

Risk Management Policy

1. Purpose

Safe Skills Training Ltd manages risk in a practical, proportionate way to protect learners, clients, staff/associates, and the business.

This policy sets out how Safe Skills Training Ltd:

- Identifies and records risks
- Assesses likelihood and impact
- Implements controls
- Reviews and updates risks
- Uses risk information to improve delivery and governance

2. Scope

This policy applies to risks relating to:

- Training delivery (in-person and any remote delivery)
- Venues and client sites
- Travel and lone working
- Equipment, infection prevention, and practical activities
- Safeguarding and learner welfare
- Data protection and information security
- Quality assurance, assessment, and certification administration
- Business continuity and financial/operational stability
- Use of associates/subcontractors

This policy applies to:

- The Director/Lead Educator
- Employees (current or future)
- Associates and subcontractors

3. Definitions

- **Risk:** The possibility that an event will occur and affect objectives.
- **Control:** A measure used to reduce likelihood and/or impact.
- **Residual risk:** Risk remaining after controls are applied.
- **Risk register:** The master list of identified risks and controls.

4. Principles

Safe Skills Training Ltd applies the following principles:

- Safety and learner welfare are prioritised
- Risks are managed proportionately to the activity
- Controls are practical and evidence-based
- Risk management is continuous, not a one-off exercise
- Learning from incidents, complaints, and QA findings improves controls

5. Roles and responsibilities

5.1 Director/Lead Educator

The Director/Lead Educator is responsible for:

- Maintaining the risk register
- Ensuring risk assessments are completed where required
- Approving risk controls and action plans
- Reviewing risks on schedule and after significant events
- Ensuring associates/subcontractors understand relevant risks and controls

5.2 Staff, associates, and subcontractors

Staff, associates, and subcontractors are responsible for:

- Following agreed controls and safe systems of work
- Reporting hazards, near misses, incidents, safeguarding concerns, or data issues
- Contributing to risk reviews when requested

6. Risk identification

Risks are identified through:

- Planning new services, courses, venues, or delivery methods
- Pre-course checks (venue suitability, equipment readiness, travel planning)
- Learner information and access needs
- Internal quality assurance activity
- Learner and client feedback
- Complaints, incidents, near misses, and safeguarding concerns
- Data protection and information security reviews
- Supplier/associate/subcontractor onboarding and monitoring

7. Risk assessment method

Safe Skills Training Ltd uses a simple scoring approach:

- **Likelihood:** 1 (Rare) to 5 (Almost certain)
- **Impact:** 1 (Insignificant) to 5 (Severe)

Risk rating is calculated as:

$$\text{Risk score} = \text{Likelihood} \times \text{Impact}$$

7.1 Risk rating bands

- **1–4 (Low):** Manage through routine controls
- **5–9 (Medium):** Additional controls and monitoring required
- **10–15 (High):** Action plan required; senior oversight
- **16–25 (Critical):** Stop/Do not proceed until risk is reduced

8. Controls and action planning

For each risk, the risk register records:

- Existing controls
- Residual risk score
- Additional actions required (if any)
- Action owner
- Target date

Controls may include:

- Policies and procedures
- Training delivery standards and ratios
- Venue requirements and pre-course checks
- Equipment checks and maintenance
- Infection prevention controls
- Safeguarding and escalation routes
- Data protection and information security controls
- Associate/subcontractor due diligence and agreements
- Quality assurance sampling and standardisation

9. When a specific risk assessment is required

A specific risk assessment is completed when:

- Delivering at a new venue or client site with unknown conditions
- Introducing new equipment or practical activities
- Delivering training to higher-risk groups or where access needs require adjustment
- Delivering in conditions that increase risk (e.g. extreme weather, travel disruption)
- Introducing remote/online delivery methods
- Using an associate/subcontractor for a new course area

10. Review schedule

10.1 Routine review

- The risk register is reviewed **at least quarterly**.

10.2 Event-driven review

Risks are reviewed immediately following:

- A serious incident, near miss, or safeguarding concern
- A data breach or information security incident
- A significant complaint or appeal outcome
- A major change to services, delivery model, or geography

11. Recording and evidence

Safe Skills Training Ltd retains evidence that may include:

- Risk register
- Specific risk assessments
- Incident/near miss records
- Equipment maintenance logs
- QA findings and action plans
- Communications and briefings relating to risk controls

Records are stored securely and access is restricted.

12. Escalation and stop decisions

Where a risk is assessed as **Critical (16–25)** and cannot be reduced to an acceptable level, Safe Skills Training Ltd:

- Stops the activity or does not proceed with delivery
- Communicates with the client/learners
- Reschedules or changes the delivery plan

13. Review and version control

- **Policy owner:** Director/Lead Educator
- **Review frequency:** Annually, or sooner if services or risks change

Version control

Version	Date	Summary of changes
1.0	18/04/2026	First issue

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