



Risk Management Policy

Introduction

To ensure effective governance and to meet legal requirements of the charity and its activities the trustees are committed to ensuring an appropriate level of risk management is undertaken to protect all parties.

Areas or risks faced by the charity may include: -

- Financial
- Reputational
- Legal
- Operational
- Environmental

The scope of risk management includes the identification, assessment and management of risks. As a small charity it is likely that the Trustees will call upon the expertise of members or professional bodies to assist in these activities from time to time.

Identified Risks

The following risks have currently been identified, assessed and will be managed as outlined;-

Risk	Details	Management
Financial	<ul style="list-style-type: none"> ● Financial records are not maintained to the standard required by the Charities Commission. ● Financial irregularities occur. ● Breach of funding criteria. ● Costs are not controlled for maximum benefit. 	AAFAP Trustees have developed a Financial Control Policy to implement operational procedures and standards to reduce the risk in this area.
Reputational	<ul style="list-style-type: none"> ● Activities undertaken are not aligned to AAFAP's charitable objects. 	The Charitable Objects of the group are published by the Charities Commission and the full AAFAP Constitution document is available to all members on Google Drive. Trustees monitor activities undertaken.

Risk	Details	Management
	<ul style="list-style-type: none"> <li data-bbox="416 197 767 300">● Negative feedback from members of the group or public. 	AAFAF Trustees have published a Complaints Policy which is accessible to all members and publicly. This gives anyone the opportunity to raise concerns or complaints about activities of the group.
	<ul style="list-style-type: none"> <li data-bbox="416 448 783 551">● Confidential or sensitive information is accessed by unauthorised parties. 	Documents containing confidential or sensitive information are filed securely, using strong passwords or other secure methods. Passwords etc. are shared only with authorised people.
Legal	<ul style="list-style-type: none"> <li data-bbox="416 698 799 766">● Failure to comply with legal requirements such as GDPR. 	AAFAF Trustees have published a Data Privacy Policy to demonstrate the commitment to managing personal data.
	<ul style="list-style-type: none"> <li data-bbox="416 878 791 945">● Liability for loss or injury to members or the public. 	AAFAF Trustees have secured Public Liability Insurance directly with Zurich Insurance. Copies of the policy documents are available to all members on Google Drive.
Operational	<ul style="list-style-type: none"> <li data-bbox="416 1093 823 1285">● Working with children, young people and members of the community, awareness of safeguarding considerations required. 	AAFAF Trustees have agreed and published a Safeguarding Policy. All members to be made aware of their responsibilities and required practices under this policy as part of group engagement.
	<ul style="list-style-type: none"> <li data-bbox="416 1361 815 1554">● Confidential or sensitive information is accessed by unauthorised parties, thus compromising charitable activities such as fundraising. 	Documents containing confidential or sensitive information are filed securely, using strong passwords or other secure methods. Passwords etc. are shared only with authorised people.
	<ul style="list-style-type: none"> <li data-bbox="416 1576 823 1680">● Health and safety risks during practical activities (e.g. tree planting; construction work) 	All activities to be supervised by a competent person. Risk assessment of all activities to be completed in advance by a competent person.

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Environmental	<ul style="list-style-type: none"> Covid restrictions change the way in which the group can operate and what activities can be completed. This could impact progress against our objectives. 	<p>AAFAF Trustees and sub-groups are utilising virtual tools for meetings and document sharing to keep members connected at this time.</p> <p>The group will operate within government guidelines in terms of events and activities and recognise the impact this may have and the need to respond flexibly in terms of our commitments during this pandemic.</p>

Additional Risks

It is the responsibility of any AAFAF member who is undertaking projects, events or activities on behalf of the group to be mindful of any additional risks being incurred and to seek guidance and advice from the trustees on how best to manage these risks.

Where additional risks are identified, assessed and management actions agreed they will be added to this document and the document re-published so that it is available to all AAFAF members.

Risk Review

The Trustees will review the list of identified risks, assessment and management steps in place annually to validate their relevance to the planned activities of the group in the coming year.

Document Management

Version	Date	Status / Notes	Author
APPROVED V1	26/01/21	Approved initial version for publication	Steve Lenartowicz

The latest approved versions of any policy documents will be available for members to access on AAFAF Google Drive and for public access at <https://aafaf.uk>