

Cranedale Educational Charitable Trust Ltd

Code of Working Practice No.126

Risk Management Policy

This Risk Management Policy explains Cranedale Educational Charitable Trust's underlying approach to risk management. It explains the key aspects of the risk management process, and identifies the main reporting procedures. The policy is reviewed and amended, if appropriate, on an annual basis by the Health and Safety Committee.

Purpose

1. This risk management policy is an integral part of the Charity's health and safety management strategy
2. The policy explains the Charity's underlying approach to risk management and identifies the main reporting procedures
3. It describes the processes the Charity will use to evaluate the effectiveness of its health and safety procedures

Approach to risk management

The following key principles outline the Charity's approach to risk management:

- The Charity's Director and Health and Safety Committee are responsible for risk management
- The Director is responsible to the Charity's Trustees for maintaining a sound system of health and safety control and an effective monitoring system
- There should be an open and receptive approach to solving risk problems
- Peninsula Business Systems and Ecclesiastical Insurance advise the Centre on risk management via an annual Health and Safety Audits and Help Lines
- Heads of Departments are responsible for encouraging and implementing good risk management practice within their departments
- Procedures are in place to monitor risk and to alert the Director so that remedial action can be taken to manage any potential hazards

Role of the Health and Safety Committee

The Committee has a significant role to play in the management of risk. Its role is to:

- Set the tone and influence the culture of risk management within the Centre.
- Determine whether the Centre is 'risk taking' or 'risk averse' on any relevant individual issue
- Determine what types of risk are acceptable and which are not

- Set rigorous and effective health and safety standards with regard to the conduct of staff and customers
- Determine the appropriate level of risk exposure for the Charity
- Approve major decisions affecting the Charity's risk exposure
- Monitor the management of risks
- Satisfy itself that all significant risks are being actively managed, with the appropriate controls in place and effective
- Review annually the Charity's approach to risk management and approve changes or improvements to its processes and procedures

Role of Heads of Departments

The key roles of Heads of Departments are to:

- Implement policies on risk management and monitoring.
- Identify and evaluate the fundamental risks faced by staff and customers in their departments and implement appropriate risk assessments
- Provide adequate feedback to the Director on the status of risks, near misses and controls.
- Assist, as members of the Health and Safety Committee with an annual review of risk management and the effectiveness of the system of internal control.
- Embed risk management as an integral part of the work of the department
- Ensure that all department staff are briefed on new initiatives or changes in the control of risk.

Procedures controlling risk management

The procedures controlling risk management in the Centre encompass a number of elements that together facilitate an effective and efficient operation, enabling the Centre Management to respond to a variety of risks. These elements include:

- **Policies and procedures.**
A series of policies and Safe Working Procedures underpin the control of risk. They are set out within the Centre's Codes of Working Practice and duplicated within the various department training manuals. The policies are set by the Director in liaison with Heads of Department
- **Business planning and budgeting.**
The business planning and budgeting process is used to set objectives, agree action plans, and allocate resources. Progress towards meeting budgetary objectives is monitored regularly. Resources are allocated to control risk to an appropriate level as part of this budgeting process.
- **Risk assessments**
Risk assessments are compiled by each department and help to identify, assess, and monitor risks significant to the activity of the department. Risk assessments are reviewed annually but emerging risks are added as required and new control measures and risk scores amended as appropriate.

- **Near misses**
Non urgent near misses from all departments are recorded in a red file in the Health and Safety cupboard (Main Office). These are regularly reviewed and discussed at staff meetings and inform the policy making and/or risk assessment process. Urgent near misses are entered into the Director's log-book for immediate attention and again these will inform the policy/risk assessment review process. A full review of all near misses takes place at the annual Health and Safety Review meetings
- **External health and safety audit.**
The annual Health and Safety Audits from Peninsula Business Systems Ltd and Ecclesiastical Insurance, inform the Director on the efficacy of risk management and alerts the Director and Trustees to any emerging issues.
- **Internal department reviews of health and safety.**
Departmental reviews are responsible for monitoring the effectiveness of the risk management associated with the activity of that department. Heads of Department are responsible for the work programme and for acting on the health and safety concerns of their staff. These concerns can be informally expressed, at any time, or at departmental meeting where it is normal practice to have Health and Safety as an agenda item. Heads of Department are required to make ongoing assessments of the effectiveness of the risk management process within their department and to report their findings to the Director and Health and Safety Committee.
- **Customer feedback.**
Customer feedback is encouraged through the use of Customer Evaluation Forms and is considered both important and very appropriate in areas such as maintenance, health and safety and hygiene. The use of third parties for evaluating and reporting back on the efficacy of the Centre's safety provision in areas such as risk assessments, management of groups 'in the field' and vehicles and driving is a useful tool in the management of risk at the Centre.

Effective Review

Cranedale Educational Charitable Trust Ltd, advised by Health and Safety Inspections from Peninsula Business Systems Ltd and Ecclesiastical Insurance implements an annual review of health and safety effectiveness and considers the following:

- whether risk management continues to be at an appropriate level for the operation of the Centre's activities
- whether the risk review procedures at the Centre cover all aspects appropriate to the safety of its staff, effectiveness of teaching, the student experience, provision of the residential service and legal compliance with statutory law. All of the above are considered fundamental to the reputation of the Centre
- whether risk assessed procedures are embedded in the ongoing operations of the Centre and form part of its culture

- changes in the nature and extent of significant risks and the Centre's ability to respond to changes in its internal and external environment
- the scope and effectiveness of the on-going process of monitoring the system of health and safety control
- the incidence of any weaknesses in the control of risk identified at any point within the year and the impact that they have had or could have had on personnel, customers, reputation and finance
- the effectiveness of the overall approach to risk management and whether changes or improvements to processes and procedures are necessary.