IWFM Level 4
Qualification Specification

Unit FM4.06: Understanding risk management in facilities management

The assessment criteria form part of the unit and specify the standard that a learner is expected to meet to demonstrate that the learning outcomes within the unit have been achieved. The additional guidance, which is shown in brackets and italics alongside the assessment criteria, does not technically form part of the unit, in that it is not included in the reference version of the unit shown by the Register of Regulated Qualifications. The additional guidance is provided to illustrate how the assessment criteria might be interpreted. The IWFM will generally expect assessors to interpret the assessment criteria as described, or to an equivalent level of demand.

Aim of the unit:

This unit enables learners to develop knowledge and understanding of the principles, techniques and methodologies of risk management in a range of scenarios and the Facilities Manager's role in business continuity planning and disaster recovery.

Title:	Understanding risk management in facilities management
Level:	4
Credit Value:	6

Learning outcomes *A learner when awarded credit for this unit will:*	Assessment criteria *Assessment of this learning outcome will require a learner to demonstrate that they can:*
1. Understand risk analysis	1.1 Describe the principles of risk analysis (*by reference to methods that may be used to identify risks, to estimate their likelihoods and to estimate their potential effects*) 1.2 Identify the specific areas in which these principles are used (*by reference to one or more typologies of risk relevant to the learner's work environment or to a prospective work environment*)
2. Understand risk management	2.1 Describe the principles of risk management (*in terms of the costs and benefits of different strategies, such as risk mitigation, reduction, transfer and acceptance*)

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	2.2	Identify the specific areas in which these principles are used *(by reference to the same typology or typologies of risk as for the previous learning outcome)*
3. Understand how risks are managed	3.1	Describe the sources of risks for which Facilities Managers are responsible *(showing how risks commonly associated with the provision of facilities contribute to the different categories of risk in the typology or typologies used for the previous learning outcomes)*
	3.2	Explain the techniques that may be used to manage risks from these different sources *(for the different sources of risk and including techniques appropriate for different risk management strategies such as risk mitigation, reduction, transfer and acceptance)*
4. Understand how risks can be minimised and reduced	4.1	Explain the principles and benefits of risk minimisation in a range of facilities management scenarios.
	4.2	Explain the extent to which risk could be mitigated, reduced or transferred in different scenarios *(using examples, drawn from the learner's own experiences and/or case studies, including* • *risk analyses based on application of the relevant principles* • *risk management strategies being chosen by reference to the relevant principles* • *specific risk management techniques being chosen and/or applied in facilities management to achieve risk mitigation, reduction or transfer* • *evaluations of the effectiveness of the chosen risk management techniques)*

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5. Understand business continuity planning	5.1 Describe a business continuity plan and the role of facilities management in its implementation *(including the purpose of such plans, how they are developed and resourced, their reliance on the facilities management function, and their relationship to disaster recovery plans)*
	5.2 Explain how services can be restored to ensure business can continue to operate *(for services typically provided within facilities management, and using examples of arrangements drawn from the learner's own experiences and/or case studies, such as accommodation, servers backed up offsite, etc.)*
	5.3 Describe the methodology to monitor and update the effectiveness of the business continuity plan *(no additional guidance)*
6. Understand incident management and disaster recovery	6.1. Describe the attributes of a disaster recovery plan *(including the purpose of such plans, how they are developed and resourced, and their reliance on the facilities management function)*
	6.2 Explain the systems and processes that need to be in place to manage the incidents, emergencies and disasters *(focusing on activation and maintenance of the arrangements for the restoration of services used for the previous learning outcome)*
7. Know the five steps to risk assessment in the management of health and safety at work	7.1. Describe the five steps to risk assessment *(no additional guidance)*
	7.2 Explain how the risk assessment process is used for good health and safety practices in the workplace *(by reference to the general process and using specific examples drawn*

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	from the learner's own experiences and/or case studies)
Unit expiry date	31 December 2024
Unit reference number	J/601/2132
Link to National Occupational Standards	FM412
FM Professional Standards reference	FM functional area:	FM functional area component:
	Business Continuity and Compliance	Risk Management

Resources:

Fundamentals of Risk Management: Understanding, Evaluating and Implementing Effective Risk Management by Paul Hopkin
The Essentials of Risk Management: The Definitive Guide for the Non-risk Professional by Michel Crouhy, Dan Galai, and Robert Mark
The Essentials of Risk Management by Michel Crouhy, Dan Galai, and Robert Mark
Corporate Risk Management by Tony Merna and Dr. Faisal F. Al-Thani
Risk Management: 10 Principles by Jacqueline Jeynes
The Definitive Handbook of Business Continuity Management by Andrew Hiles
Practical Business Continuity Management: Top Tips for Effective, Real-World Business Continuity Management by Andy Osborne
The Route Map to Business Continuity Management: Meeting the requirements of BS 25999 by John Sharp
The Disaster Recovery Handbook - A Step-by-Step Plan to Ensure Business Continuity and Protect Vital Operations, Facilities, and Assets by Wallace
The Definitive Handbook of Business Continuity Management by Andrew Hiles and Peter Barnes
The Definitive Handbook of Business Continuity Management by A Hiles
The Disaster Recovery Handbook: A Step-by-Step Plan to Ensure Business Continuity and Protect Vital Operations, Facilities, and Assets by Michael Wallace and Lawrence Webber
Business Continuity Management: Building an Effective Incident Management Plan by Michael Blyth
Business Continuity Management: A Crisis Management Approach by Dominic Elliott, Ethné Swartz, and Brahim Herbane
Disaster and Recovery Planning: A Guide for Facility Managers by Joseph F. Gustin
Risk and Financial Management in Construction by Simon A. Burtonshaw-Gunn
The Institute of Risk Management www.theirm.org
FM World - www.fm-world.co.uk
www.IWFM.org.uk
Facilities Management Journal - http://www.fmj.co.uk/

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