



# RISK MANAGEMENT POLICY

Policy number	Governance Pol 3	Approved by Council	2 <sup>nd</sup> October 2020
Drafted by	Adrian Champion/Tony Doré	Review date	2 <sup>nd</sup> October 2020

## INTRODUCTION

The Geologists Association (GA) will endeavor to minimise the risk any particular activity poses to the GA, staff, volunteers and the general public. "Risk" is broadly defined and includes operational risks (e.g. field trips/events), and financial, governance, reputational and legal related risks.

## PURPOSE

The purpose of this document is to enable risk management procedures to be identified and risks to be mitigated.

## PURPOSE AND POLICY

The GA has a duty to provide safe field trips, events and workplaces for its members, volunteers and staff. The GA maintains a Risk Register which is reviewed at least annually by the trustees. Mitigations exist for major risks to ensure that the consequences of the risk are minimized or averted.

## RESPONSIBILITIES

It is the responsibility of Council, with the assistance of the trustee responsible for governance, to maintain a Risk Register assessing the GA's risks and to mitigate the risks appropriately.

It is the responsibility of the President to ensure that:

- A trustee is responsible for GA governance
- Risks are assigned to the relevant (sub)committee for mitigation plans
- Recommendations arising out of the risk management process are evaluated and, where appropriate, implemented;
- A GA representative briefs employees and volunteers before any GA event on relevant risks and their mitigation

It is the responsibility of the trustee responsible for governance to ensure that:

- Actions to mitigate risk are implemented and when relevant updated;
- The risk register is reviewed annually;
- No material risks have been overlooked or have ceased to be relevant and that current procedures are in place to mitigate risk.

It is the responsibility of all GA trustees to ensure that they are familiar with this risk management policy.

## PROCEDURE

The trustee responsible for governance will carry out an annual update of the risk register assisted by relevant trustees / (sub)committees; this should involve:

- Identifying the risks associated with the GA's activities;

Policies and Procedures can only be established and amended by Council



- Agreeing the likelihood and impact of that risk;
- Identifying mitigations to avoid the risks;
- Recording those risks in the risk register.
- Carrying out risk ranking exercises and producing risk matrix (once p.a. or as necessary).

The trustee responsible for governance will oversee all aspects of the risk management exercise to ensure consistency.