You’ve had a Bright Idea for a project and you’re now filling out the Stage 1 Idea Creation form. There’s a box labelled **Risks & Benefits**.

As Project Leader, you have a responsibility to ensure that any activities carried out in the course of your project are as safe as possible and that the **risk** of accidents is minimised.

You will have to complete a risk assessment once your project has been approved, but at Stage 1, you’re asked to think about what could go wrong.

**Who is your project for?**

Will it involve children or young people? Elderly or vulnerable people? If so there will be risks involved, such as falls, trips and an individual becoming detached from a group activity.

There will also be safeguarding implications around young and vulnerable people. The Project Leader and any volunteer working with vulnerable adults or children on a project will need a **Disclosure and Barring Service** (DBS) check. This can take up to six weeks, so remember to make allowances for this when thinking about the timescale for your project.

Project Leaders will be provided with safeguarding training where applicable.

**Where is your project being held?**

Is it outside? Do you have to carry out your project in a building owned by another organisation? If your activity is reliant on good weather, the possibility of bad weather and cancellation of the activity is a risk. If you have to rely on another person or organisation to allow you access to a venue, then they may not be available at the last minute or your access could be denied for a reason outside your control.

**Are there any hazards associated with your project?**

Is your activity taking part on a beach? On a farm? In the middle of a city? At a school? There will be potential and real hazards that may cause harm to anyone involved with
your project in all of these places and you must show at this early stage that you aware of what could occur.

You will also need to consider how you will reduce and control these risks.

Tip: Thinking about risk at this stage will help you complete the full risk assessment once your bright idea is approved.

As well as identifying early on any risk associated with your project, there is also an opportunity to really ‘sell’ your bright idea by pointing out the **benefits** of the project.

A project may be worthy or seem like a good idea but the actual, measurable benefits need to be understood, especially if you want to have an **impact**. In the full application you will be asked how you will ‘measure’ success, so it is worth thinking about this now.

**Why is your project a good idea?**

Have you seen a need for your project in your community? It may be beneficial for the environment, a group of people or the community as a whole.

**Who will benefit?**

Talk a little bit about who will benefit most from your project. Mention other people or groups directly impacted or positively affected by your project. They will have a ‘stake’ in your project so be aware of all possible stakeholders. It will also raise the profile of the Association!

**How will you benefit from the project?**

Be open about this; you may learn a new skill and enhance employability. It may just be something you’ve always wanted to do!