

V-Aid (Virtual Aid)

Internal Risk Management Policy



Internal Risk Management Policy approved by
Trustees on 18/12/25

The policy will be subject to an annual review.

Signed: *Christin Lau* (Christin Lau on behalf of Trustees)



Internal Risk Management Policy

1. Policy Statement

V-Aid (Victuals-Aid) is committed to identifying, assessing, and managing risks in a proactive and proportionate manner to protect its beneficiaries, staff, volunteers, partners, assets, and reputation. As a charity operating in custodial environments, probation settings, community outreach, and humanitarian response, V-Aid recognises that effective risk management is essential to safe, lawful, and ethical delivery of its charitable purposes.

This Internal Risk Management Policy supports good governance in line with Charity Commission guidance and should be read alongside V-Aid's Safeguarding Policy, Serious Incidents Reporting Policy, Health & Safety Policy, and Whistleblowing Policy.

2. Scope

This policy applies to all V-Aid activities, including the ViCeR (Veteran & Inmate Crisis Emergency Response) project, food production and distribution, prison and probation workshops, community-based support, and international humanitarian operations.

It applies to trustees, staff, volunteers, sessional workers, and partners acting on behalf of V-Aid. Everyone involved with the charity has a responsibility to be alert to risk and to act in accordance with this policy.

3. Definition of Risk

Risk is defined as the possibility that an event or action may adversely affect V-Aid's ability to achieve its objectives. Risks may relate to safeguarding, health and safety, operations, finance, governance, compliance, reputation, partnerships, or external factors.

Some risk is inherent in V-Aid's work with vulnerable individuals and crisis environments. The aim of this policy is not to eliminate risk entirely, but to manage it responsibly and proportionately.

4. Risk Management Principles

V-Aid's approach to risk management is guided by the following principles:

- Safeguarding children and adults at risk is paramount
- Risks should be identified early and reviewed regularly
- Controls should be proportionate to the level of risk
- Trustees retain oversight of significant risks
- Learning from incidents and near-misses strengthens practice

5. Types of Risk

V-Aid recognises a range of risks, including but not limited to:

- Safeguarding risks
- Health and safety risks including machinery used in workshops
- Food safety and hygiene risks
- Financial and fraud risks
- Governance and compliance risks
- Reputational risks
- Operational and delivery risks
- Partnership and contractual risks
- Data protection and information security risks

6. Risk Identification

Risks may be identified through day-to-day operations, incident reports, safeguarding concerns, audits, staff and volunteer feedback, trustee oversight, or changes in external conditions.

All staff and volunteers are encouraged to raise concerns about potential risks promptly so that they can be assessed and managed appropriately.

7. Risk Assessment

Identified risks will be assessed based on the likelihood of occurrence and the potential impact should the risk materialise. Consideration will be given to who may be harmed, how harm could occur, and what existing controls are in place.

Where necessary, additional control measures will be introduced to reduce risk to an acceptable level.

8. Risk Control and Mitigation

Risk control measures may include policies and procedures, training, supervision, equipment, partnership agreements, insurance, and contingency planning.

Safeguarding and health and safety risks must always be managed in accordance with the relevant V-Aid policies, with escalation where risks cannot be adequately controlled at operational level.

9. Risk Register

V-Aid will maintain an Internal Risk Register to record significant risks, control measures, and review dates. The Risk Register is a key governance tool and will be reviewed regularly by senior management and trustees.

High or emerging risks will be escalated to the Board of Trustees without delay.

10. Roles and Responsibilities

The Board of Trustees holds ultimate responsibility for risk management and oversight. The CEO is responsible for implementing this policy, maintaining the Risk Register, and ensuring that risks are appropriately managed.

Staff and volunteers are responsible for identifying and reporting risks and for complying with risk control measures relevant to their roles.

11. Links to Serious Incidents and Safeguarding

Where a risk results in, or may result in, significant harm, it may constitute a serious incident and must be managed in line with the Serious Incidents Reporting Policy.

Safeguarding-related risks must always be managed in line with the Safeguarding Policy and escalated immediately where concerns arise.

12. Monitoring and Review

Risk management is an ongoing process. Risks will be monitored regularly and reviewed following incidents, near-misses, changes in activity, or changes in the external environment.

13. Policy Review

This policy will be reviewed annually, following a serious incident, or in response to changes in Charity Commission guidance or V-Aid's operational activities.