Tandem Trekkers Risk Management Framework 2020

(Reviewed 08/03/2020)

Renewal and review

This document was prepared in November 2017 and should be reviewed annually.

Risk and harm

A risk is something that has the potential to either harm the organisation or its beneficiaries. A risk assessment considers the likelihood of an event, the seriousness of the event should it occur and the type of event.

The organisation or its beneficiaries could suffer harm from:

* Bad publicity
* Poor conduct of staff, members and volunteers
* Poor health and safety procedures
* Poor planning
* Poor financial management

Trustees might suffer vicarious harm due to the actions of employees or volunteers and also have a responsibility to assess risks that may harm the charity.

Principles of risk management and volunteers

Tandem Trekkers will control risks by developing policies in line with the approach set out below. *Source: Gaskin.*

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| Action | Risk Management | Safe Keeping |
| Screening volunteers | Exclude undesirable people who may create a liability for the organisation. | Be confident that volunteers are caring people who enhance what you do. |
| Risk assessment | Scrutinise activities, events, sites and people for likely risk/harm. | Consider how to make things as smooth and successful as possible. |
| Risk management | Take evasive action to prevent harm and any situation that might expose the organisation to insurance claims and legal action. | Run the organisation in the best possible way for the maximum benefit of everyone involved. |

Harm reduction and mitigation

Tandem Trekkers seeks to reduce incidences of organisational harm by:

* Having a clear volunteer recruitment and support process.
* Risk assessments for rides
* Tandem Maintenance programme
* Training, guidance and procedures for ride leaders
* Safeguarding guidance
* Membership application process
* Rider familiarisation
* Financial forecasting & management procedures

Tandem Trekkers plans to mitigate incurred harm by having appropriate insurance policies in place to cover:

* Trustees liability
* Public liability
* Employers liability
* Professional indemnity

Positive promotion

Tandem trekkers seeks to ensure events and activities are of a high quality by thorough planning.