

## **LOTUS CARING HANDS (LCH)**

### **Internal Risk Management Policy and Procedures**

Charity Registration Number: 1132258

Registered Address: 40 Pomeroy Close, Amersham, Buckinghamshire, HP7 9BW

#### **1. Purpose of the Policy**

This policy outlines how Lotus Caring Hands (LCH) identifies, assesses, manages, and monitors risks to ensure the effective delivery of its charitable objectives and the protection of its beneficiaries, assets, and reputation.

#### **2. Scope**

This policy applies to all trustees, staff, volunteers, and anyone acting on behalf of LCH.

#### **3. Definition of Risk**

Risk is defined as any event or circumstance that could have a negative impact on LCH's ability to achieve its objectives, including financial, operational, legal, reputational, and safeguarding risks.

#### **4. Risk Management Principles**

LCH is committed to:

- Identifying and assessing risks regularly
- Implementing proportionate control measures
- Monitoring and reviewing risks
- Maintaining a culture of awareness and accountability

#### **5. Roles and Responsibilities**

Board of Trustees:

- Overall responsibility for risk management
- Approval of the risk register and mitigation plans

Chair:

- Ensures risks are regularly reviewed
- Escalates significant risks where necessary

Treasurer:

- Oversees financial risks and controls

Safeguarding Lead:

- Manages safeguarding-related risks

All Staff and Volunteers:

- Identify and report risks promptly

## 6. Risk Identification

Risks may arise from:

- Financial management and fraud
- Safeguarding and welfare concerns
- Governance and compliance
- Operational delivery
- Reputational and external factors
- Health and safety

## 7. Risk Assessment

Each identified risk will be assessed based on:

- Likelihood of occurrence
- Potential impact

Risks will be rated as Low, Medium, or High.

## 8. Risk Control and Mitigation

For each risk, LCH will:

- Implement appropriate controls
- Assign responsibility for mitigation
- Monitor effectiveness of controls

## 9. Risk Register

A formal Risk Register will be maintained and reviewed at least quarterly by the Board.

## 10. Reporting and Escalation

High or emerging risks must be reported immediately to the Chair and Trustees.

## 11. Review and Monitoring

This policy and the risk register will be reviewed annually or following significant changes or incidents.

Approved by the Board of Trustees

Date: 26/12/2025

Review Date: 26/12/2025