

AlchemHer CIC

Risk Assessment Policy

Version 1.0 – 2025

1. Purpose

AlchemHer CIC is committed to providing safe, trauma-informed virtual and in-person services for women who have experienced domestic abuse, coercive control, or toxic relationship breakdowns. This Risk Assessment Policy outlines how we identify, assess, reduce, and monitor risks connected to service delivery, virtual operations, international users, staff, volunteers, events, workshops, safeguarding, and data protection.

2. Scope

This policy applies to all services (virtual, in-person, international), all staff, volunteers, directors, contractors, participants, and partner organisations.

3. Core Principles

- Trauma-informed practice
- Prevention over reaction
- Legality & compliance
- Continuous improvement

4. Types of Risk Assessed

- Safeguarding risks
- Digital & online risks
- Operational risks
- Health & safety
- Emotional & psychological risks

- International support risks

5. Responsibilities

Directors oversee compliance. Staff and volunteers carry out assessments. Service users follow rules and report concerns.

6. Risk Assessment Procedure

Step 1: Identify the risk

Step 2: Assess likelihood + impact

Step 3: Implement controls

Step 4: Record the risk assessment

Step 5: Monitor & review

7. Virtual Service Risk Controls

Includes waiting rooms, password-protected sessions, moderation, safe communication guidance, and digital privacy measures.

8. Safeguarding Risk Controls

Includes safety planning, environment checks, anonymised participation, escalation routes, and emergency referrals.

9. International Risk Controls

Includes confirming local emergency numbers, signposting to local agencies, using highest protection standards, and documenting limitations.

10. Recording & Documentation

Records kept: risk assessments, incident logs, safeguarding records, review logs. Retained for 6 years.

11. Training

Mandatory training includes trauma-informed practice, safeguarding adults, online safety, domestic abuse awareness, lone working, and confidentiality.

12. Policy Review

Reviewed annually or after incidents, service changes, or legal updates.

13. Approval

Signed:

Shyra-Marie Aaron Pryce

Director, AlchemHer CIC

Date: 21.11.2025