

# Kingswood Sports CIO Risk Management Policy

**Policy Number:** KS-RM-01

**Effective Date:** September 2024

**Review Date:** September 2025

**Approved by:** Board of Trustees

**Version:** 1.0

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## 1. Purpose

This policy aims to establish a structured approach to identifying, assessing, managing, and mitigating risks associated with Kingswood Sports CIO's operations. Effective risk management is essential to safeguarding the Charity's assets, ensuring service continuity, and protecting its reputation.

## 2. Scope

This policy applies to all activities undertaken by Kingswood Sports CIO, including those performed by trustees, employees, volunteers, and contractors.

## 3. Definitions

**Risk:** The possibility that an event or action will adversely affect the Charity's ability to achieve its objectives.

**Risk Management:** The systematic process of identifying, assessing, and responding to risks to minimise their impact.

**Risk Register:** A document that records identified risks, their assessment, and the measures to manage them.

## 4. Policy Statement

- Kingswood Sports CIO is committed to managing risks proactively to ensure the Charity's sustainability and effectiveness.
- All levels of the organisation are responsible for risk management.
- The Charity will integrate risk management into its strategic planning, decision-making, and operational processes.

## 5. Responsibilities

### Board of Trustees:

- Ensure the implementation and review of the risk management policy.

- Approve the risk management framework and any significant risk-related decisions.
- Monitor the effectiveness of risk management processes.

#### **Risk Management Committee:**

- Oversee the development and implementation of the risk management framework.
- Maintain and review the risk register regularly.
- Report on risk management activities to the Board of Trustees.

#### **Risk Officer:**

- Facilitate risk assessments and ensure the risk register is up-to-date.
- Provide training and support on risk management to staff and volunteers.
- Coordinate risk management activities across the organisation.

#### **Employees and Volunteers:**

- Identify and report potential risks.
- Participate in risk assessments and implement risk management strategies as directed.

### **6. Risk Management Framework**

#### **1. Risk Identification:**

- Regularly identify risks across all areas of the Charity's operations.
- Use methods such as workshops, questionnaires, and consultations with stakeholders.

#### **2. Risk Assessment:**

- Assess the likelihood and potential impact of identified risks.
- Categorise risks as low, medium, or high based on their severity.

#### **3. Risk Response:**

- Develop strategies to manage each identified risk. Possible responses include:
  - **Avoidance:** Eliminating the risk by not engaging in the activity.
  - **Mitigation:** Reducing the likelihood or impact of the risk.
  - **Transfer:** Sharing the risk with another party (e.g., through insurance).
  - **Acceptance:** Accepting the risk and preparing to manage its impact.

#### **4. Risk Monitoring:**

- Regularly review and monitor risks and the effectiveness of risk management strategies.
- Update the risk register as new risks emerge or existing risks change.

#### **5. Risk Reporting:**

- Report on risk management activities and the status of critical risks to the Board of Trustees regularly.
- Ensure transparency and accountability in the risk management process.

### **7. Procedures**

1. **Establishing the Risk Management Committee:**
  - The Board of Trustees will appoint members to the Risk Management Committee.
  - The Committee will include representatives from key areas of the Charity's operations.
2. **Developing the Risk Register:**
  - The Risk Officer will facilitate the development of a comprehensive risk register.
  - The risk register will document all identified risks, their assessments, and management strategies.
3. **Conducting Risk Assessments:**
  - The Risk Management Committee will conduct regular risk assessments, at least annually.
  - All significant projects and new initiatives will undergo a risk assessment.
4. **Implementing Risk Management Strategies:**
  - All employees and volunteers will be informed of their roles in managing risks.
  - Specific risk management strategies will be implemented as needed.
5. **Training and Awareness:**
  - The Risk Officer will provide regular training on risk management.
  - Training will include risk identification, assessment, and response strategies.
6. **Reviewing and Updating the Policy:**
  - This policy will be reviewed annually by the Risk Management Committee and approved by the Board of Trustees.
  - Updates will reflect the Charity's operations, environment, and risk profile changes.

## **8. Monitoring and Review**

- The Risk Management Committee will monitor the implementation of this policy and report to the Board of Trustees.
- Annual reviews will ensure the policy remains practical and relevant.

## **9. Contact Information**

For any queries or assistance regarding this policy, please contact:

### **Risk Officer:**

Paul Richardson

[paul.richardson@kingswoodsports.co.uk](mailto:paul.richardson@kingswoodsports.co.uk)

### **Chair of the Board of Trustees:**

Sarah Weichardt

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**Approved by:**

Sarah Weichardt

Chair of the Board of Trustees

Kingswood Sports CIO

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This policy ensures that Kingswood Sports CIO proactively manages risks to protect its assets, achieve its objectives, and maintain its reputation and sustainability.