




Foreland Fields Charity

Risk Management Policy

Date of Last Review	6 th May 2025
Review Cycle	Annually
Date (Month / Year) of Next Review	6 th May 2026
Date Policy was Ratified by charity	6 th May 2025
Named Lead for Writing/Review	Jeremy Edwards
Category of the Policy	General
Signed – Chair	6 th May 2025
	

Introduction

We recognise the importance of effective risk management to achieve Charity objectives. This policy outlines our commitment to identifying, assessing, and managing risks to ensure our resilience and continued success.

Purpose

The purpose of this policy is to establish a framework for identifying, assessing, prioritising, and managing risks associated with our activities. It aims to ensure a systematic and proactive approach to risk management, protecting the charity, its beneficiaries, and stakeholders.

Scope

This policy applies to all trustees, volunteers, and stakeholders involved in our work. It covers all aspects of the charity's operations, including but not limited to programmes, finances, reputational risk, and governance. Where necessary, we will create additional relevant policies, such as systems of internal control, due diligence, and health & safety policies.

Risk Management Cycle

Risk is usually managed by means of a cycle of identification, quantification, management, and review.

- **Identification** - Identify the various risks that may materialise.
- **Quantifying** - Assess and quantify these risks.
- **Managing** - Take appropriate action to manage these risks. This is usually the weakest area in a risk management framework. Risks can be managed as follows:

Avoidance - Action that can be taken to avoid a risk occurring.

Mitigation - Action that can be taken to reduce the impact a risk may have, if it occurs.

Buying Out - Generally, this is done using insurance.

Accepting - Risk cannot be eliminated entirely, and any steps taken to manage risk must be reasonable, as resources are not unlimited in terms of money and time. Equally, adopting a purely risk adverse approach limits opportunity.

- **Reviewing** - Risks should be reviewed as regularly as is necessary, depending on their likely probability and impact in the light of changing circumstances. This may be done on an ongoing basis, at appropriate points in projects or at regular meetings. Risk assessments will be reviewed annually and as needs must on a dynamic basis.

Responsibilities

The board of trustees has overall responsibility for ensuring that there is an appropriate system of controls, financial and otherwise in place and working effectively. The systems of financial control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. See Financial Controls Policy. These include:

- a strategic and business plan and budget approved by the board of trustees.
- regular consideration by the board of trustees of financial results and variance from budgets.
- delegation of authority and segregation of duties.
- management of risk.

All staff and volunteers have a role in identifying and reporting risks within their respective areas of responsibility.

Risk Identification and Assessment

- Risks will be identified through regular risk assessments conducted at least annually.
- Identified risks will be assessed based on likelihood and impact to determine the level of risk.
- Risks will be categorised as strategic, operational, financial, or compliance related.

Risk Mitigation and Management

- Strategies for risk mitigation will be developed for high-priority risks.
- Mitigation plans will be assigned to responsible individuals with clear timelines.
- Regular monitoring and reporting on the progress of risk mitigation plans will be conducted.

Reporting and Communication

- A risk register will be maintained and regularly reviewed by the board of trustees.
- Key risks and mitigation efforts will be communicated to relevant stakeholders.
- In its annual report, the board of trustees will report on the steps it has taken to manage risk, to demonstrate the charity's accountability to its stakeholders including beneficiaries, donors, funders, trustees, volunteers, and the general public.

Review and Continuous Improvement

- The risk management policy and processes will be reviewed annually or as needed.
- Lessons learned from risk events will be used to improve risk management practices.

Training and Awareness

- Trustees' will receive training on risk management principles and practices.
- Regular communication will be conducted to raise awareness of the importance of risk management.

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Andy Bull	6th May 2025	Initial policy approved	Annually