

Safeguarding risk guidance: Group activity

|  | Potential risks | Mitigating actions in place | Additional mitigating actions | Guidance |
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| 1 | Inappropriate venue  Accessibility not as expected i.e. doesn’t meet recognised standards for people with mobility issues  Changing/shower facilities unsuitable for wheelchair users | Venue risk assessment completed | Review chosen location  Coordinating Team may agree to provide agency carers to support service users | [Our risk management system](https://volunteers.mssociety.org.uk/risk-management) available on volunteer website  [Personal care policy and guidance](https://volunteers.mssociety.org.uk/personal-care) available on volunteer website |
| 2 | Physical injury to participant during exercise activity | Physical activity readiness questionnaire (PAR-Q) completed by all participants  Service Level Agreement (SLA) in place that ensures:   * Qualified instructor leads class * Correct insurances in place * Health and safety legislation met by service provider * Safeguarding procedures operated by service provider | MS awareness session given to professional by group volunteers/ professional actively signposted to MS Society website  Sole trader service provider to follow MS Society safeguarding policies and processes | [Our risk management system](https://volunteers.mssociety.org.uk/risk-management) available on volunteer website  [Service Level Agreement](https://volunteers.mssociety.org.uk/service-level-agreements) templates and guidance available on volunteer website  [Safeguarding policies and guidance](https://volunteers.mssociety.org.uk/safeguarding) available on volunteer website |
| 3 | Service user left alone with Volunteer Driver or Passenger Escort if transport provided by group | Service users not left alone with anyone due to group nature of activity  Volunteer Drivers and Passenger Escorts have current disclosure certificates in place | Family member or carer observes vehicle boarding process when service user is picked up and returned home by transport  Another group volunteer observes vehicle boarding process when service user arrives and departs | [Disclosure policies and guidance](https://volunteers.mssociety.org.uk/disclosure) available on volunteer website |
| 4 | Physical contact with group volunteer offering assistance | All group volunteers aware of MS Society Personal Care Policy  Any service user requiring moving and handling or other care needs brings their own carer to assist them |  | [Personal care policy and guidance](https://volunteers.mssociety.org.uk/personal-care) available on volunteer website |

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| Emergency procedures | |
| Service provider follows their own procedures in relation to: | |
| * Fire evacuation * Power failure * Closure of building | * Service user taken ill or injured * Safeguarding |
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| Training required | | MS Society support |
| Activities Organisers establishing the service are aware of:     * Health and safety requirements * Personal Care Policy * Safeguarding Policies and processes   All group volunteers who attend this activity must have completed mandatory training for their role. | | * [MS Society risk management system](https://volunteers.mssociety.org.uk/risk-management) * [MS Society policies](https://volunteers.mssociety.org.uk/policies-and-documents) * [Group Handbook A5: Health, safety and wellbeing](https://volunteers.mssociety.org.uk/resources/group-handbook-a5-health-safety-wellbeing) * [Group Handbook B6: Planning and delivering quality services and activities](https://volunteers.mssociety.org.uk/resources/group-handbook-b6-planning-delivering-quality-services) * [Local Networks Officer](https://volunteers.mssociety.org.uk/local-networks-team) * [Welcome and induction checklists](https://volunteers.mssociety.org.uk/a-z-volunteer-roles) |
| Risk of abuse: | Medium | |

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| Risk guidance completed by: |  |  |  |
|  | (Name) | (Signature) | (Date) |

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| Review due: |  |  |  | (12 months from original) |
|  | (DD) | (MM) | (YY) |  |