



Risk Assessments

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Risk Assessments

Purpose of this policy

This policy explains how MENT4 identifies, assesses and manages risks. It is designed to ensure that all activities, environments and interactions are planned and delivered safely.

Risk assessment is a key part of safeguarding and health and safety. It helps prevent harm and ensures that staff and young people are protected.

What is a risk assessment

A risk assessment is the process of:

- identifying potential hazards
- considering who might be affected
- evaluating the level of risk
- putting measures in place to reduce or manage that risk

Risk assessments should be proportionate, practical and relevant to the activity.

When risk assessments are required

Risk assessments should be carried out where there is potential for harm or increased risk.

This may include:

- new programmes or activities
- trips, events or showcases
- working in new venues or environments
- lone working or home visits
- travel with young people
- working with young people with additional needs or known risks
- use of equipment or specialist resources
- any situation that presents a change in risk

Staff should not proceed with higher risk activities without appropriate assessment.

Identifying hazards

A hazard is anything that could cause harm.

Staff should consider:

- physical hazards (environment, equipment, space)
- behavioural risks (conflict, aggression, disengagement)
- safeguarding risks
- travel and transport risks
- environmental risks (weather, location, public access)
- emotional or wellbeing risks
- risks linked to the specific needs of young people

Hazards should be identified before the activity takes place where possible.

Assessing risk

Once hazards are identified, staff should consider:

- how likely the risk is to occur
- the potential impact if it does occur
- who may be affected
- whether existing controls are sufficient

This helps determine the level of risk and what action is needed.

Managing and reducing risk

After identifying risks, staff must put appropriate measures in place to reduce or manage them.

This may include:

- adjusting the activity or environment
- increasing supervision
- setting clear boundaries or expectations
- using safer equipment or resources
- limiting group size
- planning alternative arrangements
- ensuring appropriate staffing levels
- providing additional support where needed

The aim is to reduce risk to a safe and acceptable level.

Dynamic risk assessment

Not all risks can be predicted in advance. Staff must be able to assess risk in real time.

Dynamic risk assessment means:

- being aware of your surroundings
- noticing changes in behaviour or environment
- responding quickly to emerging risks
- adapting plans if needed
- stopping an activity if it becomes unsafe

Staff should trust their judgement and prioritise safety.

Responsibilities

MENT4's responsibilities

MENT4 will:

- provide guidance and templates where required
- support staff to carry out risk assessments
- review higher risk activities
- ensure appropriate oversight where needed

Staff responsibilities

Staff must:

- carry out risk assessments where required
- follow agreed risk control measures
- remain aware of risks during activities
- update or adapt plans if risks change
- report concerns or incidents
- not proceed with unsafe activities

Recording risk assessments

Where required, risk assessments should be recorded using MENT4's approved format.

Records should include:

- identified hazards
- level of risk
- control measures
- responsible person
- date of assessment

Records should be stored securely and shared with relevant staff where needed.

Reviewing risk assessments

Risk assessments should be reviewed:

- before new activities
- when there are changes to the activity or environment
- after an incident or near miss
- periodically for ongoing programmes

Reviews help ensure that control measures remain effective.

High risk situations

Some situations may require additional approval or oversight.

This may include:

- overnight trips
- large scale events
- activities involving higher levels of risk
- work with young people with complex needs
- new or unfamiliar environments

Staff should seek guidance before proceeding with higher risk situations.

Reporting concerns

If a staff member identifies a risk that cannot be safely managed, they must:

- stop or adjust the activity
- inform their line manager or relevant lead

- record the concern
- seek further guidance

Safety must always come first.

Final note

Risk assessment is not about removing all risk. It is about understanding risk and managing it responsibly. By planning ahead, staying aware and responding appropriately, staff help create safe and supportive environments for young people and colleagues.

This document has been approved by:

Luke Peters
Executive Director

A handwritten signature in grey ink, appearing to be "L. Peters".

Helping young people discover what they are MENT4

Tel: 07808 595151

E-mail: luke.peters@ment4.org

