

Risk management plan

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Field	Value
Organisation (public name)	BanskoLab
Legal entity name	BanskoLab
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Phone	+359 876342540
Safeguarding lead	Jose Fiallo Leon jose@banskolab.com +359 876342540
Complaints contact	info@banskolab.com
Emergency number (Bulgaria)	112
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1. Purpose

This plan describes how BanskoLab identifies, mitigates, and responds to risks during rural field delivery and youth programmes.

2. Roles

Role	Responsibility
Risk owner	Jose Fiallo Leon (overall)
Activity leader	Implements controls on site, runs safety briefings, manages incident log.
Safeguarding lead	Handles safeguarding concerns and escalation.

3. Baseline risk register

Risk area	Typical controls
Remote access and transport	Pre-arrival instructions, transport plan, check-in and check-out, contingency routes, emergency contacts list.
Mountain terrain and weather	Weather monitoring, route assessment, footwear guidance, limits on exposure, stop rules.
Medical emergencies	Collect health info where needed, first aid kit, trained first aider, nearest clinic plan, call 112 when needed.
Food and allergies	Collect dietary needs in advance, label allergens, safe food handling, water availability.
Accommodation safety	Rooming rules, night supervision plan when minors present, fire exits briefing.

Safeguarding incidents	Consent, code of conduct, supervision rules, reporting channel, incident log.
Tools and practical work	Tool briefing, PPE where needed, supervised tasks only, no hazardous work for minors.
Digital and data security	Access controls, minimal data collection, secure storage, limited sharing.

4. Activity-level risk assessment requirement

For each activity block, an activity-level risk assessment must be completed. This can be a one-page form.

Activity risk assessment template (copy into your ops docs)

Activity:

Date:

Location:

Leader:

Participants (count and age range):

Weather and terrain notes:

Hazards:

Controls:

Residual risk (low/medium/high):

Emergency plan:

- Nearest medical point:
- Transport method:
- Mobile coverage and rendezvous point:
- Emergency contact list location:

Safeguarding:

- Consent confirmed (if minors):
- Supervision plan:
- Incident reporting channel:

5. Incident handling

- Immediate danger: call 112.
- Stabilise situation and ensure participant safety.
- Record facts and notify the activity leader and safeguarding lead.
- If needed: partner notification, suspension from duties, authority reporting.
- Close-out: corrective actions and review.