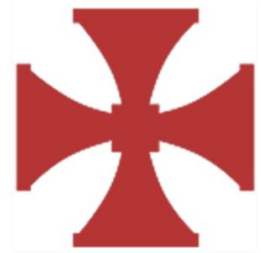




Josephine Butler

Junior Common Room



Policy			
Risk Assessments Policy			
Issue Date	August 2026	Reference	P/017
Next Review Due	August 2029	Review Cycle	3 Years
Reviewing Panel	Board of Trustees		
Applicability	Employees Executive Committee Trustees Members Customers Contractors		

1. ABSTRACT

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, with a duty to ensure all stakeholders, whilst attending the JCR’s events, or doing any other activities with the JCR shall be safe.
- 1.2. Therefore, the JCR expects its trustees, employees, volunteers, members, customers, and contractors to commit to upholding and promoting these standards.
- 1.3. This policy complements the Health and Safety Policy (P/018), but this policy details what a risk assessment must include, which includes Health and Safety, alongside other organisational risks such as reputation to the JCR, or Josephine Butler College.

2. PRINCIPLES OF RISK ASSESSMENTS

- 2.1. The basis of a risk assessment is that it should include:
 - 2.1.1. All potential risks, ranging from Health and Safety related ones, to other organisational risks, such as reputational risk.
 - 2.1.2. Assign a mitigation to minimise the risk.
- 2.2. The identification of mitigations should be used by the lead organiser of an event, or president of a Society, Sport, or Committee (“SSC”) to:
 - 2.2.1. Deliver any training where required;
 - 2.2.2. Seek the procurement of any resources needed to mitigate risk.
- 2.3. A risk assessment must be done for:
 - 2.3.1. All JCR events;
 - 2.3.2. All SSC events and activities.
- 2.4. A risk assessment must be completed, or reviewed from a previous likewise event or SSC:
 - 2.4.1. Prior to an event;
 - 2.4.2. The beginning of an academic year (for SSCs);
 - 2.4.3. At the commencement of the SSC’s activities.
- 2.5. An “event” shall be defined as an occasion which occurs once in an academic year, such as a ball. An “activity” shall be defined as the affairs of an SSC which occur at a regular interval, but contain a similar set of risks.
 - 2.5.1. A risk assessment only needs to be done at the commencement of the first activity in the series, or if the activity’s risks changes. It does not need to be done prior to every individual occurrence.

3. TEMPLATES

- 3.1. The Risk Assessment template must be obtained from Josephine Butler College if required, to keep consistency when working with the College.

4. SUBMISSION

- 4.1. All Risk Assessments must be submitted to the FACSO, or should they not exist, the JCR President.
- 4.2. The Sabbatical Officers may then:

- 4.2.1. Refer the risk assessment back to the person completing the risk assessment, with guidance, if it is not sufficiently exhaustive, the mitigations are not extensive enough, or if there are any other issues.
 - 4.2.2. Submit the risk assessment to Josephine Butler College's Operations Manager, or their delegate. They may either accept the risk assessment, or refer the risk assessment back to the person completing the risk assessment, or the sabbatical officer who passes it back to such person, if it is not sufficiently exhaustive, the mitigations are not extensive enough, or if there are any other issues.
- 4.3. An event or activity is not permitted to run, unless the sabbatical officer and the College's Operation Manager, or delegate, both approve the risk assessment.

5. IMPLEMENTATION

- 5.1. The Chair of the Board of Trustees, or their deputy, and the JCR President, will ensure that this policy is brought to the attention of all volunteers, employees, and contractors.
- 5.2. The Board of Trustees shall monitor the implementation of this policy.

6. APPROVAL AND REVIEW

- 6.1. This Risk Assessments Policy was prepared in July 2026 by the Compliance and Governance Officer, on behalf of the Board of Trustees.
- 6.2. This policy shall be reviewed every three years by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

This Risk Assessments Policy has been approved by the JCR President, and the Board of Trustees.

Signed **David Evans**
[Insert Signature Here]

Signed **Michael Cheung**
[Insert Signature Here]

Dated DD/MM/2026
Position **Chair, Board of Trustees**

Dated DD/MM/2026
Position **JCR President**