

WARNING

If you are viewing a printed copy of this document, it may not be current. Please refer to Corporate Policies and Procedures in SharePoint for the latest version.

LEICESTERSHIRE

FIRE and RESCUE SERVICE

protecting our communities

SERVICE POLICY

Organisational Risk Management

Contents

1	POLICY STATEMENT	2
2	INTRODUCTION	2
3	RISK MANAGEMENT OBJECTIVES	3
4	ORGANISATION AND RESPONSIBILITIES	3
5	RISK MONITORING AND REVIEW	4
6	POLICY REVIEW	4
7	RISK PROCESS FLOW	1
	AUDIT OF AMENDMENTS	1

Owner
Assurance

Version

Created	April 2017
Last Reviewed	Jan 2018
Review Due	April 2019



1 Policy Statement

- 1.1 The Risk Management Policy of the Combined Fire Authority (CFA) is to adopt best practice in the identification, definition, measurement and management of risk through the adoption of cost-effective controls to ensure that organisational risk to the Service is managed or reduced to an acceptable level.
- 1.2 To achieve this the Service Organisational Risk Policy:
 - 1.2.1 Is directly aligned to the strategic aims of the Service;
 - 1.2.2 Avoids duplication of effort through the integration of existing risk management process and procedure;
 - 1.2.3 Has the full support of the Combined Fire Authority, Senior Management Team (SMT) and Managers within the Service; and
 - 1.2.4 Will receive managerial time, resources and employee engagement.

2 Introduction

- 2.1 Leicestershire Fire & Rescue Service provides a wide range of services and support to a diverse community of people and organisations. It operates in a changing environment where identification, assessment and management of risk is part of the core culture of the organisation. In such an environment, the potential for disruption to service from regularly changing risks is high. Effective and efficient management of risk is therefore essential to the smooth and safe operation of the Service.
- 2.2 This policy recognises that some risk will always exist and in some cases is necessary to encourage development, improvement and change. It is therefore essential that the Service effectively and efficiently manages risk at the most appropriate level to minimise the potential for loss or damage. By its very nature, the Service and its' staff often work within an inherently high risk environment. In order to reduce the potential for harm to staff and the public as far as is reasonably practicable, the Service will endeavour to identify, assess and manage risk. However, there are occasions when "high" levels of risk must be tolerated by the organisation and its' staff for it to achieve the core functions of saving life, property and protecting the environment.
- 2.3 This policy reinforces the commitment shown by the CFA, Chief Fire & Rescue Officer and SMT of having an effective risk management culture by ensuring that all employees manage risk in their decision making process in everyday working situations.
- 2.4 Detail of process and procedure for managing risk can be found in the Service Procedure – Organisational Risk Management.

3 Risk Management Objectives

3.1 The Organisational Risk Management Policy objectives are :

- To integrate risk management into the culture of the Service;
- To avoid duplication of effort where existing risk management processes exist and are fit for purpose;
- To ensure best value and best practice are achieved in the management of risk;
- To reduce the likelihood and impact of risk to the Service that may cause injury, damage and loss of key services, to stakeholders, employees and property;
- To reduce the overall cost of risk through effective management;
- To support staff in their efforts to manage risk;
- To clearly identify the levels of responsibility throughout the organisational risk management process; and
- To support the achievement of the CFA's stated objectives and targets for delivery of services.

4 Organisation and Responsibilities

4.1 The Service is exposed to a variety of risks and therefore a multi-layered approach will need to be adopted to ensure full integration of the risk management culture into all levels of the Service.

4.2 Elected Members have a responsibility to ensure the implementation of appropriate risk structures and processes and to provide sufficient resources to meet the agreed objectives.

4.3 SMT has overall responsibility for ensuring that the Service manages risk effectively through the development of a comprehensive risk management policy and procedure.

4.4 The Health, Safety & Welfare and Corporate Risk Management Committee (HSW&CRM) will provide oversight and validation of risks entering the Organisational Risk Management process from the Health, Safety & Welfare sub-groups and/or direct from the various reporting procedures including Debrief and Operational Performance Monitoring.

4.5 Corporate Support will develop procedures and related documents and will provide subject matter expert advice to all employees engaged in the process. It will also support the creation and maintenance of the

Organisational Risk Register as set out in the Organisational Risk Management Procedure;

- 4.6 Directors (SMT) and Department Heads (GMT) have responsibility to ensure that the Organisational Risk Management Policy and Procedure is adhered to;
- 4.7 Managers and employees are required to effectively manage the risks associated with their particular departments and roles, ensuring that significant risks are processed through the most appropriate procedure,
- 4.8 All personnel have a role to play in effective risk management and can be assured of the fullest support and encouragement from all levels of management to achieve this.

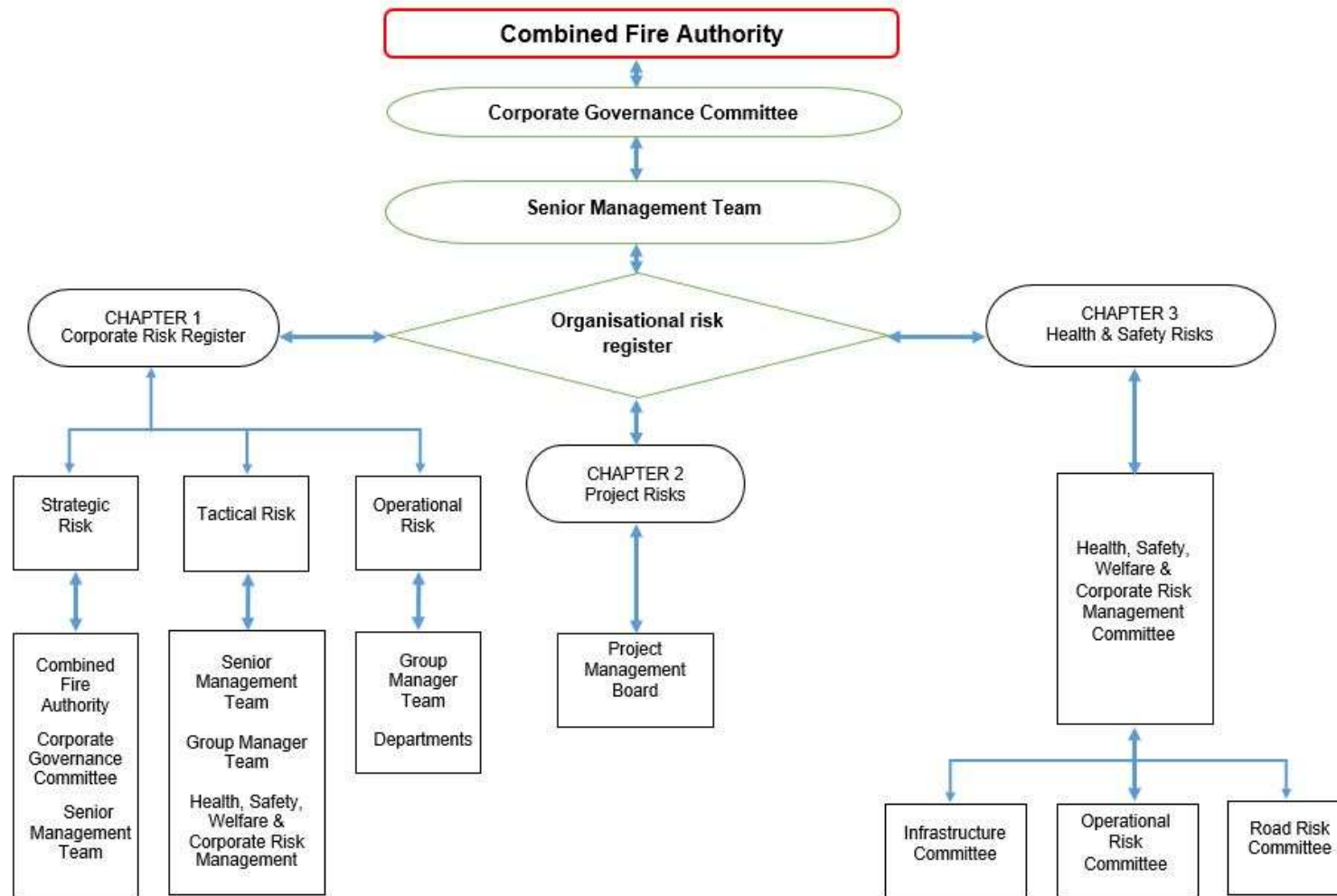
5 Risk Monitoring and Review

- 5.1 The CFA has overall ownership of risk. The Corporate Governance Committee (CGC) and SMT will monitor risks. Significant risks will be recorded on the Organisational Risk Register. This will be reviewed as set out in the Organisational Risk Management Procedure.
- 5.2 SMT will undertake a bi-monthly review of the Organisational Risk Register and provide a conduit for the introduction of risk from the Strategic level into the Organisational Risk Management process.
- 5.3 The Corporate Governance Committee will receive regular updates to allow it to monitor the arrangements for the identification, monitoring and management of significant risk within the CFA.
- 5.4 Details associated with individual risks will be recorded on a Risk Assessment Template. These will be reviewed regularly or when changes to the likelihood or impact happens.
- 5.5 Other relevant policies and procedures relating to risk management will link to the Organisational Risk Management process. Assessments of risk that are above set thresholds will escalate into the Organisational Risk Management process.

6 Policy Review

This policy will be reviewed every two years unless change within the organisation requires a review to be completed sooner.

7 RISK PROCESS FLOW



Audit of Amendments

Date	Paragraph Changed	Brief Details of Alterations	Approved by (Head or Department)
April 2017		New Document	
18/05/17		Approved for publication	GMT
12/10/17	2.4, 5.3, 5.4 & Section 7	Amendments arising from audit findings	GM Grewcock
14/12/17	2.2	Tolerance of risk statement added	GM Grewcock
14/03/18		Document approved following audit report	CGC

