

## Soar Sound Risk Assessment Policy

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## **1 Document Information**

**Policy:** Soar Sound Volunteer Risk Assessment Policy

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**Distribution:** All individual members and group members' representative of the charity.

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**Planned Review Date:** 5<sup>th</sup> March 2025

**Author:** Sam Hunt (Operations and Events Director of Soar Sound)

**Soar Sound's Safeguarding Officer:**

**Policy Validity Statement:** Policy users should ensure that they are consulting the currently valid version of the documentation. This document will be reviewed one year from its issue date.

**Approval:** The policy will remain valid, including during its period of review. However, the policy must be reviewed next year and afterwards at least once in every three-year period.



## **2 Introduction**

This policy sets out how Soar Sound will fulfil its statutory duties and responsibilities effectively, both within its own organisation, and for the affiliated groups and members that help with Soar Sound's not-for-profit vision and public purpose objectives.

### **2.1 Vision**

Soar Sound seeks to provide broadcast radio and other online and legacy media services that are not for private gain, with any surplus or assets used principally for the benefit of the community.

### **2.2 Objects**

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to carry out radio broadcast and media production services that will benefit communities resident in Leicester and Leicestershire, and in particular, and without limitation, with a focus on public education, wellbeing, mental health, economic development and employment.

Soar Sound supports all services, projects and activities that meet our not-for-profit objectives, as above, through offering publicity in our Soar Sound radio service and other media services.

### **3 Purpose of the Policy**

Risk assessment is a pivotal concept in health and safety risk management. However, it is often seen as a bureaucratic or a complex process. Neither is true. Risk assessment is a valuable tool in preventing and controlling risks in the workplace, helping with the planning of work, the development of safety procedures and reducing the number of accidents. It is also a statutory requirement, so failure to comply would leave Soar Sound vulnerable to enforcement action, with obvious deleterious costs in terms of fines, increased insurance premiums and the loss of reputation, and possibly continuity. This policy sets out the legal context of risk assessments and clarifies the risk assessment process for those required to undertake them.

Key requirements of the policy are:

- All significant hazards must be risk assessed.
- Risk assessments must be reviewed regularly.
- Maintain a risk assessment register.

Everyone must take responsibility for, and take an active role in, the risk assessment process.

High standards can be achieved by:

- I. The identification of all significant workplace hazards,
- II. The identification of anyone who may be exposed to the hazards and how they may be harmed,
- III. The evaluation of the risks to which employees, students and others are exposed,
- IV. The selection and monitoring of realistic and practical preventative and control measures to ensure safety in the workplace, and,
- V. The recording and regular review of assessments Risk assessments must be carried out by competent people, e.g. those with the necessary training, experience, knowledge, skill etc.

Risk assessments must be recorded, (hardcopy or electronically), and must be accessible and available for reference and inspection upon request. Risk assessments must be reviewed regularly. The review period depends on the hazards associated with the activity, the level of risk associated with them, the number of people affected, the length of time the activity takes, how often the activity is done etc.

### **3.1 Scope**

This policy document sets out how Soar Sound will identify and manage risks associated with all significant hazards associated with their activities that may affect the health, safety and welfare of staff, students and others.

### **3.2 Responsibilities**

The successful management of risks associated with the activities and projects of Soar Sound requires a collaborative and coordinated approach, involving Directors, volunteers, partner organisations, and stakeholders. Each group has distinct responsibilities, contributing to a comprehensive risk management strategy that ensures the safety, compliance, and effectiveness of the charity's operations. The following statement outlines the different responsibilities among these key groups:

#### **3.2.1 Directors**

Directors bear the ultimate responsibility for risk management within Soar Sound. Their duties include:

- Establishing a risk management policy and framework that aligns with the charity's objectives and complies with legal and regulatory requirements.
- Ensuring that adequate resources are allocated for effective risk management, including staff training and the implementation of control measures.
- Overseeing the risk assessment process, including the identification, evaluation, and mitigation of risks.
- Regularly reviewing the charity's risk management practices and the effectiveness of implemented strategies, making adjustments as necessary.

#### **3.2.2 Volunteers**

Volunteers are vital to the operations of Soar Sound, and their responsibilities in risk management include:

- Complying with the charity's risk management policies and procedures, including health and safety guidelines.

- Participating in risk assessment activities and training sessions to understand the risks associated with their roles and how to manage them.
- Reporting any incidents, hazards, or concerns to the designated risk management officer or Directors, contributing to the charity's ongoing risk evaluation process.

### **3.2.3 Partner Organisations**

Partner organisations, which may collaborate with Soar Sound on various projects, have the following risk management responsibilities:

- Working in conjunction with Soar Sound to ensure that joint activities adhere to both parties' risk management policies and procedures.
- Sharing information on potential risks and mitigation strategies, enhancing the collective understanding and management of shared risks.
- Ensuring that their staff and volunteers who engage in joint activities are aware of and comply with relevant risk management practices.

### **3.2.4 Stakeholders**

Stakeholders, including beneficiaries, donors, community members, and regulatory bodies, play a supportive role in the risk management process:

- Providing feedback on the charity's activities and operations, which can inform risk assessment and mitigation strategies.
- Advocating for and supporting the implementation of effective risk management practices within the charity.
- In the case of regulatory bodies, providing guidance and oversight to ensure compliance with legal and regulatory requirements related to risk management.

Each group's involvement in risk management is critical to safeguarding the interests and wellbeing of everyone associated with Soar Sound. By fulfilling their respective responsibilities, Directors, volunteers, partner organisations, and stakeholders collectively contribute to a culture of safety, compliance, and resilience within the charity, enabling it to achieve its mission and serve the community effectively.

### **3.3 Risk Assessment Register**

This will be a central single repository for risk assessments looked after by the trustee taking on this responsibility. Old risk assessment forms for past events help with modelling future events. Copies are available through contacting the Chair of Directors of Soar Sound.

The purpose of the risk assessment register is to enable information to be exchanged, avoiding duplication of effort and creating consistency. The register will also:

- Identify common assessments, allowing best practice to be shared through a consistent approach and easy exchange of information.
- Highlight areas that still require assessment.
- Highlight assessments that are due for review.
- Track outstanding actions arising from the risk assessment.
- Provide an effective monitoring tool.

### **3.4 Monitoring Risk Assessments**

Directors should annually look at copies of assessments for all projects during that year, and they should monitor that risks are adequately controlled in practice and that written risk assessments are being carried out where necessary. They should check that project risk assessments are in place before work starts.

Soar Sound is committed to a proactive and dynamic approach to risk management, ensuring the safety, compliance, and sustainability of our operations and projects. Recognising the importance of ongoing engagement with our Directors, volunteers, partner organisations, and stakeholders in identifying risks, we have established a comprehensive process for monitoring these risk assessments. This statement outlines the mechanisms and practices we will employ to monitor the risks identified through our collaborative risk management efforts.



## 4 Continuous Monitoring and Review

Soar Sound will implement a continuous monitoring and review process to ensure that all identified risks are actively managed and mitigated. This process includes:

**Regular Risk Review Meetings:** Holding periodic meetings with Directors, risk management teams, and project leaders to review and update the risk register. These meetings will assess the effectiveness of current risk mitigation strategies and identify any new risks arising from changes in our activities or external environment.

**Feedback Loops:** Establishing clear channels for feedback from volunteers, partner organisations, and stakeholders. This feedback will be instrumental in identifying emerging risks and evaluating the perception and effectiveness of our risk management practices.

**Incident Reporting System:** Implementing an accessible and efficient system for reporting incidents, near-misses, and any new hazards. This system will enable timely responses to potential risks and contribute to a culture of safety and awareness among all involved parties.

**Performance Indicators:** Developing and tracking key performance indicators related to risk management. These indicators will help quantify the effectiveness of our risk mitigation strategies, providing a basis for continuous improvement.

**Training and Awareness Programs:** Conducting regular training sessions and awareness programs for Directors, volunteers, and staff. These programs will focus on risk management practices, compliance requirements, and the importance of individual roles in maintaining a safe and secure environment.

**Collaborative Review with Partners and Stakeholders:** Engaging with partner organisations and stakeholders in a structured review of risk management practices. These reviews will ensure that collaborative activities align with our shared risk management objectives and leverage best practices from across our networks.

### 4.1 Documentation and Transparency

To support our monitoring efforts, Soar Sound is committed to maintaining comprehensive documentation of all risk assessments, mitigation measures, and incident reports. This documentation

will be regularly updated and made accessible to relevant parties, ensuring transparency and accountability in our risk management process.

## **4.2 Adaptability and Continuous Improvement**

Acknowledging the dynamic nature of our operating environment, Soar Sound is dedicated to an adaptable risk management approach. We will continuously assess the effectiveness of our risk monitoring practices, making necessary adjustments to address new challenges and opportunities. By fostering a culture of continuous improvement, we aim to enhance our resilience and capacity to achieve our mission.

Soar Sound's approach to monitoring risk assessments reflects our commitment to safeguarding our community, assets, and the integrity of our projects. Through continuous engagement, review, and adaptation, we will ensure that our risk management practices remain effective and responsive to the needs of our charity and those we serve.

## **5 Monitoring and Review**

Soar Sound will monitor and evaluate the information that is appropriately collected in relation to any operational and reputational risks, and will make periodic reports to the Trustee Board, making recommendations for improvements and changes to the Soar Sound's activities and communications.

Signed: Sam Hunt

Position: Operations and Events Director

Date: 9<sup>th</sup> March 2024

Review Date: 5<sup>th</sup> March 2025

Soar Sound