

Type of Risk	Description of risk	Impact on Project	Likelihood	Severity	Mitigation Actions (preventative or contingency)	Responsible Team	Timeline for required action	
Core Delivery	Venue falls through	There is no space to hold hui			Confirm venues early Have back up available		Understood prior to event starting	
Health & Safety	Someone physically hurts themself during the event by accident	Injury sustained during event			Liability Insurance Confirmation that the venue holds liability for providing a safe venue.		Understood prior to event starting	
Participant welfare (18+)	Rivers/waterways near by, accessible by foot.	People don't return to sessions, risk of harm to persons			Sign in / Sign Out board active		Ongoing monitoring of sign in / out board	
Core Delivery	Complaint from participant about core team / facilitators	Participant having a bad time; disruption to group dynamic, poor practice of facilitator			Conflict resolution process in place prior to event and communicated to all participants.			
Core Delivery	One of the core team is unable to attend	Quality of delivery compromised			Wellbeing plans in place Minimum of two facilitators at all times, on call/casual facilitator available		Understood prior to event starting	
Participant welfare (18+)	Participants bring substances onsite // arrive under the influence.	Difficult to engage with someone under the influence and also a matter of consent. Also a risk of exposure of drugs/alcohol to other participants.			Prior to session, participants agree to engagement terms that include non-use of substances onsite, nor participating when under the influence. If participant is under the influence ask them to leave with the view to re-schedule, ensure safe carriage home.		Engagement terms agreed ahead of event. As and when this may arise.	
Participant welfare (Under 18)	Participants bring substances onsite // arrive under the influence.	Difficult to engage with someone under the influence and also a matter of consent. Also a risk of exposure of drugs/alcohol to other participants.			Prior to session, participants agree to engagement terms that include non-use of substances onsite, nor participating when under the influence. If participant is under the influence ask them to leave with the view to re-schedule, ensure safe carriage home. Consider notifying parents, caregivers??		Engagement terms agreed ahead of event. As and when this may arise.	
Core Delivery	External speakers fall through	Quality of delivery compromised			Contracting model to lock in speakers. Back up plan available		Team huddle as soon as there is a notification a speaker is unable to attend	
Participant welfare (18+)	Content doesn't land or design process isn't flexible enough	Participants become disengaged, unsure and disenfranchised to take action.			pairing on content, one person paying attention to the room of what the reactions are, paying attention to people's learning styles		adapting on the fly as we have done before to accommodate for what's not/working	
Participant welfare (Under 18)	Programme is not responsive to the needs of young people who are participating	Young people's views are not fairly represented, harm is done to young people (re-traumatisation, telling one story multiple times).			Partnering with Youth Trust who have existing relationships with youth participants.		Contracting of Mix by 21/10/16	
Brand / Reputation	The reputation of partner organisations are compromised as a result of a poorly run, unsafe event or poor comms.	Difficulties to get ongoing participation (individuals) and organisation backing. Withdrawal of funding, media attention.			> Clear accountability expectations (role, funding & external communications) > Escalation procedures in place > Youth Trust to support the wellbeing of young people and programme design		> Consent forms > MOU > Kawa set up at start of hui	

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Logistics & Funding	financial commitment not followed through	Project scaled back to reflect funding (which may include catering and venue cost reductions, no overnight stays)			> Contingencies developed (ie lean budget)and ready to be deployed if this occurs			
Logistics & Funding	our costs are higher than we have anticipated or extra costs arise	Some activities at the end of the programme are unable to be delivered as a result of an overspend at the start of the project			> Contingencies developed (ie lean programme)and ready to be deployed if this occurs		> Weekly budget reporting for duration of programme	
Participant welfare (Under 18)	Predatory behaviour towards young people on the programme	Young people and adults unsafe, risk of harm to young people			Police checks for all adults in accordance with VCA Young people chaperoned with a youth worker when in the presence of adults Environmental scan of venues incl. mindful of breakout spaces		Police checks completed for all people	
Participant welfare (Under 18)	Young people do not attend programme with no notice	Safety risk to young people			Youth trust to follow up by phone / FB msg, if no reply make contact with parent/caregiver.		Within one hour of programme starting	
Participant welfare (Under 18)	A young person discloses that they are in a situation at home that puts themselves or others at risk.	Responsibilities under VCA			Inform Youth Trust worker and an agreement on how to proceed is agreed (that aligns with youth-centred practice, VCA responsibilities and our Duty of Care)		As it arises	
Participant welfare (Under 18)	Police checks are in place but haven't returned by the time the hui	Responsibilities under VCA			YP not to be left alone with adults who have not had police check and if in the company of un-checked adults a youth worker must be present		As it arises	
Participant welfare (Under 18)	Young people unable to attend due to lack of transport to venue(s)	Youth participation is a core lens we want to promote, without their participation we would need to re-think the programme			Youth Trust provide transport Programme budgets travel koha to enable attendance.		Prior to event	
Participant welfare (Under 18)	Participants experience a trigger event	Unsafe space if not attended to			Youth worker on team, break out space to attend to what's going on for that young person. Having a relationship ahead of event with the person, asking them what's useful in keeping them safe/de-escalation. Having parent/caregiver contact details.		As it arises	
Health & Safety	Conflict arises between participants				Conflict resolution in place Group kawa set at start of session		At the start of the programme	
Participant welfare (18+)	Acute mental/health issues	Participant in a no so great space, disruption to others learning			Triggers attended to in session, wellbeing plans adopted.have support numbers on hand, partner with organisations who specialise in mental heath support.		As it arises	
Logistics & Funding	Participants drop out before or throughout the programme	Not enough people to participate, changing in group dynamics			Commitments clear up front; participants encouraged to notify early if they are unable to attend.		As it arises	

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Health & Safety	Participants unclear about behavioural expectations	Unsafe environments			All participants sign how we roll and protocol in being alongside YP.		Prior to delivery, building of MOU.	