

RISK MANAGEMENT POLICY

AREAS OF APPLICABILITY

This policy applies to all activities involving the CRP, including where people are acting on behalf of ALCRP.

Risk is an uncertain event or set of events that, should it or they occur, will have an effect on the achievement of objectives. For many ALCRP activities the risk will be low, and risk mitigation should be proportional to the risk level in terms of its impact.

Whilst risk is often seen in terms of health and safety, it also applies to areas such as reputation, resilience and legal challenge.

EXAMPLES OF APPLICABILITY TO ABBEY LINE CRP ACTIVITIES

Some examples of activities that this policy is applicable to are listed below, but it should be noted that there will be other activities covered by the policy:

- Funding
- Site visits
- Volunteer activities
- Events involving members of the public

POLICY

Risk Register

The ALCRP will maintain a risk register of its activities. This register will identify the risks, their likelihood of occurring, severity of impact, and mitigation measures.

The register will be reviewed annually by the ALCRP Steering Group and if new activities or risks are introduced.

Event Plans

An Event Plan will be produced for all activities involving members of the public. Each Event Plan will set out how the event will be managed, including details of:

- Management command structure and contact details
- Description of all activities at the event
- First aid and other medical facilities
- Food safety certificates
- Crowd management
- Lost / missing child procedures

- Severe weather
- Risk assessment

The Event Plan will need to be signed-off by the CRP Officer, facility operator and other significant agents (e.g. train operating company).

Liaison will be held with the district Safety Advisory Group during the planning of any event. In addition, the Highway Authority will be consulted for any event on or immediately adjacent to the highway.

Copies of the Event Plan will be sent in advance of the event to all individuals who have a named role identified within the plan. The responsible officer and his/her duties will ensure that they have direct access to the plan for the full duration of the event (including set-up and dispersal).

Health and Safety

Managing health and safety risks for ALCRP personnel and volunteers are set out in the Health & Safety and Volunteer Management policies respectively.

RESPONSIBILITY

All members of the CRP Steering Group are responsible that the Risk Management Policy is being followed.

In addition, there is a named person on the CRP Steering Group who is the champion for Risk Management.

USEFUL REFERENCES

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