

## **Risk Management Policy and Framework**

### Introduction

1. Risk management is designed to ensure that the inevitable risks and uncertainties that we face in pursuing our objectives may be identified and responded to effectively and therefore support better decision making. It is not simply a bureaucratic exercise but should be seen as an integral part of quality decision making.
2. The director has overall responsibility for ensuring that the Centre's risks are assessed and mitigated to an acceptable level and Centre manager advising and implementing the risk control framework that is in place to manage and report on risks or threats to the achievement of the Centre's objectives and activities.
3. The Centre Manager has identified risk as the uncertainty of outcome in terms of both the downside and opportunity risk that arises from the possibility that threats will materialise and mistakes will be made as well as that opportunities for improvement and innovation will not be realised.
4. Where effective risk management is in place the benefits should include: - improved performance through balancing, prioritising and managing risk - proactive as opposed to crisis management - better management of change to reduce the impact of threats to the Centre's activities - taking opportunities that present themselves to achieve improvement and innovation.

### Risk Management Framework

5. All assessors, management, tutors and other Centre staff have a responsibility to manage risk. The Centre Manager in relation to the areas of activity for which they he is responsible must: - identify risks to protect the Centre's staff, members, finances and reputation - assess the scale of risks looking and the likelihood that they will happen and the impact if they do - identify the actions necessary to reduce the risk - record the risks and actions on a risk register - monitor frequently progress - challenge the assumptions, actions and responses to achieve robust outcomes - implement procedures to escalate the most severe risks
6. When a risk has materialised it becomes an issue and must be appropriately escalated and managed by the Centre Manager or the management as part of day to day activity.
7. Risk is inherent in all our activities and risk management does not seek to eliminate all risk. Activity must focus on the most significant risks and controls must be put in place where the benefits of doing so outweigh the costs.
8. The Centre Manager should determine the level of risk that the Centre will tolerate and inform management appropriately but risks will not be acceptable if they could: - leave the Centre open to financial misuse, operational failure or criticism - result in the need to urgently seek additional funding - lead to breaches in legislation, attract significant adverse public interest and damage to the Centre's reputation.
9. This overarching statement should be reviewed annually



10. The Centre Manager will have overall responsibility for the management of the risk management framework.

11. The Centre Manager should ensure that appropriate policies are in place e.g. Health & Safety policy, Financial Regulations and that these are reviewed regularly. Risks and actions to control them should be recorded on a risk register.

12. The management will review the risk register on behalf of the Centre.

Last review date: September, 2018