**Risk Assessment Policy**

The Board of Trustees/Management Committee of **{organisation name}** recognises that the building and our programme and activities should be as safe as is reasonably possible. This includes identifying hazards and quantifying any associated risks.

The Board of Trustees/Management Committee will:

* Identify the risk assessments to be undertaken and delegate the responsibility of carrying out those assessments to …………………………………………..
* Ensure that once risk assessments have been completed, preventative measures are evaluated and improvements are made if necessary
* Make sure employees and volunteers are trained appropriately
* Make sure improvements to premises/activities/events/trips are made when needed

The delegated person will make sure that:

* Risk assessments are carried out at regular intervals and for all new activities
* The completed assessments are stored in the Health and Safety file
* Staffing ratios of leaders to young people are adequate and DBS checks are in place if required

**Definitions:**

**HAZARD –** anything that can cause harm

**RISK –** the chances that (very high, high, medium or low) someone will be harmed by a hazard

**This policy was adopted at the Board/Management Committee Meeting on:**

**…………………………………………………………………………………………………… (date)**

**Signed on behalf of the Board/Management Committee:**

**………………………………………………………………………………………………… (signed)**

**This policy will be reviewed annually by the Management Committee**

***As a minimum it is suggested that Risk Assessments be carried out in respect of premises/activities/events/trips***