



## Risk Management Policy

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### 1. Purpose

The purpose of the risk management policy is

1.1 To provide a guidance regarding the management of risk to the charity and its staff, volunteers, clients and donors.

1.2 A requirement from the Charity Commission.

### 2. Processes and procedures

2.1 Staff and volunteers are provided with policies and procedures necessary to assist with managing risk and these form part of the risk management process.

2.2 Whilst not exhaustive the key risks identified are as follows

Governance	Trustee lack of skills &/or commitment
	Conflict of interest
Financial	Inadequate financial controls e.g. budgets, authorisation levels for spending and agreeing contracts
	Inaccurate and/or insufficient financial information
	Inadequate reserves and cash flow
	Insufficient insurance cover
Funding	Loss of core funding
	Pay back any funding awarded
	Missed opportunities for funding applications
Staffing	Loss of skills especially through resignation
	Staff illness especially CEO
	Lack of training and/or understanding of communication, policies and practices
	Performance and/or workplace issues
	Taking on staff and volunteers without professional insurances, references and DBS checks
The Law	Not meeting Charity Commission requirements
	Poor knowledge of legal responsibilities of an employer
	Breaches of legal compliance e.g. H&S, GDPR
IT	Loss or corruption of data especially for staff, clients and donors
	Lack of back up contingencies for IT crash and/or cyber attack
Damage	Property damage or theft
	Reputation

### 3. Responsibility of staff (paid and volunteer)

3.1 It is the responsibility of all staff to attend any relevant training made available, understand our published policies and procedures and follow any operational instructions given by CEO

#### 4. Responsibility of OMF

4.1 The Trustees have overall responsibility for risk management of the organisation.

4.2 Trustees must also ensure that the statement in the Trustees' Annual Report confirms all major risks that the charity is and has been exposed to along with any serious incidents reported.

4.3 Operationally the CEO is responsible for compiling a risk register and monitoring on a quarterly basis, reporting any findings to the Board of Trustees

#### 5. Scope of policy

5.1 The risk management policy outlines what the risks are and the steps needed to identify and monitor them so that we may continuously improve and minimise risks to the organisation

#### 6. Costs

6.1 Training – staffing time and resources to deliver and/or provide information

#### 7. Associated Policies

Data Protection

Discipline & Grievance

Disclosure & Baring Services

Equality, Diversity & inclusion

Health & Safety

Lone & Remote Working

Safeguarding Vulnerable Adults

Sickness Absence

Volunteer

Welsh Language

#### 8. Policy changes

Reason for change	Section changed	Date changed	New version number
Review date	none	n/a	v2

**9. Policy dates**

Trustee approval	11 December 2019
Review date	10 December 2022

**Signed by .....****Date.....**

**Name printed.....Position in organisation.....**