

## Hope 4 (Rugby) Ltd RISK ASSESSMENT AND EXCLUSIONS POLICY

At Hope 4 we value the health, protection and the safety of all the directors, staff, service user's and volunteers; it is due to this that we must carry out a risk assessment and operate an Exclusions Policy.

An initial risk assessment is carried out upon arrival at the centre by the director / staff on duty to ensure the safety and comfort of everyone in the day centre and is confirmed by subsequent observation of the guest during his or her time at the day centre.

The director / staff / team leader / volunteers will be looking for the following

- Signs of aggression
- Intake of alcohol or illegal drugs or substances
- Signs of smoking while indoors
- Threatening behaviour
- Abusive language
- Inability to stand unaided

In all instances the director / staff / team leader / volunteers will not preclude a person because of the above signs but will check to see if there is any underlying reason for the behaviour e.g abusive language could be down to a medical condition such as tourette's syndrome or what is perceived as aggression could be down to a mental health problem. The director / staff / volunteers will always speak to the person first to establish a reason for the behaviour and then make a decision as to whether the person should be allowed to access. The final decision on exclusions shall be made by a director of Hope 4. All decisions to exclude, with reasons, will be recorded and considered at the next appropriate directors' meeting.

The directors reserve the right to report exclusions, and the reasons for them, to the police.

If a director feels the risk of giving access to a particular guest is too high, they will offer support and advice about staying safe whilst on the streets and suggest an appointment with a named counsellor to ascertain what further help may be available where appropriate.

adapted from a referral policy document used by Open Door St Albans

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Adopted by the Board in February 2010 – and reviewed annually as an integral part of the Hope 4(Rugby) Ltd Referral Form.