32401 PROCEDURE – RISK MANAGEMENT

1.   Version: 2   Last Updated: 21.02.14   Review Date: 20.02.15

2.   ECHR   Potential Equality Impact Assessment: Low

1.   About This Procedure

This procedure outlines the way risk management should be conducted within the Force, operating consistently and on sound corporate governance principles.

This procedure fully supports the Policy on Risk Management.

2.   Risk Assessments / Health & Safety Considerations

This procedure sets out how risk management should be conducted, which entails conducting general risk assessments, including consideration of health and safety matters as well as any other form of risk which may be relevant.

However, where appropriate, a specific Health & Safety Risk Assessment should also be conducted, in accordance with the Health & Safety Procedure.

These two procedures are designed to complement one another, allowing for the situations where one or the other or both will apply.

3.   Procedure

This Procedure is required to be followed at the Strategic level, at Portfolio level and for Departments, Programmes and Districts. At lower levels within the organisation, its use is advisory, using the test of what is proportionate and adds value. In the case of significant collaboration with others, formal risk management is required, but the exact procedure may vary from this one, depending on the nature of the collaboration and the parties.

There are seven steps to the risk management process:

ORIENTATION – consider the team/dept/organisation in question and its objectives

IDENTIFICATION - identify the risks which could affect achievement of those objectives and DESCRIBE them clearly

ASSESSMENT – prioritise these risks, by assessing how likely they are to occur and the level of impact if they should occur

OWNERSHIP – each risk should be owned and managed by an appropriate person – usually the person who would have responsibility for the objective or area of work in any case

RESPONSE – consider how to respond to each risk, which may vary from avoiding the activity altogether to doing nothing at all

RECORD-KEEPING – maintaining the risk register (and other documents it may refer to) to track decisions and actions

REVIEW – it is crucial to monitor and review and refine activity, to maintain a proportionate response and to learn from experience.

The way in which these steps are followed is set out in more detail in the risk management guidance, providing a standardised framework for the management of risk within the Force. This may be found through the Management of Risk Intranet pages or by the following link – risk management guidance.

## 4.	Roles and Responsibilities

Risk Management affects everyone in the Force. Managers at all levels should be aware of the risks they face as part their business so that they manage the possible effects of these risks effectively and proportionately.

It is the responsibility of all managers to ensure that they manage the risks within their own areas of authority, escalating to the next level risks which are serious and/or cannot be controlled at the current level. Managers should also try to develop a culture of risk awareness and should support well thought through decision-making, even where there is a negative outcome.

The Chief Constable and the Police & Crime Commissioner have ultimate responsibility for the management of the risks.

Overall responsibility for the risk management process rests with the Deputy Chief Constable, but its implementation and routine management are the responsibility of the Strategic Risk Manager, who also manages the strategic level risk register.

The Management of Risk team, headed by the Strategic Risk Manager, provides support and advice for all managers in the management of their risks.

Responsibility to follow this Procedure and escalate risks to the next level, as required, rests with managers, as stated in 3.1 and 4.2 above, but Project Managers should also implement formal risk management, as described here, for any project of significance.

## 5.	Administration

Risks are recorded and managed, as required by this Procedure, through use of the risk register, a template for which is available from the Management of Risk Intranet pages.

Risks are to be escalated, as provided for in the risk management guidance, to the next level up, thus allowing all significant risks to be referred to the Risk & Harm Board from the Portfolio Boards.

6. Monitoring & Evaluation

This Procedure will be monitored and evaluated by the Strategic Risk Manager and the Management of Risk team.

Where possible, any audit will also be used to test and comment.

The effectiveness of risk management will be the subject of an annual report by the Strategic Risk Manager to the Force Executive, the OPCC and the Joint Audit Committee.

Comments or feedback about this Procedure are welcomed and can be sent by e-mail to the MANAGEMENT OF RISK Mailbox.

7. Review

The Deputy Chief Constable will ensure that this Procedure is reviewed annually and that its effectiveness is tested by audit, generally on a three-yearly basis..

8. Related Procedures, Policies and Information Sources

Related Policies

29100 - Business Continuity

21300 – Health and Safety

32400 – Risk Management

Related Procedures

Many procedures could be linked to Risk Management and some of the main ones are noted below.

05801 – Work related incidents involving serious injury (industrial accidents) & work related deaths

29101 - Business Continuity

11201 - Security at Police Buildings

21306 – Fire Precautions

21311 – Health & Safety – Risk Assessment

21316 – Control of Asbestos

21319 – Workplace Health, Safety and Welfare

21322 – Electrical Equipment Safety

21325 – Safe Use of Work Equipment

21331 – Safe Installation, Use and Maintenance of Gas Appliances

24403 – Trauma Support

24406 – Trauma Support Management (TRiM)

03301 – Bombs and Explosions

03302 – Unexploded ordnance and munitions

Information Sources

Management of Risk Intranet pages

AD203- Equality Impact Assessment

Origin: Management of Risk