

<b>Policy Name</b>	Risk Management Policy
<b>Policy Code</b>	ETP 1.03
<b>Policy Author</b>	Managing Director
<b>Revision Number</b>	3
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<b>Expected Revision Date</b>	+2 Years

## 2.9 Risk Management

The Managing Director is responsible for identifying and managing organisational risks and maintaining an organisational Risk Register. The Risk Register is reviewed at Board of Director meetings.

The Head of Training and Quality is responsible for managing programme-related risk. Programme-related risks are identified at the design stage and are reviewed on an ongoing basis through the evaluation process.

The sections of the Risk Register pertaining to training provision and quality assurance are presented to the Academic Board by the Head of Training and Quality. The Elevation Training risk management policy (ETP 1.03) and procedure ([ETPR 1.1](#)).

### 2.9.1 Risk Management Policy Statement

The maintenance of a live risk register allows for projection of potential interruptions to that service so that they can be mitigated against, and their impact lowered or removed.

Any risks detected are assigned a risk owner and are rated according to the risk matrix (ETSD 1.2) which identifies their probability of occurring. Risks considered to be of significant impact with a high probability of occurring (Risk value of 6) are brought immediately to the attention of the Board of Directors for consultation and advice on action plans.

Risks that have a risk value of 5 or 4 have their mitigation strategies decided upon by the Managing Director. These are implemented by the risk owner, monitored closely and reported to the Board of Directors.

Risks with a risk value of 2 or 3 have mitigation strategies discussed and decided upon within the Academic Board which are enacted by the risk owner as and when necessary.

### 2.9.2 Scope

This policy applies to all areas of risk encountered or potentially encountered by the business.

### 2.9.3 Who is responsible for implementing this policy?

- The Managing Director is responsible for maintaining the organisational risk register.
- The Head of Training & Quality is responsible for maintaining the programme risk register.
- The Academic Board is responsible for maintaining oversight of the programme risk register and highlighting issues of concern to the Head of Training and Quality

<b>Working Documents</b>
Risk Register & Risk Matrix ( <b>ETSD 1.2</b> ) (Internal document)
Management of Risk Procedure ( <b>ETPR 1.1</b> ) (Internal document)