Teams of Our Lady – Equipes Notre Dame GB

Risk Management Policy

February 2021
Reviewed Sept/Oct. 2022

Teams of Our Lady – Equipes Notre-Dame GB

Governance Risk Management Policy   (Reviewed Sept/Oct.2022)

Introduction and Legal setting

The purpose of this Risk Management Policy is to establish a framework regarding the management of risk to support the achievement of the charity's objectives, protect the well-being of all those taking part in our activities, our reputation, and our assets, and to ensure financial sustainability. It is a legal requirement that charity trustees consider risk to the charity.

This policy applies to Teams at all levels, Province, Regional and Sector and local

Governance Risk Structure

Trustees	Provide policy, oversight and review of risk management and guidance for organisation of activities. Ensure that a suite of policies are available so that they can be applied in organising Provincial, Regional and Sector or local events
Regional Couples	Be aware of the policies. Communicate policies to all members of Teams in the Region and inform all Teams members of the need to apply these policies in the organisation of events. Invite members of Teams in the Region to seek clarification of any policy they don't understand.
Sector Couples	Understand and apply policies in their activities.
Publicity Couple	Understand and apply policies in their publicity, particularly the Data Protection policy
Treasurers	Maintain banking arrangements and accounting records for their Region or Province, and report on any areas of concern to the Regional Couple or Trustees.
Volunteers	Comply with all policies and follow instructions from the organisers of activities.

Note: All the above roles are volunteer roles

Responsibilities

Risk management is the responsibility of everyone, whether organizing or participating in Teams' activities. The Trustees maintain a register of strategic risks.

All organisers of activities should be aware of possible risks; how to manage them and how to comply with Teams policies.

What is Risk Management?

Risk management is the planned and systematic approach to identifying, analysing, evaluating and treating risks at all levels of the organisation.

Risk management involves determining the acceptable level of exposure to risk bearing in mind the activity being organised. The intention is that the chance of harmful events is minimized and that activities take place without giving rise to concerns.

Risk Management

Trustees will identify main strategic risks to which Teams and its members are exposed, and for each risk will:

- give general guidance on management of risk;
- consider any incidents which have been reported to see if it is necessary to amend guidance.

The Annual Report will refer to significant actions taken or events occurring which come within the scope of risk management.

Assessing the seriousness of risk.

The seriousness of a risk is assessed by multiplying the impact of that risk by the chance of us suffering it.   Both are assessed numerically on a scale from 1 to 5 - see diagram below.

Impact		Remote (1)	Unlikely (2)	Possible (3)	Probable (4)	Highly Probable (5)
Catastrophic	5	5	10	15	20	25
Major	4	4	8	12	16	20
Moderate	3	3	6	9	12	15
Minor	2	2	4	6	8	10
Insignificant	1	1	2	3	4	5

Probability

The risks to which Teams might become subject are assessed in the attached table, below, together with the actions which have been taken to prevent this risk occurring and measures to mitigate the consequences if it does.

All risks will impact on the reputation of Teams so the table assesses the level of reputational impact: this could be the worst effect of any risk.

Preventative measures are the measures which the Trustees will take to seek to minimise the impact of risks.

Risk assessment and management of events. Those organising specific activities or events should undertake the risk assessment and the risk management required for the preparation and completion of the event. Making a Risk Assessment should involve the team who are developing and managing the activity or event. The agreed Risk Assessment and Management must be recorded and then be provided to all who are involved in the organisation. Relevant aspects to be provided clearly to participants.

Management action includes preventative measures and advice, but is not intended to be a complete list. Circumstances of activities must always be assessed by those organising the event in the light of local arrangements.

The Risk Matrix and Register are not substitutes for the other policies and should be a guide to use of policies. Every risk should be considered in the light of any relevant policies.

Risk	Matrix Score	Nature of risk	Reputation impact	Health, Safety and Wellbeing Impact *(high, med, low)*	Preventative measures	Management action
Major safeguarding incident	5	Significant injury or abuse of a child or vulnerable adult	Very high	High	Adoption and use of the Safeguarding Policy	Communicate Safeguarding Policy to the movement, and remind of the need to assess risk
Minor safeguarding incident	6	Injury to a child or vulnerable adult requiring some treatment	Moderate	High	Adoption and use of the Safeguarding Policy and site risk assessments	Communicate Safeguarding and Health and Safety Policies to event organisers and remind of the need to assess risk. Controlled by Regional Couples.
Loss of Records	8	Loss of accounting or regulatory records, particularly for Gift Aid	Embarrassing	Med	Keep hard copy records as well as electronic versions	Remind Treasurers and successors of need to have back up documents
Data Breach	9	Accidental release of personal data. Theft of personal or accounting data	Moderate	Med	Data Protection Policy, security software and security of documents	Communicate Data Protection Policy. Ensure that all those with access to Teams records are aware of how to keep them secure, and act on the knowledge
Regulatory requirements including training and governance	6	Failure to ensure that Trustees meet the obligations required by law or Charity status	Moderate	Med	Review policies and training needs regularly	Ensure compliance to trustee training policy; record completion of training in minutes of Trustee Meetings. Review policies and training needs regularly
Financial funding	6	Failure to raise the funds needed to continue our work. Overspend or over-commitment of funds	High	Low	Maintain reserves and seek opportunities for expansion	Agree budget annually, financial controls: only pay against costs agreed specifically or in budget. Monitor finances, report at each meeting. Support expansion
Mismanagement of an event	2	Damage to a property or failure to leave a property in good condition	Limited but locally significant	Med	Adhere to hirers conditions and our policies	Use a checklist for events
Breach of Copyright	6	Use of text, music, images or video owned by others in breach of copyright in our events, publications or website	Moderate	Med	Ensure knowledge of and compliance with regulations	Development of procedure and training to ensure compliance in all areas.

Harm to participants at an event	6 to 10	Some aspect of the event could have risks that causes harm because of dangers not assessed or managed	Moderate	Med	Event organisers are made clear about the Risk Management requirement	Risk Management included in Responsible Couple Training.

Strategic Risk Management Table

Communication of this Policy

This policy is placed on the TeamsGB website, advertised in e-communications and discussed at 'Formation for Responsibility' meetings, and Responsible Couple training.
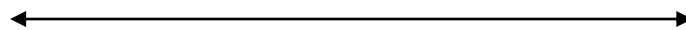
Review of this Policy

This policy will be reviewed periodically as any changes in regulations or best practice occur; this will be at least every 3 years.

Agreed

This policy was agreed by the Trustees on …………… 2021

Signed: …………………………Chairperson   Date: …………………………………….

Version 1.0

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Prayer

"When you pass through the waters, I will be with you;
And through the rivers, they will not overflow you.
When you walk through the fire, you will not be scorched,
Nor will the flame burn you.   Isaiah 43:2