Company LOGO

**Company Name**

Company Website

**Risk Policy**

**Purpose**

The purpose of this policy is to provide guidance regarding the management of risk of

**COMPANY NAME** to support its charitable aims and purposes, safeguard the charities assets, ensure financial stability and protect the staff and volunteers of **COMPANY NAME** .

The policy reflects the Trustee Duties contained in Section 66 of The Charities and

Trustee Investment (Scotland) Act 2005 (the 2005 Act).

All trustees of **COMPANY NAME** have a duty to act with care and diligence in the best interests of **COMPANY NAME**. Trustees will act with a higher level of care than they may do with their own finances and affairs and this will be reflected in the duty of care they exhibit with respect to the assets of **COMPANY NAME**.

**Scope**

This policy applies to all **COMPANY NAME** activities and forms part of its risk management

framework, applying to all trustees, employees and volunteers.

**Risk management Framework**

The Operations Manager is responsible for ensuring that risk management is

incorporated in the day-to-day activities of **COMPANY NAME**. The Operations Manager will ensure that all staff and volunteers are continuously improving the risk management policy,

ensuring there is a process by which risks identified by staff and volunteers are fed into

the risk policy and appropriate revisions, if necessary are made.

**Risk Management Process**

**COMPANY NAME** operates a formal risk management process to assess business risks and

implement risk management strategies. Steps taken are to identify the types of risks

faced, establish the context, analyse and evaluate the risk prioritising them in terms of

potential impact and likelihood of occurrence, identifying means of mitigating the risk

and monitor and review the risk.

**COMPANY NAME** has integrated risk management into all governance, financial and operational processes.

The following risk categories are included in the risk register and in risk reporting:

● financial

● governance

● external

● compliance and regulations

● operational

● reputation

Risks identified will be added to the register immediately. The register will be reviewed

each quarter by the Board and risks that are no longer considered relevant will be

removed from the register. Where a risk is identified that is deemed to be of a critical

nature a special meeting of the Board will be convened.

This policy will be reviewed by the Board annually.

**Version Control**

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| --- | --- | --- | --- |
| Version | Author | Date | Approved by **COMPANY NAME** Trustees |
| 1 |  |  |  |
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