



Somewhere to Go Ltd

St John's Church Hall, 4a Boulevard, Weston-super-Mare, BS23 1NA

April 2025

HSW10 Risk Management - V.2

Somewhere To Go Ltd is a charity with the aim: to relieve poverty and distress among the most disadvantaged in the community, by providing a space where people can feel welcome and comfortable and create an environment which will enhance self worth & self esteem. To offer nourishing food, clothing; to facilitate access to medical & welfare services; help with housing and benefits.

Responsibility

The Board of Trustees has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

It is the responsibility of line managers to communicate the requirements of this policy and procedure to their employees. All staff including volunteers must comply with this policy and other associated policies and procedures. It is the staff members responsibility to ensure that they have read and understood all the relevant policies and procedures and if for any reason they are unclear they seek the guidance of their line manager.

This policy will enable Somewhere to Go to demonstrate its commitment to keeping safe the vulnerable adults with whom it works.

Scope

This policy applies to all Somewhere To Go Ltd staff and volunteers working in all properties owned or managed by Somewhere To Go Ltd, who are supporting or helping to deliver Somewhere To Go services.

Queries

If there are any queries relating to this policy please contact the Board of Trustees.

Background Information

Somewhere to Go Ltd supports vulnerable people from all backgrounds. Due to this there are certain demographics who are more susceptible to infections. Where possible Somewhere To Go Ltd aims to reduce the spread of infection on the premises through preventative and control measures. This guidance has been adapted from Gov.uk resources based upon the practices of adult social care.

These infection prevention and control (IPC) principles are to be used in conjunction with medical guidance and advice on managing specific conditions.

Definition

HSW10 Risk Management Policy

Charity Registration number 1080963

Company registration number 3928387

Telephone: 01934 641880



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For the purpose of this document, 'risk' is defined as 'the possibility that an uncertain event, action or set of circumstances which, if to occur, would have an adverse effect on the likelihood of Somewhere to Go Ltd achieving its objectives'.

Somewhere to Go Ltd aims to enable managers, staff, volunteers, contractors and clients to mitigate and manage risk appropriately for the safety of all. Risk management involves determining the acceptable level of exposure to risk, which enables the completion of Somewhere to Go Ltd objectives whilst achieving a balance between the level of risk exposure and the cost of mitigating actions. Risk management is a process which provides assurance that:

1. Objectives at all levels are likely to be achieved;
2. Damaging effects are less likely to occur;
3. Beneficial effects are more likely to occur.

Roles and Responsibilities

The overall responsibility for risk management within Somewhere to Go Ltd lies with the Board of Trustees. The Board of Trustees for Somewhere to Go Ltd is accountable for ensuring there is an effective and proactive system of risk management in place.

The responsibility for implementation is delegated to the Charity Services Manager, Senior Support Worker and Charity Shop Manager.

It should also be noted that risk management is the responsibility of everyone working, volunteering or using the services provided by Somewhere to Go Ltd.

Risk Identification

Some risks are known across Charities and organisations such as manual handling, external risks and internal risks. Other risks will be specific to Somewhere to Go Ltd.

Risks are identified through government guidance and through reports from staff regarding accidents, injuries and near misses. If staff are not aware how to report a risk they should consult with their line manager.

Risk Analysis Matrix

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Somewhere to Go Ltd uses the Risk Analysis Matrix provided by Health and Safety England. Which is outlined as follows:

	LIKELIHOOD	X	SEVERITY
1	<u>Low</u> - Controls are in place to ensure the task/activity is safe and the environment is protected.	1	<u>Low risk/no impact</u> - Minor discomfort/impact or insignificant consequence.
2	<u>Low/Medium</u> - Some additional measures may be required to make the task/activity safe and protect the environment.	2	<u>Low/Medium risk/impact</u> - First aid /Hospital day case or minimal environmental consequence.
3	<u>Medium</u> - Additional controls are necessary to make the task/activity safe and protect the environment.	3	<u>Medium risk/impact</u> - Badly harmed (incapacitated for 3 day +, WRULD etc.) or moderate environmental consequence. Moderate 3rd party interest / enforceable standard.
4	<u>Medium/High</u> - Formal and documented controls are required to protect individuals and the environment.	4	<u>Medium/High risk/impact</u> - Severely harmed/Maimed (Paralysis/Blinded/Badly burned/Loss of limbs etc) Uncontrolled environmental release/significant 3rd party interest/risk of prosecution.
5	<u>High/imminent</u> - Formal and documented controls are required to protect individuals and the environment. Further action is necessary to mitigate unacceptable risk/impact.	5	<u>Unacceptable high risk/impact</u> - Death or chronic illness (i.e. Electrocutation / Asbestos related illness/Dangerous Occurrence) Severe/Chronic/large quantity environmental release/ 3rd party instruction/ High risk of prosecution.

(Guide Only)
Risk Level Rating

L I K E L Y H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY				



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Approach to Risk Management

Policies

Related to significant risks are policies that underpin the internal control process. The policies are approved by the Board of Trustees, implemented by the Charity Services Manager, Senior Support Worker and Charity Shop Manager; and are supported by written procedures where appropriate.

Risk Assessments

Related to significant risks are risk assessments that underpin the internal control process. The risk assessments are approved by the Board of Trustees and implemented by the Charity Services Manager, Senior Support Worker and Charity Shop Manager. The risk assessments provide guidance on the nature and extent of the risk, the likelihood of the risk occurring and the severity of the risk if it did occur.

Annual Review of Effectiveness

The Risk Management policy and Risk Assessments will be reviewed every year to review their effectiveness.

This policy will be reviewed every year in accordance with government and local publications.

This policy will be reviewed in March 2026.