

Bohemia Walled Garden Association

Risk Management Policy

Introduction

This policy sets out the areas of risk identified which are applicable to the Bohemia Walled Garden Association (BWGA). It is of relevance to all within the organisation.

This policy is endorsed by the Trustees and will be reviewed annually, to ensure that it remains appropriate to the needs of the BWGA.

Commitment

By managing risk effectively, Trustees can help ensure that:

- significant risks are known and monitored, enabling Trustees to make informed decisions and take timely action
- the charity makes the most of opportunities and develops them with the confidence that any risks will be managed

Reporting in its Trustees' Annual Report on the steps taken to manage risk helps to demonstrate our accountability to our members, users and the general public.

Definition

We consider risk management covers the following areas:

Risk category	How the risk is managed
Data	The Association has a privacy policy for managing information.
Physical structure	The outside perimeter wall of the garden is the responsibility of Hastings Borough Council. The Association is responsible for assets and activities which are within the walls. The Association will notify Hastings Borough Council of issues with the wall.
Safeguarding	The Association has a safeguarding policy which details how it manages this.

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Definition (Continued)

Risk category	How risk is managed
Operational	<p>Warning signs are displayed within the garden.</p> <p>Safety guidance notes are available on the web site.</p> <p>Each year we ask plot holders to read and confirm that they have read the safety notes as part of the renewal process.</p> <p>For each event the Association will complete a risk assessment which is filed and available for inspection at the event.</p> <p>The Association has appropriate insurance.</p>
Management structure	<p>The Charity Commission Constitution details the structure of the Association.</p>
Financial	<p>The Association follows best practice for financial matters which are detailed on the web site and includes the below:</p> <ul style="list-style-type: none">-All expenditure is dual authorised.-All events run to a budget.-Monitoring of the overall budget throughout the year.-All expenditure is pre approved by a Trustee.-Details of income and expenditure are reported at each committee meeting for the prior period.