

<b>Procedure 12 Risk Management</b>	
Associated Policy	CG1 Risk policy and management
Version number & approval date	V1 04/03/2022
Document owner	Operations Director
Review Date	+1 year

<b>Purpose</b>
<p>To outline a procedure for the identification, mitigation and management of risk under the following categories:</p> <ul style="list-style-type: none"> <li>• Governance and strategic risks</li> <li>• Operational risks</li> <li>• Education and programme-related risks</li> </ul>

<b>Scope</b>
Applies to all levels of Brigit's Garden

<b>Responsibilities</b>
<p>The <b>Board of Trustees</b> is responsible for:</p> <ul style="list-style-type: none"> <li>• Overseeing the implementation of this procedure and the work of the Risk Management Officer</li> <li>• Approving an Annual Risk Audit with associated actions</li> <li>• Reviewing any substantial changes to risk that may occur between the annual Audits and taking corrective action to deal with any serious and imminent risk(s)</li> </ul> <p>The <b>Risk Management Officer</b> (normally the Operations Director) is responsible for:</p> <ul style="list-style-type: none"> <li>• Conducting an Annual Risk Audit as detailed below and coordinating related actions</li> <li>• Maintaining the Risk Register as below</li> <li>• Providing a risk update as part of the Director's Report to each meeting of the Board of Trustees, covering progress on actions taken, changes to the Risk Register, any new or increased risks</li> <li>• Reviewing risk on an ongoing basis including: <ul style="list-style-type: none"> <li>○ Taking reports from staff in relation to risk</li> <li>○ Monitoring any change in the risk rating for existing risks</li> <li>○ Monitoring any new risks</li> <li>○ Acting as required to mitigate or minimise risk</li> </ul> </li> <li>• Conducting internal risk management training for staff</li> </ul> <p><b>All staff</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring risks and reporting any changes or new risks to the Operations Director</li> <li>• Implementing relevant risk controls as detailed in the Risk Register</li> </ul>

## Procedures

### Annual Risk Audit

The Risk Management Officer conducts an annual audit to:

- Review all risks in the Risk Register and add new ones as required
- Calculate or update the level of risk
- Evaluate the effectiveness of the associated controls
- Highlight any internal control gaps or weaknesses
- Recommend corrective actions

The Annual Risk Audit is submitted to the Board of Trustees for approval and forms the basis of the regular reports to the Board of Trustees from the Risk Management Officer.

### Risk Register

This details risks in each category and records the following information for each risk:

- Nature of the risk
- Potential impact of the risk
- Risk controls in place or needed
- The risk owner
- Monitoring frequency
- The risk level: Low, Medium or High. This is calculated by multiplying three scores: the likelihood (scored 1-5), the potential impact (scored 1-5) and the effectiveness of the controls (scored 1-3)

Risk Level	Risk Score	Action / Response
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High	25+	Act immediately using outside expertise if necessary.
Medium	13 – 24	Put as a standing agenda item and plan to improve over a 12-month time scale
Low	0 – 12	Monitor on an annual basis

The Risk Management Officer must notify the Board of Trustees via the Chair of the Board immediately in the case of any risk for which the risk rating changes to High.

## Supporting Documents

- Risk Register