



# RISK MANAGEMENT POLICY

## 1. SCOPE

This policy applies to all paid staff, trustees, volunteers, freelance staff, sessional workers, trainees, students or anyone working on behalf of Art Refuge (hereafter referred to as “staff”), or coming into contact with service users (directly or indirectly) for the purpose of Art Refuge business.

## 2. PURPOSE

The purpose of this policy is to outline Art Refuge’s commitment to managing risks, and the complementary roles of the Board and staff in ensuring risks are identified, prioritised, managed and reviewed in a timely and effective manner.

## 3. OUR COMMITMENT

### Our legal responsibilities

While Art Refuge is a small charity and does not meet the threshold for reporting of risk management by law, we are committed to the good practice guidelines set out by the Charity Commission for England and Wales and will include a risk management statement in our annual Board report.

## 4. RISK REGISTER

Art Refuge maintains a risk register that is updated when needed and risks addressed dynamically. The register is reviewed annually at a Board meeting. Management of red and amber risks is a standing item on the Board meeting agenda. As per [Charity Commission guidance](#), the register enables the charity to manage risks to the charity, its staff and service users in the following categories:

- Governance
- External/service user
- Regulatory and compliance
- Financial
- Operational

It is the responsibility of the Board of Trustees together with the CEO to identify, analyse and document risks on this register, as well as implement controls and ensure actions against risks are conducted in a timely manner. The Board Secretariat, CEO and Chair of Trustees will maintain this register.

## **5. RISK ASSESSMENTS**

It is the responsibility of staff, where requested by the CEO or Board, to assist with conducting risk assessments for specific activities, events and services in the course of their duties in order to inform risk management decisions. Staff should also notify the CEO of potential new risks encountered in their course of their duties.

## **6. RISK REPORTING**

It is the responsibility of the CEO, Board Secretariat and Chair of Trustees to write a risk management statement for the annual Board report.

## **7. MONITORING AND REVIEW**

This policy is fully supported by the Board of Trustees and the CEO of Art Refuge. It will be disseminated to all staff. The policy will be monitored and reviewed annually, and the Risk Register updated as needed.