

Risk Assessment Form: Creative Mentoring Face to Face Working Risk Assessment

Assessment No:	Location: Various places	Further assessments required: (please attach as Appendix) Fire <input type="checkbox"/> COSHH <input type="checkbox"/> Manual Handling <input type="checkbox"/> Display Screen Equipment <input type="checkbox"/>	Persons involved in or affected by the task: Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Members of the public <input checked="" type="checkbox"/> Participants <input checked="" type="checkbox"/> Others <input checked="" type="checkbox"/> Others include families/friends of YP who may be present in the sessions.	Special Groups: (Where additional assessments will be required) Nursing and Expectant Mothers <input type="checkbox"/> Young Persons <input checked="" type="checkbox"/> Disabled <input checked="" type="checkbox"/> (Each Creative Mentor will ensure they are informed of the YP, their strengths and needs and will use judgement to contribute to an additional risk assessment)
Assessment Date: 07/02/2024	Assessor's Name: Caroline Frankland Role: Business Manager			
Individual/group:	Normally 1:1 based work for creative mentoring			
Task / Activity / Area Assessed: Creative Mentoring Face to Face 1:1 mentoring sessions face to face Occasional workshop sessions [separate risk assessment conducted for workshop activity] Emailing and liaising with young person and/or carer/support worker directly via email and/or phone.				
Key Staff: Event/Activity Lead: Emily York (YPM), James Blyth, Levi Knight and Connor Brown (YPC's)				

Designated Safeguarding Lead: Caroline Frankland and Emily York					
Hazards Identified	Potential severity of harm	Current Control Measures in Place	Likelihood of harm occurring	Score	Rating
Planning and Organisation of Creative Mentoring: inadequate planning and accidents and injuries	2	<p>All Creative Mentors will be appropriately briefed, experienced and physically fit to completely fulfil their roles and responsibilities</p> <p>The Creative Mentor will liaise with teachers/parents/carers and other supporting professionals prior to the visit to discuss the referral and any issues of concern so that they are well informed to manage any risks involved</p> <p>Creative Mentors will brief young people regarding the hazards involved in any activity and involve them in the risk assessment and management process</p> <p>Parents/carers will be informed of session arrangements prior to visit</p>	2	4	Moderate
One to one Management/Direct Supervision: Trauma/upset/injuries Inadequate supervision Absconding/missing person	2	<p>Creative Mentors to be competent and understand their roles</p> <p>Creative Mentors will ensure the young people are fully aware of session itinerary and meeting arrangements</p>	2	4	Moderate

		Briefing to young people as what to do if separated from Creative Mentor			
Supervising adults taking own children or other family members on visit: inadequate supervision/accident	1	If the Creative Mentor involves family members in activity, DBS checks will need to be in place or there will not be unsupervised time with the young person and the supervision and care of them will not be compromised by their natural priority concern for their own family in any emergency. Staffing ratios will address this.	2	2	Tolerable
Slips and Trips	1	Creative Mentor to check space is adequate for activities planned. Creative Mentor to be vigilant of trailing cables/leads and other trip hazards.	3	3	Moderate
Temperature/Ventilation of Space	1	Creative Mentor to ensure the space is appropriate in terms of temperature and have spoken to venue staff on how to maintain this. Water and refreshments to be provided where possible by YP or support setting leads If working in own studio/workspace, Creative Mentor is responsible for checking the space and maintaining an appropriate level of temperature and ventilation.	1	1	Trivial

		Creative Mentors are responsible for conducting risk assessments for safe working in their own studio/workspace (i.e. ceramics studio, art studio, workshops etc).			
Electrical – risk of shock or burn	3	<p>Creative Mentors to ensure that the spaces they’re using for their mentoring sessions are safe public spaces.</p> <p>In the event where the Creative Mentor is using their own studio/workshop/workspace: Mentor is responsible on conducting risk assessments for safe working in their own studio/workspace (i.e. ceramics studio, art studio, workshops etc).</p>			
Allergies and medical needs	2	<p>Up to date information regarding any medical needs will be given to the Creative Mentor prior to activity</p> <p>Creative Mentors should not prescribe medicines or undertake health care procedures.</p> <p>YP who are competent may be encouraged to take responsibility for managing their own medicines and procedures in agreement with carers.</p> <p>Food is likely to be provided during the mentoring sessions. Creative Mentor to ensure that they’re aware of allergies from the young person they’re working with.</p>	1	1	Trivial

		<p>Creative Mentor will also ensure that they're aware of any medication that the young person takes.</p> <p>Creative Mentor to ensure that all spillages are dealt with straight away and all rubbish is put in bins provided safely.</p>			
Fire	3	<p>When using public spaces, the Creative Mentor to be vigilant to any fire escapes in the building and ensure that they're aware of the closest fire escape route and assembly point.</p> <p>When using their own studio/workshop/workspace, mentor to brief the young person on what to do when the fire alarm sounds and the fire evacuation procedure for their building. They are also to ensure that the young person fully understands the instructions. Fire exits are clearly labelled and clear of obstructions. Fire extinguishers are provided where needed at studio/ workshop/ workspace venues.</p> <p>If a group workshop is taking place or a Creative Mentor is working with multiple young people at once, a register is to be taken on their arrival and taken to the fire assembly point where a headcount and register will be taken.</p>	1	3	Moderate
Participant taken ill/sustaining injury during mentoring session	2	<p>Creative Mentors to ensure that the space they are delivering the mentoring session has first aiders on site. All public sites do have first aiders on site.</p>	3	6	Substantial

		<p>When working in the Creative Mentor's own studio/workshop/workspace, Mentors must be first aid trained or have a first aider on site at all times when delivering.</p> <p>Call 999 in an emergency. Mentors should then inform the young person's emergency contact of the incident and should report the incident to mentor lead. Emergency contacts should be kept with the mentor to enable them to contact them in case of an emergency.</p>			
Accessibility (general)	1	<p>Mentor to ensure that all space for delivery is accessible for the young person they're mentoring. In the case of the young person have specific accessibility needs, the Mentor will need to ensure a separate risk assessment is undertaken to account for these.</p> <p>Creative Mentors are to to always be flexible and vigilant to these access needs and to make amendments to delivery where necessary to meet the range of needs of mentees.</p>	1	1	Trivial
Safeguarding vulnerable young people and adults	1	<p>All Creative Mentors and TMC staff are DBS checked ahead of one to one contact with participants.</p> <p>All Creative Mentors and TMC staff to be briefed on safeguarding policy.</p>	1	1	Trivial

		<p>The Mentor will receive completed referrals and will be briefed on the young person’s needs and situation prior to delivery.</p> <p>Referring partners will have completed a Risk Management assessment of the YP referred for support and will be used to manage risks of the work alongside this assessment.</p> <p>The Creative Mentor will then be flexible and sensitive in relation to activities where necessary to meet the needs of the participants and should always monitor delivery and activities.</p> <p>If a young person has additional and more complex needs, where they may be at risk to themselves and others, Mentors should aim to complete additional risk assessment with support professionals to manage this work. This is for any participants that disclose particular needs on their Creative Mentoring Referral Form or any needs disclosed by the young people’s parent/care giver/legal guardian and/or social worker in planning for Mentoring activity.</p> <p>If the Creative Mentor arrives to a session and finds the young person in an unsettled state, the Mentor should have a conversation with the person who is handing over responsibility (parent/care giver/social worker). The</p>			
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		<ul style="list-style-type: none"> • Do not promise to “keep it a secret”. Let them know this information will be shared with others, only those who need to know will know. • The CYP should be informed what is going to happen next. • Notify designated safeguarding lead at TMC who will take appropriate action. • As soon as possible, a note for record should be made of what was witnessed as well as the response. Do not do this with the child. Note the date, time, and any names involved or mentioned, and who the record was given to. Sign and date the record. 			
Safeguarding with participants who are pregnant and/or with children/babies	3	<p>Creative Mentors are DBS checked ahead of delivery.</p> <p>Creative Mentors have undertaken reference checks ahead of delivery</p> <p>Participants to inform Creative Mentor if they are bringing their child to the session prior to the session. The young person will be made aware of activities taking place and if required, mentor will amend activity accordingly. The mentee is responsible for the care of their child throughout the session.</p> <p>Creative Mentors are to be flexible in relation to activities where necessary.</p>	1	4	Moderate

Inappropriate or violent behaviour of YP	1	<p>Creative Mentor to work with mentee to identify behavioural expectations for the sessions through either setting up a code of conduct etc or setting boundaries. This is also to set boundaries with the young person.</p> <p>Creative Mentor should be vigilant to all behaviours.</p> <p>Young people's needs (including behaviour, mental health, special education, and social needs) to be disclosed to mentor prior to delivery. Creative Mentors should plan appropriate activities for these and be flexible and vigilant to behaviours.</p>	3	3	Moderate
Covid-19	3	TMC and all Creative Mentors shall strictly adhere to any government guidelines regarding Covid-19 as may be in force.	1	3	Moderate

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Creative Mentors will be responsible for conducting their own risk assessment if an activity is not covered by this face to face risk assessment, e.g., use of tools, physical activities and cooking.	On-going	
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date
If any issues are outstanding from the 'Action Review' date, detail the reasons:		
Signature: Caroline Frankland	Date: 07.02.2024	