

# The Rotary Club of Hoddesdon

## Risk Management Policy & Procedures

### **Risk management is a process whereby:**

- Risks, threats and potential negative events are identified
- Plans are created to minimize or eliminate the impact of negative events
- Strategies are prepared to suit the type of risk and the type of organisation

### **Reasons for using risk management practices include:**

- Keeping our club viable and safe
- Reducing financial and reputational risks
- Protecting the members, other volunteers, service users and the general public from negative events
- Preserving the physical facilities, data, records, and physical assets the club owns or uses.

### **Responsibilities for managing risk.**

It is the role of the Trustees to ensure that there are procedures in place to consider, review and manage any major risks to which the club may be exposed, and that the procedures are complied with.

The operational, financial and reputational risk identification and subsequent management thereof, are devolved to Club Council and committee chairmen, specifically the chairmen of the: Community, International, Vocational, Foundation, Ways & Means, Membership & Communication committees. The secretary is responsible for maintaining the register of risk assessments and any related correspondence.

### **Process for identifying and managing the risk.**

- Identify threats or risks.
- Assess who or what might be affected.
- Highlight the potential consequences of specific threats / risks.
- Identify ways to reduce or eliminate risks.
- Prioritise the risk management procedures based on their importance.

### **Risk Assessment Form.**

A risk assessment form must be completed for all relevant club activities, giving the risks, their importance (impact) and likelihood of happening. These completed forms must be sent to the secretary at least one month before the activity.

Events should also have a budget, which must be sent to the treasurer at least one month before the event.

Through the secretary, event organisers must check that our RIBI insurance is appropriate for the event, anticipated participants and helpers, at least one month before the event.

This policy and procedure was approved by the Trustees on: 26 November 2018.

And by Club Council on:

The policy should be reviewed at least every 3 years.

Signed: \_\_\_\_\_

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

President

Signed: \_\_\_\_\_

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

Chairman of Trustees

Date of next review: June 2021.