VAN

Visual Art at the heart of Shropshire, Telford and Wrekin

Visual Art Network (VAN) – Risk Management Policy

The aims and objectives of this Policy are to:

- underpin the ability of VAN to take all steps (reasonably practical) in the management of risk in order to protect members, volunteers, the public, partner organisations and VAN assets

- provide a standardised, systematic mechanism to identify, assess, control and minimise risks across the organisation, principally through the development and maintenance of a risk register

- achieve compliance with statutory requirements

- develop VAN's capacity to learn from events, principally through the application of Root Cause Analysis techniques

For the purpose of this Policy, the following definitions apply:

- **Risk**: Anything which prevents an organisation from achieving its declared aims and objectives

- **Risk Management:** The systematic processes and procedures that an organisation puts in place to ensure that it identifies, assesses, prioritises and takes action to manage these risks to ensure it continues to deliver its objectives

- **Risk Register:** The risk register can be described as a log of all the risks that may threaten the success of an organisation in achieving its declared aims and objectives

- **Root Cause Analysis:** A technique for getting beyond immediate cause and determining the root cause of incidents by repeatedly asking the question 'why?'

This policy covers all types of risk including, but not limited to: Health and Safety (see also the VAN Safety and Well-being Policy), Financial, Reputational, IT and Asset and Compliance risks.

VAN will employ a robust, systematic approach to risk management, following a recognised five step process where risks are identified, analysed, evaluated, treated and monitored / reviewed.

All risk will be recorded in the VAN Risk Register and scored and graded according to likelihood and consequence using the VAN Risk Matrix. The Risk Register will be reviewed on a half-yearly basis.

Mechanisms are in place for incidents and near misses to be reported and investigated (where necessary) to determine area(s) of risk and put measures in place to prevent reoccurrence.

Last review date: February 2023   Next review date: February 2024