Risk Management Policy

Ensuring Safety, Compliance, and Operational Excellence

Introduction

Haslemere Players brings the local community together, to foster creativity, and provide a platform for artistic expression. However, like any organisation, it faces various risks that could threaten its operations, reputation, or financial stability. This risk management policy outlines the framework for identifying, assessing, mitigating, and monitoring risks to ensure the society's sustainability and safety.

Purpose

The primary aim of this policy is to:

- Ensure the safety of all participants, audiences, and stakeholders.
- Safeguard the society's assets and reputation.
- Enhance decision-making with a structured approach to risk management.
- Ensure compliance with legal, financial, and ethical obligations.

Scope

This policy applies to all activities, members, volunteers, contractors, and stakeholders of the society. It encompasses risks related to health and safety, finances, operations, reputation, compliance, and external factors.

Risk Categories

To comprehensively address potential risks, they are divided into the following categories:

1. Health and Safety

- Accidents or injuries during rehearsals, performances, or events.
- Fire safety and evacuation procedures in venues.
- COVID-19 or other public health concerns.

2. Financial Risks

- Unforeseen expenses or insufficient funding.
- Mismanagement or misappropriation of funds.
- Loss of sponsorships or donations.

3. Operational Risks

- Cancellation of events due to adverse weather or unforeseen circumstances.
- Loss or damage to equipment, costumes, or props.
- IT failures affecting ticket sales or communications.

4. Reputational Risks

- Negative publicity or complaints from audiences or participants.
- Conflict or misconduct among members or volunteers.
- Failure to deliver promised outcomes.

5. Compliance Risks

- Non-compliance with charity laws and regulations.
- Failure to meet health and safety standards.
- Data protection and privacy breaches.

6. External Risks

- Economic downturns affecting donations or sponsorships.
- Changes in legislation impacting the society's operations.
- Community or environmental factors disrupting activities.

Risk Management Framework

The society adopts a structured framework for risk management, which includes the following steps:

Step 1: Risk Identification

- Conduct regular reviews of activities, procedures, and events to identify potential risks.
- Engage members, volunteers, and stakeholders to share observations and feedback.
- Maintain a risk register to document identified risks.

Step 2: Risk Assessment

- Evaluate the likelihood and impact of each risk using a risk matrix.
- Prioritise risks based on their severity and urgency.

Step 3: Risk Mitigation

- Develop action plans to reduce or eliminate risks.
- Implement preventive measures such as training, policies, and equipment checks.
- Ensure contingency plans are in place for high-priority risks.

Step 4: Monitoring and Review

- Regularly review the effectiveness of risk mitigation strategies.
- Update the risk register and policies as needed.
- Conduct post-event evaluations to learn from incidents and improve practices.

Roles and Responsibilities

Effective risk management requires collaboration and accountability. Key roles include:

Board of Trustees

- Approve and oversee the implementation of the risk management policy.
- Ensure compliance with legal and ethical obligations.
- Review high-priority risks and mitigation strategies.

Risk Officer

- Maintain the risk register and coordinate risk assessments.
- Provide training and guidance on risk management practices.
- Monitor the implementation of mitigation measures.

Members and Volunteers

- Follow health and safety guidelines.
- Report observed risks or incidents to the Risk Officer.
- Participate in training and drills as required.

Risk Mitigation Strategies

Health and Safety

- Conduct safety audits of venues and equipment.
- Provide first aid training to designated individuals.
- Ensure compliance with fire safety and public health guidelines.

[Please refer to the Health and Safety Policy for more information on this topic and for reporting procedures to the Health and Safety Officer.]

Financial

- Maintain accurate financial records and budgets.
- Implement dual-authorisation for major expenditures.
- Diversify funding sources and build a reserve fund.

Operational

- Create backup plans for event cancellations.

- Store equipment securely and insure valuable assets.
- Use reliable IT systems for ticketing and communications.

Reputational

- Establish a code of conduct for members and volunteers.
- Handle complaints professionally and transparently.
- Maintain open communication with the community and stakeholders.

Compliance

- Stay updated on charity laws and regulations.
- Conduct periodic audits of health and safety practices.
- Ensure secure handling of personal data and adherence to privacy laws.

Emergency Procedures

In the event of an emergency, the society will:

- Activate the contingency plans outlined in the risk register.
- Ensure immediate communication with affected parties.
- Provide support and resources to manage the crisis.

Policy Review

This risk management policy will be reviewed annually or more frequently if necessary. The review will incorporate feedback from members, volunteers, and stakeholders, as well as insights from incidents or changes in the operating environment.

Conclusion

By implementing this risk management policy, Haslemere Players can continue to inspire creativity and strengthen communities while safeguarding its operations, reputation, and stakeholders. Proactive risk management ensures a stable foundation for its artistic endeavours and charitable mission.

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