



Risk Assessment

For Employees

This Risk Assessment is for Employees only. There are separate risk assessments for activities and volunteers. It covers physical risk at regular places of work and risks to health and wellbeing in the day-to-day carrying out of their role as an employee of JIGSAW Thornbury.

For the purposes of the risk assessment we consider worst case scenarios of potential risks and how to mitigate those risks.

We always work with positive regard towards all colleagues, volunteers, children with additional needs and family members.

What Are the Hazards	Who might be hurt	What risks do they pose	Level of Risk (L/M/H)	Precautions taken to minimise risk	Risk level achieved
Regular Venues					
St. Mary's Church Hall Thornbury, Fire, accident	Staff, volunteers or members	Injury through fire, falls, accidental injury or possible exposure to unsafe environment e.g. faulty wiring	L	Venue has its own risk assessment and is responsible for making sure the environment is safe. JIGSAW Thornbury to obtain a copy and make available to staff & volunteers. Staff, volunteers & members to comply with safety procedures, and raise any concerns with the Lead Coordinator will also carry out a separate risk assessment of the venue.	L



Working Practice					
Working with children with behavioural problems	Staff, volunteers, other members/children	Physical or verbal attack	H	Staff and volunteers trained to prevent escalation in behaviour that might lead to attack, and also in how to protect themselves. Always ensure adequate staffing levels so that no-one is put in a vulnerable position. Talk to parents/carers about how best to support their child.	M
Lone working – especially at unattended venue such as the Exchange in the evening	Staff	Vulnerable to physical or verbal attack.	M	Always make sure that there is more than one person working with any group. Where possible lock up and leave the venue together. Always carry a mobile phone.	L
Difficulties in time/workload management	Staff	Stress	H	Regular supervision and staff meetings. Filling in timesheets regularly. Fostering a culture of good time management, realistic workloads and peer support. Employing additional staff to deliver some services & admin support	M
Isolation	Staff	Stress, lack of motivation	M	Regular supervision and staff meetings. Using the Exchange as a base which all staff are expected to use. Making sure there are good communication systems. Fostering a culture of peer support.	L
Being accused of unprofessional conduct by child or parent/carers	Staff and volunteers	Stress, breakdown of trust, possible need for internal or external investigation	M	Ensure all staff and volunteers have DBS, and have full training appropriate to their roles. Ensure there are planning and debriefing sessions that take into account any potential areas of difficulty. Ensure notes are taken of all activities/ sessions, and of any issues or conflict as they arise. Complaints procedure available on website and to be followed should a complaint arise.	L