**Risk assessment for: Area Meeting/ Local Meeting:**

**Completed/reviewed by: Date: Next review due:**

| **No.** | **What is the risk?** | **What can go wrong, how, who might be affected?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Date done** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Recruitment | * Not preparing JD, background info, other docs. Adequately (employee, employer, meeting) * Not advertising widely enough (meeting, employer) * Not putting adequate framework in place to support employee (employee, meeting) * Making the wrong appointment (meeting, employer, employee) * Uncertainty about employment practice/law (employer, employee) | * Awareness of BYM’s material, support and guidance for Quaker employers * Advertise in the Friend and widely within local and area meeting * Line-management structure developed and supported by LM and trustees * Trial period for new appointments * BYM/.gov websites consulted and practice followed | * Specific role required and independent advice sought * Consider whether role is Quaker specific and advertise accordingly * Offer line-manager training * Make sure that line-manager is able to carry out their role adequately * Adequate handover prepared in advance if line-manager changes * Extend trial period if needed and make sure that probation review is carried out adequately |  |  |  |
|  | Record keeping | * Not knowing what needs to be kept and for how long (employer, employee) * Understanding data regulation in relation to personal details (employee) * Storing data on personal computers or drives (employer, employee) * Not having a record keeping or archiving policy (employer, employee) | * Advice given by BYM is used * Use AM’s policies on record keeping and archiving * AM offers training to employees and those in support roles of employees | * Develop the advice and guidance for line-managers and other role-holders who might hold or have access to employee data * Training and policies need to be reviewed annually |  |  |  |
|  | End of employment | * Coping with an employee resigning (meeting, employer) * Terminating employment (employer, meeting, employee) * Making an employee redundant (employer, meeting, employee) * Not reviewing employment adequately when and employee leaves (see recruitment section) (meeting, employer, future-employee) | * Adequate time is allowed to review a post when someone resigns * Adequate support is in place to cover role if vacant for any time period * AM has adequate policy on redundancy and termination of employment for any other reason * Trustees and LM work closely enough that if there are difficulties these can be dealt with | * Develop clear guidance for meeting on role should it need to carry out employees tasks for any length of time * Develop communications between trustees, LM and meeting so that all know where process is * Better understand how to maintain employee/employer confidentiality |  |  |  |
|  | Payroll and finance | * Not choosing the correct employment status (employed/self-employed) (employee, employer) * Not paying adequately (NMW, NLW, RLW) (employee, employer) * Not working out employee contributions adequately (NI, Tax, Pension) (employer/ employee) | * AM trustees are employers and have clear MoU’s with each LM that has employees within the AM. Trustees have a named member who is responsible for payroll * Payroll is worked out by each LM individually | * Look into doing payroll as an AM * Look into whether payroll services could be outsourced |  |  |  |
|  | Absence | * Not covering absence (planned or unplanned) adequately (meeting, employee) * Not supporting employees who need extended absence adequately (meeting, employee) * Not being aware of legal right of employees in relation to absence from work (employee, employer) * Not offering enough annual leave form work (employee, employer, meeting) | * Local meeting covers absence on an adhoc basis as needed * Where possible, agree absence well in advance * Guidance checked form known sources such as BYM .gov, further advice sought as needed | * Develop a clear policy and procedure to be used when an employee is absent * Develop a triage list that can be followed should an employee need to take absence at short notice |  |  |  |
|  | Residential employees | * Not fully understanding the effect on an employee of living and working within the same environment (employee, meeting) * Not being clear enough about the boundaries of the role (employee, meeting) * Not providing adequate accommodation for a residential employee (employer, employee) * Not preparing an adequate agreement (contract) with a residential employee (employee, meeting, employer) | * JD and service occupancy agreement has details of hours worked and expectation of employee/meeting/employer | * Develop line-management to be sure that line-manager has full understanding of the role that the employee is carrying out * Make sure that cover is in place at times when the employee should not be working * Have a clear agreement about days that the employee is not on duty and what will happen in the case that the employee is on annual leave (especially if they are in residence during these times) |  |  |  |
|  | AM Trustee/LM relationship | * Not thinking carefully enough about the relationship between trustees and LM in advance of beginning employment (employer, meeting) * Not having a clear line-management arrangement in place (employee, meeting, employer) * Employment policy and practice developed locally rather than at employer level (employer, meeting, employee) * Conflict develops between LM and trustees due to a change in employee/employment (employee, meeting, employer) | * LM (or representative from other local body such as Premises Committee) reports to trustees on employment matters regularly * Some employment matter are dealt with on an adhoc basis between LM/trustees | * Trustees develop clear guidance which all local meetings’ within the area know about and use * Trustees to develop clear MoU with each LM so that each knows what they are responsible for in relation to employment * Develop conflict of interest policy in relation to employment so that if there is a difficult decision needed trustees and others each know what their role is and can advise LM |  |  |  |