



Managing Risk Policy (Health and Safety)

Created November 2019

Review Date	Reviewed by	Date of next review
Nov 19	Selina Hayes	November 2022
14/02/2022	Selina Hayes	February 2024
30/8/2024	Selina hayes	August 2026

Contents

Purpose	Page 2
Identification and management of risk	Page 2
Periodic monitoring of risk	Page 3
The role of the Board of Trustees	Page 3
Risk management process	Page 3
Staff responsibilities – senior officers	Page 4
Staff responsibilities – delivery staff	Page 4
Policy review	Page 4

1.0. Purpose

Blackpool FC Community Trust (BFCCT) are committed to managing risk and embedding risk management into all area of our work. The Board of Trustees has the ultimate accountability for ensuring that BFCCT manages risk effectively.

Blackpool FC Community Trust are committed to:

- identifying and assessing risks
- ensuring that risk management is achieved.
- ensuring the ownership of risk is recognised throughout the organisation.
- monitoring the effectiveness of risk management and learning lessons from past activities
- ensuring that all staff understand their responsibilities in relation to risk management.

Blackpool FC Community Trust will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

2.0. Identification and management of risk

Risk must be identified through the examination of:

- what is going to happen?
- what else could happen?
- what could go wrong?
- why could it go wrong?
- where could it go wrong?
- when could it go wrong?
- what are the other implications?
- external factors.

Risk is managed through the consideration of:

- the likelihood of it happening (low, medium, high)
- how often it will happen.
- the impact of harm or loss to Blackpool FC Community Trust (low, medium, high)
- how it can be avoided, or the consequences minimised?

The Health and Safety Lead will ensure the implementation and review of risk management with the Board of Trustees taking overall responsibility. The Board of Trustees will consider any additional action that needs to be taken to reduce risk, either by lessening its impact, or lessening its likelihood. Risk assessment templates are available through [BrightSafe](#).

3.0. Periodic monitoring of risk

Risk management should be an ongoing process and therefore undergo monitoring and assessment. Any review should include checking the adequacy of controls already in place. Periodic monitoring will ensure that systems in procedures in place are being followed and that new risks are identified and addressed.

All BFCCT staff are informed of their responsibility of managing risk to embed it into the culture of the organisation. Blackpool FC Community Trust process will ensure that:

- risks are properly reported and evaluated.
- significant failures of control measures are properly reported, and action taken to rectify the failure.
- an understanding of individual staff responsibilities for the implementation of control measures
- further actions required are identified and implemented.

4.0. The role of the Board of Trustees

The responsibility for the management and control of Blackpool FC Community Trust rests with the Trustees who are the executive body and as such are key in setting the parameters of the process of risk management, and in the review and consideration of the results.

The Board of Trustees involvement includes:

- ensuring that the identification, assessment, and reduction of risk is linked to the achievement of Blackpool FC Community Trust's aims and objectives.
- ensuring the process covers all areas of risk.
- reviewing the evaluation and management of risk
- ensuring that risk management is ongoing and embedded in the culture of BFCCT.

5.0. Risk management process

All health and safety processes are advised and supported by Peninsula Business Safe.

Any activity delivered by BFCCT must be risk assessed to ensure the safety and welfare of all its participants and staff involved. When managing risk, the following considerations must be made:

Safety

The physical safety and health of participants and staff is paramount in all activities.

Technical

BFCCT policies must be considered alongside other governing documents when delivering activities for children, young people, and adults at risk:

- BFCCT Safeguarding Children Policy
- BFCCT Safeguarding Adults at Risk Policy
- BFCCT Trip and Residential Policy
- BFCCT Accident and Incident Reporting and Investigation Policy

5.1. Staff responsibilities – Senior Leadership Team and Managers

All SLT and Managers must ensure that all the activities which they manage have the relevant risk assessments in place, these must take into consideration:

- the hazard - is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc

- the risk - is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

Where possible facility risk assessments must be gained from the facility provider e.g., school, or residential centre.

Reviews of risk assessments must be completed on an annual basis or following a serious incident or accident.

5.2. Staff Responsibilities – delivery staff

Any staff delivering a session (lead staff) must complete a ‘dynamic’ risk assessment to ensure that the area/facility that the activity is being delivered is fit for purpose. [Dynamic Risk Assessment](#).

5.2. Staff Responsibilities – Health and Safety Nominated Person

The nominated person must ensure that health and safety/managing risk is a standing agenda on whole team and board meetings.

Nominated persons:

Head of Operations

Head of Education and Employability

Deputy CEO

5.3. Staff training

All staff must undertake training, as a minimum they will undertake the BrightSafe Online E-Learning (ROSPA and CPD Accredited):

Risk Assessments

Health and Safety Awareness

5.4. Retention of risk assessments

All risk assessments are stored on BrightSafe (documents). Risk assessments no longer in use will be retained for five years.

6.0. Policy review

This policy will be reviewed every two years by the Health and Safety Lead. Review outside of the annual schedule will be undertaken if deemed necessary by the Board of Trustees and following a reportable (RIDDOR) incident.