BrainWaves Research Risk Management Policy

1. Policy Statement

BrainWaves Research is committed to proactive and effective risk management as a core component of good governance. This policy outlines our framework for identifying, assessing, and managing risks to protect the charity, its beneficiaries, and its stakeholders, thereby ensuring our resilience and long-term sustainability.

We recognise that managing risk is not about being risk-averse, but about making informed decisions that balance potential threats with opportunities to achieve our charitable objectives.

2. Scope and Application

This policy applies to all trustees, employees, volunteers, and contractors involved in the work of BrainWaves Research. It covers all aspects of the charity's operations, including but not limited to:

- **Strategic Risk:** Threats to the charity's long-term mission and objectives.
- **Operational Risk:** Risks related to day-to-day operations and service delivery.
- **Financial Risk:** Risks concerning financial stability and asset management.
- **Compliance Risk:** Risks of failing to comply with legal, regulatory, or policy requirements.
- **Reputational Risk:** Risks to the charity's public image and trustworthiness.

3. The Risk Management Framework

Our risk management process is a continuous cycle of identification, analysis, mitigation, and review, guided by the following principles:

3.1 Risk Identification

We will systematically identify potential risks to the charity's activities. This is an ongoing responsibility for all associated persons, who are encouraged to report any new or emerging risks. Formal risk identification will be conducted at least annually.

3.2 Risk Analysis and Assessment

Once identified, risks will be assessed based on their **likelihood** (the probability of the risk occurring) and **impact** (the severity of the consequences if it does occur). This assessment will determine the priority and level of attention each risk requires.

3.3 Risk Management and Mitigation

For all identified risks, a management strategy will be determined. This may involve one or a combination of the following approaches:

- **Tolerate:** Accepting the risk, as the cost or effort of mitigation outweighs the potential benefit.
- **Treat:** Taking action to mitigate or reduce the likelihood or impact of the risk.
- **Transfer:** Transferring the risk to a third party (e.g., through insurance).
- **Terminate:** Deciding to cease the activity that gives rise to the risk.

3.4 Monitoring and Review

The risk management process is not static. Risks and their associated mitigation plans will be monitored on an ongoing basis. The formal **Risk Register** will be reviewed regularly by the Board of Trustees to ensure it remains current and effective in the face of changing circumstances.

4. Roles and Responsibilities

- **Board of Trustees:** The Board has overall responsibility for effective risk management. This includes approving the risk management policy, setting the risk appetite, and regularly reviewing the risk register.
- **Management:** The CEO and senior management are responsible for implementing this policy, conducting regular risk assessments, and developing and executing mitigation plans.
- **All Associated Persons:** All individuals are responsible for identifying and reporting risks within their respective areas of work and for complying with all risk mitigation procedures.

5. Reporting and Communication

5.1 The Risk Register

A comprehensive Risk Register will be maintained to document all identified risks, their assessment, and the corresponding mitigation plans. This register will be a key agenda item at every Board meeting.

5.2 External Reporting

In line with **Charity Commission guidance (CC26)**, our Trustees' Annual Report will include a clear statement on the steps taken to manage the principal risks facing the charity.

6. Training and Continuous Improvement

We are committed to fostering a risk-aware culture. Training on risk management principles will be provided to staff and volunteers as part of their induction and through ongoing professional development. Lessons learned from any risk events will be used to improve our practices and procedures.

BrainWaves Research

- **Date Adopted:** October 2025
- **Date of Next Review:** October 2026