



Risk Assessment Procedure

March 2026

Last review completed by:

Board of Trustees

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J Holmes

Distribution list:

Board of Trustees

Risk Assessment Procedure

1. Purpose

This procedure explains how Both Sides Foundation identifies, assesses and manages risks associated with its activities. The aim is to ensure activities are delivered safely, thoughtfully and in a way that supports the wellbeing of everyone involved.

Both Sides Foundation works with children and young people aged 15–21, and risk assessment is a key part of safeguarding and responsible delivery.

2. Scope

This procedure applies to all activities delivered by Both Sides Foundation, including retreats, workshops, outreach activities, events and online engagement.

It applies to all individuals working with or on behalf of the Foundation, including trustees, staff, volunteers, practitioners, facilitators, contractors and delivery partners.

3. When a Risk Assessment Is Required

A risk assessment should be completed:

- Before delivering a new activity
- When planning events, retreats or group sessions
- When working in a new venue or environment
- When activities involve emotionally sensitive content
- When circumstances change or concerns are identified

Risk assessments should be proportionate to the nature of the activity.

4. What Risks Should Be Considered

Risk assessments should consider, where relevant:

- Physical risks (e.g. venue safety, slips, trips, access)
- Emotional or psychological risks (e.g. distress, triggering content)
- Safeguarding risks, particularly where children or young people are involved
- Age-related risks, including supervision, boundaries and consent
- Lone working or outreach risks
- Online delivery risks (privacy, boundaries, behaviour)
- Emergency arrangements

Not all risks will apply to every activity.

5. Managing and Reducing Risk

For each identified risk, reasonable steps should be identified to reduce or manage it. This may include:

- Clear boundaries and expectations
- Adjustments to activities or delivery style
- Use of appropriate venues and environments
- Appropriate supervision arrangements for young people
- Having clear support and escalation routes in place
- Referring to relevant procedures (e.g. Safeguarding, Emergency, Managing Challenging Behaviour)

Risk management should focus on reasonable and practical controls.

6. Responsibility

The person leading or organising an activity is responsible for ensuring a risk assessment is completed and reviewed.

Risk assessments may be shared with others involved in delivery where appropriate and should be available if required.

7. Review and Updating

Risk assessments should be:

- Reviewed before each activity
- Updated if circumstances change
- Reviewed after incidents or near misses

Learning from experience is an important part of effective risk management.

8. Related Policies and Procedures

This procedure should be read alongside:

- Safeguarding Policy and Procedure
- Child Protection & Vulnerable Adults Procedure
- Emergency Procedure
- Managing Challenging Behaviour Procedure
- Code of Conduct

Appendix A: Risk Assessment Template

(This template is provided as guidance and may be adapted as appropriate.)

Activity / Event:	
Date(s):	
Location:	
Lead person:	

1. Who Is Involved?
(e.g. participants, facilitators, volunteers, members of the public)
2. Key Risks Identified
(Consider physical, emotional, safeguarding, age, behavioural, environmental or online risks)
3. Controls / Mitigating Actions
(What is already in place or will be put in place to reduce risk?)
4. Safeguarding Considerations
(Are children or adults at risk involved? Safeguarding Lead aware?)
5. Emergency Arrangements
(Emergency contact details, Venue emergency procedures known, First aid / support arrangements identified)
6. Review
(Any additional actions required before delivery?)

Completed by:

Date: