

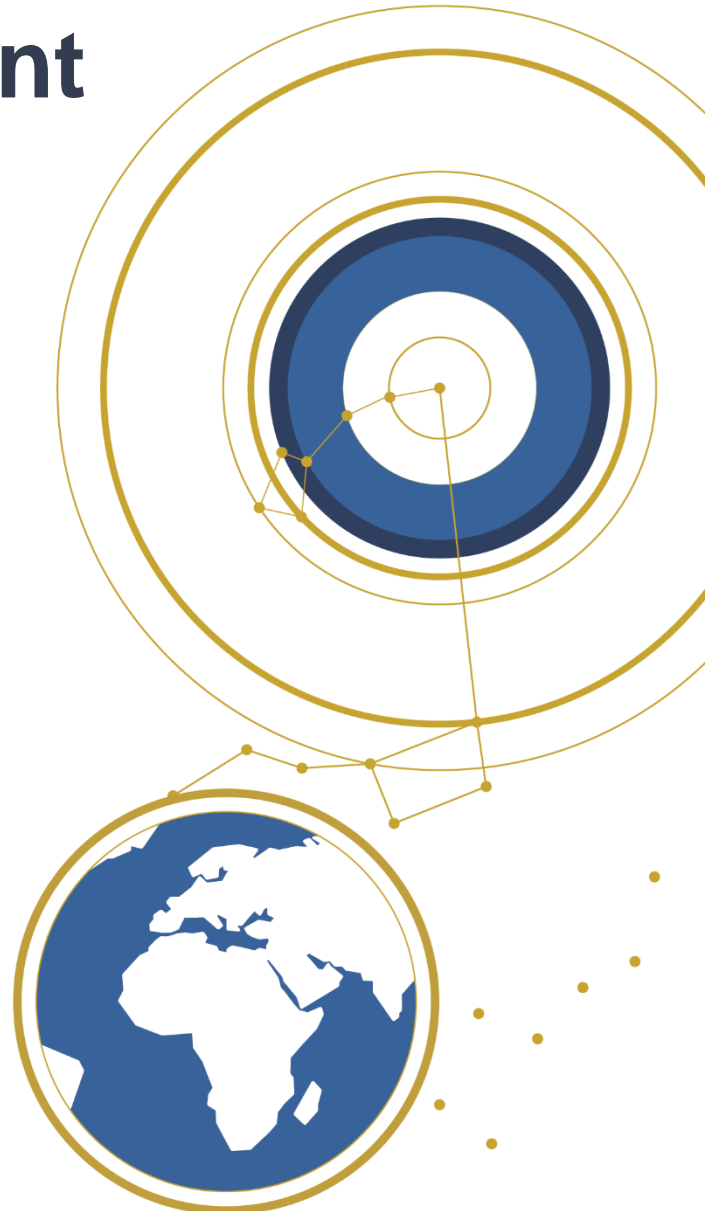


جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

— كلية الصحة العامة —
College of Public Health

Risk Management Plan

2020



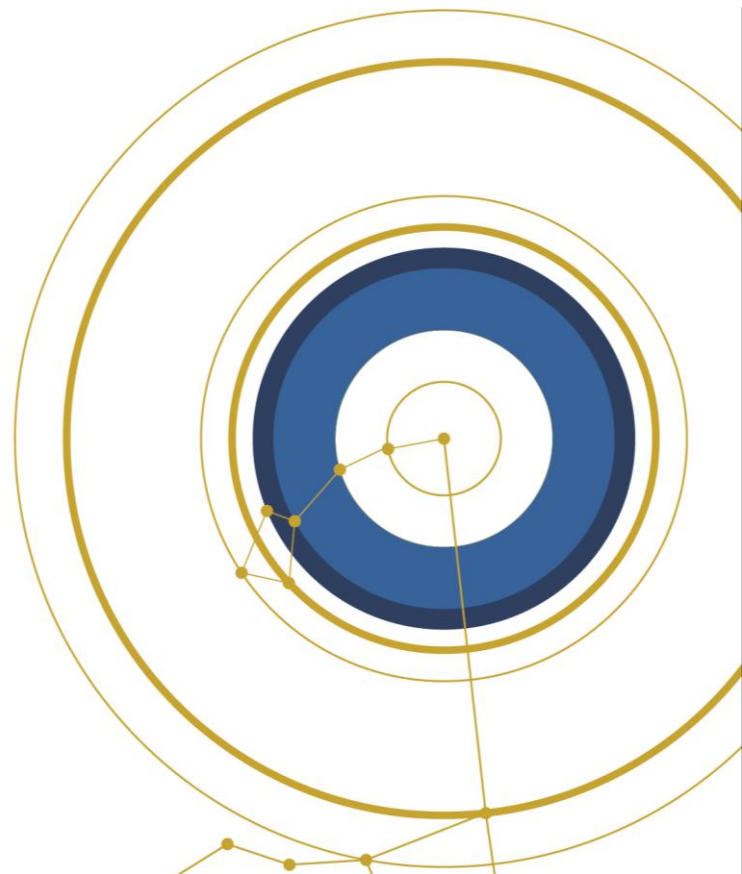
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Introduction

Risk taking, the engine driving business worldwide, is vital to higher education institutions seeking high reputation and sustainable success. Risk management within the college of public health aim to identify, assess and evaluate risks in order to provide the required controls to minimize the risk level.

Risk Management

Risk is defined as “the effect of uncertainty on objectives” (ISO31000, 2009). An effect is a deviation from the expected — positive and/or negative. Risks are linked to objectives. They have an element of probability (likelihood) of a perceived threat or opportunity and the magnitude of impact that this perceived threat or opportunity would have upon the objectives (consequences). Therefore, the outcome may be positive or negative.

Risk Management is a central part of any organization’s strategic management. It is the process of the identification, assessment, evaluation and prioritization of risks followed by coordinated and economical application of resources to mitigate, monitor, and control the risks in order to achieve the university objectives.

Risk Management Policy

The College of Public Health is committed to provide a safe and secure environment for the college’s students, employees and visitors through adopting, whenever possible, recommended best practices in the identification, evaluation and cost-effective control of risks. In order to ensure the risks are eliminated or reduced to an acceptable level.

Risk Management Objectives

- ❖ Achieving the college's goals by reducing the level of uncertainty
- ❖ Supporting the implementation of the university's strategic plan.
- ❖ Better decision-making support
- ❖ Ensure effective use of resources
- ❖ A consistent system for identifying, analyzing and treating risks
- ❖ Promote healthy self-criticism within the college

Responsibility

Dean of the College

- Ensure the commitment of college employees to report accidents
- Ensure the cooperation of the college's employees with the Agency for Studies, Development and Community Service

Vice Dean for Studies, Development and Community Service

- Follow up on the work of the Risk Management Unit
- Supervise the risk register and risk reporting system reports
- Supervise the reports of health and safety follow-up in the college through cooperation from the responsible authorities

Risk Management Coordinator in the college

- Follow up on the risk reporting system and periodically verify and follow up incidents
- Prepare an annual report
- Review the accident reports submitted periodically to ensure completeness and accuracy
- Check the causes of accidents and the mechanism for treating them, and limiting their recurrence
- Form a team to conduct root cause analysis if the situation requires
- Review the risk register periodically and establishing a mechanism to ensure its updating

College employees

- Report any accident that occurred or nearly happened in the College of Public Health

Risk Management System

Risk management is a part of every official's day to day responsibilities. The College of Public Health risk management system is designed to ensure the achievement of the use of. The system includes the following:

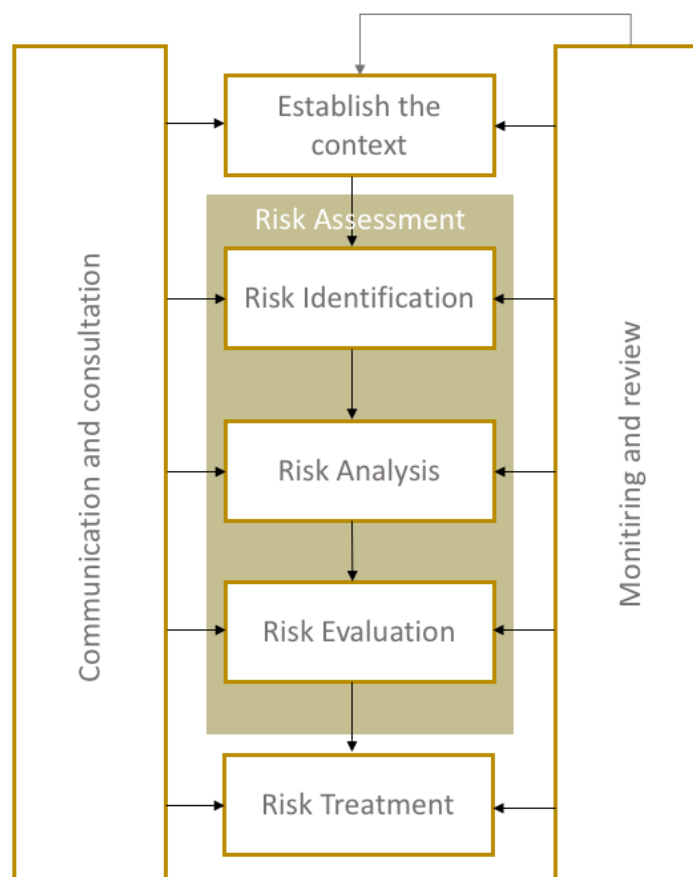
First: the risk management process

Second: Reporting accidents

Third: Follow up on health and safety procedures in the college

Risk Management Process

Risk management process in the College of Public Health is consistent with the seven elements identified in the Risk management standard of ISO 31000, 2009 (2018 revised).



Step 1: Communication and consultation

Effective communication and consultation should take place inside and outside the college during all stages of the risk management process to ensure that the process and its results are understood at the college level. The duties and responsibilities of the college's employees in relation to risk management have been defined

Step 2: Establish the context

By defining the context, the college was able to define the internal and external parameters and define the college's risk management policy that clarifies the scope and limits of the risk management process

Step 3: Risk Identification

Through risk identification, a comprehensive list of risks was created that may prevent or hinder the achievement of the strategic objectives. This was done by applying a number of strategies:

Workshop	Documents review
Included representatives from students, graduates, faculty and staff, it includes: <ul style="list-style-type: none">BrainstormingWhat if	<ul style="list-style-type: none">College strategic planCollege initiativesSWOT analysisFaculty and course surveyReports from vice presidency of academic affairs.

Risk description

- Provide a clear definition of risks
- List the factors contributing to the risks.
- Considering existing controls and procedures that mitigate risks

Risk category

When determining the risk categories, the risk management unit in the college based on the risk categories specified by the Deanship of Quality and Academic Accreditation, which are:

1. Strategic risks
2. Compliance risk

3. Financial risk
4. Health, safety and environmental risks
5. Human resource risks
6. Reputation risk
7. Operational risk

Step 4: Risk Analysis

Risk analysis

The purpose of risk analysis is to build an understanding of the risks through assessment, which will contribute to choose the appropriate decision whether there is an urgent need for intervention. Risk assessment is based on impact and likelihood of occurrence:

Impact	The outcome of an event, and it should take into account performance, cost, timescale, quality of services and reputation
Likelihood	The chance of something happened.

$$\text{Risk Score} = \text{Impact} \times \text{Likelihood}$$

College of Public Health Risk Assessment Criteria

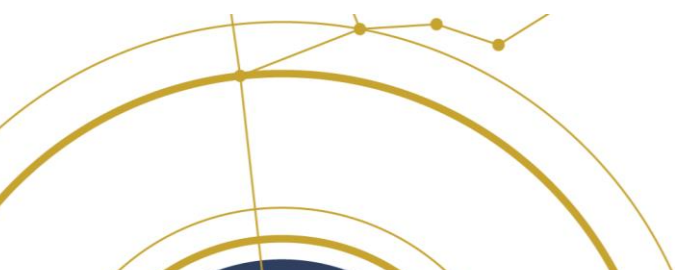
First: Likelihood Assessment

Criteria	Score	Description
Almost certain	5	This event is expected to occur under most circumstances It is expected to happen this year There could be a history of regular occurrence
Likely	4	There is a strong possibility that an event will occur It is expected to happen within the next three year There may be a history of recurring occurrence
Possible	3	The event may happen at some point It may happen within the next three years There could be a history of accidental occurrence
Unlikely	2	It is unlikely to happen, but it may happen in exceptional circumstances It could happen at some point during the next five years No or very limited experience of a similar failure
Rare	1	Never occur before Unlikely to happen

College of Public Health Risk Assessment Criteria

Second: Impact Assessment

Criteria	Score	Health and Safety	Financial
Sever	5	A death or multiple deaths or critical injuries that require special care	Financial loss is more than 50% of the college budget
Major	4	Critical injuries that require special care	Financial loss from 25% to 50% of the college budget
Moderate	3	An injury that require a visit to the health clinic	Financial loss from 10% to 25% of the college budget
Minor	2	Minor injury that require first aid from the college	Financial loss from 5% to 10% of the college budget
Low	1	A superficial injury that doesn't requires medical care	Financial loss is less than 5% of the college budget



College of Public Health Risk Assessment Criteria

Second: Impact Assessment

Human Resources	Reputation	Service delivery
High impact of 20% or more of college staff	Long-term impact at the global / national level	A pause in the progress of work for a week or more
High impact of 10% to 20% of the staff	Medium term impact with negative media commentary at the national / regional level	Interruption in the workflow for a week or more or a complete suspension of 3 days
Moderate impact of 5% -10% of the faculty	Important negative comment on the short level and influence within the university	Interruption in the workflow for a period of 4 days or a complete suspension of a day
Moderate impact of 1% -5% of the faculty	Minor comment or opinion - no national influence and little impact within the college	4-2 days downtime
A slight effect on less than 1% of the faculty	Simple commentary and had no effect at any level	Slightly disrupted workflow during the day



Step 5: Risk Evaluation

In evaluating the risk, a scoring system is followed. The method followed in obtaining risk score consider the two main parameters: Impact (Consequences) and Likelihood (Probability).

After obtaining risk score, the college assess the severity level of risk. The top right corner of the matrix includes risks with highest likelihood and impact, which should be focused to mitigate the risk or maximize the opportunity

Consequences					Likelihood	
Low	Minor	Moderate	Major	Sever		
1	2	3	4	5		
5	10	15	20	25	5	Almost certain
4	8	12	16	20	4	Likely
3	6	9	12	15	3	Possible
2	4	6	8	10	2	Unlikely
1	2	3	4	5	1	Rare

Risks are assigned into one of the following three categories based on the risk score:

Level	Score	Description
Intolerable Risk	25-15	Immediate Action Follow up within a month
Tolerable Risk	7-14	Needs a mitigation plan Follow up within 6 months
Acceptable Risk	1-6	Routine procedures are enough Flow up annually

Step 6: Risk Treatment

The purpose of risk response is to identify options for treating / controlling risks. Risk response is a cyclical process of assessing the response, determining whether residual risk levels (after response) are acceptable, developing a new response if necessary, and assessing the response again.

Examples of mechanisms to reduce risks:

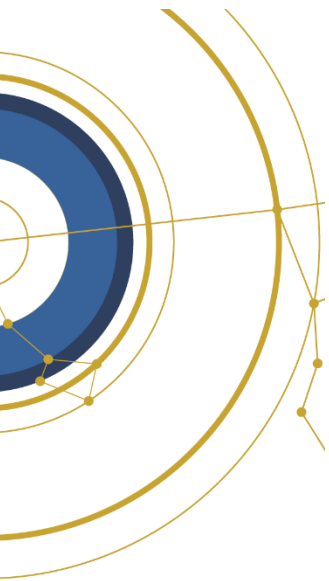
- Policies and procedures,
- Physical and logical restrictions on IT systems,
- Authorization procedures, delegation of powers,
- Organizational structure and reporting lines
- Performance management

Step 7: Monitoring and review

Regular monitoring and review (checking or surveillance) encompass all aspects of the risk management process and key for its effective implementation.

The monitoring and review processes should encompass all aspects of the risk management process for the purposes of:

- ensuring that controls are effective and efficient in both design and operation;
- obtaining further information to improve risk assessment;
- analyzing and learning lessons from events (including near-misses)
- Identifying new risks.
- Identifying the residual risks (level of risk after implementation of mitigation plans)
- Identifying the trends (the level of risk is increasing, decreasing or no change)



College of Public Health Risk Register Form

Risk Description					
Risk Consequences					
Current Controls					
Immediate Action if the risk occurs					
Likelihood	1	2	3	4	5
Impact	1	2	3	4	5
Risk level	Acceptable		Tolerable		Intolerable
Risk mitigation plan					
Responsibility					

