



#ConnectMe – Resource Pack 3

Celebrate your street – together!



Unit 8 – The legal bits – why they're important

Nobody wants to squash ideas by making legal compliance difficult so this Unit is about helping you feel informed enough to navigate through and feel confident that you are acting legally and safely.

The bottom line is that your project is meant to bring your neighbours together in a fun, connecting positive way. Of course you want to limit personal liability but much more than that, you want everyone to be happy, safe and well. And the fact is, the law is there to help you do that. It's not meant to hinder. In the end we all want the same thing so it's a question of going through the following legal issues, one at a time, to use them as a kind of "Happy, Safe and Well" checklist!

These are the relevant legal requirements current at the time of writing. You need to check for updates at the time of use.

Data Protection

Being connected means gaining trust and we can't expect people to trust us if we are careless with their data. A good way to always think about it is "*how would I feel if*"

- *someone I hadn't signed up to, got hold of my contact details and started bugging me.*
- *someone I didn't know seemed to know sensitive information about me.*

The Data Protection Act is not just a set of compliance rules it's about your right and the right of your neighbours to privacy.

Private data means anything that identifies an individual – their name, address, contact details – anything that describes them. So if you collect any of this information about your neighbours then there are some things you need to remember:-

Only collect the data that you actually need to run the project

Only keep it for the duration of the project

You will always keep that information safe and NEVER pass it to anyone else

You'll keep any contact lists diligently and ensure that anyone who has left the project has their contact details removed from all lists.

In no circumstances use data for any other purpose than your street project. Never provide any other organisation with those details.

Safeguarding

There really can't be anything more important than ensuring that all young people and vulnerable adults are protected from harm if involved in your project.

The very idea that someone, anyone in fact (yourself included), should come to harm as a result of being involved in a street project is in direct opposition to your purpose.

Safeguarding applies to children and young people 18 years or under or to vulnerable adults. A vulnerable adult may fall into any one of the following groups - Older and frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who are substance or alcohol dependent; or family carers providing assistance to another vulnerable adult.

Arrange your contact with these groups through other support organisations. Don't go it alone – as soon as you recognise that your project means that you're left in any extended contact with individuals from vulnerable groups, then reach out to an appropriate organisation to help.

Inviting people into your home

Before inviting people to meet in your home consider whether you have children or vulnerable adults living with you. Take steps to ensure that no vulnerable individual is left alone in the company of someone they don't know.

If you can direct guests to a downstairs loo, as an alternative to the family bathroom, all the better. It's just about simple precautions and a little bit of preparation.

Visiting others in their home

We recommend adopting a buddy system and never doing this alone. Take care never to be left alone in the company of vulnerable persons in their home.

Equality and Diversity

Again, give this the "how would I feel?" test. How would it feel to hear people making rash generalisations about those who share your gender identity or sexuality? Even worse, how would it feel to know that they, or you, were being excluded, mocked or disadvantaged for the same reason.

Getting in touch with how you would feel in those circumstances is a good start but it's important too to be able to take yourself out of your own mindset and periodically to re-examine your assumptions and behaviours. We are all influenced by our own experiences and are capable of prejudice, often without realising.

Think too about the simple things. Not everyone can read small print. It's an easy accessibility adjustment to produce your printed materials in 12 pt or above. It's also useful to remember that people with dyslexia often struggle with Italics.

The Equality Act 2010 makes it unlawful to discriminate against anyone on the grounds of gender, race, colour, nationality, ethnic origin, religious, philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974 or lack of formal qualifications where such qualifications are not formally required.

So,

Treat everyone with dignity and respect.

Consider a range of ways to provide access to your meetings and event

If you are preparing communications in any form ensure that they are in a non-serif font (such as Tahoma or Arial) and that they are not less than 12 pt in size.

Health & Safety

Health and Safety and Risk Assessments have been almost synonymous with red-tape and exasperation but actually the Risk Assessment an incredibly useful tool.

We don't want you to think in terms of red-tape and paperwork. We want you instead to think "how would I feel if someone got hurt just because I didn't check?".

Your Risk Assessment is a really useful way of running a checklist that will ensure that when you turn up to an event you know that you've covered all reasonable bases and taken whatever steps were necessary to ensure that no one is harmed.

We want you to think of it as your friend, not your foe!

You need to Risk Assess any public meeting or event.

Here's a quick guide to Risk Assessments:-

Use a proforma – like the one below. You list each of the potential risks, even if really minimal, down the left-hand side. Then you assess them for how likely they are to happen and for how severe the consequences would be if they did. If you get a high score for both then you either need to change your plan to eliminate that risk entirely or describe the measure you have taken to bring the risk back down to an acceptable level.

Examples of risks indoors are loose or trailing wires, hot or scalding water or trip hazards.

Examples of risks out of doors are trip hazards, traffic or anti-social behaviour.

In each case you will need to assess this risk and then take any necessary action to remove it.

For further advice on whether you should take out Public Liability Insurance check out this resource:-

<https://www.edenprojectcommunities.com/make-it-happen/get-insured>

Severity if it does happen \longrightarrow

Risk Assessment Form

Complete this for every hazard which has been identified as requiring a risk assessment from the **Hazard Checklist (Part 1)**

Likelihood of hazard occurring \downarrow

	Minor (1 st Aid)	Moderate (Lost Time)	Serious (RIDDOR Reportable)	Major (RIDDOR Notifiable)	Catastrophe (Fatalities)
Extremely Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Likely	3	6	9	12	15
Extremely Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

Site	Responsible Manager	Assessor	Date			
Location/ Equipment/ Substances/Work Activity	Hazard, hazardous event and expected consequence	People affected	Assessment of Risk			Are risk controls required? Yes / No
			Likelihood Level \times	Severity (Consequence) Level =	Risk Level	