

Risk Management Policy

Managing risks is about anticipating:

* **What could go wrong**? Identifying risk
* **How important is the risk**? How likely is it to happen and how bad would the consequences be?
* **What can we do about it**? Taking action to remove the risk, making it less likely with smaller consequences and therefore easier to manage if it did happen.
* **Was the action effective**? Monitoring and reviewing to check if the risk is being managed appropriately.

The Management Committee has used the Charity Commission’s template to describe potential risks in the table at Annex A. This will be reviewed annually before each AGM and additionally should the need arise.

The table shows:

* Who is responsible for undertaking actions needed to reduce/mitigate listed risks? These responsibilities will be included in list of delegated responsibilities of all the trustees.
* How the effectiveness of the controls and mitigating actions will be monitored and reviewed.

With the onset of Covid-19, new risk assessments had to be put in place, for the hall itself, for users and for the cleaner. Copies of these are at Appendix B, C & D

Change Record

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| **Date of Change:** | **Changed By:** | **Comments:** |
| 1 August 2017 | PMB |  |
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