

Order of Malta Volunteers Ltd (OMV), Charity No:281242,  
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## **Risk Assessment and Management**

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### **1. Mission Statement**

1.1 There is an inevitable element of risk to a lot of what the OMV does, given that its core mission is to organise voluntary work for young people, bringing them into contact with vulnerable adults

1.2 The purpose of this overarching risk assessment and management policy is to ensure that suitable and sufficient assessments are undertaken for activities where there is likely

to be significant risk.

1.3 Such assessments will allow for the development and implementation of control measures to minimise and manage risks as far as is reasonably possible and practicable.

1.4 This policy will therefore provide those involved in OMV activities, particularly the organisers and supervisors, with the necessary guidance and suitable information on what to do when planning and carrying out activities.

1.5 This guidance is applicable to general risk assessment. Where specialist skills are required (for instance, medical knowledge) legislative requirements will be met and expert guidance sought where applicable.

## **2. Risk Assessment Process**

2.1 Risk assessments will take into account:

- a) Hazards – the identification of something which has the potential to cause harm
- b) Risks – an evaluation of the likelihood of the hazard/s causing harm
- c) Risk rating – an assessment of the severity of the outcome of an event
- d) Control measures – the identification of physical measures and procedures which could be put into place to mitigate the risk/s

2.2 Bearing the above format in mind, the risk assessment process will consist of the following six steps, determining:

- a) What could go wrong
- b) Who might be harmed
- c) How likely it is to go wrong
- d) How serious it would be if it did go wrong
- e) What you are going to do to stop it going wrong
- f) How you are going to check that your plans are working

2.3 This process should be completed through the filling out and recording of a risk assessment form by the activity organiser (see template at Appendix 1)

2.4 This Risk assessment form should then be submitted to the Chairman of the OMV, and a record kept for the Trustees.

## **3. Risk areas requiring action**

3.1 Risk assessments should be carried out/be in place in regard to the following:

- a. Pilgrimages – Lourdes/Easter/Walsingham, and any other that we come to do
- b. International Camp
- c. Reunion
- d. White Knights Ball

3.2 Other risk areas, not directly related to Health and Safety but still requiring the attention of the Trustees, are:

- a) Financial risk
- b) Governing body oversight
- c) Reputational risk
- d) Insurance

#### **4. Reviewing Risk Assessment and Management Policies**

4.1 Risk assessments and management plans should be reviewed in the following circumstances:

- a) When there are changes to the activity
- b) After a near miss or accident
- c) When there are changes to the type of people involved in the activity
- d) When there are changes in good practice
- e) When there are legislative changes
- f) Annually, if for no other reason (this also applies to this overarching Risk Assessment and Management Policy)

What is the risk?

Who might be harmed?

What are you already doing?

Do you need to do anything else to manage this risk?

Action by whom?

Action by when?

Completed

Arrangements for monitoring