St Cuthbert's Society Junior Common Room (1168134)

Risk Management Policy

POL018

Approved/issue	October 2018	**Locations**	Website Trustee Share Drive
Review Cycle	Annual		
Next review due	October 2019	**Circulation details**	Executive Committee Trustees
Review by	Trustee Legal Committee		

1. **Introduction**
    1.1. This policy is intended to outline the official approach that St Cuthbert's Society Junior Common Room ("JCR") shall take in regard to risk management.
2. **Definitions**[1]
    2.1. **Risk**: A risk is something uncertain – it might happen or it might not. A risk matters because, if it happens, it will have an effect on objectives.
    2.2. **Risk management**: This is any activity undertaken to identify and then control the level of risk which objectives face. This should be a central part of any organisation's strategic management.
    2.3. **Control**: A control is a specific action that will reduce the likelihood of a risk occurring**.**
    2.4. **Mitigation:** To mitigate a risk is to make the impact of it less severe.
    2.5. **Issue:** An issue is an unplanned event that's already happened and needs action to manage it.
3. **Risk**
    3.1. Risk is present in all activities and can be described as a combination of two related factors:
        3.1.1. Likelihood: The likelihood that an event/hazard may occur.
        3.1.2. Impact: The severity of the event/hazard occurrence.
    3.2. The JCR categorises risk under the following six categories:
        3.2.1. Governance risks
        3.2.2. Operational risks
        3.2.3. Financial risks
        3.2.4. External risks
        3.2.5. Compliance with law and regulation
        3.2.6. Other risks
4. **Principles**
    4.1. The JCR's approach to risk management is underpinned by the following principles:
        4.1.1. We accept that the total elimination of risk is neither desirable nor achievable.
        4.1.2. We expect our trustees, employees and volunteers to take all reasonable steps to control and mitigate risk.
        4.1.3. The level of risk accepted we accept should be commensurate with the expected reward.
        4.1.4. Where in doubt, the JCR shall err on the side of caution in regards to assessing risk. In particular, the JCR shall take a conservative approach to dealing with financial risks.
        4.1.5. We are committed to building a culture that is open and receptive to recognising and disclosing risks and issues. It is a fact of life that things go wrong – as long as personnel have acted in good faith and risks and issues are promptly reported, our priority will always be resolution and education, never retribution.
5. **Responsibilities**
    5.1. The Board of Trustees have overall responsibility for risk management in the charity.

---

[1] Institute for Risk Management

5.2. The Trustees seek to maintain a system of internal control, which supports the achievement of policies, aims and objectives while safeguarding the public, funds and assets for which it is responsible.

5.3. It is the Board's responsibility to:

    5.3.1. Set the charity's Risk Management Policy and to oversee the charity's Risk Management Strategy.

    5.3.2. Set the risk management culture within the JCR. This includes determining the appropriate risk appetite and level of exposure for the JCR.

    5.3.3. Determine what types of risk are acceptable and which are not.

    5.3.4. Identify and monitor the management of fundamental risks and ensure that other risks are being actively managed with appropriate and effective controls in place.

5.4. The JCR President and JCR Executive Committee are responsible for the day-to-day implementation of the charity's risk management policy, risk management strategy and obligations set out under the JCR's Memorandum of Agreement with Durham University.

5.5. The JCR President is responsible for providing adequate information to the Board as required on the status of risks, controls and mitigations.

5.6. All JCR volunteers, employees and trustees are responsible for escalating risks and issues as set out under the JCR's Risk Management Strategy.

6. **Risk Management Strategy**

6.1. The JCR Board of Trustees maintains a Risk Register as its primary tool to provide a formalised structure to the management of strategic risk in the charity.

6.2. The register is updated at least annually and as appropriate on top of this.

6.3. Risk management is conducted using the following process:

    6.3.1. Identifying risks to achieving charitable objectives.

    6.3.2. Determining the owner of the risk.

    6.3.3. Determining and assessing existing controls.

    6.3.4. Accessing the impact and likelihood of the risk after accounting for existing controls.

    6.3.5. Determining further improvements to control and mitigate the risk.

6.4. Risk is normally assessed through discussion between the Board, JCR President and any other relevant parties where appropriate.

6.5. The Risk Register outlines a scoring system to measure risks and thresholds at which certain risks need to be escalated.

6.6. Risks and issues are to escalated using the following hierarchy:

    6.6.1. The Trustee Board

    6.6.2. JCR President

    6.6.3. Executive Committee members

    6.6.4. Volunteers acting in a management capacity.

This Risk Management Policy has been approved by the JCR President and Trustee Board.

Signed   Tim Chapman   Signed   Amy Kuner

Dated   June 29th 2019

Chair, JCR Trust 2018-2019

Dated   June 29th 2019

JCR President 2018-19