

Risk Management Policy

1. Purpose of this document

The policy explains RSCDS - Bristol's underlying approach to risk management and documents the roles and responsibilities of the Committee and other key parties. It also outlines key aspects of the risk management process.

2. Underlying approach to risk management – key principles

- the Committee has responsibility for overseeing risk management within RSCDS – Bristol
- RSCDS Bristol has a conservative and prudent appetite for risk
- the Committee identifies key areas of risk and ensures policies/approaches are developed and/or risk assessments undertaken as determined appropriate, these will be monitored on a regular basis
- Branch policies will be published to members via our Website
- Members are expected to be aware of and support the policies approved by the Committee
- In relation to their own health and capabilities, members have a responsibility not to endanger themselves or others

3. Role of the Committee

- Determine the appropriate risk appetite or level of exposure for RSCDS Bristol
- Make decisions which affect RSCDS Bristol's risk profile or exposure
- Identify and monitor risks to reduce the likelihood of unwelcome surprises.
- Periodically review RSCDS Bristol's approach to risk management and agree changes or improvements to its processes and procedures if required

4. Role of Committee Members and Teachers

- Implement policies on risk management
- Identify and evaluate the key risks faced by RSCDS Bristol for consideration by the Committee.
- Keep the Committee informed on the status of risks and controls.

5. Risk management elements

a. Policies

These are/have been developed where deemed required. The branch maintains a register of policies.

b. Risk Assessments

These have been undertaken where deemed required, specifically the branch has Risk Assessments for Classes / Dances and for Catering. These are reviewed annually or if triggered by a specific change such as a change in venue or a change in legislation.

c. Reporting.

Our Financial position including the financial status of our regular activities and past events are reported to and discussed at each Committee Meeting.

d. Fund Raising Events Planning/Budgeting

As above this is a regular agenda item for Committee Meetings

e. Risk Management Process.

Year on year the activities of RSCDS Bristol are fairly constant and hence so are the key areas of risk. However, the Committee aims to be aware of aspects such as changes in legislation which may trigger a requirement to review our range of policies as well as the content of existing policies. Our policy for regular reviews to maintain a separate document detailing:

- Review timing requirements
- Each of our policies and the date it was adopted
- The date each policy was last reviewed.

Date Adopted: 10 January 2018

RISK ASSESSMENT FORM

Scope:	Classes / Dances	Assessment Date:		Assessor:	
Location:	Various locations	Review Date:		Contact No:	
Contact:		Contact No:		Total No. Pages	

Ref No:	Hazard	Risk	People at Risk			Rating (L x S)		Hierarchy	Actions & Controls	L	S	R R
1.0												

Assessor:	Signature:	Date:
Contact:	Signature:	Date:
Actioned by:	Signature:	Date:

Likelihood of Occurrence (L)	Potential Severity of Hazard (S)	Rating (L x S)	Priority (P)	Residual Rating (RR) - Post controls
1 = Improbable	1 = Trivial	1 – 8 = Not a priority but needs attention	Low	Low
2 = Possible	2 = Minor			
3 = Occasional	3 = Major (1 person)	9 – 17 = Requires attention as soon as possible (< 90 days)	Medium	Medium
4 = Frequent	4 = Major (several persons)			
5 = Regular	5 = Death (1 person)	18 – 36 = Immediate action required (< 30 days)	High	High
6 = Common	6 = Multiple Death			

Hierarchy				
Eliminate	Reduce	Isolate	Control	PPE

REVIEWED		
Name / Reason for review:	Signature:	Date: