



The global forum for
EAP professionals

Risk Management Policy

1. Introduction and Scope

Effective Date: 28.08.25

This policy outlines BALEAP's commitment to effective risk management to achieve its charitable objectives. This policy outlines our commitment to identifying, assessing, and managing risks to ensure the organisation's resilience in exposure to risk, and its ongoing success in achieving its charitable function.

This policy applies to all Executive Committee members, contractors, and other stakeholders involved in our activities. It covers all aspects of the charity's operations, including but not limited to programmes, events, finances, reputational risk, and governance.

2. Purpose

The purpose of this policy is to establish a framework for identifying, assessing, prioritising, and managing risks associated with BALEAP's activities. It aims to ensure a systematic and proactive approach to risk management, protecting the organisation, its institutional and individual membership, and other stakeholders.

3. Risk Management Cycle

BALEAP manages risk by means of a cycle of identification, quantification, management and review. Our approach can be summarised in the following steps:

- Managing: We take appropriate action to manage risks. Risks can be managed as follows:
 - Avoidance: Action we take to avoid a risk occurring.
 - Mitigation. Action we take to reduce the impact a risk may have, if it occurs.
 - Buying Out. Protection from risk through appropriate insurance.
 - Accepting. Risk cannot be eliminated entirely, and any steps taken to manage risk must be reasonable and proportionate to the resources we, as an organisation, have at our disposal in terms of money and time. By adopting a purely risk averse approach, this may limit opportunities for the



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organisation, so our approach must balance risk with consideration to our strategic objectives as a charity.

- Reviewing. We review risks as regularly as is necessary, depending on their likely probability and impact in the light of changing circumstances. This is done on an ongoing basis, at appropriate points before and during projects and at our regular Executive Committee meetings.

4. Responsibilities

The Executive Committee has overall responsibility for ensuring that there is an appropriate system of controls, financial and otherwise, in place, and that these controls work effectively. The systems of financial control are designed to provide reasonable, but not absolute, assurance against mismanagement of resources or loss. These include:

- an Annual Report which outlines a strategic plan for upcoming activities, and a budget for these activities which is reviewed by the Treasurer, the Chair, and approved by the Executive Committee.
- regular consideration by the Executive Committee of financial results and variance from budgets.
- delegation of authority and segregation of duties.
- management of risk.

All Executive Committee members, contractors, and other stakeholders, have a role in identifying and reporting risks within their respective areas of responsibility.

5. Risk Identification and Assessment

The Executive Committee identify risks through regular risk assessments conducted at least annually. The risks that we have identified are assessed based on the measures of 'likelihood' and 'impact' to determine the level of risk. We categorise risks as strategic, operational, financial, reputational, IT, governance, people, or legal/compliance related. The risks and the risk assessment are recorded in a Risk Register.

6. Risk Mitigation and Management

The Treasurer, in consultation with the Chair, maintains a Risk Register which is annually reviewed by the Executive Committee. The Executive Committee develop strategies for risk mitigation for the risks recorded in a Risk Register, and these are categorised as 'mitigation actions'. The mitigation actions that we put in place are assigned to responsible Committee members, or delegated to contractors where appropriate, with clear objectives and



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timelines. We conduct regular monitoring and reporting on the progress of risk mitigation actions, at least annually, and more often when required, in Executive Committee meetings.

7. Reporting and Communication

In its annual report, the Executive Committee report on the steps it has taken to manage risk, to demonstrate the charity's accountability to its membership.

8. Review and Continuous Improvement

The Executive Committee will review the risk management policy and processes annually or as needed. Lessons learned from risk events will be used to improve risk management practices.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
				Annually