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| **Purpose:** | The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained. | | |
| **Scope:** | This policy applies to all Trustees, Contractors and Volunteers. | | |
| **Principles:** | To respect and uphold health and safety practices and minimise risk to name of the organisation. | | |
| **Version:** | Template to adapt | **Date:** | Add date |
| **Approved by:** | Board | **Due for Review:** | 12 months |
| **Templates** | * Risk Register and Management Plan | | |
| **Legislation:** | * Charities Act * Human Rights Act * Incorporated Societies Act * Health and Safety at Work Act | | |
| **Reference Documents:** | * Trust Deed / Constitution / Rules *delete not applicable* * Policy and Procedure - Governance * Policy and Procedure - Governance Recruitment and Induction * Delegated Authority Policy * Financial Policy * Health & Safety Policy * Business Continuation Plan * Insurance Cover Schedule and Policy | | |

**Policy**

Name of organisation will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

**Responsibilities**

It is the responsibility of the Trustees / Board Members *delete not applicable* to carry out risk management analyses of the organisation, and to take appropriate measures to ensure that:

* + effective risk management procedures are in place, applicable to all relevant areas
  + risk management procedures are reviewed regularly
  + recommendations arising out of the risk management process are evaluated and, if necessary, implemented
  + contractors and volunteers are aware of all applicable risks and familiar with the organisation’s risk management procedures and their work
  + risk management analyses are carried out for all relevant sectors of the organisation

It is the responsibility of all employees, contractor and volunteers to ensure that:

* + they observe those risk management procedures
  + they inform the Board if they become aware of any risk not covered by existing procedures