

## RISK ASSESSMENT FORM

<b>Location/Site/Department: Employability Mentoring</b>			<b>Date of Assessment: 4<sup>th</sup> May 2018</b>	<b>Assessor(s): Andy Morris</b>	<b>Reference: EMP Risk assessment</b>		
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Completed
Personal contact info shared	Inappropriate use of contact information	Mentee / Mentor	Induction book and handbook state confidentiality and appropriate use of contact information.	Project staff on hand to remind service users to ensure they only share information they feel comfortable with sharing.	Project manager	Before first meeting	Ongoing
First meeting taking place	Anxiety, panic attack, nausea	Mentee / Mentor	Induction guidance is provided to each. Mentees undergo induction training and offered support from project staff.	Project staff on hand to advise and support services users to ensure they feel settled going into first meeting.	Project manager	Before first meeting	Ongoing
Meetings taking place in isolation	Inappropriate or offensive behaviour	Mentee / Mentor	The project paperwork recommends to meet in public places and not to meet anywhere that they are not comfortable.	Project staff remind service users to meet in public places where they feel comfortable and refer to agreement in handbook.	Project manager	Before first meeting	Ongoing
Meeting at an unfamiliar location	Becoming lost, physical attack, panic, anxiety, nausea	Mentee / Mentor	The project paperwork recommends to meet in public places and not to meet anywhere that they are not comfortable.	Project staff on hand to advise and support services users to ensure they have a number to call if they experience an issue.	Project manager	On going as the meetings progress	Ongoing
Mentors offer inappropriate perspective	Anxiety, loss of confidence	Mentee	Mentors are given induction documentation, role descriptions and a handbook to help them communicate effectively in context of employability.	Mentors provided with training via an online film and assessment, a skills training film and supervision is available too.	Project manager	On going as the meetings progress	Ongoing
Mentor/mentee becomes frustrated with other	Emotional or physical attack or threats	Mentee / Mentor	The three-way agreement in handbook lists expectations and how to work together. Support is offered by the project with a complaints process.	Project Officer to monitor the relationship with satisfaction checks and updates to keep in contact with both and assess progress and address concerns.	Project manager	On going as the meetings progress	Ongoing

Date of Review: 4<sup>th</sup> May 2020