



Adi's Legacy CiC
Registered Company number 14334853
Risk Management Policy

This policy applies to all volunteers, directors, trustees, employees and any individual or organisation working on behalf of ADI'S LEGACY CiC

Definitions

- **"Adi's Legacy"** means Adi's Legacy CiC Registered Company number 14334853
- **"Clients"** means recipients of services and goods provided by Adi's Legacy
- **"Staff"** means all volunteers, directors, trustees, employees and any individual working or carrying out activities on behalf of Adi's Legacy
- **"Workplace"** means any premises or location (including the Adi's Legacy shop) where Adi's Legacy activities are carried out by the staff

The purpose of this policy:

To minimize harm or damage to

- Adi's Legacy (reputational, regulatory, financial or criminal)
- Directors (financial or criminal)
- Staff (physical, regulatory or emotional)
- Clients (physical or emotional)

Adi's Legacy will seek to keep the organisation, staff, and recipients safe by

- Maintaining an overall risk assessment for Adi's Legacy activities to be reviewed by the directors at least once annually
- Carry out a risk assessment for specific projects authorised by the directors, ensuring the directors are aware of all risk assessments carried out
- Risk assessments should include considerations for at least
 - Health & Safety
 - Data Protection
 - Safeguarding Children, Young Adults and Vulnerable Adults
- Ensure mitigation and other actions identified in the risk assessments are acted on by staff.
- Providing effective management to support this policy for staff through supervision, support, training and quality assurance measures
- Ensuring there are effective complaints and whistleblowing measures in place

Exceptions & Exemptions

- Adi's Legacy does not carry out any activities outside the UK
- At this time Adi's Legacy does not employ any staff

This policy should be read alongside all other policies of Adi's Legacy



This Policy when approved will be published on the Adi's Legacy website (www.adislegacy.com)

Contact Details

Health & Safety Lead

Name

Email

Adi's Legacy is committed to reviewing policies and good practice annually.

This policy was last reviewed on 25 March 2023

Signed : Paula Green
(Director)