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Policy and guidance for staff and students working, managing or engaging in a relevant activity involving people who have offended

Operational Owner: *Martin Vinnell – Director of Health, Safety and Regulated Facilities*
Executive Owner: *David Cardwell – Pro-Vice-Chancellor (Strategy and Planning) and
Chair of the Health and Safety Executive Committee (HSEC)*

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Related documents:

- [The University's Health and Safety Policy](#)
- [The University's Guidance on Managing Risks from Travel, Fieldwork and Work Away](#)
- [The University's Guidance on Managing Risks when Organising Events](#) (e.g. festivals, outreach programmes, school visits, public engagements or other)

Document review: This document will be reviewed one year after implementation (or sooner if necessary), and thereafter every three years (or sooner if necessary).

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Contents

1.	Statement of Policy	4
2.	To whom this Policy Applies	4
3.	Expectations and Legislation	4
4.	Definitions	5
5.	Responsibilities.....	6
5.1.	<i>The University</i>	6
5.2.	<i>Head of Department</i>	6
5.3.	<i>Advisory Committee on Working with People who have Offended (ACWPO)</i>	7
5.4.	<i>University Insurance Section</i>	7
5.5.	<i>Safety Office</i>	7
5.6.	<i>Activity Organiser</i>	8
6.	The Process for Organising, Assessing and Approving a Relevant Activity...	9
6.1.	<i>Overview</i>	9
6.2.	<i>Activity Organiser</i>	10
6.3.	<i>Head of Department</i>	10
6.4.	<i>Advisory Committee on Working with People who have Offended (ACWPO)</i>	10
7.	Guidance on Completing a Risk Assessment	11
7.1.	<i>Hazards</i>	12
7.2.	<i>Risks</i>	13
7.3.	<i>Control Measures</i>	14
7.4.	<i>Useful Links</i>	15
8.	Insurance of a Relevant Activity	15
9.	Monitoring and Review	15
Appendix 1:	Risk Assessment Template for a Relevant Activity Involving People Who Have Offended	17
Appendix 2:	Application Form for Permission to Carry out a Relevant Activity involving People Who Have Offended	19

University of Cambridge Policy and Guidance for staff and students working, managing or engaging in a Relevant Activity involving People Who Have Offended

Following the tragedy at Fishmongers' Hall on 29 November 2019, the University has developed a stand-alone Policy covering health and safety related issues for University staff and students carrying out a Relevant Activity involving People Who Have Offended (see Section 4 for the meaning of these defined terms).

This new University Policy and guidance is designed to provide clear information and a straightforward procedure that must be followed by all those involved in this type of activity.

1. Statement of Policy

The University of Cambridge (the University) mandates its employees (staff), students and anyone undertaking work (either contractually or voluntarily) for the University to assess, manage and record the risks and risk mitigation measures associated with every Relevant Activity.

The purpose of any activity at the University is to provide a learning and development experience or a new opportunity for education and research for all those engaged, and/or to achieve wider public engagement with the University. This means that the University engages in activities that vary widely in diversity, complexity and risk.

The aims of this Policy are to enable employees, students and anyone else engaged in this type of Relevant Activity, as part of the University's undertaking, to:

- understand the University's expectations and the relevant Health and Safety legislation
- use the guidance section to understand and identify risks
- understand how to undertake a risk assessment and record it appropriately
- understand the process to obtain approval for a Relevant Activity and
- organise and manage a Relevant Activity safely.

2. To whom this Policy Applies

This Policy applies to all employees, students and anyone else who is engaged by the University as part of its undertaking to organise, deliver or participate in a Relevant Activity that involves People Who Have Offended.

Reference to the University does not include reference to the Colleges.¹

3. Expectations and Legislation

Under the Health and Safety at Work Act 1974 the University has duties to ensure, so far as is

¹ This document is also available to University of Cambridge Colleges so they are informed of the procedures that the University will follow and to identify where Colleges might be affected by these processes.



reasonably practicable, the health, safety and welfare at work of all its employees. It must also conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that non-employees are not thereby exposed to risks to their health or safety.

The University also has a duty to prepare suitable and sufficient risk assessments for its activities and to record those assessments.

Employees also have health and safety duties. They must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. They must also cooperate with their employer so far as is necessary to enable the employer to comply with their health and safety duties.

Other University Policies that explain these duties include:

- [The University's Health and Safety Policy](#)
- [The University's Guidance on Managing Risks from Travel, Fieldwork and Work Away](#)
- [The University's Guidance on Managing Risks when Organising Events](#) (e.g. festivals, outreach programmes, school visits, public engagements or other)

4. Definitions

The following are definitions which explain terms referred to in this Policy. If you have questions about understanding or interpreting the contents of this Policy please contact Safety@admin.cam.ac.uk.

'People Who Have Offended' means any individual or individuals who have been convicted of a criminal offence or offences. It includes individuals serving sentences in prison or the community. It includes people who have unspent convictions (and/or have spent convictions which may lawfully be taken into account).² It does not include University staff or students who may have convictions themselves, but either have not needed to disclose them or have been employed by, or admitted as members of, the University (as the case may be), despite having disclosed the conviction.

'Relevant Activity' means any planned activity for entertainment, social, educational, learning or other purposes arranged, hosted and/or attended as part of the University's undertaking which involves People Who Have Offended. Examples of a Relevant Activity include the following (in each case where People Who Have Offended are involved):

- prison visits
- conferences and seminars
- teaching and rehabilitation workshops
- outreach teaching programmes
- social events
- face to face interviews and meetings for research purposes and
- reading, singing and debates.

When the Relevant Activity is comprised of a series of activities for a particular purpose (for example; a series of interviews or meetings for a specified research purpose which take place

² Under the Rehabilitation of Offenders Act 1974, eligible convictions or cautions become spent after a specified period of time, see [Rehabilitation Periods - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/rehabilitation). Spent convictions may only be taken into account in certain circumstances. Specialist legal advice should be sought in connection with spent convictions.



over a specified period), the Relevant Activity may, for the purpose of this Policy, be risk assessed fully on one occasion before the Relevant Activity begins. The risk assessment must expressly state the period over which the Relevant Activity will run and therefore for which the risk assessment is valid.

Every Relevant Activity or component in a series of activities that make-up a Relevant Activity must be constantly monitored throughout the each activity, this is known as during the Relevant Activity risk assessment.

For Relevant Activities that comprise a service of activities for a particular purpose, should changes be made between one or more of the component activities in the series that could increase the risk (for example, changes to the venue or profile of the attending People Who Have Offended) the Relevant Activity should undergo a further full risk assessment before it continues.

In addition, if after a Relevant Activity ends, the review identifies risks that were not previously included in the risk assessment for the Relevant Activity, a new risk assessment must be completed before the same Relevant Activity is repeated. The new risk assessment must include information about the new risks and control mitigation measures.

Where the Relevant Activity is an organised event (e.g. festivals, outreach programmes, school visits, public engagements or other), please see also [the University's Guidance on Managing Risks when Organising Events](#) for further information.

'Head of Department' includes: Heads of academic Departments and of other academic Institutions; Chairs of Faculty Boards that are not divided into departments; Heads of a Centre, Institute or other body under the supervision of the General Board or Council, such as a Non-School Institution (other than the Unified Administrative Service); and the Heads of Divisions within the Unified Administrative Service, and is the person who has authority for the implementation of University Health and Safety Policy.

'ACWPO' means Advisory Committee on Working with People who have Offended; the responsibilities of which are set out in Section 5.

5. Responsibilities

5.1. *The University*

The University must assess and manage risks to the health and safety of its staff, students and anyone else working on its behalf. The University delegates the duties for fulfilling its responsibilities to departments.

As regards a Relevant Activity, a number of bodies and individuals within the University have specific responsibilities. These include:

5.2. *Head of Department*

The Head of Department is responsible for the following:

- ensuring that procedures are in place which enable those organising a Relevant Activity to access advice, support and guidance and to implement appropriate disciplinary action for individuals who fail to comply with procedures
- ensuring that procedures are in place that require the completion of a risk assessment for every Relevant Activity, which includes risk assessment before and during the



Relevant Activity

- ensuring that processes are in place that support individuals involved in writing or reviewing risk assessments for every Relevant Activity to know how to access and undertake the training provided by the University Safety Office (or equivalent training) before they are allowed to arrange and/or review a proposal for a Relevant Activity
- ensuring that a risk assessment for every Relevant Activity is sent to ACWPO for review before the Relevant Activity takes place and when during a series of activities that make-up a Relevant Activity risk increases which triggers a further full risk assessment
- deciding whether and on what grounds a Relevant Activity should be allowed to take place in light of ACWPO's advice. Where ACWPO advises that the risks are such that the Relevant Activity should not proceed, deciding whether and on what grounds the Relevant Activity would be allowed to proceed or informing the Activity Organiser that, as proposed, the Relevant Activity cannot take place
- notifying ACWPO of their decision in relation to the Relevant Activity and the terms thereof
- ensuring that the University's insurer's requirements and procedures have been followed
- being prepared to convene the Department's Silver Team if required, and escalating to the University's Silver Team, if necessary and
- ensuring that their Department maintains a securely held, but readily accessible, up-to-date list of every Relevant Activity, including locations, contact details for the Relevant Activity Organisers and their emergency contacts.

5.3. *Advisory Committee on Working with People who have Offended (ACWPO)*

ACWPO reports to the Health and Safety Executive Committee (HSEC) and is responsible for:

- reviewing all Relevant Activity risk assessments
- advising Heads of Department whether the risks associated with a proposed Relevant Activity are appropriate and acceptable
- advising Heads of Department on control measures and
- maintaining a central register of every Relevant Activity.

5.4. *University Insurance Section*

The University Insurance Section is responsible for keeping the Safety Office, Heads of Department and Activity Organisers informed regarding the insurer's requirements and procedures.

5.5. *Safety Office*

The Safety Office is responsible for:

- reviewing and updating this Policy and guidance 1 one year after implementation (or sooner if necessary), and thereafter every three years (or sooner if necessary)
- enabling access to expert advice from an independent source to help ACWPO and Heads of Department with the risk assessment review process and



- providing or arranging training and guidance to:
 - those undertaking and recording risk assessments and
 - ACWPO, in relation to its responsibility for reviewing such assessments.

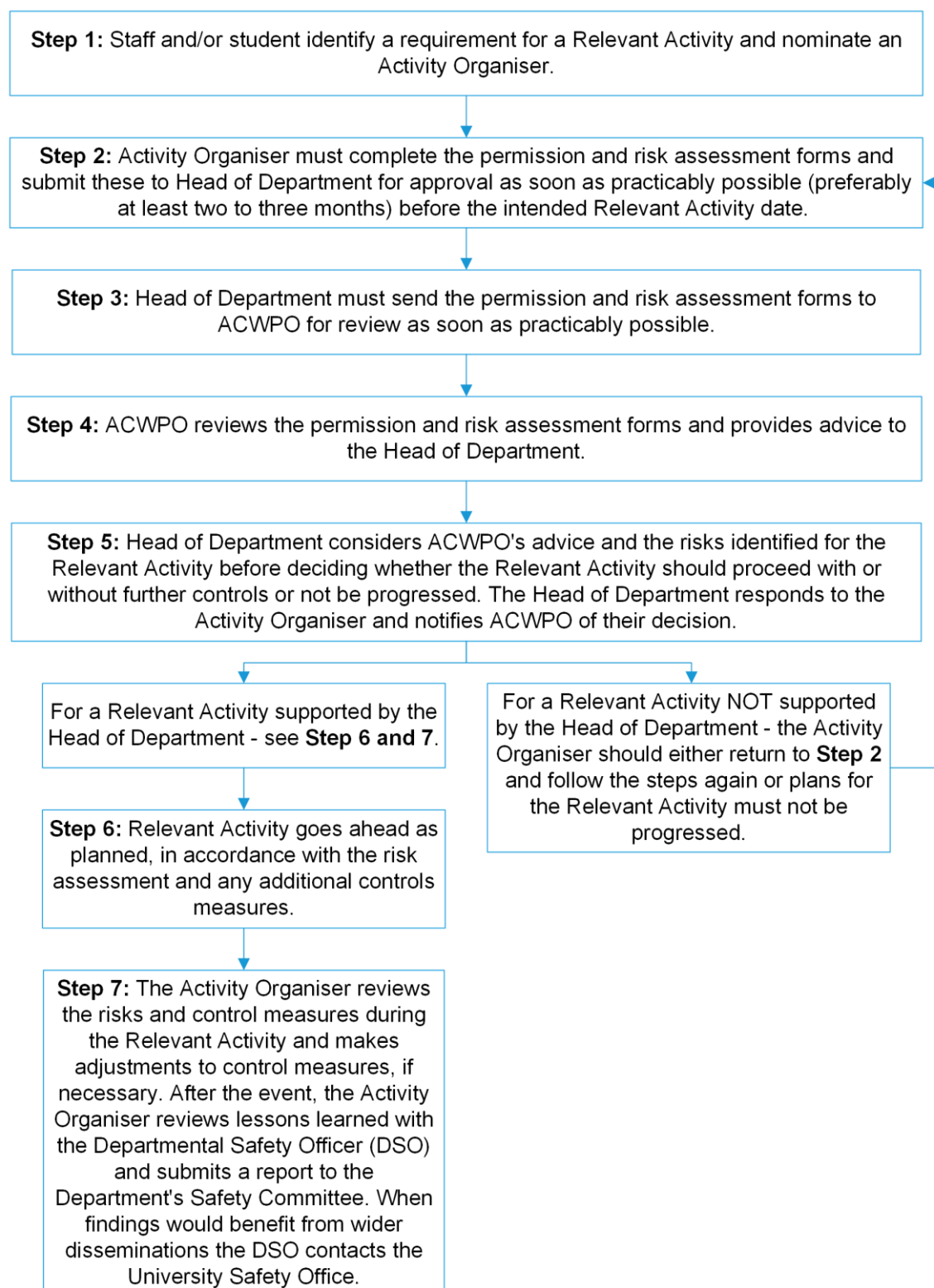
5.6. **Activity Organiser**

The Activity Organiser **must**:

- familiarise themselves with the contents of this document
- allow sufficient time to follow the procedure for organising a Relevant Activity
- attend specific training on Relevant Activity risk assessment
- follow the procedure for risk assessing a Relevant Activity prior to it taking place and have a procedure in place to continually assess risk during every Relevant Activity
- submit their completed permission (Appendix 2) and risk assessment (Appendix 1) forms for a Relevant Activity to their Head of Department as soon as practicably possible (preferably at least two to three months) before the date of the intended Relevant Activity
- only proceed with the Relevant Activity once the risk assessment has been approved by the Head of Department
- respond to any queries from ACWPO about a proposed Relevant Activity or the risk assessment for a Relevant Activity
- check with the Insurance Section regarding any relevant requirements or procedures of the University's insurer
- ensure that all control measures identified in the risk assessment for a Relevant Activity are:
 - communicated to, and understood by, staff, students and volunteers
 - adhered to throughout the Relevant Activity
 - documented via a record which indicates that those involved have read and understood the risks that they are likely to encounter and the control measures that must be applied
- keep their own and emergency contact details up-to-date
- prior to the Relevant Activity, identify who to contact first in any emergency
- at all times keep emergency contact details accessible to all staff, students, volunteers and other organisers that require them and
- ensure that throughout the Relevant Activity risks are assessed and there is a procedure in place to either mitigate a risk or raise the alarm should an emergency occur during the Relevant Activity.

6. The Process for Organising, Assessing and Approving a Relevant Activity

6.1. Overview





6.2. Activity Organiser

The risk assessment for a Relevant Activity must be submitted to the Head of Department as soon as is reasonably practicably, and preferably two to three months prior to the date of the Relevant Activity, especially where risks are high and/or in the case of a major Relevant Activity. This means that the Activity Organiser is advised to start preparing the risk assessment at least three months before the Relevant Activity is due to take place.

The Activity Organiser may require training to undertake the risk assessment and should also factor time for that into the timescale for planning of the event. The [Safety Office](#) can provide advice to Activity Organisers about obtaining access to risk assessment training.

Two weeks prior to the date of the planned Relevant Activity, the Activity Organiser should be in a position to communicate the risk assessment and control measures to staff and others who are involved with the Relevant Activity (e.g. students, facilities, security). The Activity Organiser should keep a record that advice has been provided, (what, when and to whom).

During the Relevant Activity the Activity Organiser must:

- monitor the activities or event to ensure that control measures are appropriate and take action as required, including recording and reporting concerns to a health and safety representative from the relevant Department and
- maintain contact with security and respond to concerns.

After the Relevant Activity the Activity Organiser must discuss it with the relevant Departmental Safety Officer (DSO) and report lessons to be learned from the Relevant Activity to the Head of Department/Department Safety Committee for review.

6.3. Head of Department

If they support the Relevant Activity, the Head of Department will submit the completed permission and risk assessment forms to ACWPO in a timely manner following receipt from the Activity Organiser. If possible, permission and risk assessments should be submitted two to three months prior to the date of the planned Relevant Activity, especially where risks are high and/or in the case of a major Relevant Activity. Where this is not possible, the permission and risk assessment should be submitted as soon as is reasonably practicable. Completed permission and risk assessment forms should be sent to ACWPO@admin.cam.ac.uk.

Upon receipt of ACWPO advice, the Head of Department is responsible for deciding whether a Relevant Activity should take place or not. Where the Head of Department approves a Relevant Activity they must complete the permission form, attach the risk assessment and any ACWPO advice before sending all the documents to the Activity Organiser. Unapproved risk assessment should be returned to the Activity Organiser with an explanation as to why the Relevant Activity cannot proceed as planned.

6.4. Advisory Committee on Working with People who have Offended (ACWPO)

ACWPO is an independent sub-committee reporting to the Health and Safety Executive Committee (HSEC). Its role is to support departments by providing advice on each Relevant Activity to ensure that a consistent approach is taken towards such activities across the University. This process has been put into effect to ensure that all requests for permission and risk assessments for each Relevant Activity are correctly reviewed by an independent committee with the necessary expertise.

The Committee aims to make sure that departments are supported by its process rather than restricted. Therefore, this core group of advisors will call on other relevant persons to help

inform the advice provided on a case by case basis; this might include the Head of the relevant School, Department, Institution or Faculty, or the student's Senior Tutor, and external experts.

Additional information may be requested by ACWPO in the form of:

- a supporting statement from a student's Supervisor, Senior Tutor and/or Head of Department, including justification for the Relevant Activity
- input into case discussions, for example discussing the academic merit of the Relevant Activity and
- evidence of training received by the Activity Organiser to help manage all aspects of the Relevant Activity.

When asked to review permission and risk assessment for a Relevant Activity, ACWPO will:

- check that the Activity Organiser has correctly identified all the significant hazards (a hazard is anything that could cause harm, i.e. injure people, or damage their health) and
- check that the risk control measures (precautions, mitigation) are sufficient to adequately control (remove or reduce) the risks arising from the hazards identified.

The Activity Organiser's past experience, training in undertaking this type of risk assessment and/or personal circumstances and characteristics may have a bearing on their ability to deal with risks, and the assessment must reflect this. ACWPO must ask the Activity Organiser for further information if the permission and risk assessment documents are not comprehensive enough, for example, if they do not identify all the significant hazards specific to the activities, or appropriate measures to control the risks arising.

ACWPO may determine that the risks as presented in the risk assessment for a Relevant Activity are such that, even with additional control measures, it would be inadvisable for the Relevant Activity to proceed. When this occurs ACWPO should advise the Head of Department that in their view the Relevant Activity should not take place and explain why.

7. Guidance on Completing a Risk Assessment

The purpose of this guidance is to support those organising a Relevant Activity to be compliant with the law, and the University's Policies and other relevant guidance. The law requires employers to use a risk-based approach to the management of health and safety. This guidance recognises that for each Relevant Activity the risks will vary considerably and therefore the detail of each Relevant Activity must be considered and assessed separately.

The Activity Organiser of a Relevant Activity should undertake a risk assessment and record it using the risk assessment form (Appendix 1). Completing the form fully will make the evaluation process easier.

To properly assess the risks, the Activity Organiser of the Relevant Activity should also discuss their plans with their Supervisor and/or others in their Department or in the University's specialist functions who have relevant prior experience and from whom they will be able to gain experienced opinions. It may be necessary to engage experts such as Nacro.³ The amount of time spent on planning and the degree of detail recorded in the risk

³ Nacro is a national social justice charity with more than 50 years' experience of changing lives, building stronger communities and reducing crime. The organisation house, educate, support, advise and speak out for and with disadvantaged young people and adults.



assessment need to be proportionate to the level of risk identified. More extensive planning, preparation and assessment will be required for each Relevant Activity with identified high-risk ratings and/or where there may be an increased risk to personal safety, (for example, arising from controversial topics and/or high-risk attendees).

Activity Organisers must not complete the risk assessment as though it is a tick box exercise, and instead should take time to complete the hazard, risks and control form with only the significant hazards applicable to their Relevant Activity.

In order to undertake the risk assessment the Activity Organiser should consider hazards, the level of risk those hazards represent and the control measures which can be used to avoid or reduce the risk. The following guidance is intended to help the Activity Organiser identify all of these factors and to complete the risk assessment form in Appendix 1.

When undertaking the risk assessment the following should be considered:

- a) the legal framework
- b) the characteristics of the Person Who Has Offended as they relate to the offence(s) they have committed and
- c) the nature of the Relevant Activity.

When considering the characteristics of the Person Who Has Offended as they relate to the offence(s) they have committed, professional advice must be obtained from an external agency with appropriate expertise (see Useful Links in Section 7.4).

7.1. Hazards

Nature and circumstance of the offence could include:

- sexual violence/abuse (e.g. could the nature and circumstance mean that certain types of people (e.g. women or children) are at higher risk?)
- theft and offences of dishonesty
- intimidation/harassment
- use of weapons (e.g. gun, knife or noxious substances)
- violence (e.g. murder, bodily harm or assault) and
- ideological (e.g. where behaviours are classed as inappropriate or challenging).

In addition to considering the specific offence, consider also the pattern of offending. For example, a person who has committed an isolated very serious offence under specific circumstances may be less likely to re-offend than a person who has a history of repeated offending of a less serious nature.

Substance triggers could include:

- drugs
- alcohol
- prescription drug dependency and
- other substance abuse/dependency.

Mental health status could include:

- anxiety
- depression
- anger issues
- known suicide attempts and
- inability to engage with others in a group setting.

Current living status and support mechanisms could include:



- prison
- homeless
- hostel or other insecure housing and
- no support agencies involvement.

The identity of People Who Have Offended is known to other attendees and could result in:

- heightened tensions and
- collaboration of attendees to commit a new offence.

This guidance is not exhaustive and there may be specific hazards that are not included in this document, but which the Activity Organiser will also need to consider.

7.2. Risks

Risks to staff, students, volunteers and the wider public could include:

- risk of sexual assault
- risk of violent assault (e.g. grievous bodily harm, gun or knife attack)
- risk of mental health conditions triggered by an incident (e.g. post-traumatic stress disorder, anxiety, depression)
- loss of property, financial loss, data or information loss and
- risk of engaging in, or exposure to, coercive behaviour, grooming and harassment.

It should be noted that particular risks may arise (for example, engagement in coercive or abusive behaviour) in the context of People Who Have Offended being placed in close and/or continuing contact with young students, especially in the community. Close supervision, mentoring and appropriate support must be provided by experienced staff capable of detecting and supporting early, and in some instances subtle, behavioural changes.

Risks to themselves could include:

- known triggers (e.g. topics, individuals or geographies leading to a new offence or violent episode)
- risk of imprisonment following new offence
- vulnerabilities (e.g. exploitation or harassment by other group members)
- access to materials or substances they might otherwise be denied (e.g. by imprisonment or the terms of their community sentence)
- mental health conditions (e.g. new or decline/relapse of existing/previous conditions);
- suicide or self-harm and
- collaboration with other known People Who Have Offended leading to group offence.

Risks to the University/Department could include:

- disturbance or cancellation of a Relevant Activity due to the behaviour of People Who Have Offended
- loss of research
- reputational damage
- financial loss, data information loss
- legal action (e.g. criminal or civil) and
- decrease in productivity arising from staff or student absence due to trauma, stress or anxiety caused by the behaviour of People Who Have Offended.



7.3. Control Measures

The following are some suggested control measures which are intended to avoid or control the level of risk arising from a hazard. This list is not exhaustive and there may be others which are recommended by external experts.

Checks on People Who Have Offended in advance of a Relevant Activity – to be conducted via interview or questionnaire with People Who Have Offended and relevant professional bodies such as: the Probation Service, social services, councillors, or Multi-Agency Public Protection Arrangements (MAPPA) and could include:

- identification check completed prior to the Relevant Activity
- knowledge gained of offence(s) (e.g. type/category, time that has elapsed since the offence(s), reason for offence(s) and context, such as lifestyle at the time of the offence(s))
- knowledge of rehabilitation (e.g. training, mental health support, education, substance abuse support, current probation/social work intervention, employment status)
- knowledge gained of known triggers likely to lead to reoffending (e.g. images, environments, geography, individuals, topics)
- knowledge of vulnerabilities (e.g. exploitation or harassment, other needs such as requirement for regular breaks, effect of noise and other stressors likely to heighten anxiety)
- knowledge of any barring from certain activities (e.g. working with children or vulnerable persons)
- knowledge of any medical or mental health concerns (e.g. ongoing support, counselling or medications needed) and
- knowledge of living conditions (e.g. known substance misuse issues and whether accommodation type - such as living in a hostel or rented accommodation - could hinder recovery when acting together).

Contact made with support agencies for People Who Have Offended could include:

- contact made with support workers prior to the Relevant Activity to obtain expert opinion on the status of People Who Have Offended
- written reports and recommendations from support agencies kept by the Activity Organiser (e.g. transport recommendations, recommendations for support to be offered during and following the Relevant Activity) and
- detailed contact information gained from other support agencies for ongoing use, as necessary, during the Relevant Activity. Including emergency contacts for all People Who Have Offended.

Contact with host organisations must include:

- where an event is taking place away from University premises, information about the attendance of People Who Have Offended must be communicated to the host venue and the event must not proceed without written approval from the host venue.

Individual risk management plan could include:

- documented risk management plan produced for people who are considered to present a high-risk (including transport needs, chaperone needs, diet and medication, and counselling needs etc.)
- individual risk factors/control measures to be communicated to all staff and volunteers as necessary prior to and during the Relevant Activity and a record made that they have read and understood the risks which they are likely to encounter and the control measures that must be applied



- documents specify and record where the control measures necessary to be complied with have been drawn up in consultation with the People Who Have Offended and have been shared with them prior to attending the Relevant Activity
- ongoing review of individual management plans. This is especially important for a Regulated Activity that is comprised of a series of activities for a specified purpose and
- assurance that any individual People Who Have Offended's needs are included in the overall Relevant Activity plans.

Security arrangements could include physical checks of all attendees such as:

- identification checks
- bag or personal belonging checks and
- scans.

7.4. Useful Links

- [Nacro, a Social Justice Charity](#)
- [UK government guide to probation](#)
- [Multi-Agency Public Protection Arrangements MAPPA Guidance 2012](#)
- [Cambridge Probation Office](#)
- [Practitioner guide: working with people in the criminal justice system showing personality difficulties](#)

8. Insurance of a Relevant Activity

Further information should be sought from the [University's Insurance Section](#).

9. Monitoring and Review

A fully effective system for managing a Relevant Activity requires regular oversight review of procedures. The frequency will depend on the nature of the Relevant Activity (single vs series of sessions) which makes up the Relevant Activity. Oversight reviews should take place at least annually, so that lessons can be learned from experience and working practices can be improved.

Each Relevant Activity should be reviewed by the Activity Organiser and the Departmental Safety Officer (DSO) immediately after the Relevant Activity has ended and the findings reported and discussed by the Department's Safety Committee. The same applies for a Relevant Activity that comprises a series of activities for a specific purpose except where, over the period that the event takes place, it is identified that the risks have increased. Where this occurs the Activity Organiser should contact the DSO, explain the situation and prepare a new risk assessment which must be submitted to the Head of Department before the Relevant Activity continues.

Reviews should consider the following:

- if something went wrong, why did it?
- were adequate advance plans and preparations made for the Relevant Activity that could have mitigated against what went wrong?
- were reasonably foreseeable hazards anticipated, and were adequate precautions implemented to control the risks that might arise?
- do any changes need to be made to improve health and safety at a similar Relevant Activity in the future?
- should any of the findings be reported to the Department's Safety Committee and/or the Safety Office?



Any findings that may be of use to the wider University should be communicated by the DSO to the Safety Office (Safety@admin.cam.ac.uk), so that Safety Office staff can disseminate and include them in their review of this Policy and guidance.

The Safety Office will conduct a review of this Policy and associated documents one year after implementation (or sooner if necessary), and thereafter every three years (or sooner if necessary). Where appropriate, the Safety Office will seek guidance and advice on this Policy and associated documents.

Appendix 1: Risk Assessment template for a Relevant Activity involving People Who Have Offended

Description of Relevant Activity (brief overview)	
Location of Relevant Activity	Date/s of the Relevant Activity
Department/s responsible for the Relevant Activity	Head of Department/s

Please use the guidance in the **University of Cambridge Policy and Guidance for staff and students working, managing or engaging in a Relevant Activity involving People Who Have Offended** above to assist you in completing this risk assessment. The document also contains all relevant definitions (see Section 4).

Please complete the form overleaf to record your risk assessment for a Relevant Activity. You must record all hazards (see Section 7.1) and risks (see Section 7.2) as appropriate to your Relevant Activity. Please then record your control measures (see Section 7.3) to mitigate each risk. Control measures should be specific to the intended audience and Relevant Activity.

Having considered the risks, you must then identify whether the risk is high, medium or low, based on the effect of control measures on each risk. Where control measures cannot reduce a risk below high, you should consider making changes to the Relevant Activity to remove that particular hazard.

When the risk assessment is complete it should be submitted to your Head of Department with a completed permission form as soon as is reasonably practicably, and preferably two to three months prior to the date of the Relevant Activity, especially where risks are high and/or in the case of a major Relevant Activity. This means that you are advised to start preparing your risk assessment at least three months before the Relevant Activity is due to take place.

Risk Assessment form for a Relevant Activity involving People Who Have Offended

Hazard and Description List foreseeable issues that may cause harm	How is this likely to affect those present? Describe how hazards can cause harm to those present and the likelihood of them being exposed to the identified harm	Control Measures Actions or precautions required to eliminate or reduce the impact of the hazard or likelihood of harm occurring	Risk Rating Taking into consideration the risks and control measures, allocate a risk rating for each task. If the risk rating remains high, consider changing the Relevant Activity to eliminate the hazard or increasing the control measures.
For example, these may include characteristics of People Who Have Offended and are attending Relevant Activity	For example, members of staff could suffer physical or mental injury due to acts of violence.	For example, ensure a ratio of People Who Have Offended to other attendees, e.g. single speaker	

Appendix 2: Application form for Permission to carry out a Relevant Activity involving People Who Have Offended

Part 1: Overview

For relevant definitions and guidance please refer to Sections 4 and 7 respectively.

Description of Relevant Activity (brief overview)	
Location of Relevant Activity	Date/s of the Relevant Activity
Department/s responsible for the Relevant Activity	Head of Department/s

B. Activity Organiser's contact details

Full name	Email address	Contact number

C. Activity Organiser's preparedness

Have you organised a Relevant Activity similar to this before? Provide detail of previous experience.	
<i>(Only complete if organising a Relevant Activity away from Cambridge).</i> Have you organised a Relevant Activity in other similar locations before? Provide detail of previous experience.	
Have you previously completed any relevant health, safety, or security training to assist you in the organisation of this Relevant Activity? Please give details.	

D. Travel itinerary – *only to be completed for Relevant Activity away from Cambridge*

Please include estimated arrival and departure dates.

Travel start date	
Travel end date	
Address and contact number of your accommodation	
Mode of transport	

D. Type of Relevant Activity

	<u>(Tick relevant box or add text)</u>
Single venue	
Multiple venues	
Outreach programme	
Prison visits	
Public engagement	
Conference	
Other (Please specify)	
Is the Relevant Activity a single event or series of activities for a specified purpose? For a series of activities please provide information about the venue(s), frequency and period over which the Relevant Activity will take place and whether the People Who Have Offended will change or remain constant throughout.	

E. Relevant Activity description

Detailed description of proposed Relevant Activity. Include number of attendees, the risk profile of attendees and description of content. Is there any explicit or contentious content? If yes, how will this be presented, is it necessary? How will attendees be informed of the content prior to exposure e.g. Relevant Activity information pack or announcement at the start of the Relevant Activity?	
Collaborating with others? <i>Yes/No/name of collaborator.</i>	

F. Safety and security arrangements

Name of Health and Safety representative from the relevant department.	
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Provide copies of your health & safety plan and/or emergency plan, if relevant.	<i>Attach copies when submitting this form</i>
Please confirm that a briefing for all relevant parties on safety and security will take place prior to the Relevant Activity (or will you receive such a briefing for an external Relevant Activity organised by others?).	<i>If already completed, please attach a copy</i>
Have you checked for any clashes with other activities, public holidays, festivals or protests that may affect this Relevant Activity? If clashes exist, please give details.	
If using a company to provide security arrangements, please provide a copy of their risk assessment.	<i>Please attach a copy</i>

G. Contingency information

List medical facilities that you will use in case of an emergency.	
If you need to leave the location, where will you relocate/evacuate to?	<i>Detail which alternative locations you will take attendees to, which routes you will use and what methods of transport</i>
Who is the first person in your Department you will contact?	<i>Name/number</i>
Who is your back-up Department contact?	<i>Name/number</i>
What are your Department's Silver Team contact details?	<i>Name/number</i>
What are the University's Silver Team contact details?	<i>Name/number</i>

H. Event Insurance

Please give details of insurance arrangements that cover this Relevant Activity:

Name of insurer:	Policy number:

I. Risk Assessment

Please complete the Risk Assessment form (Appendix 1) for each Relevant Activity and attach to this application form before submission. **Part 2: Relevant Activity sign off**

Activity Organiser: I am signing to indicate that the details I have given above are a true representation of the proposed Relevant Activity and I have identified all foreseeable risks and sensible control measures associated with this Relevant Activity. I will manage the Relevant Activity in accordance with the control measures identified in the risk assessment.

First name:	Surname:	CRSid:
Signature:	Date:	

ACWPO Chair: I am signing to confirm that the ACWPO Committee has considered this application form and risk assessment and have provided advice to the relevant Head of Department.

First name:	Signature:	
Surname:	Date:	
Advice has been provided (please attach)		
Advice has not been provided		

Head of Department (or nominated deputy): I am signing to confirm that I support the proposed Relevant Activity, give permission for it to proceed and have notified ACWPO of the basis on which I reached my decision.

First name:	Signature:
Surname:	Date:

Additional signature required if applicable to this Relevant Activity:

Exhibitor/speaker: I am signing to indicate that I have read and will follow the above risk assessment for this Relevant Activity.

First name:	Signature:
Surname:	Date:

A copy of this form should be kept by the Activity Organiser and the Departmental Administrator.