Risk Management Policy

1.   Statement of Policy

Transitions UK is committed to practices and approaches which will ensure consistent risk management approaches are in place across the organisation. Managing risk is seen as a key organisational responsibility and is seen as integral to the management and governance of the Charity. We recognise that effective risk management is achieved by ensuring that the whole staff and volunteer team is engaged with managing and mitigating risk.

Transitions UK will ensure risk management is embedded into its philosophy, practice and planning and that responsibility for implementation is accepted at all levels of the organisation. We recognise that this is best achieved through a culture of openness and honesty where mistakes, adverse occurrences and possible risk events are identified quickly and dealt with in a positive and responsible manner.

We will be proactive in identifying all potential risks and in analysing and managing the risk. We will ensure good communications across the organisation to support learning and increasing good practice. We will also ensure a log of all risk assessment is held on a risk register to meet the requirements of good management and good governance.

Transitions UK recognises that it is not possible to eliminate risk but aims to manage, mitigate and minimise that risk wherever possible.

2.   Introduction and Scope

Transitions UK is a registered Charity offering support to young people and adults with special needs and disabilities, those leaving care, those with mental health and emotional needs and those at risk of offending.

The Charity takes an integrated approach to risk across the organisation embracing financial, organisational, reputational, external and service user support risks. Risk assessment and management is directed towards the prevention of harm/loss and the limitation of damage where harm/loss has occurred.

This policy applies to all staff, whether permanent or temporary; to all contracted workers or workers from contracted companies working with or at the Charity; to all volunteers and student placements.

This policy was developed in consultation with staff, volunteers and service users.

Risk management arrangements will ensure standards of management and governance ensure accountability for delivery of high quality, safe and cost effective services, which support the delivery of the strategic objectives and challenges defined within the strategic and operational planning of the organisation.

Definition of Terms

Policy - what the organisation will do

Workers - all trustees, staff, volunteers, students and all workers contracted from other organisations.

Procedures - how the organisation and its workers will apply that policy

Hazard - something which has the potential to cause injury, illness or harm to individuals or to the organisation.

Risk - the likelihood that harm or damage may occur and the impact or severity of the outcome.

Risk assessment – a careful examination and a judgement as to what could cause harm and at what level or impact.

Risk management – what the organisation will do to manage, mitigate and minimise risk

Consequence – the outcome or impact of an event or situation.

3. Responsibilities and Accountability

- The Trustees have overall responsibility for the identification and good management of risk.;

- The Chief Executive takes delegated responsibility for Risk assessment and
- Management across the Charity, and ensuring good systems of identification and control.

- Managers and Co-ordinators of particular areas – project and service delivery, fundraising etc. – are responsible for risk management in their own area and to bring any concerns or identified risks to the Chief Executive. They are responsible to ensure that effective and appropriate risk management processes are in place within their designated area(s) of responsibility and that all workers are made aware of risks, comply with policy and procedures and fulfil their own responsibilities.

Such management will also relate to anticipated or planned development or service provision.

All workers are responsible for ensuring they do nothing to create a risk or make an existing risk worse; and that they report risks they become aware of and co-operate with the Charity on arrangements to manage risk.

4. Procedures and Implementation

4.1 Risk Assessment

Risk assessment will be carried out across all services and projects to identify the significant risks arising out of the Charities activities and assess their potential to cause harm or injury, result in litigation, cause damage to the environment or property, result in poor quality of delivery or loss of reputation or finance.

Risks will be recorded centrally on a risk register which will be maintained on computer and an up to date hard copy will be kept in the main office; a hard copy of the risk register for any particular project or service will accompany that project at its location, including on transport.

4.2 Risk Assessment

The Charity uses a 5X5 matrix technique for both proactive risk assessments and reactive adverse incident forms. This will allow us to prioritise risks and ensure the most significant have key consideration in planning and strategy.

4.3 Training

All permanent staff will be trained in risk management and carrying out risk assessments. Internal communications and staff briefings will also raise general staff and volunteer awareness.

4.4 Reporting

Risk management will be a standing item on all staff, senior management and Trustee meetings and performance will be reported and responses agreed.

5. Related Policies and Guidelines

- Health and Safety Policy
- Complaints Policy

6. Regulatory and Legal references

- Care Standards Act
- Health Act 2006
- Health and Safety at Work Act 1974 and updates
- Charity Commission Guidelines

7. Appendices

- Risk Assessment Form
- Risk Matrix
- Risk Checklist

8. Review

This policy will be reviewed annually against performance during the year on 1st October – or earlier if there is cause for concern or any relevant change in legislation.

Appendix 1 Risk Assessment Matrix

Risk Consequence Severity Scores

The actual or possible outcome or impact of an event

Descriptor / Level	Actual or potential Consequence on persons	Actual or potential consequence on organisation
1 Negligible	Superficial first aid treatment or no obvious harm	No disruption to operational activities. Financial implications or litigations costs less than £300
2 Minor	Minor Medical or pyschological treatment needed. No permanent harm A period of recuperation of up to 8 days.	Short term interruptions to specific elements of the Charity's core activities. Financial or litigation costs of £1,000 or more Some loss of reputation – minor adverse publicity
3 Moderate	Serious injuries with minor long term consequence. A period of recuperation up to 15 days.	Moderate /medium term disruption to a service or project activity. Financial or Litigation costs of £3,000 or more Local or regional adverse publicity, clear loss to reputation
4 Major	Permanent harm to person or persons but not death. Long term damage to mental health	Long Term disruption to a service or project activity, or to several at once. Financial or litigations costs of £10,000 or more Regional or national adverse publicity, major loss to reputation, loss of public confidence
5 Extreme	Single or multiple deaths	Closure of Charity Financial or Litigation costs of £50,000 or more. Extreme loss of reputation and loss of public confidence Major impact on future development or sustainability.

Where a risk falls into more than one category of severity,
the highest score must be used.

		Likelihood				
		Very unlikely 1	**Unlikely 2**	**Possible 3**	**Likely 4**	**Certain 5**
Consequence	**Negligible 1**	1	2	3	4	5
	Minor 2	2	4	6	8	10
	Moderate 3	3	6	9	12	15
	Major 4	4	8	12	16	20
	Extreme 5	5	10	15	20	25

Risk Management Responsibilities

Negligible risk		Risk accepted and managed by co-ordinator or service lead
Minor risk		Risk accepted but managed by Senior Manager
Moderate (5-9)to Major Risk (10-12)		Risk managed by CEO and Senior Management Team
Extreme Risk		Unacceptable – Board level only

Appendix 2 Risk Assessment Form

Names of people assessing	Area being assessed	Date

What is the hazard?	What are you already doing	Current Likelihood No.	Current Impact No	Risk score	What further action is neded	How will you implement? Who will do it? When by	Tick when done	Residual risk e.g. 3x2+6

	Name	Signature	Date
Completed by:			
Referred to:			