Managing Risks Policy

Achieve UK Training Ltd
95 Grove Lane, Handsworth, Birmingham, B21 9HF
📞 0121 454 2525 | 📱 07941015599
✉️ contact@achieveuktraining.com
🌐 www.achieveuktraining.com

Opening Hours
Monday – Friday: 10:00 AM – 5:00 PM
Saturday: 10:00 AM – 3:00 PM

---

1. Purpose

This policy outlines how Achieve UK Training Ltd identifies, evaluates, and manages risks that could affect the health, safety, operational continuity, or reputation of the business. It ensures that a consistent and proactive approach is taken to minimise harm, protect stakeholders, and meet legal and contractual obligations.

---

2. Scope

This policy applies to all areas of operation, including:

- Staff and learner safety
- Premises and equipment
- Information security and cyber risks
- Compliance with legal and regulatory requirements
- Reputational and financial risk
- Training delivery and quality assurance

---

3. Principles

Achieve UK Training Ltd is committed to:

- Promoting a culture of risk awareness and accountability
- Preventing or reducing risk through planning and controls
- Complying with relevant health and safety and safeguarding legislation
- Continuously improving risk management processes

---

4. Responsibilities

4.1 Management Team

- Oversee implementation of this policy
- Approve risk management procedures and controls
- Ensure resources are available to manage risks effectively
- Review the Risk Register quarterly

4.2 Risk Coordinator / Health & Safety Officer

- Maintain the central Risk Register
- Carry out risk assessments and updates
- Monitor and review controls regularly
- Advise on improvements or corrective actions

4.3 All Staff

- Comply with health and safety procedures
- Report hazards or risks promptly
- Support the implementation of control measures
- Participate in risk-related training

---

5. Types of Risks Considered

Category	Examples
Health & Safety	Slips, trips, fire hazards, unsafe equipment
Operational	Staff shortages, system failures, poor learner attendance
Compliance	Data breaches, funding regulations, safeguarding failures
Financial	Budget overruns, fraud, loss of funding
Reputational	Negative reviews, poor quality training, learner complaints
Technological	Cyber threats, outdated software, loss of data

---

6. Risk Management Process

Achieve UK Training Ltd follows a structured 5-step approach to managing risks:

Step 1: Identify Risks

- Regular inspections, staff meetings, learner feedback
- Incident reports, audits, policy reviews

Step 2: Assess Risks

Each risk is rated based on:

- **Likelihood** (Rare to Very Likely)
- **Impact** (Minor to Severe)

Step 3: Control Risks

Implement appropriate control measures such as:

- Policies and procedures
- Staff training
- Safety equipment and signage
- IT system protection
- Emergency plans

Step 4: Monitor & Review

- Controls are monitored for effectiveness
- Risks are re-evaluated following incidents or significant changes

Step 5: Record & Communicate

- All risks and control measures are documented in the **Risk Register**
- Key risks are shared with relevant staff
- Outcomes are reported to the management team

---

7. Risk Register

A Risk Register is maintained to track all identified risks, including:

- Description of the risk
- Likelihood and impact score
- Existing controls
- Assigned responsibility
- Status and next review date

Note: Risk Registers are reviewed **quarterly** and updated following any incidents or organisational changes.

---

8. Staff Training

- All staff are provided with basic risk awareness and health & safety training during induction
- Refresher training and toolbox talks are held **annually**

- Specialist training (e.g. safeguarding, IT security) is provided as required

---

9. Incident Reporting and Review

- All incidents or near-misses must be reported immediately to the line manager or Risk Coordinator
- Investigations are conducted to identify root causes and update the Risk Register
- Lessons learned are used to improve practices and prevent reoccurrence

---

10. Policy Review

This policy is reviewed **annually** or:

- After a significant risk event (e.g. fire, data breach)
- Following an external audit or inspection
- If legislation or regulatory guidance changes

For all risk-related concerns, please contact:
📧 **contact@achieveuktraining.com**
📞 **0121 454 2525 | 07941015599**

Policy Owner: Manav Arora
Approval Date: 01/02/2025
Review Date: December 2027