**RISK MANAGEMENT POLICY**

**INTRODUCTION**

* Is a formal acknowledgement that the Trustee board is committed to maintaining a strong risk management framework.The aim is to ensure that SNAPS makes every effort to identify and manage risk appropriately by maximising potential opportunities whilst minimising the adverse affects of risks.
* Should be used to support the internal control systems of the charity, enabling SNAPS to respond to operational, strategic and financial risks regardless of whether they are internally or externally driven.

**POLICY OBJECTIVE**

* To confirm and communicate the charity’s commitment to risk management.
* To establish a consistent framework and protocol for determining appetite for and tolerance of risk and for managing risk.
* To assign accountability to management and staff for risks within their control and provide a structured process for risk to be considered, reported and acted upon throughout the organisation.

**RISK MANAGEMENT POLICY**

The Trustees of SNAPS believe that sound risk management is integral to both good management and good governance. Risk management should form an integral part of the charity’s decision–making and be incorporated within strategic and operational planning. Risk assessment will be conducted on all new activities and projects to ensure they are in line with the charity’s objectives and mission. Any risks or opportunities arising will be identified, analysed and reported at the appropriate level.

A risk register covering key strategic risks will be maintained and updated at least twice a year and more frequently where risks are known to be volatile.

A more detailed operational risk register will be maintained in aspects where this is considered appropriate, taking account of the impact of potential risk and the cost benefit of the exercise.

All staff will be provided with adequate training on risk assessment/management and their role and responsibilities in implementing this.

SNAPS will regularly review and monitor the effectiveness of its risk management framework and update it as considered appropriate. Reports will be made to the Trustee board as necessary of continuing and emerging high concern risks and those where priority action is needed to effect better control.

**ROLE OF THE TRUSTEE BOARD**

* To ensure that a culture of risk management is embedded throughout SNAPS;
* To set the level of risk appetite and risk tolerance for the organisation as a whole and in specific circumstances;
* To communicate the charity’s approach to risk and set standards of conduct expected of staff;
* To ensure risk management is included in the development of business plans, budgets and when considering strategic decisions;
* To approve major decisions affecting the charity’s risk profile or exposure;
* To satisfy itself that less fundamental risks are being actively managed and controlled;
* To regularly review the charity’s approach to risk management and approve any changes to this.

REVIEW PROGRAMME: DRAFTED 10 January 2018 / TRUSTEE REVIEW 7 March 2018 / NEXT REVIEW March 2019