



Overall Project Risk Assessment

Version Number	Changed By	Changes Made	Date Modified	Next Review Date
v.1	Dominique Gorman (Office Manager)	Edited and updated all areas	19/05/2026	19/052(annual review)



Young Lewisham Project

1. Purpose

This overall project risk assessment identifies strategic, operational, safeguarding, staffing, transport, premises and activity-related risks that may affect the Young Lewisham Project. It outlines current control measures and identifies any further actions required to reduce risk and support safe, effective service delivery for young people, staff, volunteers and the organisation

2. Persons / Groups at Risk

- Young people (aged 11–19)
- Staff
- Volunteers
- Trustees / Management Committee
- Visitors and external professionals
- Contractors
- The Project / Organisation as a whole

3. Risk Rating Guidance

Rating	Meaning
L	Low – unlikely to occur / low impact
M	Medium – possible occurrence / moderate impact
H	High – Likely occurrence / significant impact



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4. Overall Project Risk Assessment Table

Hazard / Risk area	Those at Risk	Risk Rating	Existing Control Measures	Additional Control Measures / Actions
Financial Risk – Lack of funding, withdrawal of funding, unexpected expenditure	The project, staff, young people	M	Project development supported through operational, administration and finance functions. Ongoing applications for grant funding submitted. Regular research undertaken into new funding streams, donations and corporate fundraising opportunities. Monitoring and evaluation systems in place. Regular financial review by the Management Committee / Trustees. Reporting to funders completed to a high standard. Referral income used to support project sustainability.	Continue to develop mid-term and long-term business planning. Build reserves where appropriate and review Reserves Policy regularly. Hold additional management / trustee meetings during periods of financial uncertainty or crisis.
Management Capacity – loss of managerial staff / reduced leadership capacity	The Project, staff, young people	M	Well-trained staff team in place. Clear management structure established. Supportive Management Committee / Trustees. Staff trained in a range of managerial and operational duties. Regular staff meetings ensure communication and continuity across the team.	Continue succession planning. Ensure trustees / committee members are trained in key aspects of governance, safeguarding, finance and project oversight.
Staffing Risk – loss of key personnel, staff sickness, staff absence	The Project, Management, staff, young people	M	Staff trained across multiple areas of work. Sessional workers available to support staffing gaps. Volunteers available where appropriate. Recruitment and safer recruitment procedures in place. Staff absence managed through internal planning.	Keep suitable recruitment leads / CVs on file where lawful and appropriate. Consider agency or freelance cover where necessary. Continue cross-training staff to strengthen resilience.
Health & Safety – risks arising in workshops, office areas, key skills spaces, delivery environments	Staff, volunteers, young people	M	Health and Safety Policy in place and reviewed annually. First aid trained staff on site. Health and safety regulations followed. Regular review of workshop and delivery	Provide refresher health and safety training as required. Continue regular review of



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			procedures undertaken. Specific activity and area risk assessments completed separately. Appropriate infection control and post-Covid health measures considered where relevant.	workspaces and practice.
Transport / Vehicles – minibus, trailer, breakdown, collision, theft, mechanical failure	The Project, staff, volunteers, young people	M	Minibus and trailer maintained appropriately. Trailer receives annual safety check by a qualified provider. MOT, tax and insurance kept up to date. Breakdown and recovery cover maintained. Young people supervised at all times whilst travelling. Separate transport and vehicle risk assessments in place.	Ensure insurance reflects current replacement / market value of minibus and trailer. Continue driver checks and maintenance schedule monitoring.
Assets / Equipment Loss or Damage – motorcycles, bicycles, workshop equipment, office equipment, art equipment, sports equipment, music equipment, social enterprise equipment	The Project, staff, volunteers, young people	M	Assets insured where appropriate. Equipment maintained in good working order. Equipment stored securely and appropriately. Young people supervised when using equipment. Separate equipment and activity risk assessments in place where required	Continue fundraising and budgeting for replacement of damaged, obsolete or high-use items. Maintain asset register and inspection schedule.
Building / Premises Risk – building repairs, service failure, damage to premises, loss of lease, reduced operational capacity	The Project, staff, young people	M	Systems in place for routine repairs, maintenance and premises checks. Separate Building / Premises Risk Assessment in place. Where more than one operational space is available, service delivery may continue at reduced capacity if one area is unavailable. Premises leased from London Borough of Lewisham, providing some security of tenure.	Ensure contingency arrangements are clear in the event that the whole site is unavailable. Emergency continuity plan to remain available within policies and procedures. Review lease and occupancy arrangements regularly.
Safeguarding / Child Protection – allegation against staff or volunteer, disclosure of abuse, safeguarding incident	Young people, staff, volunteers	M	All staff and volunteers subject to appropriate DBS checks. Staff remain aware of current safeguarding guidance and updates. Safeguarding policy reviewed regularly. All staff receive safeguarding training. Clear reporting procedures in place for disclosures and concerns, including escalation	Ensure DBS checks remain current and staff are registered with the DBS Update Service where appropriate. Continue ongoing safeguarding refresher training and policy review



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			to the Designated Safeguarding Lead (DSL) and statutory services where necessary. Lone working procedures in place.	
On-site and Off-site Activities – injury, illness, environmental risk, supervision issues, transport, changing environments	Young people, staff, volunteers	M	individual activities and trips risk assessed separately. Staff are first aid trained. Staff are appropriately trained and supervised. Session planning includes safety considerations.	Continue to update risk assessments regularly and review after incidents, changes to activities, or new venues.
Reputational Risk – complaints, negative publicity, social media misuse, poor practice, safeguarding concerns	The Project, staff, young people	M	Policies in place for safeguarding, behaviour, complaints, staff conduct, confidentiality and social media use. Management oversight in place. Staff expected to act professionally and in line with policy.	Continue policy review, staff training and management oversight. Ensure complaints, incidents and concerns are responded to promptly and appropriately. Maintain clear communication with stakeholders and funders where concerns arise.
Data Protection / Confidentiality – loss, misuse or breach of personal information	Young people, staff, families, project	M	Confidential records stored securely. Access to sensitive information restricted to authorised personnel. Data handled in line with GDPR and organisational procedures. Password-protected systems and secure storage used.	Continue staff training in data protection and confidentiality. Review data retention and storage procedures regularly.
IT / Communication Systems Failure – inability to access records, communication breakdown, disruption to service delivery	The Project, staff, young people	M	Core systems backed up where possible. Staff use shared communication systems and organisational processes. Key contacts and essential documents retained securely. Qlic provides IT support and management for the Young Lewisham Project, including maintenance of technology infrastructure, cyber security protections, system monitoring, and support in the event of cyber attacks or technical failures.	Review business continuity arrangements for digital systems. Ensure critical information can be accessed in an emergency. Maintain regular liaison with Qlic to ensure cyber security measures, backup systems, and recovery procedures remain up to date and effective.
Volunteer Capacity / Availability – reduced	Staff, young people, project	L	Volunteers support delivery where appropriate. Staff lead	Continue volunteer recruitment,



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support for sessions or activities			on all essential delivery. Safer recruitment and induction procedures in place.	induction and retention planning. Ensure volunteers are not relied on to fill critical staffing gaps without proper oversight.
Partnership / Referral Risk – sudden reduction in referrals or breakdown in partner relationships	The Project, young people	M	Positive relationships maintained with referral agencies, schools, partners and local stakeholders. Project outcomes monitored and shared appropriately.	Continue relationship-building, impact reporting and partnership development. Diversify referral pathways where possible.
Cyber / IT / Online Safety Risk – data breach, hacking, phishing, password compromise, device loss, inappropriate online contact, unsafe online activity	Young people, staff, families, project	M	Sensitive records are stored securely. Password-protected systems and restricted access are used where appropriate. Staff use email, cloud storage and communication systems in line with organisational procedures. Staff are expected to maintain confidentiality and professional boundaries in digital communication. Qlic manages IT infrastructure and cyber security support for the Young Lewisham project, including system security, monitoring, device management, data protection support, and response to cyber threats or attacks.	Introduce or regularly review the Cyber Security / IT Acceptable Use Policy. Ensure secure passwords, multi-factor authentication where possible, regular software and security updates, and safe storage of devices. Work with Qlic to maintain effective cyber security measures, backup and recovery systems, and secure access controls. Provide staff training on phishing awareness, data protection, GDPR responsibilities, and online safeguarding. Review online safety arrangements regularly where digital youth work



				or online communication with young people takes place.

5. Linked / Supporting Risk Assessments

The following should be read alongside this Overall Project Risk Assessment:

- **Building / Premises Risk Assessment**
- **Fire Risk Assessment**
- **Kitchen Risk Assessment**
- **Transport / Minibus Risk Assessment**
- **Workshop / Equipment Risk Assessments**
- **Off-site Visit / Trip Risk Assessments**
- **Safeguarding and Lone Working Procedures**
- **Manual Handling Risk Assessment**
- **First Aid / Accident Reporting Procedures**

6. Monitoring and Review

This risk assessment will be:

- reviewed annually
- reviewed after any serious incident, near miss or safeguarding concern
- updated where there are changes to:
 - staffing
 - premises
 - transport
 - activities
 - digital systems
 - funding
 - safeguarding arrangements
 - service delivery model

Incidents, accidents, complaints, concerns and near misses should be recorded and used to inform future review.

7. Additional Notes



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- Dynamic risk assessments must be carried out by staff during delivery where conditions change.
- Staff and volunteers must follow all relevant policies, procedures and individual risk assessments.
- This document should be used as part of the organisation's wider governance, safeguarding and health and safety framework.