CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871   **Charity Registration Number: 1103898**

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Risk Management Procedure

1. Purpose

This procedure outlines how Canolfan Ceiriog CYF identifies, assesses, manages, and reviews risks to ensure the safety of its operations, assets, staff, volunteers, visitors, and community stakeholders.

2. Scope

This procedure applies to all activities, operations, events, premises, and assets under the control or responsibility of Canolfan Ceiriog CYF.

3. Objectives

- Minimise the potential for harm to people and property.
- Protect the organisation's reputation and sustainability.
- Comply with legal and regulatory obligations.
- Foster a culture of awareness and proactive risk management.

4. Definitions

Risk: The possibility of an event or action that may impact Canolfan Ceiriog's ability to achieve its objectives.
Risk Assessment: The process of evaluating risks to determine their likelihood and impact.
Risk Register: A document listing identified risks, assessments, controls, and mitigation measures.

5. Responsibilities

- Trustees: Oversight and approval of risk management policies and reviews.
- Trustee or a manager : Day-to-day implementation and monitoring of risk controls.
- Staff and Volunteers: Report risks or incidents and follow procedures.
- Hirers and Contractors: Comply with relevant safety protocols and risk controls.

6. Risk Identification

Risks may include (but are not limited to):
- Operational Risks: Equipment failure, fire, health and safety hazards.
- Financial Risks: Fraud, funding shortfalls, overspending.
- Reputational Risks: Poor service delivery, safeguarding issues.
- Compliance Risks: Breaches of laws or regulatory standards.
- Environmental Risks: Flooding, storm damage.
- Cyber/Digital Risks: Data breaches, system failures.

Sources for identifying risks include:
- Incident reports
- Inspections and audits
- Feedback from users
- Trustee or staff meetings

7. Risk Assessment Process

Each identified risk is evaluated using the following matrix:

Likelihood (L)	Impact (I)	Risk score = L x I
1 = Rare	1 = Minor	1-3 = Low
2 = Possible	2 = Moderate	4-6 = Medium
3 = Likely	3 = Major	7-9 = High

8. Risk Register

A central Risk Register shall be maintained and updated at least annually. It will include:
- Description of risk
- Likelihood and impact rating
- Existing controls in place
- Further action required
- Responsible person
- Review date

9. Control Measures

For each risk, appropriate control measures will be implemented, which may include:
- Policies and procedures
- Staff training
- Insurance coverage
- Maintenance schedules
- Emergency plans
- Signage and warnings
- Physical safety features (e.g. fire extinguishers, CCTV)

10. Monitoring and Review

- Regular inspections and checks (weekly, monthly, or annually depending on risk level).
- Annual formal review of the Risk Register by the Board of Trustees.
- Incident and near-miss reports to be reviewed monthly and acted upon.
- Post-incident reviews to improve future risk control.

11. Communication and Training

- All staff, volunteers and hirers will be informed of relevant risk controls.
- Induction for new personnel will include basic risk awareness.
- Trustees and any managers will undertake risk management training as required.

12. Emergency Preparedness

Emergency plans will be in place for:
- Fire evacuation
- Medical emergencies
- Severe weather
- Loss of utilities
- Security threats

Emergency contact details and procedures will be displayed in prominent areas.

13. Document Control

This procedure will be reviewed annually or following any significant incident or organisational change.

This procedure is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)
June 2025