

THE ARTS SOCIETY FYLDE

Risk Management Policy and Procedure.

The Risk Management Policy and Procedure is subject to certain conditions in the 'Risk Assessment Lowther Pavilion Theatre' which is updated monthly during the Coronavirus pandemic, and 'The Risk Assessment Checklist for the Resumption of the Society's lectures', Appendix B

A. Policy.

The objective of the Risk Management Policy is to protect the Society and its members from unacceptable exposure to risk. Risk may be defined as "the threat or possibility that an action or event will adversely affect the Society's ability to achieve its objectives and to sustain the interests of its members and of TAS House".

The requirement to undertake risk management is related to best practice and there is a clear relationship between the effectiveness of risk management procedures and the successful achievement of aims. Therefore the effectiveness of the process will be reviewed on a regular basis to provide the required assurance to the Committee.

B. Aim.

1. To advise the Executive Committee and members that the Risk Management Policy applies to all areas of work of the Society and forms part of the Society's internal control and quality management.
2. To explain the Society's underlying approach to risk management and provide a point of reference for Executive Committee Members and volunteers and for TAS House
3. To outline the key aspects of risk management and identify the main reporting requirements.

C Scope.

This policy is applicable to all Executive Committee Members, Team Leaders, volunteers and members of The Arts Society Fylde.

1. Identification.

The Risk Management Policy is an integral part of the strategic and operational management of the Society.

[a] Risks should be identified and listed on a Risks Register. Risk identification and control should be a major consideration in the planning and budgeting processes and should be considered and documented as part of the justification for any new scheme, investment, project or operational practice.

[b] The Risks Register is monitored by a nominated Officer of the Executive Committee on behalf of the Executive Committee which acts as the Risk Management Committee. Each Executive Committee Member should keep his/her area under continual review to ensure that it is appropriate and in keeping with any changes to the environment in which the risk operates.

[c] The format of the Risks Register is shown in Appendix A

[d] The Risk Management Procedure covers risks that threaten:

- the continuation and integrity of the Society
- the planning and delivery of a high quality programme [ie. lectures, SIDs, visits, tours, events]
- the health and safety of members, visitors and people employed/volunteering for a specific purpose[s]

- its physical assets [eg. data, IT equipment]
- the financial status by events causing reduction in income and incidents resulting in increased expenditure
- the potential development of the Society, both reputation and additional income, arising from lost/missed opportunities

2. Measurement, likelihood and effect [impact].

In evaluating the risk the likelihood and impact should be assessed and measured against a three-point scale: low, medium, high.

3. Risk appetite.

The Risk Appetite is the level of risk that the Executive Committee is prepared to take---this is likely to be higher for initiatives that may bring great value but will not compromise the core business than for risks associated with the core business

4. Response to risk

There are a number of responses [controls] that can be taken to a risk and they should be listed in the Risks Register and reviewed and updated as necessary. The following monitoring procedure should be followed:

- Low levels of risk should require no further mitigating action but controls should be reviewed by risk owners
- Medium level of risk should trigger a review of existing controls. Likely that additional controls will be required.
- High levels of risk, or areas where the impact is high, and there is a significant likelihood should trigger a review of the existing controls. Likely that additional controls will be required.

5. Reporting and review.

The Executive Committee should review the Risks Register as a whole each year, paying particular attention to risks with high or medium scores, significant changes to risk scores, identification of new risks and any risk occurrences. This review and any subsequent actions should be documented.

The Executive Committee should undertake an annual review, in February, of the Society's approach to risk management and its effectiveness during the review period. A written report should be provided by the nominated Executive Committee Officer which should include comment on any recommendations for change, areas of weakness identified and the actions taken to rectify them.

Christina McHugh [Secretary]

May 2019.

Reviewed October 2020

next review June 2021