

## Appendix B

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

<b>Awen</b>	<b>BCBC</b>
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 service users – medical, behavioural etc
Keeping service users safe whilst engaged in these activities – ensuring environment, activity, tools 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**

