**SAFE Assessment Form**

When we have an activity or event, we bring people together at a particular place, time and for a specific purpose. Carrying out a SAFE Assessment by filling in this SAFE Assessment Form is important because:

* It reduces the chances of someone being harmed at a meeting, event or activity you have organised
* It helps to make sure that you are covered by Diabetes UK’s Public Liability Insurance

As you fill out this SAFE Assessment Form, have this 5 step process in mind:

1. **Identify the hazard** (Look at what could cause harm)
2. **Assess the level of risk involved** (Who might be harmed? How might this happen? If we did nothing how serious would an injury be?)
3. **Decide on the controls needed** (What do we do already? What else do we need to do to control or avoid the hazard?)
4. **Record your findings and implement them** (Write down what you have thought about and what you are going to do)
5. **Review your SAFE Assessment** (The level of risk can change, so update the SAFE Assessment as and when required)

Please complete this **SAFE** Assessment form for all activities and events, irrespective of its size or duration:

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| **Name of Activity/Event:** |  |
| **Volunteer Leader:**  |  |
| **Group name (*if relevant*):** |  |
| **Start Date:** |  | **End Date:**  |  | **Total Number of Days:** |  |
| **Start Time:** |  | **End Time:** |  |
| **Accident and injury reporting:** | *Have you made arrangements for recording all accidents and injuries that occur and first aid given? Where will the accident forms be held during the event?* |

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| **Areas to Keep SAFE** | **What are the Hazards and What harm might be caused** | **How do we control the hazards now** | **What further actions are needed to keep SAFE** | **Action for who by when** |
| **People**(Who is taking part? What are the ages of the people involved? Does anyone need any additional assistance with access to the event?) | Harm to a group member or visitor through:Firellness/Medical ConditionsAccidents/injuriesVolunteering aloneStress of roleAllegation of poor conduct against committee, group members or other volunteersPersonal and sensitive information is not stored safely and securely and consent is not gained to collect information | We have ensured the ‘Keeping Safe and Legal’ policy [volunteering alone, Safeguarding Policy, Health and Safety, Data Protection] is understood and followed effectivelyWe have designated our chair as the lead volunteer and asked him to take responsibility for keeping safe and legal supported by the local volunteering teamWe check that the venue has a fire risk assessment. We know where all the fire exits and alarms are located and have checked exits are clear. At the beginning of the meeting, we tell the group where the nearest fire exit isAny medication required by a member/participant is their responsibilityWe have checked with venue that there are clear exits for emergency services if requiredEnsure the first aid box/hypo kit is stocked and in an accessible place. Report any accidents or incidents using a reporting form The committee follows Diabetes UK’s lone working guidance and ensures someone knows where we are at all times if working aloneWe check that roles are shared across group and we all take responsibility for the running of group meetingsThe group is clear on the expected levels of behaviour – respect, fairness etc. The committee follows the problem solving guidance if an issue arisesWe follow General Data Protection Regulation (GDPR) guidance for how to collect and store data, including gaining people’s consent | Annual confidence check with local office to make sure the group is confident and seek support from the local volunteering team where necessary.Ensure the lead person is trained and confidentVisual check at the beginning of each meeting. Register of members to be taken at each meeting Remind members they are responsible for managing their condition and take personal responsibility for any medication needed. This is not Diabetes UK’s responsibilityReview the accidents to see if there is any learning to make sure everything is SAFE. Review SAFE assessment where necessaryRegularly remind volunteers about volunteering safelyWe check in with one another and offer support. We keep in contact with our local volunteering team for any support we needRegularly remind members of what the group’s expectations are for good conduct. Report and seek help and support from the local volunteering teamRegularly check how the group collects and stores data. We Seek guidance from the local volunteering team if needed | Chair to take responsibility Secretary/chair to do checks before meeting beginsCommittee members |
| **Environment****(**Where is the event taking place? Have the necessary checks taken place? Does the location need any specialist safety equipment? Is there poor lighting? If this is a managed venue, ask for their risk assessment and Insurance Certificate) | Group members or visitors are injured or harmed [slips, trips or falls] as a result of: * Car parking or pathways with inadequate lighting (if dark / evening meeting)
* Uneven ground/pot holes
* Bad weather which may make walk ways slippery
* No clear exits in case of emergency

Heating level is inadequate for the size of room with poor ventilation | We ensure adequate lighting or ensure obstructive or uneven pathways are not used. Entry door clearly visible for members. Person in charge of meeting to check that all emergency exits are clear and to be familiar with emergency escape proceduresCheck prior to meeting and adjust temperature accordingly during meeting | Ensure the group committee members understand their Health and Safety responsibilities and any hazards are communicated to groups members or visitorsPre-meeting check – to review weather/venue conditions on the dayEnsure regular contact with venue/Caretaker to report any concerns | Committee members attending on day |
| **Activities****(**What is the planned activity? Are there trained instructors to supervise the activity if necessary? Could there be any reasons why the planned activity cannot go ahead?) | Accidents caused due to the room not being suitable Food or refreshments unsafeManual Handling [e.g. moving chairs/tables] causing injuries [e.g. back injury] from people attempting to move heavy or awkward objects | Change layout of room, check activity equipment, any broken/unsafe chairs removed. Wash basin available for washing hands before preparing foodAvoid manual handling where possible. People reminded not to handle anything too heavy for them. Where significant manual handling will be involved, we report to the local volunteer team prior to activity taking place | Review and assess before meetingsCheck washing facilities and appropriate soaps are available. Communicate any concerns to Caretaker or venue main contactGroup members/visitors should be informed of the dangers of manual handling and instructed to assess loads before handling |  |
| **Checks**(Have all the necessary safety checks been carried out? Do any further checks need to be undertaken before the activity/event commences?) | The venue - inadequate health and safety procedures leading to hazardous situations and potential injuries to group members or visitorsVolunteers unsure or not confident in their roles and responsibility relating to keeping safe and legal | Check the venue’s safety policies, risk assessments and check they have public liability insurance.Keep accident book up to date including any near misses and record and report to the local volunteering teamGroup committee are familiar with Keeping Safe and Legal Guides and supporting resources | Ensure good relationship with the venue/Caretaker and make sure regular updates are received around Health and Safety. Check the venue’s safety arrangement annuallyReview accidents and near misses regularly and communicate to the caretaker or the venue key contact. Pre-meeting checks to make sure good housekeeping and everything is fit for purposeSeek support from local volunteering team around any training and support needs | Committee members |
| **Equipment**(Has any equipment been safety checked and tested? Are staff/volunteers fully trained in the correct use of any equipment involved? Do any further checks or training need to be carried out?) | Equipment and Electrical Failure E.g. injuries to those using or working on the equipmentInadequate number of chairs to ensure comfort of participants at the meeting or broken chairs that could cause injury**.** | Liaise with caretaker or main venue contact to ensure all equipment is safe to use. If equipment belongs to the group then it is the Group’s responsibilityIf the group hires equipment for the meeting/activity from an outside body or organisation it is the group’s responsibility to obtain confirmation that we have our own public liability insurance to meet claims resulting from property/activities at the event. Tape down wires that could cause a tripping hazardCheck there are enough chairs for participants. Broken chairs not to be used and removed to a safe area. | Ensure the good relationship with the venue/Caretaker and make sure regular updates are received around Health and Safety. Annual check of the the venue’s safety policiesPerson responsible for organising the meeting to check and speak with the provider of the equipment and check insurance.Pre-meeting checks to be undertaken. Isolate any risk areas |  |

**Remember this is just a good example of a SAFE Assessment and should be used as a guide. There may be other concerns for your meeting that aren’t mentioned here.**

**Please contact your Local Volunteering Team for information about Keeping Safe, Legal & healthy, or if you have any questions or concerns about completing this form**

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| **SAFE Assessment completed by:** | **Diabetes UK Staff - reviewed and agreed by:** |
| **Name** |  | **Name** |  |
| **Signed** |  | **Signed** |  |
| **Date** |  | **Date** |  |