BARLASTON VILLAGE HALL

CHARITY NO:522602

INTERNAL RISK

BVH01-06

INTERNAL RISK POLICY

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	November 2025

This document was reviewed by:

The Sole Trustee 9 December 2025

This document version was approved by:

The Sole Trustee at their meeting on 9 December 2025

Document Review schedule:

Next Mandatory Review at AGM 2026

Version	Issue Date	Document ID	Reason for Change	Section changed
1	9 December	BVH01-06	New Policy	n/a

Barlaston Village Hall – Internal Risk

Purpose
This policy sets out how Barlaston Village Hall identifies, assesses, and manages risks to the charity's operations, property, finances, staff, volunteers, and users. It aims to reduce the likelihood of incidents occurring and to minimise the impact if they do.

Scope
The policy applies to all trustees, committee members, staff, volunteers, hirers, and visitors to the Village Hall. It covers operational, financial, reputational, health and safety, safeguarding, and legal risks.

Policy Principles
Barlaston Village Hall recognises that effective risk management is essential to protect its resources, ensure safe operations, and comply with Charity Commission requirements. Risk management is the responsibility of the committee under the oversight of the Sole Trustee. All significant risks will be documented, reviewed, and managed in a proportionate manner.

Risk Assessment and Management
The committee will:

- Identify potential risks to the Village Hall, including financial, operational, health & safety, safeguarding, and reputational risks;
- Assess the likelihood and potential impact of each risk;
- Implement proportionate measures to reduce, manage, or monitor risks;
- Maintain a Risk Register, which is reviewed at least annually by the committee and approved by the Sole Trustee;
- Ensure that insurance, policies, procedures, and training are in place to mitigate identified risks;
- Respond promptly to any new or emerging risks as they arise.

Responsibilities
The Treasurer is responsible for monitoring financial risks and reporting to the committee. The Chair and Named Officers oversee operational, safeguarding, and health & safety risks. All committee members are responsible for raising any risks they identify and ensuring that risk management procedures are followed.

Review
This policy and the Risk Register will be reviewed at least annually or sooner if there are significant changes to the charity's operations, premises, or legislation.

Adoption
This policy is adopted by Barlaston Parish Council acting as Sole Trustee and is effective from the date below.

Signed on behalf of Sole Trustee: ………………………………
Chair, Barlaston Parish Council

Review Date: [at AGM]