ARLIS UK and Ireland Risk Management Policy

Purpose

The purpose of this policy is to:

1. Define risk management, the scope of the policy and the key areas of risk we will encounter
2. Outline the processes for managing risk within the Society
3. Outline where responsibilities lie for managing risk

Risk Management

In this context, risk is defined as the combination of the probability of an event and its consequences.

Risk management is the process of measuring or assessing risk and developing strategies to mitigate and manage it. In all types of undertaking, there is the potential for events and consequences to produce both opportunities for benefit or threats to success.

Scope

This policy applies to all ARLIS UK and Ireland Trustees, volunteers, Members and paid employees (when applicable) engaged with ARLIS business.

The Risk Management Policy should be consulted in conjunction with the current risk register, which can be found on the ARLIS UK and Ireland website.

Areas of risk

The organisation will encounter risk in four key areas:

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1. Strategic – these concern the strategic objectives of the organisation. They can be affected by such areas as capital available, legal and regulatory changes, reputation and changes in the physical environment.

2. Operational – these concern the day-to-day issues that the organisation is confronted with as it strives to deliver its stated objectives.

3. Financial – these concern the effective management and control of the finances of the organisation and the effects of external factors.

4. Compliance – these concern the effective management and control of health & safety, environmental, trade descriptions, consumer protection, data protection, employment practices and regulatory issues.

Within each of these four key areas there are three key elements that need to be addressed:

1. Identification

- What is the risk?

2. Risk Management

- How critical is this to business continuity?
- Can/should, the risk be accepted?
- How would this risk impact on the organisation and/or its customers?

3. Mitigation

- What procedures are/should be in place to mitigate the risk?
- How could the impact of the risk be minimised?

Managing risk in the Society

Strategies to manage risk include:

- the transfer of a risk to another party
- avoiding the risk
- reducing the negative effect of the risk
- accepting or making transparent the potential consequences of an activity

Risk management is for any activity, whether short or long term. The benefits and opportunities should be viewed not just in the context of the activity itself but in relation to the many and varied stakeholders who can be affected.

It is a continuous and developing process which runs throughout the Society's strategy and implementation of that strategy. It should address methodically all the risks surrounding the organisation's activities.

Risk management is a key element in supporting ARLIS UK & Ireland to meet its strategic objectives and to ensure the continuation of service. Each part of the Society will at one time or another encounter risks and these risks need to be identified, assessed and mitigated where possible.

The risk register (available on the ARLIS UK and Ireland website) will be reviewed at annually by Council to ensure it remains relevant and current.

Responsibilities for managing risk

Accountability helps to ensure that "ownership" of the risk is recognised and the appropriate management resource allocated.

Risk Reporting and Communication

It is recognised that there will always be areas of risk which can never be predicted or entirely eliminated. Volunteers, trustees (and staff when applicable) are all responsible in identifying, assessing and mitigating the risk where possible.

1. ARLIS Trustees, volunteers, Members and paid employees (when applicable) have a duty of care to ensure that risks are considered and the appropriate action taken. If in doubt they should seek advice from the Chair of ARLIS UK and Ireland.

2. The Chair, Trustees and Council hold responsibility for the governance and control of ARLIS UK and Ireland. The risk register will be reviewed at annually at the Spring Council meeting, with all Members encouraged to review and suggest amendments as appropriate.

Risk should be included as part of all induction and supervision programmes, and meetings where appropriate.

Trustees must:

- Know the most significant risks facing the organisation
- Ensure appropriate levels of awareness throughout the organisation
- Know how the organisation will manage a crisis, the severity of which will be indicated on the risk register
- Know how to manage communications with the media
- Be assured that the risk management process is working effectively
- Endorse the risk management policy covering risk management philosophy and responsibilities
- Comply with the Charities Statement of Recommended Practice (SORP)

Volunteers and Members (including paid employees when applicable) must:

- Understand their accountability for individual risks

- Understand how they can enable continuous improvement of risk management
- Understand that risk management and risk awareness are a key part of the organisation's culture
- Report systematically and promptly to the Chair any perceived new risks or failures of existing control measures

Monitoring and Review

- The risk register identifies risks and mitigating actions. This will be reviewed annually by the Chair, trustees and Council at the Spring Council meeting.

- All Members can recommend additions or amendments to the risk register by contacting the Chair or Hon. Secretary, who will take them to Council for discussion and/or approval.

Policy revision history

1. **Name of document:**   Risk Management Policy

2. **Originator:**   Amanda Russell, Hon. Secretary

3. **Date of origination:**   February 2019

4. **Revised by**   Morwenna Peters, Hon. Secretary

5. **Revision history:**   January 2020; October 2021, May 2022