



# Risk Assessment Policy

*Part of the BYO Health and Safety Policy Suite*

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Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.  
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

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| Document Details | Information                                                                                                                                                                                                       |
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| Policy Title     | Risk Assessment Policy                                                                                                                                                                                            |
| Version          | 2.0                                                                                                                                                                                                               |
| Effective Date   | 30 June 2026                                                                                                                                                                                                      |
| Review Date      | 01 June 2027                                                                                                                                                                                                      |
| Owner            | Britannia Youth Organisation CIC                                                                                                                                                                                  |
| Approved By      | Hassan Kingsley, Governor                                                                                                                                                                                         |
| Cross-References | Health and Safety Policy, Offsite Visits Policy, Safeguarding Policy Framework, Child Protection Procedures, Adult Safeguarding Procedures, Activity Risk Assessment Template, Comprehensive Trip Risk Assessment |

## 1. Purpose & Scope

This policy establishes clear requirements for identifying, assessing, and managing risks across all Britannia Youth Organisation (BYO) activities to ensure the safety of participants, staff, and volunteers.

This policy applies to all BYO activities, including regular sessions, special events, and offsite visits.

## Risk Assessment Requirements

### When Risk Assessments Are Required

Risk assessments must be completed for:

- All new activities before they commence
- Offsite visits and trips
- Activities involving equipment or potential hazards
- Regular activities annually, or when circumstances change
- Following any incidents or near-misses

### Assessment Process

#### Step 1: Use Appropriate Templates

- Regular Activities: Use the Activity Risk Assessment Template
- Offsite Visits: Use the Comprehensive Trip Risk Assessment
- Ongoing Monitoring: Use the Simple Incident Log for follow-up

#### Step 2: Identify Hazards

Consider risks including but not limited to:

- Physical safety (slips, trips, falls)
- Equipment and activity-specific hazards
- Environmental factors
- Safeguarding considerations
- Participant-specific needs
- Emergency response requirements

#### Step 3: Assess and Control

- Evaluate who might be harmed and how
- Determine risk levels (Low/Medium/High)
- Implement appropriate control measures
- Review residual risk after controls

#### Step 4: Documentation and Approval

- Complete assessment using standard templates
- Obtain DSL approval for all assessments
- Ensure all staff understand the risk controls
- Keep records accessible during activities

## Responsibilities

### **All Staff and Volunteers:**

- Follow risk assessment procedures
- Report hazards and incidents promptly
- Implement required safety measures

### **Activity Leaders:**

- Complete risk assessments for their activities
- Ensure participant safety briefings
- Monitor and review risks during activities

### **Designated Safeguarding Lead (DSL):**

- Approve all risk assessments
- Ensure safeguarding considerations are addressed
- Review incidents and update procedures

## Review and Monitoring

Risk assessments must be reviewed:

- Before each use for offsite visits
- Annually for regular activities
- After any incidents or changes to activities
- When new hazards are identified

## Related Documents

### **Risk Assessment Forms:**

- Activity Risk Assessment Template
- Comprehensive Trip Risk Assessment
- Simple Incident Log
- Pre-Activity Safety Checklist

### **Policy Cross-References:**

- Health and Safety Policy
- Offsite Visits Policy
- Safeguarding Policy Framework
- Child Protection Procedures
- Managing Allegations about Staff and Volunteers
- Code of Conduct Policy
- Recruitment, Selection and Onboarding Policy
- Vetting and DBS Policy
- Complaints Policy
- Data Protection Policy
- Photography and Videography Policy

## Emergency Contacts

**DSL:** Joshua Hall (07925 328 728)

**Deputy DSL:** Hassan Kingsley (07597 874 222)

**Emergency Services:** 999

### Document Control:

- This policy supports safe delivery while maintaining BYO's commitment to accessible youth work
- Risk assessments balance safety requirements with practical activity delivery
- Regular review ensures continued effectiveness and legal compliance

### Reviewed by:



**Hassan Kingsley**

Date: 30/06/2026

Next Review Date: 01/07/2027

*This policy forms part of BYO's commitment to safeguarding and should be read alongside our complete Safeguarding Framework.*

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