



Risk Management Policy

1. Purpose

Risk in this policy describes the uncertainty surrounding events and their outcomes that may have a significant impact on the charity's operations, either positively or negatively.

The Charity Commission for England and Wales strongly recommends that charities have a clear risk management policy and process. Charities should adopt a structured approach to identifying, assessing and managing risks that is appropriate to their size, activities and complexity.

The objective of this policy is to provide guidance on managing organisational risk in order to support the achievement of GCG's strategic objectives, protect beneficiaries, staff and assets, and ensure sustainable operations.

This policy provides a framework to:

- Define risk governance
- Identify principal risks
- Assess and prioritise risks
- Develop mitigating strategies and actions
- Monitor and review risk activities
- Communicate and report risks

2. Risk Policy Statement

The trustees and management of Gamesley Community Group (GCG) believe that sound risk management is integral to good management and governance practice.

Risk management will form part of organisational decision-making and will be incorporated into both strategic planning and day-to-day operational activities.

GCG will ensure that:

- Risk assessments are conducted for new activities, projects and delivery locations.
- Activities are delivered in line with the charity's mission, objectives and legal responsibilities.
- Identified risks are analysed, documented and reported at the appropriate level within the organisation.
- Appropriate controls and mitigation measures are implemented to reduce or manage risks where possible.

3. Roles and Responsibilities

Trustees

The Board of Trustees has overall responsibility for ensuring that effective risk management systems are in place.

Trustees will:

- Oversee the charity’s approach to risk management
- Review the principal risks facing the organisation
- Ensure appropriate mitigation strategies are implemented
- Monitor risks that may affect the charity’s reputation, finances, governance or beneficiaries
- The Lead Legal & Governance Trustee (“LGT”) will also be involved in risk assessment.

Operations Manager

The Operations Manager is responsible for the operational management of risk within the organisation and ensure the LGT is kept informed of any risk arising.

This includes:

- Maintaining the organisational risk register
- Ensuring risks are regularly reviewed and updated
- Escalating significant risks to the Board of Trustees
- Ensuring staff understand their responsibilities regarding risk management

The organisational risk register covering key **strategic, operational and financial, Governance, Legal, Compliance & Reputational risks** will be reviewed annually by the Centre Manager and the LGT and presented to the Board for consideration. The top 5 risks will also be brought to the board each quarter.

Staff and Volunteers

All staff and volunteers share responsibility for identifying and reporting potential risks.

Individuals should:

- Remain alert to risks within their work or activities
- Follow organisational procedures to reduce risk
- Report any concerns to the Centre Manager or a Trustee

4. Risk Registers

GCG maintains a **Risk Register** which records significant risks facing the organisation and the actions taken to manage them.

The register will include:

- Strategic risks
- Operational risks
- Legal
- Financial risks
- Governance and compliance risks
- Reputational risks

The Risk Register will be reviewed regularly and at least annually by the **Operations Manager** and the LGT and any appropriate matters reported to the Board of Trustees.

Where necessary, additional **operational risk registers** may be maintained for specific activities or services.

These may include areas such as:

- Service delivery risks
- Safeguarding concerns
- DBS-related matters
- Data protection or confidential information

Sensitive operational registers will be securely stored within protected folders on the organisation's shared drive.

5. Monitoring and Reporting Risks

Risks will be monitored through:

- Regular operational review by the **Operations Manager and the LGT.**
- Ongoing reporting by staff and volunteers
- Trustee oversight at Board meetings

Where a risk is identified as potentially impacting any of the heads of risk to a harmful and/or significant degree it will be escalated to the Board of Trustees for review and action.

Trustees will ensure that appropriate mitigation measures are implemented and that any serious risks are managed promptly.

6. Review of the Policy

This policy will be reviewed periodically by the Board of Trustees to ensure it remains effective, proportionate and aligned with best practice.