

Risk Management

What Do I Need To Know?

The Learning Trust has introduced a strategy for administering the insurance policy. All employees need to be conscious of the potential risk of insurance claims. All employees should be aware of their surroundings.

What are my responsibilities?

All employees in the event of an incident must make sure it is properly recorded - All employees must adhere to The Learning Trust's Health and Safety Procedures.

Risk Management and Awareness

Risk Management can be considered using the following terms:

- Risks
- Evidence
- Planning
- Likelihood
- Exposure
- Limitations

Risk

Identify potential risks before they happen
Know who to contact in the event of a crisis
Make sure access ways are clear and the fire doors are shut
Discuss and review on a regular basis

Evidence

Good Planning ensures prompt action
Good Notification allows any process to run smoothly
Do not assume that there is adequate cover in place for all your activities
If in doubt always ask

Planning

Ensure that staff are aware of insurance procedures

Ensure that staff provide all relevant documentation when requested

Ensure that any non members of staff entering the premises are registered

Do not speak to the press without legal counsel or advice on Trust matters

Exposure

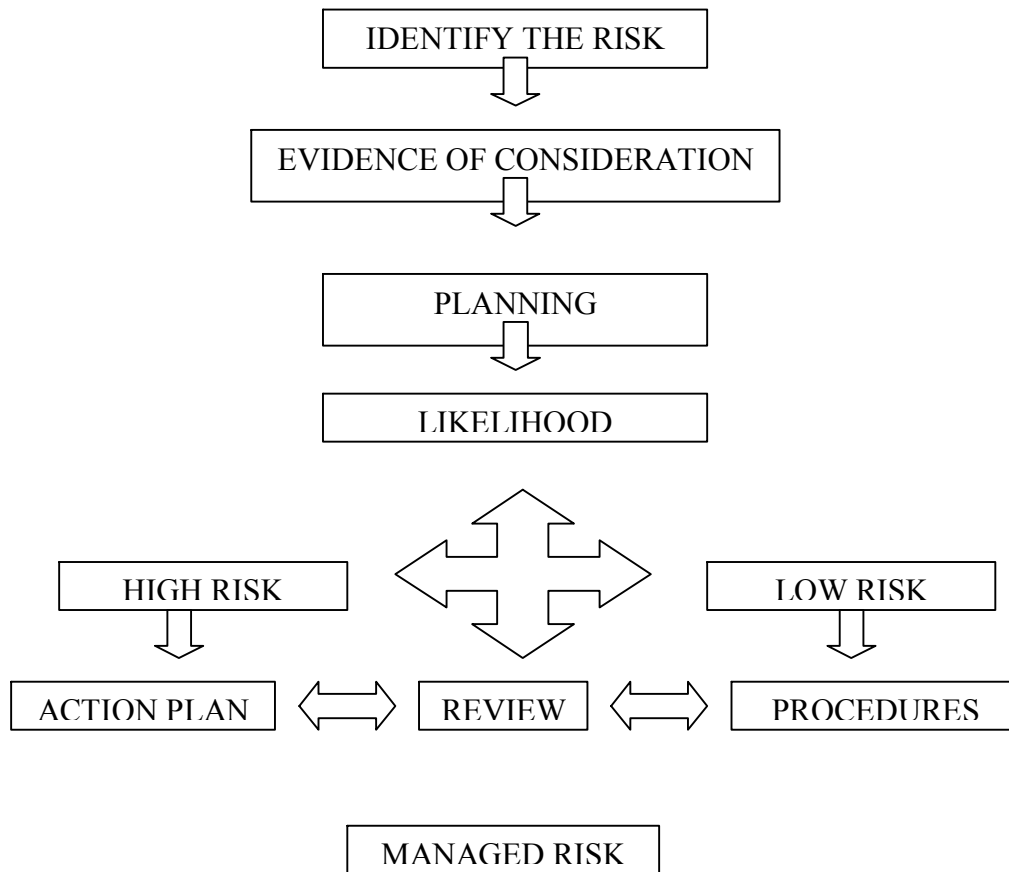
The purpose of this document on risk management is to ensure that risk assessments are carried out on a regular basis. By continually reviewing our procedures and keeping up to date with the latest news, reviews and legislation we can ensure that our risks are being managed and reduced where possible. Whilst we must acknowledge that our existing practices are robust, we can still learn from other organisations. In order to achieve the success due us we must continue to communicate, this will reduce the risk of Exposure.

Limitations

The way forward with regards to insurance is to know your limitations and to act as best we can.

The growing cost of claims means we must be extremely vigilant and our process must stand up to scrutiny

Risk Management Model



The key to risk management is to develop a process which can be supported by an audit trail. This emphasises to any casual observer that you have thought about the issues that affect the way you work. The model above is a straightforward way of structuring the planning of an event. As an employee of The Learning Trust you must complete a risk assessment form when planning an onsite or offsite activity. Please refer to the Health and Safety Manual to ensure that the approved process is being applied.

Renewals

All insurance renewals must be carefully monitored. The renewal process should begin 3 months before the contract is agreed. All renewals are on an annual basis. Please note the following details:

Officers and Directors Indemnity - **Policy Number: 81943770**
Period of insurance 21/09/2004 - **20/09/2005**

Zurich Municipal Insurance Program - **Policy Number: QLA -01QD03-0013**
Period of insurance 01/05/2005 - **31/03/2006**

Zurich Municipal Motor Insurance - **Policy Number: QLA -01QD03-0013-52**
Period of insurance 01/05/2005 - **31/03/2006**

Zurich Municipal Terrorism Insurance - **Policy Number: TER -01QD03-0011**
Period of insurance 01/05/2005 - **31/03/2006**

ACE Insurance Cover - **Policy Number: 53UK429121(A)**
Period of insurance 01/05/2005 - **31/03/2006**

Dates for Diary

Insurance Renewal 1st April 2006