

# THE ROYAL LIFE SAVING SOCIETY

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<b>POLICY NO:</b>	<b>RLSS014</b>
<b>POLICY:</b>	<b>RISK MANAGEMENT</b>
<b>ORIGINAL POLICY:</b>	<b>21 February 2017</b>
<b>LAST REVIEW DATE:</b>	<b>12 June 2024</b>
<b>REVIEW DATE:</b>	<b>September 2027</b>

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## 1. INTRODUCTION AND PURPOSE

The International Standard ISO 31000:2018 Risk management – Guidelines defines risk management as the “effect of uncertainty on objectives”.

The Royal Life Saving Society (RLSS) is committed to the formal, systematic and structured proactive management of risks across the organization.

RLSS recognizes that whilst risk is inherent in all its activities, the management of risk is good business practice, creates value, is integral to sound corporate governance and in some instances, a mandatory legal requirement. In particular, effective risk management can lead to better decision making and planning as well as better identification of opportunities and threats.

It is the aim of this policy to:

- communicate the commitment of the RLSS to managing enterprise-wide risks; and
- establish clear responsibilities for the management of risk within RLSS; and
- provide a high-level statement relating to risk management for use throughout RLSS.

## 2. DEFINITIONS

**Cybersecurity** is the practice of protecting systems, networks, and programs from digital attacks.

**Risk** is defined as “the effect of uncertainty on objectives.” [International Standard ISO 31000:2018]

**Workplace Health and Safety**, often referred to as Occupational Health and Safety, involves the assessment and mitigation of risks that may impact the health, safety or welfare of those in one’s workplace.

## 3. SCOPE AND CONTEXT

This Policy includes RLSS Directors, Trustees, Staff and volunteer members of RLSS Committees.

Risk will manifest itself in many forms and has the potential to impact the health and safety, environment, community, reputation, regulatory, operational, and financial performance of RLSS and, thereby, the achievement of the organisation’s objectives.

Risk is inherent in all aspects of RLSS activities and whilst many of these risks cannot be eliminated they can, however, be identified, controlled and managed. Risks that impact on the objectives of RLSS can offer both opportunity and threat.

The risk management practices and procedures are contained in relevant manuals, guidelines, reference texts and training resources.



The management of risk within the RLSS shall be the responsibility of the Board of Trustees.

Day to day risk management within the RLSS shall be guided reviewed and reported by a Risk Management Committee comprising the Deputy Commonwealth President, Treasurer, Trustee with Membership Capacity Building Oversight, Director Governance and Compliance, Executive Director and Operations Manager.

This Policy should be read in conjunction with other RLSS policies, including the following.

- RLSS007 Grievance Policy
- RLSS008 Safeguarding Policy of Adults and Children at Risk
- RLSS013 Whistleblowers Policy
- RLSS010 Conflict of Interest and Confidential Information Policy
- RLSS015 Anti-Corruption, Fraud and Bribery Policy
- RLSS019 Financial Procedures Policy (not available publicly)
- RLSS020 Sustainable Assets Pool – Reserves Policy (not available publicly)
- RLSS022 Privacy and Data Protection Policy
- RLSS023 Code of Ethics

#### 4. POLICY STATEMENTS

- a) This policy confirms that RLSS is committed to implementing a strategic, consistent and structured enterprise-wide approach to risk management in order to effectively manage opportunities for gain and minimise the impact of threats causing losses.
- b) This policy is aligned to ISO 31000:2018 which provides the framework used to develop the RLSS risk management practices.
- c) By understanding and managing risk RLSS will provide greater certainty and confidence for our members, employees, sponsors and suppliers, and for the communities in which we operate.
- d) RLSS will use our risk management capabilities to maximise the value from our assets, projects and other business opportunities and to assist us in encouraging innovation.
- e) Risk management will be embedded into our business activities, functions and processes.
- f) Risk understanding and our tolerance for risk will be key considerations in our decision making. Other entities within the organisation will also embed Risk Management into their operations.
- g) Risk issues will be identified, analysed and ranked in a consistent manner. Common systems and methodologies will be used.
- h) Risk controls will be designed and implemented to reasonably assure the achievement of RLSS objectives. The effectiveness of these controls will be systematically reviewed and, where necessary, improved.
- i) Workplace Health and Safety Risks
  - a. RLSS occupies office space under licence from RLSS UK and as such has the benefit of and complies with the RLSS UK Health and Safety Policy. RLSS will ensure its employees and visitors are made aware of the terms of the RLSS UK Policy.
- j) Cyber Security and Risks
  - a. Email and computer network services are provided by RLSS UK and RLSS will rely on and observe the RLSS UK document “IT Services Information” which provides details of the protection, security, back-up and recovery.
  - b. The RLSS website is hosted externally on terms that provide protection, security and back-up.
- k) A Risk Register will be maintained and reviewed at least quarterly by the Risk Management Committee and the Board of Trustees.
- l) Risk management performance will be monitored, reviewed and reported to the Board of Trustees by a Risk Management Committee comprising the Deputy Commonwealth President, Treasurer, Strategy Trustee, Director Governance and Compliance (Chair), Executive Director and Operations Manager.



- m) RLSS will take advice on and arrange appropriate insurance cover against the risks it faces.
- n) Oversight of the effectiveness of the RLSS risk management processes will provide assurance to executive management, the Board and members.
- o) The effective management of risk is vital to the continued growth and success of the RLSS.

## 5. ACCESS TO THE POLICY

This policy will be available for viewing by any person on RLSS's website or a copy will be made available upon request.

## 6. FURTHER INFORMATION

For further information or to report any hazards or risks that may have been identified on any RLSS financed or related activity, please contact:

**The Royal Life Saving Society, Commonwealth Headquarters,**  
Red Hill House, 227 London Rd,  
Worcester WR5 2JG,  
UNITED KINGDOM

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Email: [commonwealth@rlss.org.uk](mailto:commonwealth@rlss.org.uk)

Website: <http://www.rlsscommonwealth.org>

**Attention: Deputy Commonwealth President**

