



RISK MANAGEMENT POLICY

Version 1.0 11/07/2019

Purpose

The Board of Trustees of Midwives at Maternity Azur (MAMA) is committed to maintaining a strong risk management framework to ensure that MAMA manages risk appropriately. This Policy supports the internal control systems of MAMA, enabling it to respond to operational, strategic and financial risks regardless of whether they are internally or externally driven.

The objectives of this risk management policy are:

- To confirm and communicate MAMA's commitment to risk management;
- To establish a consistent framework and protocol for managing risk;
- To assign accountability to individual trustees for the monitoring of specific risks and provide a structured process for risk to be considered, reported and acted upon.

Risk policy and risk appetite statement

The trustees of MAMA believe that sound risk management is integral to both good management and good governance practice. Risk management forms an integral part of MAMA's decision-making and MAMA seeks to understand and mitigate the impact and likelihood of material risk events.

Risk assessment will be conducted at each meeting of the Board of Trustees and any risks or opportunities arising will be identified, analysed and reported at an appropriate level. A risk register covering key risks will be maintained and updated annually and will be presented for consideration at a Board meeting at least once a year.

Trustees and volunteers will be provided with adequate training on risk management and their role and responsibilities in implementing this.

The effectiveness of the risk management framework will be regularly reviewed and monitored by the Board of Trustees and updated as appropriate.

The Chairperson will make regular reports to the Board of Trustees of high concern risks and those where priority action is needed to effect better control.

Individual error and incident reports will be required from individual trustees and volunteers where a reportable event is identified.

Role of the Board of Trustees

- To ensure that a culture of risk management is embedded throughout MAMA;



- To set the level of risk appetite and risk tolerance for MAMA;
- To communicate MAMA's approach to risk and set standards of conduct expected of trustees and volunteers;
- To ensure risk management is included in the development of business plans, budgets and when considering strategic decisions;
- To approve major decisions affecting MAMA's risk profile or exposure;
- To satisfy itself that less fundamental risks are being actively managed and controlled;
- To regularly review MAMA's approach to risk and approve any changes to this;
- Where appropriate, to receive reports from any internal or external parties and to make recommendations on these.

Role of the Chairperson

- To ensure that risk management policy is implemented throughout MAMA;
- To anticipate and consider emerging risks and to keep under review the assessed level of likelihood and impact of existing key risks;
- To provide regular and timely information to the trustees on the status of risks and their mitigation;
- To implement adequate corrective action in responding to significant risks; to learn from previous mistakes and to ensure that crisis management plans are sufficiently robust to cope with high-level risk.

This risk management policy forms part of MAMA's system of internal controls and should be read in conjunction with its other policies and detailed control procedures.

MAMA expects to meet at least the minimum standards required by UK legislation.

The risk of falling short of these standards is mitigated as far as possible by ensuring that appropriate policies and working practices are adopted and that trustees and volunteers are adequately trained to manage this. Where necessary, external advice is sought to supplement internal expertise.

Date approved by MAMA Board of Trustees: 30/07/2019

Review Date: 30/07/2022



Appendix 1: Specific Risk Controls

Requirement	Owner and Frequency
Trustees and volunteers will be provided with adequate training on risk management and their role and responsibilities in implementing this.	Chairperson. To be done on induction of new trustees and volunteers.
Risk assessment will be conducted regularly and any risks or opportunities arising will be identified, analysed and reported at an appropriate level. A risk register covering key risks will be maintained and updated annually and reviewed by the Board, with each risk being assigned to a specific trustee as owner.	Chairperson to lead the updates with relevant risk owners and ensure a review at each Board Meeting. Chairperson to update Risk Register for material risks that emerge between reviews.
The effectiveness of the risk management framework will be reviewed annually and monitored and updated as appropriate.	Chairperson to appoint a trustee to review policy and framework annually.
Regular reports will be made to the board of trustees of high concern risks and those where priority action is needed to effect better control.	Chairperson to make reports to trustees at each Board meeting.
Individual error and incident reports will be required from individual staff where a reportable event is identified.	Chairperson.



Appendix 2: Risk calculation

Descriptor	Score	Definition
IMPACT		
Insignificant	1	<ul style="list-style-type: none"> • No impact on service • No impact on reputation • Complaint unlikely • Litigation risk remote
Minor	2	<ul style="list-style-type: none"> • Slight impact on service • Slight impact on reputation • Complaint possible • Litigation possible
Moderate	3	<ul style="list-style-type: none"> • Some service disruption • Potential for adverse publicity - avoidable with careful handling • Complaint probable • Litigation probable
Major	4	<ul style="list-style-type: none"> • Service disrupted • Adverse publicity not avoidable (local media) • Complaint probable • Litigation probable
Extreme/Catastrophic	5	<ul style="list-style-type: none"> • Service interrupted for significant time • Major adverse publicity not avoidable (national media) • Major litigation expected • Resignation of senior management and board • Loss of beneficiary confidence
LIKELIHOOD		
Remote	1	May only occur in exceptional circumstances
Unlikely	2	Expected to occur in a few circumstances
Possible	3	Expected to occur in some circumstances
Probable	4	Expected to occur in many circumstances
Highly probable	5	Expected to occur frequently and in most circumstances



Impact	Extreme/ Catastrophic	5	10	15	20	25	30
	Major	4	8	12	16	20	24
	Moderate	3	6	9	12	15	18
	Minor	2	4	6	8	10	12
	Insignificant	1	2	3	4	5	6
			1 Remote	2 Unlikely	3 Possible	4 Probable	5 Highly Probable
			Likelihood				

MINOR (2-3): Green

MODERATE (4-6): Blue

MAJOR (8-12): Yellow

SEVERE (15-30): Red