

The Village Hall

MILBORNE ST ANDREW

Registered Charity No: 301153



Risk Assessment Policy

This policy has been adopted by the Milborne St Andrew Village Hall through the Committee who remain responsible for its review.

Aims

Identifying and managing the possible and probable risks that the Charity may face over time is a key part of effective governance. This policy explains the Charity's underlying approach to risk management and describes the key aspects of the risk management process.

Objectives

By managing risk effectively, the charity can ensure that:

- Significant risks are known and monitored, enabling the Committee of Management (the Committee) to make informed decisions and take timely action;
- The Charity makes the most of opportunities and develops them with the confidence that any risks will be managed;
- Forward and strategic planning are improved; and
- The value and safety of the services it provides to the community are enhanced

Statement of Intent

Scope: This policy applies to all areas and activities of the Village Hall and surrounding grounds.

Responsibilities: The Committee has overall responsibility for:

- providing support and leadership for the risk management process;
- reviewing the effectiveness of internal controls, including financial organisational; and
- reviewing the Charity risk register on a regular basis,
- to ensure that the Committee receives adequate and appropriate information and assurances relating to risks against the Charity's objectives.

All staff and volunteers have a duty as part of their involvement with the Charity to do everything they can to ensure that the policy works in practice.

Written: October 2018

Reviewed: September 2020

Risk Assessment and Management

The management of risk is underpinned by the following key components:

The Risk Management Cycle

- Risk Identification
- Risk Assessment
- Risk Treatment
- Risk Review/Risk Register

Identification: a risk can be identified through a variety of external and internal sources and can be proactive or reactive. For example,

- By simply walking around the building and looking afresh at what could reasonably be expected to cause harm e.g. new equipment
- Risk assessments
- Consultation with staff, volunteers and users
- Complaints
- Audit
- Progress against aims and objectives
- Any mandatory or statutory requirements Risk Assessment

A risk assessment is no more than a careful examination of what could cause harm to visitors, contractors and others, or affect the Charity's reputation. This will enable the Committee to weigh up whether there are enough precautions (controls) in place, or more should be done to ensure that no one gets hurt and/or the Charity's reputation is not affected. The purpose of a risk assessment is to provide a systematic and methodical tool for identifying risks associated with legal, moral and financial duties, removing them where possible, or otherwise adopting all the control measures and precautions that are reasonable in the circumstances. Although the Charity has a standard risk assessment template, there are no fixed rules about how the assessment should be carried out: it will depend on the nature of the undertaking and the type and extent of the hazards and risks. However, the process should be practical, systematic and cover risks that can be reasonably foreseeable. For small undertakings with few or simple hazards, a suitable risk assessment can be a straightforward process based on personal judgment, experience and knowledge. In larger or more complex cases, specialist knowledge may be required. Whatever the type of risk assessment, it should be suitable and sufficiently detailed to determine whether adequate control has been achieved.

Consider who or what is at risk. Do not forget:

- Young workers, lone workers, new and expectant mothers etc;
- Cleaners, visitors, contractors, maintenance workers, volunteers; and
- The Charity's reputation or financial position.

Once a risk has been identified a risk assessment should be completed and the following recorded:

- The consequence(s) on a scale of 1 – 5, should the risk become a reality
- The likelihood of the risk occurring, on a scale of 1 – 5
- The current control measures.

This will determine what more will need to be done to reduce or eliminate the risk.

Once the risk assessment has been undertaken an action plan to address the identified problems must be completed.