



## Internal Risk Policy.

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August 2024

### 1. Introduction

The West London Schools Football Association (WLSFA) is committed to maintaining a safe, efficient, and responsible environment. This Internal Risk Control Policy outlines the mechanisms by which we will monitor, manage, and mitigate risks that arise from within the organization. Our goal is to ensure that risks are identified, evaluated, and controlled effectively to protect our members, stakeholders, and operations.

### 2. Objectives

- **Minimize Internal Risks:** To reduce the likelihood of risks originating within the organization that could impact our operations, reputation, or financial stability.
- **Enhance Operational Efficiency:** To ensure that risk management efforts do not impede our core activities but instead support their safe and efficient execution.
- **Foster a Safe and Secure Environment:** To create and maintain an environment where all members can perform their duties without undue risk.
- **Promote Communication and Awareness:** To ensure that all staff and members are aware of the internal risk controls in place and their roles in maintaining them.

### 3. Scope

This policy applies to all levels of the WLSFA, including staff, managers, volunteers, and any other stakeholders involved in our operations.

### 4. Categories of Internal Risk Controls

#### 1. Monitoring

- **Objective:** To detect issues before they escalate into significant problems.
- **Implementation:**
  - Regular audits of operational procedures.
  - Scheduled reviews of financial records and transactions.
  - Continuous monitoring of IT systems for potential breaches or inefficiencies.
  - Feedback mechanisms for staff and members to report concerns.
- **Responsibility:** Department heads and team leaders are responsible for ensuring that monitoring mechanisms are in place and effective.

#### 2. Control Environment

- **Objective:** To create a workplace that inherently minimizes risks.
- **Implementation:**
  - Establish clear policies for health and safety, including regular training and safety drills.
  - Implement IT security measures, such as firewalls, antivirus software, and regular updates.
  - Develop and enforce codes of conduct for staff and members.
  - Maintain and regularly inspect facilities and equipment.
- **Responsibility:** Managers are responsible for creating a control environment that supports safe and compliant operations.

#### 3. Information and Communication

- **Objective:** To ensure clear and consistent communication of risks and controls across the organization.
- **Implementation:**
  - Regular risk assessment reports submitted to the management team.
  - Establishment of communication channels for reporting issues, including anonymous reporting options.
  - Routine meetings to discuss risk management and control effectiveness.
  - Training sessions on risk awareness and control procedures.
- **Responsibility:** All staff and members are encouraged to communicate any concerns, while management ensures that these communications are acted upon.

#### 4. Risk Valuation

- **Objective:** To quantify the risks to prioritize resource allocation for risk management.
- **Implementation:**
  - Develop a risk assessment matrix to evaluate the potential impact and likelihood of identified risks.

- Regularly review and update the risk valuation criteria based on changes in the operating environment.
- Use the risk valuation process to guide the allocation of resources towards the most significant risks.
- **Responsibility:** Senior management, in consultation with relevant stakeholders, is responsible for conducting risk valuation and making informed decisions based on the outcomes.

## 5. Responsibilities

- **Senior Management:** Oversee the overall implementation and effectiveness of the Internal Risk Control Policy. They are also responsible for conducting risk valuations and making strategic decisions to mitigate high-priority risks.
- **Department Heads/Managers:** Ensure that monitoring, control environment, and communication measures are effectively implemented in their respective areas. They are also responsible for reporting any internal risks to senior management.
- **Staff and Members:** Adhere to the internal control measures and actively participate in risk management processes by reporting concerns and following established protocols.

## 6. Reporting and Review

- **Reporting:** All incidents or breaches of internal controls must be reported immediately to the relevant manager or senior management, depending on the severity.
- **Review:** This policy and the internal controls it outlines will be reviewed annually or whenever significant changes occur within the organization or its operating environment. Reviews will assess the effectiveness of controls and make necessary adjustments to address emerging risks.

## 7. Conclusion

The WLSFA is dedicated to the continuous improvement of our internal risk control processes. By implementing this policy, we aim to foster a proactive risk management culture that protects our members and operations while supporting our organizational goals