RISK MANAGEMENT POLICY

Revised By:	Rachel Hall
Date:	November 2024
Significant Revisions:	Communications Policy 2018 removed
Reviewed and Signed Off By:	Trustees
Next Review Date:	November 2026

Please note that any incident that occurs will be a reason to review the policy before this date

Policy Statement

This policy establishes the process for the management of risks faced by Falcon Support Services.

The aim of risk management is to maximise opportunities in all Falcon Support Services activities and to minimise adversity. The policy applies to all activities and processes associated with the normal operation of Falcon Support Services.

It is the responsibility of all Board members, staff, students and volunteers to identify, analyse, evaluate, respond, monitor and communicate risks associated with any activity, function or process within their relevant scope of responsibility and authority.

Principles

The following key principles outline Falcon Support Services approach to risk management and internal control:

- The Board has responsibility for overseeing risk management within Falcon Support Services as a whole
- An open and receptive approach to solving risk problems is adopted by the Board
- Falcon Support Services support, advise and implement policies approved by the Board
- Falcon Support Services makes conservative and prudent recognition and disclosure of the financial and non-financial implications of risks
- All staff are responsible for encouraging good risk management practice within their areas of work
- Key risks will be identified by the Board and closely monitored on a regular basis.

Risk management as part of the system of internal control

Risk management is a key governance and management function. This policy forms part of Falcon Support Services internal control and governance arrangements.

Falcon Support Services is proactive in its approach to risk management, balances the cost of managing risk with anticipated benefits, and undertakes contingency planning in the event that critical risks are realised.

The system of internal control incorporates risk management. This system encompasses a number of elements that together facilitate an effective and efficient operation, enabling Falcon Support Services to respond to a variety of operational and financial risks. These elements include:

a. **Policies and procedures.**
   Attached to fundamental risks are a series of policies that underpin the internal control process. The policies are set by the Senior Management Team and Board and implemented and communicated to staff. Written procedures support the policies where appropriate.

b. **Reporting.**
Comprehensive reporting is designed to monitor key risks and their controls. Decisions to rectify problems are made at regular meetings of the Board.

c. **Business planning and budgeting.**
The business planning and budgeting process is used to set objectives, agree action plans, and allocate resources. Progress towards meeting business plan objectives is monitored regularly.

d. **Legal Compliance, External audits and Third-party reports.**
Falcon Support Services are legally compliant with the Charity Commission and fulfil all legal and contractual obligations. External audits provide feedback to the Board on the operation of the internal controls reviewed as part of the annual audit.

From time to time, the use of external consultants will be necessary in areas such as health and safety, and human resources. The use of specialist third parties for consulting and reporting can increase the reliability of the internal control system.

e. **Risk Identification.**
Falcon Support Services has a number of Risk Management processes to identifying risks, evaluate risk and manage risk:

- Risk Register
- Building Risk Assessments
- Health and Safety Policy
- Lone Working Risk Assessments
- Transport Related Risk Assessments
- Criminal Record Check Risk Assessment
- Finance and GDPR Policies
- Appendix A - RISK MANAGEMENT and GENERAL DATA PROTECTION REGULATIONS

Risk identification is not an annual process. Board/Staff members are encouraged to report and update risk registers and carry out assessments throughout the year.

APPENDIX A

RISK MANAGEMENT and GENERAL DATA PROTECTION REGULATIONS

GDPR applies to data originating from the EU and gives our clients, employees and volunteers control and ownership over their personal data. Falcon Support Services complies with these regulations regarding confidentiality and the collection, processing, use and storage of their information, and deletion when no longer required.

Falcon Support Services' compliance with the GDPR legislation is contained in the following Policies:

- Data Breach Notification Policy
- Employee Data Protection Policy
- Privacy notice for service users
- Privacy notice for employees
- Confidentiality Policy

All staff have access to SharePoint on which all relevant information and policies relating to GDPR are held.

Risk Assessment Process regarding GDPR legislation

Breach of GDPR regulations is an alarming risk financially due to fines and lawsuits and in terms of the charity's reputation such as bad press and negative perceptions.

Under the legislation, senior management have nominated a designated staff member with responsibility for GDPR who is trained to conduct regular GDPR audits at all sites, identifying the likelihood of breaches and remedial action to be taken to comply with the law.

To minimise the risk of breaching the law, senior management are responsible for:

- identifying threats that could do harm and thus affect charity assets and reputation such as:

  a. breaches
  b. Intruders
  c. criminals
  d. disgruntled employees

- Identify and rank the value, sensitivity and critical nature of the data by determining the level of risk that data carries if threatened.

- Apply cost-effective actions to mitigate or reduce the risk.