

Brighton 5 Deans u3a

RISK MANAGEMENT POLICY

1 Purpose

To support the u3a committee in identifying governance and operational risks, and to mitigate these risks.

2 Scope

Relevant to all committee members.

3 Introduction

Risk management is the process of identifying, evaluating, and controlling risks, and is an important part of future-proofing Brighton 5 Deans u3a. Anything that could potentially stop Brighton 5 Deans u3a from achieving its aims is seen as a risk. Identifying and understanding these risks helps the Committee put the right measures in place to prevent them from happening. The aim is not to eliminate all risks entirely, but rather to reduce the risk to a level that the Committee is comfortable with.

4 Identifying the risks

Brighton 5 Deans u3a will identify possible risks in the different areas under the following framework headings, as recommended by The Charity Commission:

- **Governance risk:** In order to run Brighton 5 Deans u3a, the committee should have the right skills for the role (either through prior experience or developed through mentorship and training with previous members in the role). This includes understanding trustee responsibility.
- **Financial risk:** This may have an impact on Brighton 5 Deans u3a ability to achieve its financial obligations. These risks include the risk of fraud through transferring physical cash to a bank account, or theft.
- **External risk:** This includes the reputation of Brighton 5 Deans u3a, and any threat to the name or standing of Brighton 5 Deans u3a (and the wider movement's reputation). It may be caused by members (past and present), or committee members. Changes to government policy may also impact a u3a's ability to operate successfully.
- **Operational risk:** This is a threat to Brighton 5 Deans u3a caused by a breakdown in internal procedures. This risk may come from the committee not having the policies and procedures in place to run Brighton 5 Deans u3a effectively.

- Regulatory and compliance risk: This refers to the risk of failing to comply with legislation. Following the u3a guidance and advice documents on the national website help compliance with reporting rules and charity legislation.

5 Procedure

The Chair of Brighton 5 Deans u3a will be the lead on Risk Management and will ensure that all risks are identified and rated, in accordance with the u3a Risk Management Guidance.

In the event the Chair is inexperienced, or otherwise unable to undertake this role, a designated Committee member will be appointed to lead on Risk Management.

A Risk Assessment will be produced and reviewed by the Committee annually.

Once a risk has been identified and rated on the Risk Assessment, the Committee will decide what actions, if any, need to be taken. Where necessary an Action Plan will be produced and the actions monitored until such time as the risk is reduced to an acceptable level.

This policy was adopted on: 5th March 2026

Signed: _____ Committee role: ___ Secretary _____

Print name: __ Linda Bushell _____

Policy review date: ___ March 2027 _____



8 Appendix

Appendix 1: Risk scores

Description	Score	Example
Remote	1	Only occurs exceptional circumstances
Unlikely	2	Occurs in a few circumstances
Possible	3	Occurs in some circumstances
Probable	4	Occurs in many circumstances
Highly probably	5	Occurs frequently and in most circumstances

Description	Score	Example
Insignificant	1	Not dangerous or damaging to u3a's operations and/or reputation, or damage is negligible
Minor	2	Unlikely to be dangerous or damaging to u3a's operations and/or reputation
Moderate	3	Somewhat dangerous or damaging to u3a's operations and/or reputation
Major	4	Mostly dangerous or damaging to u3a's operations and/or reputation
Extreme/	5	Very dangerous or damaging to the u3a's operations and/or reputation

u3a Risk management guidance		The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original document	March 2023 release	March 2024
2.0	Typos removed	June 2023	June 2023