



Registered Charity
No 1157262

Risk Management Policy

Policy Statement

Duxford Saturday Workshop (DSW) is committed to ensuring that it has a robust and comprehensive system of risk management in line with good practice as recommended by the Charity Commission.

This policy sets out our underlying approach to risk management and provides guidance on how the organisation is expected to assess and manage risks associated the operation of the Duxford Saturday Workshop (DSW). The policy has been developed by the Trustee Board and is part of the organisation's internal control and governance arrangements.

Application of the Policy

The Policy applies to all Trustees, Managers, Members and guests.

Definitions of Risk Management

- **Risk** is the threat or opportunity that an action or event will adversely or beneficially affect our ability to fulfil our charitable aims, directly or indirectly.
- **Risk management** is the process by which risks are identified, assessed, prioritised and managed in order to support well-informed decision-making.
- **Risk Appetite** is the level of risk that we are willing to pursue or retain.

Statement of Risk Appetite

We will generally accept a level of risk proportionate to the benefits expected to be gained, and the scale or likelihood of damage. We have a moderate appetite for risk in the context of encouraging and promoting musical activities. We have a low appetite for risk where there is any likelihood of harm to members, significant financial loss, illegal or unethical activity, or non-compliance with statutory requirements.



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Risk Register

The Trustee Board has developed and maintains a risk register which identifies those risks that are considered to have a fundamental impact DSW's ability to deliver its mission or to operate effectively. Risks are considered under the following headings:

- *Strategic risks*
- *Operational risks*
- *Reputational risks*
- *Financial risks*
- *Governance risks*
- *IT-related risks*
- *People risks*

The Trustee Board nominates one of its members as the overall lead for Risk Management. The risk register is reviewed annually and where necessary new risks are added and actions assigned to mitigate those risks.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	3 rd May 2025	Initial version	3 years