

QF263	RISK MANAGEMENT CHECKLIST
--------------	----------------------------------

Use the following checklist to review the current policies and practices of the organisation that relate to risk management. Areas that are not ticked indicate issues that should be attended to.

<i>Item</i>	✓
Areas of risk have been identified and prioritised according to their impact on the organisation	
A risk management plan exists, with allocated responsibilities	
Policies/procedures are documented for all areas to ensure that laws are complied with	
Incident reporting procedures are followed	
Case work practices conform to legal requirements	
Premises and practices conform to Occupational Health and Safety Guidelines	
There are clear delegations for all financial decisions or approvals and other types of authorities, such as signing leases, funding agreements and other contracts.	
There are sufficient safeguards against fraud	
Budgeting and budget monitoring is well informed	
Where there are risks in processes, no one person has control of a process from beginning to end.	
Office security protects the office from theft and damage	
Adequate insurance cover is held for all areas of risk	
Computer files are regularly backed up and stored securely	
Risk management is reviewed periodically	