Appendix B

Awen and BCBC: Defined areas of responsibility for work based projects

Awen	BCBC
Providing range and quality of opportunity	Creates personal support plan and undertakes regular reviews with relevant stakeholders – at least annually
Providing meaningful activities that have outcomes	,
	Creates generalised risk assessments as necessary for
Keeping service users safe whilst engaged in these activities – ensuring environment, activity, tools etc	service users – medical, behavioural etc
are safe and appropriate	Signs off the workplace risk assessment created by Awen
Carrying out workplace risk assessments and regularly	
reviewing them – sign off by BCBC	Pro-active disclosure of any relevant information regarding service users
Participate in the annual reviews of the personal support plans	
Reporting any issues / incidents to BCBC	

Referral Flowchart

BCBC – Community Support Team

Identify need for a day service provision and make referral to BCBC Day Services Manager

BCBC – Day Services Manager

Day Services Manager assesses suitability of individual for work based day services and if deemed suitable will pass on to Awen for further discussion

Awen – Director of Business Development

Discuss referral with Day Services Manager and make joint decision on whether or not to progress to

Awen – Director of Business Development

Individual is progressed for interview/taster session and following this and discussion with the staff, a decision is made by Awen (DBD) on whether or not to offer the

Awen – Director of Business Development

Workplace assessment is undertaken by Awen staff before individual begins placement and signed off by BCBC Day