

Risk Assessment and Risk Benefit Analysis

Whenever we say parents in this document, we mean parents and carers, and whenever we say child, we mean children and young people aged 0 to 19 years old [up to 25 years old for young people with special educational needs and disability (SEND)]. Whenever we say staff, we include all paid employees as well as any volunteers.

1. Purpose

Although it is not possible to eliminate all risk the Dame Vera Lynn Children's Charity recognises that we have a duty to as far as practicable possible the risk of harm is minimised.

2. Responsibility

All risk assessments will be reviewed annually, unless an event occurs, or substantial changes are made within a room, at that point a review will be carried out by the Head of Service.

All off site visits or sessions require a risk assessment which will be carried out at least 1 week before the event. If the sessions are due to run for more than one week, the Head of Service will produce a check list which can be completed by the session lead before each session. It is expected that this will be completed each week, and the requirement for completing a regular risk assessment is written into all agreements with external providers prior to any external provider running a session. The completed check lists should be filed at the end of the session with the completed risk assessment. The risk assessment will be passed to the Session Lead and returned at the end of the course. For in-house Service sessions, this will be carried out by the Head of Service, and for community events for the fundraising team, this will be carried out by the Community Fundraiser. For Community events, the risk assessment should be taken to the event and held by the staff member leading on the event.

The Head of Service is expected to have attended Health and Safety training or completed the online training, as well as risk assessment training.

3. Risk assessments

Each room within the Charity building has a risk assessment; sessions therefore only require a risk assessment if they use equipment which is not normally available within the room. If a session does require a risk assessment separate

for the standard room risk assessment, this should be completed by the Head of Service prior to the session with input from the Session Lead.

4. Service Sessions

Prior to each service session, the Conductor should ensure that all equipment is in a safe position or safely stored away.

5. Benefits of risk

It is the understanding of the Charity that it is not possible to eliminate all risk from sessions, nor is it advisable to remove all risks. The Charity understands that it is an important part of children's development for them to be exposed to a limited amount of risk, and that they learn to manage that risk for themselves, this should be done in a tightly controlled way and monitored by both staff and parents. Although the Charity will work to minimise the level of risk a child is exposed to it is not possible to remove all risk. This is particularly the case for sessions such as Swimming. For these sessions, there are extensive risk assessment. Parents are also reminded that the children remain their responsibility at all times whilst attending any of the sessions at the Charity or any activity the Charity is providing.