

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 activities.

2. PURPOSE

The purpose of this policy is to outline Art Refuge’s commitment to managing risks, and the complementary roles of the Board of the Trustees (“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 the Board recognises that effective risk management is a core trustee responsibility. Trustees have a legal duty to identify and manage risks that could affect the charity’s activities, assets, beneficiaries or reputation.

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 Board’s Annual Report.

4. RISK REGISTER

Art Refuge maintains a risk register that is updated when needed and risks addressed dynamically. The register is reviewed annually by the Board, with significant risk reviewed more frequently where required. Red and amber risks are reviewed as a standing item at the Board meetings, with updates provided on risk ownership and the defined review dates for monitoring progress. 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
- Safeguarding risks
- Emerging technology and cyber risks

It is the collective responsibility of the Board to oversight risk management. Working with the CEO, the Board will ensure that risks are identified, analysed and documented in the risk register, as well as appropriate

controls are implemented, and actions to address risks are conducted in a timely manner. The Board Secretariat, CEO and Chair of Trustees will maintain this register.

Risk management is supported by related organisational policies, including Safeguarding Policy and Procedures, Health and Safety Policy, Financial Management Policy, and Data Protection Policy. The Board recognises that some level of risk is inherent in delivering innovative creative and support programmes, and will seek to balance opportunity with appropriate risk management.

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 the course of their duties. Where activities involve work with vulnerable individuals or sensitive information, appropriate safeguarding and data protection risks must be considered as part of the risk assessment process.

Risks in relation to conflicts of interest will be identified and addressed in line with the [Charity Commission guidance](#).

6. SERIOUS INCIDENT REPORTING

Art Refuge will report serious incidents to the Charity Commission where required, in accordance with its Serious Incident Reporting guidance. The CEO and Chair of Trustees are jointly responsible for accessing whether an incident meets the reporting threshold and for ensuring that the required report is submitted. The Board will be informed of serious incident and will ensure that any learning is incorporated into the risk register and future risk management processes.

7. RISK REPORTING

It is the responsibility of the CEO, Board Secretariat and Chair of Trustees to write a risk management statement for the Board's Annual Report.

8. MONITORING AND REVIEW

This policy is fully supported by the Board and the CEO of Art Refuge. It will be disseminated to all staff. The policy will be monitored and reviewed annually by the Board of Trustees and updated where necessary to reflect regulatory guidance and organisational changes. The Risk Register will be reviewed at Board meetings and updated as needed.