

# Procedure: Risk Management

## **Risk Register**

Table 1 provides a template for the Trustee's periodic Risk Register Review.

## **Proposal Submission**

Prior to submitting a proposal for project funding, the Proposal Manager will prepare a Risk Assessment and Risk Management Plan which will be submitted with the proposal to the Proposal Approver. This should address, amongst other things, the following:

- Delivery Risk
- Financial Risk
- Commercial Risk
- Health & Safety Risk
- Compliance of any subcontractors or partners with InterClimate Network's Policies (e.g. Safeguarding, Health & Safety)

In each case risks will be identified, and plans outlined for preventing and mitigating them.

## **Contract Acceptance**

Prior to signing any project contract, the Proposal Manager should draw the signatory's attention to any significant differences in the contract compared with submitted proposal.

## **Events**

### ***Planning***

As part of event planning, the Lead Co-ordinator for the event should draw up a Health and Safety (H&S) Risk Assessment, and ensure that any actions arising are implemented. The assessment should cover risks to both people delivering and attending the event.

Table 2 provides a template for an Event Planning H&S Risk Assessment

### ***On the Day***

Before any event, the Lead Co-ordinator should explain any key elements of the H&S Risk Assessment to those to the delivery team. This will include a reminder about Safeguarding. They will also ensure that any necessary instructions are provided to those attending the event. Table 3 provides a template for an Event 'On the Day' H&S Briefing.

**Version: July 2017**

**Table 1: Template for Risk Register Review**

<b>Risk Category</b>	<b>Potential Issues</b>	<b>Current key risk management actions</b>	<b>Any further prevention or mitigation actions required</b>
<b>Governance</b>	Lack of strategy/planning  Lack of Trustees with required skills  Conflicts of Interest  Other		
<b>Operational Risks</b>	Poor Project Delivery  Health and Safety  Safeguarding  Other		
<b>Financial Risk</b>	Inadequate/Poor Financial Information  Inadequate/Poor Financial control  Poor Cash Flow  Project Overspend  Inadequate Spread of Income Sources  Sudden Decline of Regular Funders  Inadequate Insurance  Other		
<b>Legal Risks</b>	Inadequate Knowledge of Legal and Regulatory Requirements		

	Other		
<b>External Risks</b>	Decline in schools' Interest Competition Other		

**Table 2: Template for Event Planning Health & Safety Assessment**

<b>Risk Category</b>	<b>Potential Issues (inc Venue Specific, and based on 'at venue' assessment when necessary)</b>	<b>Key Prevention or Mitigation Actions</b>
<b>Fire</b>		
<b>Slips, Trips, Falls</b>		
<b>Other</b>		

### **Table 3: Template for Event ‘On the Day’ Briefing**

#### **Completing the event Risk Assessment**

On arrival at the venue, the Event Manager will complete the ‘Event Planning Risk Assessment’ by taking account of:

- Discussion with venue operator (including any special hazards and Fire Alarm arrangements)
- Walk around the venue

#### **Briefing Delivery Team**

The Event Manager will then make the delivery team aware of the various risks and any actions required. This should specifically include position of fire extinguishers and fire alarm/evacuation arrangements.

The Event Manager should also take the opportunity to remind the delivery team about the key do’s and don’ts concerning Safeguarding.

#### **Brief Event Introducer**

The Event Manager will brief the person introducing the event about H&S announcements to make, including:

- Fire alarm and evacuation
- Any special hazards that need mentioning

**Version: July 2017**