

Alnwick and District Choral Society Risk Management Policy Statement

Updated and approved 3rd February 2025 (includes minor updates to operational assessments June 2025)

Alnwick and District Choral Society (ADCS) will actively manage its risk as considered appropriate for a charitable unincorporated associations of its size.

ADCS will do this through this risk management policy statement and register of risks, their assessment and associated mitigating actions and responses.

The statement and risk assessment will be formally reviewed every 3 years, the risk assessment will be updated and the outcome will be noted in the minutes of trustees' meetings. In addition any ongoing change in circumstance (internal or external) will be considered in the context of risk and as an exceptional review will take place. This will be prompted in meeting agendas.

All areas of risk will be covered (governance, financial, operational, environmental (external) and compliance) and the exposure of the risk will be rated from major to minor based on its likelihood and, more so, its impact.

Plans and mitigating actions will be identified for all risks, and in particular major risks. Actions will be assigned owners and completion dates. Outcomes will monitored be during committee meetings.

All trustees are collectively responsible for risk management and ensuring the policy is implemented. This will include: ensuring that risk management is an ongoing consideration for trustees; that risk is considered when any significant decision is made by trustees or there is a significant change in circumstances;and also, that systems are in place to ensure any plans or mitigating actions are implemented as required.

Notes:

This document was developed using The Charity Commission's Risk Management Guidance Document CC26. It was simplified and adapted to the specific circumstances of Alnwick and District Choral Society.

Supporting Risk Assessments for venues and rehearsals are based on templates produced by Making Music and Health & Safety Guidance.