



Risk Management Policy

Statement

Kehelland Trust accepts that many of its operations have the potential, unless appropriately controlled, to create significant risks to members of staff and other parties and will, therefore, take the necessary measures to eliminate, or where this is not reasonably practicable, reduce these risks to acceptable levels.

The Trust will systematically examine its operations as an on-going process in order to identify and assess the risks to all those affected by its undertaking. Additionally these risk assessments will identify the necessary control measures required to effectively manage those risks.

Application

This policy applies to Trust operations and undertakings across all services. The supporting procedures and guidance give further, more detailed direction on the risk assessment process and the roles and responsibilities of those staff designated and trained as risk assessors.

Requirements

The Trust will:

- Safeguard the health, safety and welfare of its employees, trainees and anyone who may be affected by its undertaking by a systematic examination of its operations to identify and assess the associated risks.
- Record and communicate to all relevant parties all significant findings of the risk assessments, including any remedial actions necessary.
- Review risk assessments if the process or operation changes, if there is reason to believe that former risk assessments are invalid or at regular intervals.

Responsibilities

Board Members

Have a responsibility to:

- Ensure that a systematic examination of their service / department is carried out to ensure all hazards and risks are identified and significant risks are recorded;
- Ensure that adequate resources and training are provided to allow suitable and sufficient risk assessments to be carried out;
- Ensure the review of risk assessments if the process or operation changes, if there is reason to believe that former risk assessments are invalid or at regular intervals;
- Ensure that a register of risk assessments is maintained.

- Assist and guide managers and staff as necessary on the significance of departmental risks and in carrying out the risk assessments where required.
- Monitor the suitability and sufficiency of risk assessments.

Managers and Team Leaders

Have a responsibility to:

- Ensure that suitable and sufficient risk assessments are carried out within their areas of responsibility and significant risks documented;
- Identify sufficient staff at the appropriate levels to be designated as risk assessors and ensure they are provided with the appropriate training;
- Ensure that any remedial control measures identified are implemented within appropriate identified timescales;
- Ensure that the results of risk assessments are communicated to all relevant staff;
- Ensure the review of risk assessments if the process or operation changes, if there is reason to believe that former risk assessments are invalid or at regular intervals.

Employees

Have a duty to:

- Adhere to the controls identified in relevant risk assessments.
- Contribute to the risk assessment process where necessary.
- Attend any training provided for health and safety.

Training

The Trust will provide such information, instruction and training as appropriate to ensure that suitable and sufficient risk assessments are carried out by appropriate line managers and staff, with assistance provided through the Board of Trustees where necessary.

Monitoring

The requirements of this policy will be monitored by way of a risk-prioritised process of auditing and periodic self-audits.

The training and responsibilities of individuals will be monitored by the Trust through its management and appraisal processes.

Where necessary the Trust will take appropriate action to ensure that this policy is upheld.

Review

This policy will be reviewed if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required.