Sample Risk policy

**Risk policy**

**Organisational Roles**

**The role of the trustee board**

To ensure that a culture of risk management is embedded throughout the charity

To set the level of risk appetite and risk tolerance for the organisation as a whole and in specific circumstances

To communicate the charity’s approach to risk and set standards of conduct expected of staff

To ensure risk management is included in the development of business plans, budgets and when considering strategic decisions

To approve major decisions affecting the charity’s risk profile or exposure

To satisfy itself that less fundamental risks are being actively managed and controlled

To regularly review the charity’s approach to risk management and approve any changes to this

To receive reports from internal audit, risk subcommittee, external consultants and any other relevant parties and to make recommendations on this

**The role of the CEO and senior management team**

To ensure that risk management policy is implemented throughout the organisation

To anticipate and consider emerging risks and to keep under review the assessed level of likelihood and impact of existing key risks

Provide regular and timely information to the trustees on the status of the risks and their mitigation

To implement adequate corrective action in responding to significant risks; to learn from previous mistakes and to ensure that crisis management plans are sufficiently robust to cope with high level risk

**The role of project and team managers**

Project and team managers are responsible for managing project specific operational risks and for ensuring that risks are reported upon in a timely fashion through designated lines of reporting

Interaction with internal control systems

Risk management forms part of the charity’s system of internal controls and should be read in conjunction with the policies and detailed control procedures specified in our *Internal and Financial Controls and Procedures Document. This document sets out in detail operational limits within which individuals may act in particular circumstances in order to minimise the risk of fraud or error.* These limits cover amongst other things – control over bank payments and receipts, authorisation and processing of expenditure and approval required at particular levels of decision making.

In addition, the charity expects to meet minimum standards required by legislation and best practice in operational areas covering the following:

*IT and data protection Governance*

*HR Financial accounting and reporting*

*Health & Safety Management of volunteers*

The risk of falling short of these standards is mitigated as far as possible by ensuring that appropriate policies and working practices are adopted in each of these key areas and that staff are adequately experienced and trained to manage this. Where necessary, external advice is sought to supplement internal expertise.