Will you ensure volunteers don’t attend if have positive covid-19 test, or feel unwell?* *Will you bring single use tissues?**Are any family members or volunteers unvaccinated, and/or clinically vulnerable? If so, what additional measures will you take? E.g. Lateral Flow Tests, Wear masks, use hand sanitiser, keep windows open, bring single use tissues.* |  |  |  |  |
| Discrimination | Family could be identified as refugees; could provoke discrimination from public | *Have you ensured that banner does not include reference to “refugees”?**Have you told all volunteers not to post images of the family on social media?* |  |  |  |  |
| First night at the house | Family members need to know how to keep safe, contact emergency services | *On arrival will you 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).**Is this all in your Welcome Pack too?* |  |  |  |  |

| **Example Risk Assessment for Volunteering with the Family** **Written by: Date:****Reviewed & approved by:** *Citizens UK staff member* **Date:** **Review date:** *we recommend a review every 4 months during first year – or earlier if additional hazards identified.*  |
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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?\*** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Covid-19 or other illnesses | Volunteers and family members could spread/ catch covid-19 or other illnesses while volunteering | *Will you tell volunteers to stay at home if they are sick or have tested positive for Covid-19 within the last 10 days (or number of days suggested by current NHS guidelines)?**Will you cancel volunteer visits if a family member is sick/tested positive? If so, will you ensure they can communicate any needs while isolating?**Will you provide hand sanitizer at front door?**Will you 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).*
 | *Update according to current NHS guidelines.*  |  |  |  |
| Abuse, harassment, exploitation of family | A volunteer may harass, exploit or abuse a family member | *Volunteers working regularly with the family (3+ times a month) must have:**DBS check, 2 references, conversation with leadership team before meeting family.**If they do not qualify for DBS check, you must ensure they are accompanied by a volunteer who has completed the safe recruitment procedures.**All volunteers working with family must attend safeguarding training.**Volunteers should formerly agree to your code of conduct.**Will you ask group members to visit the family in pairs? If so, will you revise this rule later? When?**We suggest that a male volunteer will not be alone with a female family member and vice versa.**Volunteers should not be alone with a child (there may be occasions where this could be necessary. If so, a separate risk assessment must be carried out).**You must inform family of your safeguarding procedures – who to contact if feel at risk or harm or abuse. This information should be available in several formats and repeated several times.* *Have you told group members not to volunteer while under the influence of drugs or alcohol?**Will you record all visits to group for transparency? Will Family will be informed of, and to have access to these records on request?*  |  |  |  |  |
| Abuse, harassment, exploitation of volunteer | A family member may harass, exploit or abuse a volunteer | *Will you ensure family members agree to a code of conduct?**Will you ask group members to visit the family in pairs? If so, will you revise this rule later? When?**We suggest that a male volunteer will not be alone with a female family member and vice versa.* *Are group members aware of safeguarding procedures and who to contact if feel at risk or have experienced harm, harassment, or abuse.* *Will you tell group members to bring mobile phone on visits and ensure someone knows where they are going and what time they expect to arrive home?* |  |  |  |  |
| Abuse, exploitation, harassment of family member by public | Member of public could harm family member (scams, hate crime, pretending to be volunteer, financial exploitation) | *Will you add photos of volunteers to the Welcome Pack, so they know who is part of the group? Will new volunteers be introduced by a known group member?**Suggestion: Volunteers could be given cards/lanyards to identify them as a group member**How will you ensure the family’s address will not to be shared with anyone outside the community sponsorship group?**Who will be alert to concerns in the local area; and inform family of any local “scams”?**Who will tell the family that hate crime and discrimination is a crime, and how to respond/report it?* |  |  |  |  |
| Financial Explportation | Family could face fincnial exploitation by volunteer or public | *Volunteers must not use the family’s bank cards on their behalf. Who will inform volunteers and family of this rule, and ensure it is followed?**Volunteers should tell a member of leadership team of any financial-related activities for transparency- who will this be, how recorded?**Who will give family support to understand value of money in UK, manage bills and universal credit, so that they have autonomy over finances (as planned in your application form)?**You must not manage the family’s funds directly.* *Who will show family how to understand and pay bills, use banking apps, debit cards etc, as planned in your application?* *Individual volunteers must not borrow or lend money to family members. How will you inform people of this rule?* |  |  |  |  |
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| **Example Risk Assessment for Public Event – A Welcome Party in the Park** *Please note that Citizens UK’s insurance cannot guarantee cover for all fundraising activities, as we cannot guarantee 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. Please speak to us if you have a specific event you are concerned about.* **Written by: Date:** **Reviewed & approved by:** *Citizens UK staff member*  **Date:****Date of event:** **Description of event:**  |
| --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?\*** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Injury  | Injury to public and volunteers - Trips, slips, falls. Bee stings, other accidents. | *Will you have a First Aider on site? Who? Will they have a First Aid kit? If it is a large event, how will you get hold of them? (e.g. walkie talkie? If via mobile – does everyone have their number?)* *Who will ensure that there are no slop/trip hazards before the event? (e.g., loose wires, large tree roots).* *Indoor events - will you ensure all liquids mopped up immediately, and wet floor sign in place?**Will you bring sun-cream and water on hot days?* |  |  |  |  |
| Preparing the event | Injury while preparing the venue, etc – e.g. lifting heavy items, using ladders to hang decorations  | *See Appendix A for Volunteer Guide For Preparing the House – includes guidance on using ladders, heavy lifting etc.*  |  |  |  |  |
| Working with children | Children could get lost, or be harmed | *How will you ensure children are supervised by responsible adults? Guideline 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.**Volunteers working with children must have a suitable DBS check and references.**Will you ensure children stay in public places? (no activities in private room?)* *For very large events, we suggest you have a clearly identified “lost children” point; and PA system.* |  |  |  |  |
| Fire; emergency evacuation procedure | All attendees – risk of burn, smoke inhalation, panic/ overcrowding on exit. Blocking of exits.  | *What is your procedure in case of emergency?**Are Fire Exits clearly labelled? Will someone be responsible for ensuring they are clear at all times?**For larger events – will someone explain fire evacuation to audience at start of event? Do you have a PA system to broadcast evacuation instructions?**Will you check the area for any combustible materials (e.g. gas, dry grass, marquees), and remove any source of ignition near these areas (e.g. BBQ, lighters)?**Is all electrical equipment PAT tested?* |  |  |  |  |
| Toilet Provision | Lack of toilets for number of guests | *Recommend guidelines for events: a single toilet for every 85 women attending and one per every 425 men and a urinal unit for every 125. (Although this seems a little low to me..!)* |  |  |  |  |
| Overcrowding | Minor or major injuries, prevents for emergency evacuation. | *How many people can the venue can safely contain?* *Do you need to ticket the event or count people as they enter & leave, to restrict entry to safe numbers?* |  |  |  |  |
| Strong Winds | Attendees could be hurt by falling trees, debris, marquees blowing away | *If event outdoors and weather likely to exceed 30mph, we suggest that event is cancelled or postponed due to risks.* *We recommend that all marquees have weights on bottom to keep from blowing away.**Will you situate event away from any trees?* |  |  |  |  |
| Litter | Complaints from the public or council. Injuries to people or wildlife from broken glass | *Will you provide bins?**Will some volunteers to stay behind at end to clear up the site?**Will you prohibit glass (cups, bottles, etc.)?* |  |  |  |  |
| External providers | Various risks e.g. food poisoning, health and safety of activities  | *Will you ensure that any food providers have reasonable insurance, food / safety certificates and their own risk assessments?* |  |  |  |  |
| Organised walk | Risk to walkers of trips, slips and fall;s dehydration; getting lost | *Have you checked the route – and do all leaders know exactly where to go? Is it a reasonably safe and easy route?* *Are there any trip hazards on the way? How will you remove or draw attention to them?**Will you provide drinks?**Will a First Aider be present, and have first aid kit?How will organisers keep in touch? (Eg. Walkie talkie? Group whatsapp? Is there signal?)* |  |  |  |  |
| Food | Allergic reaction; food poisoning; fire | *Are external caterers registered with local authority, and have food hygiene certificates?**If food is prepared on site, will food handlers have access to hot water & soap, gloves, hand sanitizer? Will there be a fire extinguisher close by, and do you know how to use it?**Are all ingredients labelled plus any potential contaminations (e.g. cooked in a kitchen with nuts)* |  |  |  |  |
| Cash Handling | Theft of money; injury to cash collectors | *We recommend that you remove cash throughout the event, and keep in a secure locked area – only keep enough for change.* *Will you keep a list of all volunteers who are handling money?**Do people handling money have phone number or walkie-talkie to call for help quickly?**Where will you count cash at the end of the event (secure area)? Will you ensure at least 2-3 people present? How will you record the amount? When will you take money to the bank, and who will do this? How will you keep it safe in transit?*  |  |  |  |  |

| **Example Risk Assessment – A Trip to the Sea-Side****Written by: Date:** **Reviewed & approved by:** *Citizens UK staff member*  **Date:****Date of event:** **Description of event:**  |
| --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?\*** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Covid-19 | All attendees could spread / catch covid-19 or other airborne disease. | *No-one should attend if sick or tested positive for Covid-19 within 10 days (or days suggested by current NHS guidelines).* *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.* |  |  |  |  |
| Transport | Risk to driver and passengers of road traffic accident, travel sickness | *Is driver fully insured (have they told their insurer they are using their car for volunteering? Most insurers no longer charge for this).**If it is a long journey, have you scheduled breaks?Will you provide car seats for children, water, sick bags?* |  |  |  |  |
| Sunburn or sunstroke | All attendees could get sun burn or sunstroke  | *Encourage all guests to bring hats, sun cream and water**Will you provide additional sun cream, aftersun and water?Will there be access to shady spots? If not, could you bring an umbrella or similar?* |  |  |  |  |
| Working with children | Children could get lost or be harmed, or drown in sea | *Volunteers must not be alone with children unless have a DBS with Children’s Barred Lists.* *Children should always supervised by responsible adults. Recommended: 0 - 2 years - one adult to three children. 2 - 3 years - one adult to four children. 4 - 8 years - one adult to six children.**Will children be accompanied by adults who are confident swimmers? Will they bring swimming aids (e.g. arm bands, floats?)* |  |  |  |  |
| Sea | Risk to attendees of drowning, injury, cut on rocks, jellyfish.  | *Will there be life guards and designated swimming areas?**Have you checked the tides in advance?* *Will non-swimmers bring arm-bands or floats?* |  |  |  |  |
| Loss of property | Risk of theft, especially if items left unattended (e.g. while playing game, in the sea) | *We recommend that no property is left unattended, and people do not bring unnecessary valuables.*  |  |  |  |  |
| Food | Food poisoning, allergic reaction | *If bring shared food – will you ensure all ingredients are labelled? Will you ensure that no contamination during preparation?**Will you find out if anyone has allergies, and if so, will they bring inhalers/epi pens/ etc? Do they know how to use them? Do you have a first aider?**Will you ensure you bring well charged phones?* |  |  |  |  |

**Appendix A – Draft Guide for Volunteers Preparing the House**

Thank you so much for helping us turn this house into a home! Please follow these guidelines to keep safe while volunteering.

**Covid-19 and other illnesses**

* Please stay at home if you are sick, or have tested positive for covid-19 in the last 10 days (*can be amended according to current guidelines)*
* We have provided face masks and hand sanitiser at the front door. Please let us know if you would prefer volunteers to wear mask/keep windows open, and we will inform all volunteers on your shift in advance. Please respect if this is someone’s preference.

**Lone-Working**

* We have scheduled the rota so that no-one is working alone. However, if you do find yourself alone in the house, please:
	+ Do not use ladders, or unsafe equipment (e.g. saws, drills).
	+ Tell someone when you expect to be home, and keep a charged phone.

**Preventing Injury**

* We will check all equipment is in good working condition and safe to use. Please only use the equipment provided. If you have concerns about equipment, do not use, and inform NAME/TELEPHONE
* Please keep floor surfaces clean and tidy, and remove any trip hazards
* If any paint or other liquid is spilled, clean it up immediately, and inform the other volunteers
* 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. *Will you provide these?*
* All splashes on the skin should be rinsed off immediately.
* Don’t leave any unsecured items at hight

**Using Ladders Safely**

Before climbing the ladder:

* Check that the ladder is sufficiently robust to support your weight.
* Make sure the steps are not slippery (no wet paint, water, etc)
* 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. Tell other volunteers to knock before entering.
* Make sure the floor is even and stable. Avoid wet or slippery surfaces.
* Always support the ladder at four points

On the ladder:

* 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 (i.e. 2 feet, 1 hand)
* If you cant reach, don’t try to overreach yourself – we can find an alternative solution.
* Don’t let children climb up the ladder
* Be prepared for an unforeseen vertigo attack – don’t look down, breath slowly and steadily, and go back down step by step.

**Lifting Heavy Objects**

* Always consider individual capacity
* Remove obstructions from the route
* Plan to rest the load midway if needed
* Squat down to the object with your knees bent. It is essential that you do not start the lift with straight knees.
* 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

**If you spot any other hazards, please inform NAME/TELEPHONE/EMAIL**

**Thank you again for your support!**