



## **Coodal Risk Assessment Policy**

### **1. Introduction**

Coodal is committed to ensuring a safe and secure environment for all individuals associated with the charity, including staff, volunteers, beneficiaries, and stakeholders. This Risk Assessment Policy provides a framework for identifying, evaluating, and mitigating risks that may affect our operations and objectives.

### **2. Purpose**

The purpose of this policy is to:

- Identify potential risks that could impact Coodal's activities and services.
- Assess the likelihood and impact of these risks.
- Implement appropriate measures to mitigate identified risks.
- Ensure compliance with relevant health and safety, legal, and regulatory requirements.

### **3. Scope**

This policy applies to all activities conducted by Coodal, including but not limited to fundraising events, service delivery, financial management, data protection, and safeguarding practices.

### **4. Risk Assessment Process**

Coodal adopts a structured approach to risk assessment, which includes the following steps:

1. **Identify Risks** – Recognize potential hazards and threats that may impact Coodal's operations.
2. **Assess Risks** – Evaluate the likelihood of occurrence and potential consequences.

3. **Control Measures** – Implement appropriate preventive and control measures to mitigate risks.
4. **Monitor and Review** – Regularly monitor risks and review control measures to ensure effectiveness.

## 5. Roles and Responsibilities

- **Trustees:** Oversee risk management strategies and ensure compliance with legal obligations.
- **Senior Management:** Implement risk assessment procedures and communicate risk-related issues.
- **Staff and Volunteers:** Adhere to risk control measures and report any new or emerging risks.
- **External Advisors (if applicable):** Provide expertise in areas such as health and safety, finance, and data protection.

## 6. Types of Risks

Coodal considers a range of risks, including but not limited to:

- **Operational Risks:** Service delivery failures, health and safety hazards, safeguarding concerns.
- **Financial Risks:** Fraud, funding instability, budget mismanagement.
- **Reputational Risks:** Public relations issues, breaches of trust.
- **Compliance Risks:** Legal and regulatory non-compliance.
- **Technological Risks:** Cybersecurity threats, data breaches.

## 7. Risk Register

Coodal maintains a Risk Register to document and track risks, their assessments, and mitigation measures. This register is reviewed and updated regularly.

## 8. Incident Reporting

All staff and volunteers must report any incidents or near misses that could indicate a risk. Reports should be submitted to the designated Risk Officer or senior management for investigation and action.

## 9. Training and Awareness

Coodal provides ongoing risk management training and awareness programs to ensure that all stakeholders understand their responsibilities and the importance of risk assessment.

## 10. Review and Updates

This Risk Assessment Policy will be reviewed annually or in response to significant changes in Coodal's operations, regulatory requirements, or external risk factors.

## 11. Compliance and Governance

Failure to comply with this policy may result in corrective actions, including retraining, disciplinary measures, or external investigations where necessary.

This policy ensures that Coodal maintains a proactive and responsible approach to risk management, safeguarding the charity's mission, resources, and the well-being of all those involved in its activities.

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