

# Victoria Village Hall Abersychan

## Risk Management Policy

Adopted on: March 2025

### 1. Purpose

This policy outlines the approach of Victoria Village Hall Abersychan to identifying, assessing, and managing risks to ensure the safety of our users, protection of assets, and continuity of our charitable objectives. Effective risk management supports informed decision-making and promotes public trust.

### 2. Scope

This policy applies to:

- Trustees and Committee Members
- Staff and Volunteers
- Contractors and Service Providers
- Users and Hirers of the Hall

It covers all areas of operation including health and safety, financial management, legal compliance, data protection, safeguarding, and reputational risk.

### 3. Definition of Risk

A risk is any event or circumstance that could affect the Hall's ability to operate safely, deliver services, comply with legislation, or maintain its reputation.

Risks may be:

- Strategic: affecting long-term objectives or sustainability
- Operational: affecting day-to-day activities
- Financial: impacting income, expenditure, or assets
- Compliance: breaching laws or regulations
- Environmental/Health & Safety: causing harm or injury to people or property

### 4. Roles and Responsibilities

- Trustees/Management Committee: Oversee and review risk management procedures and ensure effective systems are in place.
- Chairperson: Leads risk discussions and ensures actions are implemented.
- Treasurer: Manages financial risk, including budgeting, reporting, and controls.
- Staff/Volunteers: Responsible for identifying and reporting risks in their area of work.
- Hirers: Must follow Hall policies and risk assessments relevant to their use.

### 5. Risk Identification and Assessment

Risks will be identified through regular reviews, incident reports, feedback, and planning processes. Each identified risk will be recorded in a Risk Register and

assessed for:

- Likelihood (How probable is the risk?)
- Impact (What would the consequences be?)

Risks will be prioritised and addressed based on their risk rating.

#### 6. Risk Control Measures

Appropriate actions will be taken to eliminate or reduce identified risks, which may include:

- Policies and procedures (e.g. health and safety, safeguarding)
- Regular inspections and maintenance
- Insurance cover (buildings, public liability, trustee indemnity, etc.)
- Staff/volunteer training
- Emergency plans and contact procedures

#### 7. Monitoring and Review

The Risk Register will be reviewed by the Committee at least annually and updated as needed.

Major risks will be included as a standing agenda item at committee meetings.

All incidents, near misses, or concerns will be recorded and reviewed to prevent recurrence.

#### 8. Business Continuity

The Hall will maintain contingency plans to deal with:

- Building or equipment failure
- Severe weather or natural disasters
- Pandemic or public health emergencies
- Key staff or volunteer absence

These plans will be reviewed annually and tested where possible.

#### 9. GDPR and Data Protection

Risks to personal data will be managed in line with the UK GDPR and Data Protection Act 2018. This includes:

- Secure storage of records
- Limited access to sensitive information
- Procedures for data breach reporting and response.

#### 10. Sample Risk Register

The following table outlines example risks, their assessments, and planned mitigation actions.

Sample Risk Register:

Risk ID	Description	Likelihood (1-5)	Impact (1-5)	Risk Score	Existing Controls	Addition al Actions	Responsible Person	Review Date
R1	Trip hazard	3	4	12	Regular inspection	Schedule repair	Caretaker	2025-05-01

	due to uneven flooring				s, repairs scheduled	by end of month		
R2	Loss of income due to low bookings	4	4	16	Marketing efforts, flexible pricing	Increase social media promotion	Bookings Officer	2025-06-01
R3	Data breach of hall user records	2	5	10	Password protection, limited access	Review privacy policy and data access	Secretary	2025-05-15
R4	Fire in the kitchen area	2	5	10	Fire extinguishers, regular testing	Fire drill and equipment check quarterly	Chairperson	2025-04-30
R5	Absence of key volunteer for events	3	3	9	Cross-training, maintain volunteer list	Identify and train backup volunteer	Volunteer Coordinator	2025-05-10

#### 11. Approval and Sign-off

This policy was approved and adopted by the Victoria Village Hall Abersychan Committee on:

Date: \_\_\_\_\_

Chairperson's Name: \_\_\_\_\_

Signature: \_\_\_\_\_