


RISK ASSESSMENT TEMPLATE

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Starting a new employee without a DBS		
SERVICE/TEAM:	Dinton Activity Centre		
NAME OF ASSESSOR(s):	Mike Bennett		
DATE OF ASSESSMENT:	01 December 2025		
DATE FOR REVIEW:	General - December 2026	Individual - Before each situation used in	
APPROVED BY:	Signature:		Date: 03/03/2026
			
	Name: Gemma Wilford		

SUMMARY (* delete as appropriate)	
Risk level without additional controls:	HIGH / MEDIUM / LOW
Additional control measures required:	YES / NO
Risk level with additional controls:	HIGH / MEDIUM / LOW

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What's already being done to control risks?	What additional controls are needed?
Appointing someone who does not have a DBS check.	Physical or verbal abuse or assault of children or vulnerable adults under the supervision of the activity centre, or other staff members working there.	<p>No gaps in employment / education in the application. Any gaps explored and documented in interview.</p> <p>Application forms signed by candidates as a true record.</p> <p>Interview conducted by two staff members, with interview training. One of the panel will hold the Safer Recruitment eLearning module by NSPCC.</p> <p>Reference checks completed by HR covering the last five years of that appointees whereabouts.</p> <p>Induction process, covering centre operating procedures including staff conduct, disciplinary actions and safeguarding policy.</p>	<p>Self-declaration DBS form requested to be completed and returned prior to first day at work. Disclosure of any convictions or cautions including those 'spent' must be noted on this form. Appointees made aware that false information may render them liable for dismissal.</p> <p>Additional notes added to the staff rota to ensure shadowing / mentoring happens.</p> <p>Follow up on completed DBS</p>

Alcohol related aggression		<p>Child Protection Officer in position with up-to-date Lead Safeguarding Practitioner certificate of training. Deputy lead safeguarding officer appointed with the same training. All senior staff members to complete safeguarding basic half day course.</p> <p>New employee is to be directly supervised by another staff members who holds a current and valid clear DBS check until the DBS clearance is received or their time on site ends.</p> <p>No lone working is to be permitted until clear DBS is received, and the induction period is complete.</p>	
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REVIEWS AND REVISIONS					
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Manager	Date of next review
Feb 2023	Isabel Rodriguez-Suarez	Yes	Always reviewed before use.	Richard Ashwell	March 2024
Jan 2024	Mike Bennett	Yes	Replaced names with positions	Richard Ashwell	March 2025