

Genuine Futures CIC – Risk Assessment Policy

PREVENTION OVER
PUNISHMENT:
BUILDING SAFER FUTURES
TOGETHER

Version: 1.0 Approved by Board: 01 Nov 2025 Next Review: 01 Nov 2025

1. Policy Statement

Genuine Futures CIC is committed to providing safe environments for all staff, volunteers, service users, and visitors. We recognise that effective risk assessment is essential to the prevention of injury, ill health, and environmental damage. All activities, equipment, and premises will be subject to systematic risk assessment to identify hazards, evaluate risks, and implement suitable control measures.

2. Legislative Framework

This policy complies with the following legislation and guidance: • Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • Control of Substances Hazardous to Health (COSHH) Regulations 2002 • Manual Handling Operations Regulations 1992 • Workplace (Health, Safety and Welfare) Regulations 1992 • Health and Safety Executive (HSE) Five Steps to Risk Assessment (INDG163)

3. Scope and Purpose

This policy applies to all Genuine Futures CIC operations, premises, activities, and events. It covers staff, volunteers, contractors, and anyone who may be affected by our work. The purpose of this policy is to ensure that risks are identified, assessed, and managed effectively to prevent harm.

4. Responsibilities

- Board of Directors: Ensures overall compliance with health and safety legislation and reviews significant risks.
- Responsible Person / DSL: Oversees the completion and review of risk assessments and ensures control measures are implemented.
- Managers and Supervisors: Conduct task-specific assessments and communicate control measures to staff and volunteers.
- Staff and Volunteers: Follow safety procedures, report new hazards, and participate in reviews and training.
- Contractors: Must provide their own risk assessments and method statements before commencing work on Genuine Futures premises.

5. The Five Steps to Risk Assessment

Genuine Futures CIC follows the HSE's recognised five-step model: 1. Identify hazards – look for anything that may cause harm (e.g. equipment, substances, activities, environment). 2. Decide who might be harmed and how – consider staff, volunteers, service users, and others. 3. Evaluate risks and decide on precautions – assess likelihood and severity, apply control measures. 4. Record findings and implement them – document significant findings and communicate to all involved. 5. Review and update regularly – reassess when there are changes in staff, equipment, environment, or following an incident.

6. Types of Risk Assessment

- General Risk Assessment: covers everyday activities and premises.
- Activity-Specific Risk Assessment: for events, educational visits, or higher-risk operations.
- Dynamic Risk Assessment: an on-the-spot evaluation conducted in

changing or unforeseen circumstances.All types must be documented where practicable, even for short-term activities.

7. Recording and Review Procedures

All risk assessments must be written using the organisation’s approved template and stored securely. Reviews should occur:• Annually as a minimum.• When work processes, staff, or environments change.• Following an incident, near miss, or complaint.• When new equipment or substances are introduced.The Responsible Person will monitor completion and ensure corrective actions are implemented promptly.

8. Communication and Training

Risk assessments will be shared with all relevant staff and volunteers during induction or before new activities begin. Training will be provided in hazard recognition, reporting, and safe working practices to ensure that everyone understands their role in risk management.

9. Storage and Record Retention

Completed risk assessments will be retained for at least three years or longer where required by regulation. Documents will be stored securely and made available for inspection by the Board or regulatory authorities upon request.

10. Monitoring and Review

The Board and Responsible Person will review this policy annually or after significant operational changes. Periodic audits will be conducted to ensure compliance with HSE standards and internal procedures.Last reviewed: [Insert Date]Next review due: [Insert Date + 12 months]

11. Linked Policies

• Health & Safety Policy• Building Safety Policy• Educational Visits and Outings Policy• Safeguarding & Child Protection Policy• Environmental and Sustainability Policy

Appendix A: Example Risk Assessment Template

The following template can be used by staff and volunteers to complete a basic risk assessment.Ensure each section is completed clearly and reviewed by a manager or the Responsible Person before the activity begins.

Hazard Identified	Who Might Be Harmed	Existing Control Measures	Additional Controls Required	Action By / Date

