

RISK CULTURE ASSESSMENT – PROPOSED PROJECT PLAN

	ACTIVITIES	Objectives	Duration	Required Commitment from the Partner Organisation (The figures are estimated & can be discussed further)
Pre-Assessment Activities	Initial Discussions (Presentation of the Risk Culture Concept and the aim of the study)	Achieving common understanding of the aim and gaining full commitment of the senior management (including Accountable Manager)	2 hours	1 hour - Safety Review Board Members
	Developing a Communication Plan	Agreeing on the type and format of comm requirements to raise awareness about the study in order to achieve buy-in from line managers and frontline operators	2 hours	0.5 day - Project Manager (PM could be Quality/Safety Director or potentially a nominated manager from an operational department)
	Questionnaire Design & Launch	Customise the 'Risk Culture Survey' and agree on the method (Consideration of previous culture surveys and organisation's other needs)	2 Days	0.5 day - Project Manager
	Document Reviews	The review of certain policies, manuals, meeting minutes, investigations, audit reports to identify high risk areas in the organisation. This will also enable the planning of the on-site activities.	2 Days	0.5 day - Project Manager
On-Site Activities	Observations	Observing frontline operators in their own environment to capture how risk decisions are made (The details of these observations will be agreed to focus on areas/processes/departments which are more likely for individuals to make risk decisions.)	2 days	0.5 day - Project Manager (to make the necessary arrangements) These observations will not be conducted like an audit; therefore they will not require any commitment from technicians/supervisors.
	Focus Group Interviews	These will also enable frontline operators to express their views and discuss how they are involved in various risk management processes.	0.5 - 1 day	0.5 day - Project Manager (to make the necessary arrangements) These interviews can potentially be conducted during the on-going continuation training. The sessions should be no longer than 60 minutes per group.
	1-2-1 Interviews	These interviews will aim to capture the views of line managers but potentially the frontline operators and supervisors (chosen by the organisation) can also be interviewed if the organisations agree.	2 days	0.5 day - Project Manager (to make the necessary arrangements) These interviews should be no longer than 60 minutes per individual.
Post Assessment Activities	Analysis of data and report writing	All the data from surveys, observations and interviews will be analysed and a report will be produced for the organisation to review.	2 days	NIL
	Presentation of the report and recommendations	The outcome of the study will be presented at the Safety Review Board for the organisation to review and potentially take any necessary actions.	2 hours	2 hours - Safety Review Board Members
	Potential Workshops	If the outcome of the study reveals certain findings that enable the organisation to identify areas for improvement, potentially workshops targeting risk decision makers in the organisation can be conducted. These will be a separate project, which will require further discussions.		