

**DERBYSHIRE COUNTY COUNCIL  
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS  
CHILDREN & YOUNGER ADULTS (CAYA)**



**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:**

Safeguarding and DBS expiry.

PART 1 : ADMINISTRATIVE DETAILS

<b>Section/Establishment Name:</b> Lea Green Centre			
<b>Date of Assessment</b>	2/6/14	<b>Date of Issue</b>	2 June 2014
<b>Assessment carried out by</b>	Don Smith	<b>Signature</b>	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
Nov/Dec 2014	Don Smith	17/11/14		N
Nov/Dec 2015	Paul Smith	1/3/16	Y	
Nov/Dec 2106	Paul Smith	1/2/17		N
Nov 2017	Paul Smith	16/11/17	Y	
Nov 2018				

**Affected persons:** Young People/Clients  Staff  Visitors  Contractor  Others (specify)

<b>Name of Manager confirming and agreeing Assessment:</b>	Ian Price
<b>Signature:</b>	

**The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.**

# RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><b>Significant contact with young people</b></p>	<ul style="list-style-type: none"> <li>All centre staff to hold current DBS clearance.</li> <li>If DBS has lapsed then development staff to be relieved of night duties and placed on activity instruction only. No supervision of changing or showering areas. No access to dormitories. No lone working with groups of young people.</li> <li>If DBS has lapsed then domestic staff not to work in bedrooms or shower rooms when young people may enter these areas.</li> <li>If DBS has lapsed then Manual Unit staff not to undertake driving duties with only young people in minibuses. No working in bedrooms or shower rooms when young people may enter these areas.</li> <li>Staff may undertake their normal duties with a lapsed DBS if under direct supervision by another member of staff who holds a current DBS check.</li> <li>Update any DCC documentation and make available to all staff for reading and acknowledging.</li> </ul>			<p>Discussions to be undertaken with CAYA HR regarding the structuring of the renewal system for DBS checks to allow for paperwork to be completed in enough time to ensure lapses do not occur.</p> <p>Shared Services to be contacted to introduce an extended period of time in which to complete forms.</p> <p>Hi Paul,</p> <p>As automatic 3 yearly rechecks ceased at the end of July 2015 for centrally employed DCC staff, DBS clearances completed from August 2012 onwards remain current unless we are notified of any concerns about a staff member such as new DBS information coming to light (new caution, conviction etc).</p> <p>So to answer your question regarding your own DBS clearance from June 2014, you don't need to do anything as such. You should have already received letters from the DBS Team on an annual basis to this effect.</p> <p>As long as your records at Lea Green show that any of your staff requiring DBS clearance for their post have clearances dated from August 2012 onwards, then you're in compliance with current DCC policy.</p> <p>Hope this helps, please let me know if there's anything else I can do.</p> <p>Regards,</p> <p>Jason Thornhill DBS and Re-Reg Team Derbyshire County Council Shared Services Centre John Hadfield House Matlock Internal (VoIP): 39445</p> <p>From: Paul Smith (Childrens Services) Sent: 09 October 2017 09:36</p>		