Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

RISK MANAGEMENT POLICY

Effective from: 01/09/2026
Review by: 01/09/2027

Risk Management Policy

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For: Old Farnley & District Community Association trading as Farnley Community Centre
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1. Policy Statement

Old Farnley & District Community Association, trading as Farnley Community Centre, recognises that risk management is essential to the effective operation of the charity. We are committed to identifying, assessing, and managing risks to protect our service users, volunteers, staff, trustees, assets, and reputation.

2. Scope

This policy applies to all aspects of our operations including governance, finance, health and safety, safeguarding, service delivery, and reputation.

3. Objectives

- Embed risk management into decision-making at all levels.
- Identify, assess and control risks that may impact the charity's objectives.
- Safeguard the wellbeing of service users, volunteers, staff and trustees.
- Protect the charity's assets and reputation.
- Comply with legal and regulatory requirements including Charity Commission guidance.

4. Responsibilities

Trustees will:

- Oversee risk management and maintain a risk register.
- Review major risks annually and report to the Charity Commission if required.
- Ensure this policy is implemented across the organisation.

The Chair of Trustees (Peter Allison) will:

- Maintain the risk register on behalf of the trustees.
- Ensure risks are assessed, prioritised, and reviewed regularly.
- Report significant risks and mitigation strategies to the board.

All staff and volunteers will:

- Be aware of risks in their area of work and take reasonable steps to reduce them.
- Report risks, incidents, or near misses immediately to their line manager or the Chair.
- Follow procedures and control measures put in place to manage risks.

5. Risk Identification

Risks may include (but are not limited to):

- Governance risks – failure of oversight, conflicts of interest.

- Operational risks – safeguarding failures, accidents, service disruption.
- Financial risks – fraud, insufficient reserves, loss of funding.
- Compliance risks – breach of law, regulations or contracts.
- Reputational risks – negative publicity, loss of community trust.

6. Risk Assessment & Control

We will assess risks based on likelihood and impact, using a standard scoring system. Control measures will be introduced to reduce risks to an acceptable level. The risk register will record risks, assessments, mitigation measures, and review dates.

7. Monitoring & Review

- The risk register will be reviewed quarterly by trustees.
- Significant risks will be reported at each trustee meeting.
- This policy will be reviewed annually or sooner if necessary.

8. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2026
- Next review due annually.
- Policy owner: Chair of Trustees (Peter Allison).