

Risk Analysis in Community Based Mentoring Activities

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Things for all mentors to consider

FIRST AID

- Consider completing a basic First Aid certificate. BBBS will fund this for you.
- Purchase a First Aid kit for the car you use to transport your young person

RISK ASSESSMENT

Before undertaking a mentoring activity, undertake a basic risk assessment:

- Would the parent consider I'm taking great care of their child and give you consent for the activity you are considering?
- Is the child I am mentoring able to undertake the activity safely? This includes the appropriateness of their clothing, their physical ability, their age, their emotional wellbeing and their energy levels.
- What could go wrong?
- How can this risk be averted or minimised?
- Is any equipment needed for the activity? Is the equipment in suitable and safe condition?
- What are the hazards you need to consider both as you prepare, travel to and undertake the activity?
- What will you do if there is an emergency? Is there mobile coverage?
- Are there any particular skills that you need to undertake the activity?
- *If any of the questions leaves you in any doubt about the safety of the activity, contact your supervisor to process whether or not you should undertake the activity.*

Below is a form that can be used to assess risk and mitigations.

1. Identify the significant risks (losses) that could result from the activity.

- Physical Injury
- Social/psychological
- Material (gear or equipment)

<ul style="list-style-type: none"> • Programme interruption
<p>2. List the hazards (causes) that could lead to each risk/loss.</p> <ul style="list-style-type: none"> • People • Equipment • Environment
<p>3. Think of strategies that could reduce the chances of each hazard leading to the risk/loss. Pay particular attention to significant hazards.</p> <ul style="list-style-type: none"> • Eliminate if possible • Isolate if can't eliminate • Minimise if can't isolate • Cancel if can't eliminate, isolate or minimise
<p>4. Make an emergency plan to manage each identified risk/loss.</p> <ul style="list-style-type: none"> • Step by step management • Equipment/resources required

Activities that require specialist staff/skills

In all cases below, mentors should contact BBBS if they intend to do the activity:

- Outdoor Rock Climbing
- White Water Rafting
- Non-commercial aircraft flights
- Use of firearms

Driving your young person

Things to consider when driving your young person:

- Do you have a full license?
- Is your vehicle registered and warranted?
- How old is your young person?
 - If they are 7 and under, they are required to sit in a child restraint
 - If they are 8, they must sit in a child restraint if one is present
- Always check your young person has their safety belt on before you drive off.
- Set clear boundaries that make you feel safe with them in the vehicle. This includes whether you will let them alter the stereo settings, heating etc.
- Have a clear plan in place to stop and park the vehicle whenever the young person breaks a rule in the car so you can be clear about the significance of safety.
- You do not have permission to take the young person's friends or siblings without explicit consent from the parent. This rule does not apply for additional passengers aged 16 years and over.

Mentoring in your own home

No mentoring can take place in the mentor's home in the first 3 months of the match. After that point, the mentor may request a home assessment prior to getting consent from the parent for their child to visit your place. To keep you and your young person safe at your home, consider the following:

- Public spaces are safest – when indoors, use lounges, dining areas and kitchens for mentoring at home. Show the young person where the toilet and bathroom are, but do not take a young person into any bedroom.
- Never leave the young person at home with any other adult: The young person is in your care for the entire session. Despite how safe you may consider other adults to be, you are the legal carer for that young person during that time.
- Consider how your young person will interact with other people in your home: Whether it is flatmates, friends, family members, children, will your young person feel safe.
- Remember the culture that your young person comes from – some practices that are present in your home may not be present in theirs and vice versa.
- If appropriate, tell the young person of any hazards in your house that have been identified at the home assessment. This can include balconies, pools, tripping dangers, animals.

Baking/Cooking

What may seem a basic simple task for you may in fact be something quite new for a young person.:

- Help your young person to identify the risks involved with cooking, especially the danger of burns in ovens and stove tops.
- Remind a young person not to put plastics in ovens and no metals in microwave ovens.
- Make sure you do not leave your young person unattended at an oven or stovetop.

Tramping/Walking

A full risk assessment should be done for tramps that are more than a couple of hours and are away from urban centres. A BBBS staff member can assist you with this. For walks shorter than this, the mentor should make particular consideration of the young person's ability, stamina and clothing (including footwear) before undertaking the walk. Mentors are responsible for making sure there is sufficient food, fluid and appropriate access to First Aid for walks.

Mountain Biking

Determine the level of ability and stamina of your young person, as well as the level of bike before deciding whether or not to undertake the activity and where you will go. Always consider some practise rides before undertaking a bigger ride so you can observe the young person's ability. Be sure to take basic First Aid and bike repair equipment.

Swimming

- Change Rooms: Use public change rooms at public swimming pools, not family change rooms. If you are uncomfortable with getting changed with your young person, either get changed before you leave for the swim or at home.

- Where swimming at the beach, make sure to swim between the flags. Always keep your young person in sight and monitor their energy levels regularly when in the waves.

Risk Assessment Checklist Hazards/causal factors to consider for physical and emotional safety

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
<ul style="list-style-type: none"> • Who? • <u>How many?</u> <ul style="list-style-type: none"> Students Activity Leaders Assistants • Experience • Effective supervisions structure (ratios) • <u>Cultural considerations:</u> <ul style="list-style-type: none"> Head touching Swimming for some groups of girls Observing site significance for cultural groups • Physical size/shape • Fitness • Anxieties/feelings • Motivation • <u>Student needs:</u> <ul style="list-style-type: none"> Educational Medical and Health Language abilities Cultural Behaviour Physical disability • <u>Social and psychological factors:</u> <ul style="list-style-type: none"> Get-home-it is Risk shift Dropping your guard Unsafe act/s by participants Error/s of judgement by activity leader 	<ul style="list-style-type: none"> • <u>Information to:</u> Parents or whānau • Plans and systems • Clothing • Footwear • Food and drink • Transport • Toilets • Safe drinking water • First aid kit and knowledge • <u>Special equipment:</u> <ul style="list-style-type: none"> Rope Canoes/kayaks Maps/compass Cameras • Equipment maintenance, quantity, quality • Safety equipment • Are sleeping arrangements/facilities culturally appropriate? 	<ul style="list-style-type: none"> • <u>Weather:</u> <ul style="list-style-type: none"> Forecast Sun Rain Wind Snow Temperature; Season • <u>Terrain:</u> <ul style="list-style-type: none"> Where? What? Familiar? Unfamiliar? Bush Mountain Sea River Beach • <u>Accessibility to help</u> <ul style="list-style-type: none"> Telephone Doctor Ranger Roads/tracks Emergency Services Security Animals/insects Road use Traffic density Fences Human created environments Does the site have cultural significance? Consent and information from landowner/local iwi

