

MK Autism (MKA) project Safeguarding (Vulnerable Adults) / Risk Assessment

Project: MK Autism

Date completed: March 2023

Author: Jane Lynds (project lead Talent Unlimited MK co-ordinator)

Risk Levels: - L = Low; M = Medium; H = High (NB: Risk Levels shown in brackets indicate anticipated scores after Action is taken)

Likelihood of event: - VU = very unlikely; U = unlikely; P = possible; L = likely

Hazard	Risk(s) to	Risk Level L/M/H	Likelihood of event VU/U/P/L	Controls Currently in place and additional action(s) to safeguard all and reduce/eliminate risk (all risks should be judged at L after controls, including action by whom and by when)
Steering group not agreeing on issues	Steering group	M(L)	M	<ul style="list-style-type: none"> Initial composition of Steering group to be established through voluntary engagement with MHA / JL, to be a balance between professionals and autistic adults, with a majority of autistic adults (total of approx. between 4 and 8 members). Subsequent membership will be agreed with the current membership at the time. Steering group members to agree terms of reference at beginning of work, any changes to be agreed ideally by all members but at least 75%.
Injury to members of MKA steering group during meetings	ASMK steering group Members	L(L)	U	<ul style="list-style-type: none"> Ensure any meeting place is adherent to current building / fire / health and safety regulations Personal risk assessments completed for individual members if required i.e. they have significant health issues.
Untrue / misleading / potentially dangerous information included on website	All who visit website	M(L)	U	<ul style="list-style-type: none"> Ensure all links on website are checked as being valid and inclusion is agreed by steering group (at least 75%)

Risk of contravening rules / wishes of contributing organisations, named links	MKA steering group / financial backers	M(L)	U	<ul style="list-style-type: none"> • Permissions to be sought and evidenced from any organisations / groups / individuals mentioned / linked to ASMK website
Incorrect information / advice etc. being given by / via site	All who visit website	M(L)	P	<ul style="list-style-type: none"> • Timely (at least monthly) monitoring of all information on website to ensure its accuracy and that it is up to date. • Any question and answer facility to be strictly monitored by JL (or her named (agreed by steering group) deputy). Any replies to include 'to the best of our knowledge' as standard.
Working with vulnerable adults / DBS checking Keeping everyone safe	Vulnerable adults at risk of harm	M(L)	P	<ul style="list-style-type: none"> • any members of ASMK steering group who are vulnerable adults will be accompanied at all time by Personal Assistants/Social workers/Carers • an open door policy, no two persons are to be alone in any meeting environment without an open door or other appropriate visual access
Financial integrity	Reputation of Com. Found. TUMK and MKA steering group etc.	M(L)	U	<ul style="list-style-type: none"> • All monies to be fully accounted for • TUMK's bank account is only accessible with two signatories, the accounts are completed, circulated, discussed and accepted by TUMK steering group and subsequently checked by a suitable person annually.

Date initial Risk Assessment completed: 13th March 2023

Review Date: ongoing