**Standard Operating Procedure (SOP)**

**Risk Management**

**RIM-005-01**

**Purpose**

The purpose of these Standing Operating Procedures (SOPs) is to establish a framework for Out There Exeter (the “charity”), to effectively identify, assess, manage, and mitigate risks that may impact its operations, finances, and reputation. This SOP aims to protect the charity's assets, ensure compliance with legal and regulatory requirements, and promote overall organisational resilience.

**Scope**

ThisSOP applies to all aspects of Out There Exeter's operations, including but not limited to:

* **Financial risks:** Risks related to the charity's financial stability, such as funding risks, investment risks, and fraud risks.
* **Operational risks:** Risks related to the charity's day-to-day operations, such as program delivery risks, health and safety risks, and reputational risks.
* **Strategic risks:** Risks related to the charity's long-term strategic direction, such as competition risks, technological risks, and regulatory risks.

**Responsibilities**

The following are the key responsibilities for risk management at Out There Exeter:

* **Trustees:**Ultimately responsible for the charity's risk management framework and ensuring compliance with this SOP.
* **Risk Manager:** Oversees the implementation of the charity's risk management framework and coordinates risk management activities. In the absence of a Risk Manager, these responsibilities fall to the Trustees.
* **Committee Leads:** Responsible for identifying and assessing risks related to their respective committees.

**Procedures**

1. **Risk Identification**
   1. Establish a process for regularly identifying potential risks across all aspects of the charity's operations.
   2. Utilise risk identification methods such as brainstorming sessions, risk workshops, and surveys.
   3. Consult with external experts and stakeholders to gain insights into potential risks.
2. **Risk Assessment**
   1. Assess the likelihood and potential impact of each identified risk.
   2. Utilise risk assessment tools and frameworks to evaluate the severity of each risk.
   3. Prioritise risks based on their likelihood and potential impact.
3. **Risk Management Strategies**
   1. Develop and implement appropriate risk management strategies to mitigate each prioritised risk.
   2. Consider risk avoidance, risk reduction, risk transfer, and risk retention as potential strategies.
   3. Assign responsibility for implementing risk management strategies to designated personnel.
4. **Risk Monitoring and Review**
   1. Regularly monitor the effectiveness of implemented risk management strategies.
   2. Review the charity's risk profile on an ongoing basis and update risk assessments as needed.
   3. Conduct periodic risk management audits to assess the overall effectiveness of the risk management framework.
5. **Communication and Reporting**
   1. Communicate risk management information to all relevant stakeholders, including Trustees, members, staff, and volunteers.
   2. Prepare regular risk management reports for the Board of Trustees.
   3. Disclose significant risks to external stakeholders, such as funders and donors, as appropriate.

**Review and Revision**

This SOP will be reviewed and revised annually to ensure that it remains relevant and effective, or as needed to reflect changes in the charity's strategies or the regulatory environment.

**Compliance**

Failure to comply with this SOP may result in investigation and disciplinary action, up to and including dismissal for employees and termination of volunteer appointments and membership of the charity, and a vote on removal of trustee.

**Version Control**

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| **Version:** | v1.1 FINAL |
| **Date of approval:** | 01/12/2023 |
| **Date of next review is due:** | 01/12/2023 |