INTERNATIONAL BIBLE TRAINING COLLEGE
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Risk Management Policy and Procedures

The following Policy was agreed by the International Bible Training College (IBTC) Board of Directors/Trustees[1] at a meeting held on 28th April 2026

We will review this statement and the policy biennially and as part of this process will ensure that all our procedures, particularly in relation to the :-

Potential risks facing IBTC
are up to date.

1. Scope / Limits

The policy is relevant to all the college's voluntary workers and students and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

2. Purpose

The purpose of the risk management policy is to provide guidance regarding the management of risk to support the achievement of the IBTC objectives, protect staff, students and volunteers and ensure financial sustainability.

3. Aims of the Policy

a) To outline the College's underlying approach to risk assurance.
b) To document the roles and responsibilities of the Board of Directors, the Principal and Health and Safety Manager.
c) To outline key aspects of the risk management process.
d) To identify the main reporting framework and procedures.

4. Location of the policy

The college will ensure that the policy is available to students and voluntary workers at the college and will also be on the IBTC website: www.ibti.org.uk.

5. Review of the policy

The policy will be reviewed by the Management team every two years or more frequently if necessary. The review and suggested amendments will be initiated by the members of the management team. The college may make certain variations stated in this policy as it sees fit, subject to informing relevant college users and following normal principles of reasonableness and fairness.

6. Definition of Risk Management

6.1. Definition of risk

IBTC (IBTI) defines risk as the possibility that an uncertain event, action or set of circumstances which, if to occur, would have a material adverse or beneficial effect on the likelihood of achieving College's objectives.
The College's intention is not to eliminate risk from its activities, but rather to enable staff, volunteers,

[1] In all the following text International Bible Training College (IBTC) is referred to as IBTC and the Board of Directors/Trustees as Board. The college's trading name is IBTI.

and students to mitigate and manage it appropriately, within the established risk framework.

6.2. What is Risk Management?

Risk management is the planned and systematic approach to identifying, analysing, evaluating and treating risks at all levels of the organisation.
Risk management involves determining the acceptable level of exposure to risk, which enables the achievement of the IBTC (IBTI) objectives whilst achieving a balance between the level of risk exposure and the cost of mitigating actions. Risk management is a process which provides assurance that:

- objectives at all levels are more likely to be achieved;
- damaging events are less likely to occur;
- beneficial events are more likely to occur.

6.3. Levels of risk identified at the IBTC (IBTI)

a) Governance risks:
   - The Board - careful selection and appointments.
   - Staff - careful selection, appointments and regular appraisals.
   - Students - careful selection, code of conduct and regular tutorials.

b) Operational risks:
   - Management structure – the Board fully involved.
   - Health and safety - fully complied with.
   - Internal conflict - regular appraisals with directors.
   - Staff and volunteers - appropriate training program in place.
   - Social media & internet risks - code of practice in place.

c) Financial risks:
   - Monitoring and reporting to the Board.

d) External risks:
   - Recommendations by qualification authorities - fully enacted.
     Reputational risks - regular IBTC newsletter sent to all supporters.
   - Land and property - taking professional advice – the Board fully involved.
   - Security of premises - security procedures in place.

e) Compliance with law and regulations.
   - Outside influences - statutory bodies - legislation - fully complied with.

7. Risk management process

Risk management helps us achieve our objectives, operate effectively and efficiently, protect our people and assets, make informed decisions, and comply with applicable laws and regulations. When undertaking a risk management process, the following steps must be taken:

- establish the context,
- identify the risk,
- analyse the risk,
- evaluate the risk,
- treat the risk and
- monitor and review the risk.

The College identifies and considers emerging risk through the following means:

- The Board of Directors meetings

- The Management team meetings
- Volunteers reports on risks
- Students reports on risks
- External Audit Reports

High, extreme, and strategic risks are controlled through the Board of Directors action with recommended and documented strategies and actions assigned. Medium risks are assigned specific management responsibility, while low risks are managed through routine procedures on a daily bases.

Each stage of the risk management process is appropriately documented with Risk assessments.

8. Risk management responsibilities

Risk management is a core skill and integral part of day-to-day activity. As individuals we all play our part in managing risk, and staff and volunteers at all levels are responsible for understanding and implementing risk management systems in their workplace.
Managers and volunteers are responsible for applying agreed risk management policy, and any guidelines, and strategies in their area of responsibility. They are expected to ensure risk management is fully integrated with and considered in the normal course of activities at all levels. It should be noted that risk management is the responsibility of everyone at IBTC (IBTI), not just a small number of named individuals.

8.1. The Principal's role

a) Overall responsibility for risk management within IBTC (IBTI) lies with the Principal, with responsibility for implementation of this policy to be delegated to the Operations Director.
b) The Principal is responsible for Identifying and evaluating the strategic risks faced by the College– including the financial and non-financial implications of those risks – as part of its ongoing management activity, for consideration by the Board of Directors.
c) providing adequate information in a timely manner to the Board of Directors on the status of risks and controls.
d) for the development, coordination, and promulgation of the Risk Management Policy including training.

8.2. Board of Directors role

a) The Board of Governors is accountable for ensuring there is an effective and proactive system of risk management in place by which risks are rigorously assessed, understood and effectively managed across the College.
b) Determining the appropriate level of risk exposure for the College.
c) Monitoring the management risk exposure for the College.
d) Taking major decisions affecting the College's risk exposure.
e) Biennially review the College's Risk Policy to ensure it remains fit for purpose.
f) It does this by approving an External Audit under which risk management is conducted and is advised. This includes
    - understanding the present and foreseeable context to determine how open to risk the College should be.
    - Providing a regular review of the risk assessments twice a year.
    - what types of risk are acceptable and which are not.

- advising about the standards and expectations according to the legal requirements in relation to risk management.

8.3. Health and safety Manager role

a) ensuring that all risk Assessments are maintained.
b) ensuring that the policy is implemented, and risks are managed effectively.
c) providing adequate information in a timely manner to the Principal on the status of risks and controls.
d) undertaking a review – at least annually – of the effectiveness of the Risk Management advice provided by professional External Audit body.
e) accountable for the day-to-day operation of risk management.
f) Each stage of the risk management process is appropriately documented with Risk assessments.
g) Reporting any emerging risks to the Principal.
h) Recommend improvement actions for a risk.
i) Monitor the risk on ongoing basis through line management structures.

8.4. Management Team and volunteers role

a) Ensuring to minimise any risk into everyday work at the College and in the living residential accommodations.
b) Reporting escalation of any risks to the Principal and HR Manager.
c) Where appropriate, implementation of the risk management procedures given by the Health and Safety Manager.

9. Reporting

a) Reporting of a risk should be done immediately after spotting and could be done by staff, volunteers or students.
b) Decisions to rectify problems are made by the Health and Safety Manager in collaboration with the line manager in the area affected by the risk.
c) Risks associated with major College's projects will be managed through the IBTC(IBTI) Management team.
d) Emerging risks are added as required, and improvement actions and risk indicators are monitored on an ongoing basis through line management structures.

10. Mechanisms for feedback

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to the IBTC's Data Protection Manager, at policies.data@ibti.org.uk.