

YELVERTON COMMUNITY PROJECTS
Risk Management Policy
Last reviewed by the trustees - Sep 2024

It is the trustees' responsibility to consider significant risks to the charity and take steps to mitigate those risks. YCP is a small charity with no employed staff and this document is therefore simpler than that required by a larger organisation. However, it is nevertheless good practice to attempt systematically to identify the major risks facing the charity and ensure that adequate control measures are in force.

This document lists the areas in which failure to meet the key requirements would constitute a major risk to the effectiveness of the charity. It is a generic document for the reference of trustees. More specific policies are developed where it is considered necessary to give guidance to volunteers from the three operating arms of the charity. It will be reviewed on an annual basis by the trustees.

Governance risks

| Requirement | Control measures |
|---|---|
| To keep under review how effective the charity is in achieving its objects. | Review the charity's contribution annually and detail in the Annual Report. On the basis of the review, decide whether the service continues to offer benefit to the community and has sufficient volunteer input to maintain the service provided. |
| To ensure that trustees have the necessary knowledge to manage the charity effectively. | Steps have been taken to review the governance structure and ensure a balance of expertise among trustees to include knowledge of the different aspects of the operation as well as legal and financial awareness. |
| To ensure the long term effectiveness of governance arrangements. | Review the make-up of the trustee body on a regular basis and carry out a conscious succession planning process for key roles. |
| To ensure that the different operating arms of the charity work together synergistically. | As well as maintaining an overview at trustee level, ensure that there are ongoing opportunities for considering co-ordination between the different arms at the operational level. If practicable, arrange an annual event to bring volunteers together. |

Financial risks

| Requirement | Control measures |
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| To ensure that the investments of the charity are not at risk. | There is a policy to avoid risky investments and to stick to guaranteed savings accounts. |
| To guard against misuse of funds. | Maintain guidelines on the authorization of expenditure and require payments to be authorized by two signatories. |
| To ensure that the charity is not vulnerable to litigation in the event of an unforeseen incident. | Review the activities of the charity to consider what unforeseen incidents might give rise to claims and insure against any liability that might arise from these. |

Operational risks

| Requirement | Control measures |
|--|---|
| To ensure the physical safety of YelverCare clients. | Volunteers are briefed to take particular care to respond to the needs of relatively frail clients. A separate policy on Transport risks reviewed by Trustees. |
| To ensure the welfare of vulnerable clients. | All volunteers who have unsupervised contact with vulnerable clients are subject to Disclosure and Barring Service checks. |
| To ensure the physical safety of village park clients. | Carry out monthly inspections by volunteers and an annual professional inspection. In allowing unsupervised use at the discretion of parents, it is recognized that, rather than seek to eliminate all risk, it is desirable to strike a balance between the risk incurred and the benefits achieved, as recommended in the Play England publication "Managing Risk in Play Provision". |
| To ensure the physical safety of cinema clients. | Particular emphasis is placed on fire safety. |
| To guard against a reduction in demand. | Give attention to publicizing the services provided as necessary. |
| To respond to an increase in demand. | Ensure the services offered remain in proportion to the capacity of volunteers and take steps to recruit more volunteers if necessary. |
| To ensure that services continue to meet the needs of our clients. | Make a conscious effort to assess customer satisfaction and consider the development of services as necessary to meet changing needs. |

Reputational and compliance risks

| Requirement | Control measures |
|---|--|
| To maintain good public understanding of the role of the charity among Yelverton residents. | Publicize the individual services as appropriate. Bring the three operating arms together to consider how the individual services can be presented within an overarching common identity. Use publicity and attendance at events to promote that identity. |
| To ensure that the charity complies with all relevant laws and regulations and takes account of any relevant codes of practice. | Trustees to remain alert to relevant laws, regulations or codes of practice and to flag up the need for any additional compliance necessary. |