

BESA Risk Policy

- The risk register is to be maintained by the Operations Director
- All department heads will be asked to review the risks within their business area annually in January and provide updates for the register by 31 March
- The risk register will be reviewed by the Operations Director and Director General quarterly
- The risk register will be reviewed and approved annually by the Executive Council during the first meeting of the financial year (April)
- Items will be added to the risk register if the risk to BESA's income is deemed to be greater than 5% of annual turnover
- The risk register is to be stored on Sharepoint and accessible by all directors
- Those staff named as owners of an item on the register should be notified in writing of their responsibility, deadlines and accountability for the item

Policy updated: October 2020

British Educational Suppliers Association

Albert House 256-260 Old Street London EC1V 9DD UK

t +44 (0)20 7537 4997 · email besa@besa.org.uk · website besa.org.uk