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| Date last reviewed: 30th October 2018 | Date last amended: 30th October 2018 |

**RISK MANAGEMENT**

**Risk Management**

In order to manage risk safely and protect children, young people and others that work alongside us, we have created Policies & Procedures.

We rely on staff, drivers, passenger assistant and any employed staff to be part of our risk management strategy by following current Policies & Procedures at all times and reporting their concerns to us so that the responsibilities for managing risk is shared.

**Policies and Procedures (P&P)**

Policies and procedures will give direction as to how best manage a range of scenarios relating to working activities which staff will be involved with. The P&P will be reviewed twice a year as per the bus operator’s policy ‘Reviewing and Updating Policies & Procedures’. It is the drivers, passenger assistant and staff responsibility to ensure that they have read and fully understand P&P prior to offering their services, as well as check for any amendments made through the review process.

**Identify Risk**

To ensure that all P&P are continuously being assessed and everyone associated with the TCTA have a responsibility to report their concerns in relation to their work which they undertake on behalf of the bus operator. Staff have a duty of care by being vigilant to their own and others working practises and question concerns, when in doubt, by reporting the risk(s)/concern(s) to the bus operator manager.

**Reporting risks and concerns**

Staff must report to the bus operator manager where they have identified a workplace concern or a new risk which could potentially put themselves or others in harm or danger. This must be reported by completing an ‘Action Report Form’.

**Action report form**

An action report form has been designed to give management feedback from its staff with any work place risks or concerns. Staff must complete the form giving as much information as possible including any of their thoughts on how better to manage the risk/concern.

**Assessing Risk and updating Policies and Procedures**

The Manager will discuss the risk/concern with the staff member and make an assessment on the given information. Where the manager recognises the need for change or clarity it will make necessary changes to P&P and make them available to all staff as per policy ‘Reviewing and updating policies and procedures’.

**ACTION REPORT FORM**

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| Description of concern | Date |
| Please tick the box relating to your concern/s  The concern/s are in relation to a current Policy and Procedure  You have identified a new risk  Other | |
| Please give details of the concern: | |
| Please state who or what group of people are at risk: | |
| Please give any information as to how you feel the concern could be managed: | |
| ***To be completed by management only***  Actions Taken  The concern has been reviewed and discussed with the individual. No changes are necessary as procedures in place are considered adequate at this time  Changes have been made to Policies and Procedures  A new policy pr procedure has been introduced | |
| Details of changes made: | |
| Any other information: | |