

V-Aid (Victual Aid)

Internal Risk Management Policy



**Internal Risk Management Policy approved by
Trustees on 13/10/26**

The policy will be subject to an annual review.

Signed: *C. 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 risk in a proportionate way to protect the people involved in its work, its charitable resources, operations and reputation. V-Aid delivers humanitarian support, Community Humanitarian Response activities and other charitable work through its own activities and in partnership with other organisations.

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 across V-Aid's activities, including Community Humanitarian Response work, food production and distribution, volunteering and training activities, work delivered with partner organisations, community-based support and humanitarian activity in the UK or overseas.

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 associated with V-Aid's activities, equipment, premises, travel and delivery arrangements
- 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

Risks will be considered in a manner proportionate to their nature and potential seriousness. Where appropriate, consideration may include the likelihood and potential impact of the risk, who or what may be affected, and the controls already in place.

Additional measures may be introduced where reasonably necessary to reduce or manage the risk.

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 proportionate arrangements for recording and monitoring significant organisational risks, which may include an Internal Risk Register. Significant risks and relevant control measures will be reviewed at suitable intervals, taking account of the nature and level of risk.

Serious or emerging risks will be brought to the attention of the trustees where appropriate.

10. Roles and Responsibilities

The Board of Trustees retains overall responsibility for oversight of significant organisational risks. Day-to-day responsibility for risk management may be delegated to the CEO, staff, sessional workers or other authorised persons as appropriate to their roles.

Staff and volunteers should identify and report significant risks or concerns relevant to their activities and follow appropriate risk-control measures and procedures.

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. Significant risks will be kept under appropriate review, particularly where there are material changes in activities, circumstances, incidents or emerging concerns.

13. Policy Review

This policy will normally be reviewed annually and may be reviewed sooner where there are significant changes in V-Aid's activities, relevant guidance, legislation or experience indicating that an earlier review would be appropriate.