

INTERNAL RISK MANAGEMENT POLICY AND PROCEDURES

INTRODUCTION

1. This policy outlines CRESS UK's approach to identifying, assessing, managing, and monitoring risks that may affect the achievement of its objectives. Effective risk management supports strategic decision-making, protects assets, and ensures long-term sustainability.

PURPOSE

2. The purpose of this policy is to:
 - a. Promote a proactive and structured approach to risk management
 - b. Ensure compliance with legal and regulatory obligations
 - c. Protect the charity's assets, reputation, and beneficiaries
 - d. Support trustees and staff in fulfilling their roles responsibly

SCOPE

3. This policy applies to all trustees, staff, volunteers, and activities of CRESS UK. It includes:
 - a. Strategic risks
 - b. Operational risks
 - c. Financial and reputational risks
 - d. Compliance and legal risks
 - e. Safeguarding and data protection risks

ROLES AND RESPONSIBILITIES

4. Board of Trustees:
 - a. Approve the risk management framework and policy
 - b. Review the charity's risk register at least annually
 - c. Ensure significant risks are addressed
5. Senior Management / Risk Officer:
 - a. Implement risk management procedures
 - b. Maintain and update the risk register
 - c. Report significant risks to the board

6. All Staff and Volunteers:

- a. Identify and report risks in their areas of work
- b. Comply with risk mitigation measures and procedures

RISK MANAGEMENT PROCESS

7. The risk management process includes:

- a. Risk Identification: Regularly identify potential internal and external risks
- b. Risk Assessment: Evaluate risks in terms of likelihood and impact (e.g. using a risk matrix)
- c. Risk Mitigation: Develop and implement controls or actions to reduce risk
- d. Monitoring and Review: Continuously monitor risks and review controls
- e. Reporting: Communicate significant risks to the board and record them in the risk register
- f. Maintain a Risk Register

CENTRAL RISK REGISTER

8. The charity maintains a central risk register, which includes:

- a. Description of each risk
- b. Risk category and owner
- c. Likelihood and impact rating
- d. Mitigation measures in place
- e. Residual risk and review date

9. The risk register is reviewed quarterly and updated following significant changes or events.

TRAINING AND AWARENESS

10. Trustees and relevant staff receive risk management training and guidance as part of induction and ongoing development. All staff are encouraged to raise concerns and suggest improvements to risk processes.

POLICY REVIEW

11. This policy will be reviewed annually or when there is a significant change in the charity's operations, structure, or external environment.

CONTACT DETAILS

This policy has been approved and authorised by the Trustees:

Name:	Jeremy Metcalfe OBE
Position:	Chair of the Trustees
Date:	1 June 2025
Signature:	
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