



Policy Title Risk management and disaster recovery

Policy number ONE

Policy approved by Escape Committee: .....Date.....

**Review:** .....

### **Controlled Copy**

### Purpose of Policy

To consider how our services to our members would be affected as a result of a serious incident:

- identify the major risks that apply to the charity
- make decisions about how to respond to the risks we face
- make an appropriate statement regarding risk management in the trustees annual report

The major risks for Escape are likely to be:

- termination of funding from other bodies
- reduced fundraising from the general public and members
- loss of data through computer failure
- accident or incident during a trip or event
- In addition **disaster recovery planning is a key aspect of this policy**

As a part of an effective risk management process, Escape should consider what needs to be done if a serious event does take place, for example an accident on a trip, office fire, or serious computer malfunction.

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This Policy has a strong link to our Health and Safety Policy, Escape Policy Two, and shares with it the Risk Assessment Forms.

Policy applies to: Employees and Committee

Policy Statement: By managing risk effectively, we can ensure that:

- significant risks are known and monitored, enabling staff and the committee to make informed decisions and take timely action
- Escape makes the most of opportunities and develops them with the confidence that any risks will be managed
- forward and strategic planning are improved
- the charity's aims are achieved more successfully

Reporting in its trustees' annual report on the steps Escape has taken to manage risk helps to demonstrate the charity's accountability to its stakeholders including members, funders and employees.

Procedures and people responsible

The basic strategies that can be applied to manage an identified risk:

- avoiding the activity giving rise to the risk completely, by stopping a particular activity or service (Staff and Committee)
- management or mitigation of risk (Staff and Committee)
- accepting or assessing it as a risk that cannot be avoided if the activity is to continue. (Staff and Committee)

To manage identified risks staff and the committee will be trained to use the Risk Assessment Form, and these will be used at the planning stage of every event, activity or trip. A simple format of the risk assessment and actions required should ensure consistency when, for example, members have responsibilities for an event or act as coach leaders. The risk assessment forms will be held in a central file in the Escape office.

The disaster recovery Risk Assessment forms will form the basis of the recovery of Escape from a disaster.

The model risk assessment forms attached to the policy should be used as a basis for every risk assessment completed prior to an event, but each trip is unique and so requires its own risk assessment.

Risk assessments must be completed for (not an exhaustive list)

Day trips

Parties

Fundraising events

Clubs run by ESCAPE

Coach Travel

Forms attached to this policy / procedure.

- Escape Blank Risk Assessment form
- Example of Data Management Risk Assessment
- Example of Coach Incident/accident Risk Assessment

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Risk Assessment Form

**Activity:**

**Date(s) of the proposed activity:**

**Person completing this risk assessment:**

**Date of risk assessment:**

**Who could be harmed? (Circle)** Members      Staff      Guests/Public

**What is already being done to control the risks?**

Members are responsible for their own family members in all settings.

Transport for members is sourced and insured by a coach company.

Escape mobile phone issued to nominated leader for the day.

Lists of participants prepared for nominated leader of the day.

Additional:

Working out the risk rating below

Severity x Likelihood      3=High risk, 2=Medium risk, 1=Low risk 0=No risk

A risk rating score of 8 or 9 must be discussed with a committee member before the activity takes place

**Risk Rating**

<b>How could people be harmed? Action required(Bullet points)</b>	<b>S</b>	<b>L</b>	<b>SxL</b>

What further action needs to be undertaken?

Approved, if required for high risk score, by\_\_\_\_\_

**EXAMPLE**



**Risk Assessment Form**

**Activity:** *Data Management*

**Date(s) of the proposed activity:** *Daily in the office*

**Person completing this risk assessment:**

**Date of risk assessment:** *12/04/2018*

**Who could be harmed? (Circle)**  Members  Staff  Guests/Public

**What is already being done to control the risks?**

~~Members are responsible for their own family members in all settings.~~

~~Transport for members is sourced and insured by a coach company.~~

~~Escape mobile phone issued to nominated leader for the day.~~

~~Lists of participants prepared for nominated leader of the day.~~

Additional:

*Data backed up upon every 'save' to a 'Cloud' server online*

*External hard drive is backed up every 2 weeks by staff*

Working out the risk rating below

Severity x Likelihood      3=High risk, 2=Medium risk, 1=Low risk 0=No risk

A risk rating score of 8 or 9 must be discussed with a committee member before the activity takes place

**Risk Rating**

<b>How could people be harmed? Action required(Bullet points)</b>	<b>S</b>	<b>L</b>	<b>SxL</b>
<i>No longer a risk because 2 backup options used</i>	3	1	4

What further action needs to be undertaken?

*None*

Approved, if required for high risk score, by\_\_\_\_\_

## **EXAMPLE**



### Risk Assessment Form

**Activity:** *Coach Incidents or accidents*

**Date(s) of the proposed activity:**

**Person completing this risk assessment:**

*Must be added by staff member organising coaches*

**Date of risk assessment:**

**Who could be harmed? (Circle)**  Members  Staff  Guests/Public

**What is already being done to control the risks?**

Members are responsible for their own family members in all settings.

Transport for members is sourced and insured by a coach company.

Escape mobile phone issued to nominated leader for the day.

Lists of participants prepared for nominated leader of the day.

Additional:

*Coach leader's guidance*



Working out the risk rating below

Severity x Likelihood      3=High risk, 2=Medium risk, 1=Low risk 0=No risk

A risk rating score of 8 or 9 must be discussed with a committee member before the activity takes place

**Risk Rating**

<b>How could people be harmed? Action required(Bullet points)</b>	<b>S</b>	<b>L</b>	<b>SxL</b>
Sickness or ill health on coach. Family judgement of actions required 999 call to meet at next safe place, drivers decision Complete H&S incident form	2 3 3	2 1 2	4 3 6
Vehicle minor accident Driver stops and exchanges insurance details Complete H&S incident form	1	3	3
Severe Road accident Call 999 Evacuate bus safely, coach leader or another to record people who can evacuate by self, and wait in safe area Coach leader to record injured people on coach/trapped for emergency services and inform emergency services of types of disability/communication issues if possible. Emergency services/ coach company to arrange return to pick up points Coach leader and others to check on wefare/well being of members Staff follow up members in subsequent days. Complete H&S incident form Emergency committee/trustees meeting	3	1	3
Hostile/aggressive behaviour on coach Support family, isolate aggressor if possible Move other members if possible Complete H&S incident form	2	3	6

What further action needs to be done ?

Approved, if required for high risk score, by\_\_\_\_\_