

RISK MANAGEMENT POLICY

Introduction

CHARTS Risk Register is a library of threats facing the staff, the Board of Trustees and people working with us on project delivery on a day-to-day basis as they carry out their daily functions and duties and any member of the public that they may come into contact with. The risk register also considers the organisation's ability to function, including financial loss, litigation, damage to reputation and restrictions to service.

The purpose and strategic aim of the risk register is to provide a risk management tool by enabling risk to be identified, analysed, understood, managed effectively and controlled as far as reasonably practicable. The register assists in putting effective controls in place to reduce the effects of harmful events.

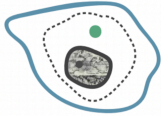
The risk register is not a standalone document as other specific risk assessments also share the responsibility i.e. workplace assessment.

Definition of Risk

A risk can be identified as any element that threatens individual health and safety and / or the organisation's strategic aims and objectives, assets and / or reputation.

In particular;

- Any element that has the potential to cause personal injury.
- Failure to guard against i.e impropriety, malpractice.
- Failure to comply with legislation and regulations i.e Health and Safety laws.
- Anything that could damage the reputation of CHARTS.



Responsibilities

The Board of Trustees

The Board have the responsibility of overseeing the management of CHARTS. In order to assist the Board in their duty of corporate accountability, they have developed the following sub-committees;

- Finance and Risk Committee (F&RC)
- Staffing and Remuneration Committee (S&RC)
- Marketing and Communications Committee (M&CC)

The Executive Director

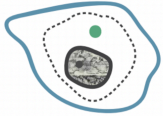
The Executive Director is accountable for all aspects of the management of CHARTS and of drawing up policies and procedures to facilitate this. In order to assist in this, specific responsibilities are delegated to the Management Team and Trustee support led by the Secretary is provided as appropriate.

Management Team

The Management Team (MT) have the responsibility of ensuring CHARTS policies and procedures are implemented. They are also responsible for ensuring that the risk management strategy is relevant to CHARTS strategic aims and objectives, and that it is understood and maintained throughout the organisation.

Managers

Managers are responsible for implementing CHARTS policies and procedures within their span of control and for ensuring that staff and other commissioned project workers understand and apply CHARTS policy in relation to risk management. Managers must ensure that risks relating to their part of the service are identified and managed in accordance with CHARTS Risk Management Policy and process. This includes accessing appropriate training and awareness.



Staff

All staff are responsible for carrying out their tasks and duties in accordance with the principles laid down in CHARTS Risk Management Policy and for identifying risks in the workplace and bringing these to the attention of their manager.

Document Version Control

Any questions, contact info@chartsargyllandisles.org

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