[INSERT CHURCH NAME]

Risk Management Policy

**{NOV 2023: This template is intended as a ‘best practice’ document and does not constitute legal advice. We have made it clear where churches should tailor this document to their specific needs. Please be aware that if you make changes outside of these areas, it may mean the policy is no longer best practice and FIEC cannot be held responsible for your amendments. When customising this document for your own church’s use, please edit all the text in [square brackets] and delete the brackets. Please also delete the instructions in {curly brackets} once you have followed them – including this paragraph – as they should not form part of the final document.}**

## Church details

Charity number:

Church address:

Church contact:

Email:

Phone:

This policy first adopted / last reviewed: [INSERT DATE]

This policy should be reviewed annually. The next review is due on: [INSERT DATE]

[INSERT CHURCH NAME] recognises that the organisation is exposed to certain risks due to the nature of its activities and the environment in which it operates. The trustees are committed to the effective management of risk to enable the work of the church to continue. Risks occur in numerous ways and have the potential to impact the activities of the organisation, its reputation, financial stability, and health and safety.

To fully understand and manage such risks, [INSERT CHURCH NAME] has established a risk management framework for how risk will be managed within the organisation, based on the Charity Commission’s guidance. This forms part of the governance framework of the organisation.

## Accountability

Trustees retain overall accountability for risk management in the charity but have delegated day-to-day responsibility to specific individuals. Such delegation is recorded {specify where the individuals’ details are recorded or outline them below}.

## Risk Management Oversight

[INSERT CHURCH NAME]’s trustees will oversee the risk management strategy and the organisation’s exposure to risk. Trustees will agree the level of acceptable risk for the organisation and ensure that risk is considered in strategic decision making and managed appropriately.

{Set out what practical measure are taken to manage risk. For example:

“[INSERT CHURCH NAME] will implement operational controls which manage risk. Risks will be ranked in a common and consistent manner and a biannual risk analysis will be completed containing material risks to the organisation. Actions and plans will be developed for risks which are unacceptable to the organisation and will be reviewed by the trustees on a regular basis.”

and/or

“An emergency plan exists to manage the risks associated with an event which disrupts the normal running of the church and its activities. Emergencies include accidents, fire, explosions, bomb threats, violence, or other major external incident.”}

## Reporting, Monitoring and Review

[INSERT CHURCH NAME] will monitor risks and actions to minimise risks on an ongoing basis. Trustees will do this through [OUTLINE THE MEASURES] {e.g. “regular review of a risk analysis or as standing item on the trustees’ agenda”}.

Trustees will perform an annual review of the effectiveness of the risk management framework.