**SOUTHERN MARCHES AREA QUAKER MEETING**

**CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL**

Risk Register

*Good Practice in the Management of our Meetings*

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| **Risk: people** | **Lead** | **Impact** | **Likelihood** | **Control** | **Method of Review**  **(including timescale)** | **Action**  **(including timescale)** |
| Injury or illness while undertaking SMAQM activity | Trustees | L | M | First Aid Training for appropriate staff or volunteers  Health & Safety Policy  Health & Safety checks  Insurance cover | Check & update content of first aid kit annually or when used and depleted | Ask clerks of LMs to report on First Aid training/equipment |
| Illness due to food allergens while at  SMAQM events | ALL | H | L | *Awareness of food hygiene measures*  *Clear labelling of food with ingredients*  *See MOU 2* | *Trustees to review annually* | *Identify lead person to monitor all relevant events* |
| Loss of experienced trustees, AQM & LM post-holders and other volunteers or staff: too few are called to service | Trustees  Nominations | M | M | Clear descriptions of job roles.  Consider assistants/teams for roles  Critical review of what work is really needed  A minimum of the living wage paid to employees with regular support and reviews  Nominations process  Encouraging & celebrating Friends contributions  Prayer & upholding of those giving their service.  Training for current and potential post holders  *See MoU 9, 10,11 &12* | Trustee Meetings rotate around LMs and invite Friends from the Meeting and other LMs with no Meeting House to join them for lunch to allow for an informal review.  AQM E&O Meetings twice a year | Succession planning for trustee tenure: *review by end of 2019* |
| Lack of worshippers | ALL | H | M | Outreach.  Welcome pack for new attenders.  LM & AQM Q&A sessions for attenders and enquirers.  Prayer.  Encourage Friends to visit struggling LMs  Consider closing the Meeting | Trustee Meetings rotate around LMs and invite Friends from the Meeting and other LMs with no Meeting House to join them for lunch to allow for an informal review.  Agenda item for trustee meetings to keep struggling meetings under review | Agree Action Plan and review dates with struggling LM |

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| **Risk: people** | **Lead** | **Impact** | **Likelihood** | **Control** | **Method of Review**  **(including timescale)** | **Action**  **(including timescale)** |
| Failure to protect children or adults with care and support needs | Trustees | H | L | Safeguarding Policy  Appointment of AM Safeguarding Officer and deputy  Police DBS checks for volunteers with child contact  Ensure room users are informed that they and not SMAQM are responsible for their children and adults with care and support needs  Vigilance by all when children and adults with care and support needs on premises  Carry out risk assessments of both premises and activities in relation to children and adults with care and support needs  See MoU 1 | Policy reviewed annually or when legislation changes | Follow Guidelines if safeguarding issue arises. Close liaison between lead trustee and Safeguarding Officer |

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| **Risk: finance** | **Lead** | | **Impact** | | **Likelihood** | | **Control** | | **Method of Review**  **(including timescale)** | **Action**  **(including timescale)** | |
| Big reduction in reserves due to a building project costing more or returning less than forecast | Trustees | H | | M | | Financial assessment of how to cover costs/keep costs down.  Market research.  Funding applications.  Property fund budgeted for by SMAQM | | Timely reports from LMs to Trustees of costs of building projects.  Reports from LMs to Trustees of expenditure not previously budgeted for. | | | Review costs of any building projects in progress every 3 months |
| Loss of income from room hire | LMs | M | | M | | On-going consultation with user groups | | Finance Committee Meetings at least twice yearly | | |  |
| Loss of income from Friends | Treasurers | H | | L | | Reserves policy, reviewed annually  Annual appeal  See MoU 5b & 5c | | Finance Committee Meetings at least twice yearly | | |  |
| Loss of financial viability due to changes in taxation, e.g. withdrawal of Gift Aid | Trustees | M | | L | | Keep abreast of proposed changes | |  | | |  |
| Misappropriation of funds through Fraud or Error | Trustees | M | | L | | Insurance cover  2 signatories on cheques over £300  Authorisation limits  Cheque books & cash kept secure  Blank cheques never signed  Training for AM and LM treasurers  Trustees informed by LM if cheque written for more than £2,000 | | Finance Committee Meetings at least twice yearly | | |  |
| Reduction in income or reserves due to loss of value of investments | Trustees | M | | H | | Use of reputable and ethical management companies  See MoU 5d | | MOU Appendix 2 | | | 2017:  MOU adopted by SMAQM  Circulate MOU to all LMs |

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| Investment in building  project fails to deliver expected return | Trustees | H | M | Well considered forward planning  Establish publicity and promotion group  Funding applications | Standing item on Trustee Agenda for development projects such as the Pales | Pales Management Group to complete Risk Assessment by July 2019 |

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| **Risk: health & safety** | **Lead** | **Impact** | **Likelihood** | **Control** | **Method of Review**  **(including timescale)** | **Action**  **(including timescale)** |
| Meeting Houses: fire and Explosion | Trustees | H | L | Insurance cover  Health & Safety Policy regularly reviewed  Fire equipment regularly checked  LMs to hold up to date list of all electrical equipment and arrange for annual PAT testing  See MoU 6b | Trustees to check annually with Premises of each LM that relevant checks have been made | 2019: trustees to ensure checks have been made |
| Meeting Houses: water damage, rot, corrosion | Trustees &  Premises groups | H | L | Inspection of roof & plumbing.  Regular checks on drainage  Local contacts for repairs  See MoU 6a | Trustees to check annually with Premises of each LM that relevant checks have been made |  |
| Flood | Trustees | H | L | Records stored away from flood-prone area. | Trustees to check annually with Premises of each LM that relevant checks have been made |  |
| Meeting Houses: falling objects | Trustees &  Premises groups | H | L | Regular inspections  Insurance cover see MoU 4 | Trustees to check annually with Premises of each LM that relevant checks have been made. |  |
| Meeting Houses: subsidence | Trustees &  Premises groups | H | L | Regular inspection of structures | Trustees to check annually with Premises of each LM that relevant checks have been made |  |
| Hire of premises & car parking for Quaker activities including Meeting for Worship | LMs | M | M | Risk assessment completed and regularly reviewed.  Hiring Policy  See MoU 2 & 6c | Trustees to maintain a composite register of risks identified by LMs  Local registers updated at 2-yearly intervals. | 2019: Trustees to check LM risk registers |
| Burial Grounds | Trustees | L | L | Appoint custodians  Regular checks  See MoU 6d | Annual review of burial grounds: trustee agenda item |  |

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| **Risk: governance** | **Lead** | **Impact** | **Likelihood** | **Control** | **Method of Review**  **(including timescale)** | **Action**  **(including timescale)** |
| Inadequate governance | Trustees | H | L | Trustee training & induction  Skills audit of trustees  Nominations process |  | 2019: trustee skills audit |
| Loss of experienced trustees, AQM & LM post-holders and other volunteers or staff | ALL | M | M | Clear descriptions of job roles.  Consider assistants/teams for roles  A minimum of the living wage paid to employees with regular support and reviews  Nominations process  Training for current and potential post holders |  |  |
| Inexperienced trustees, AQM & LM post-holders and other volunteers or staff make mistake (Various, from trip hazards to negative outreach) | ALL | M | M | Induction, training, e-mailed updates |  | Supply print out of relevant papers, MoU etc to all new trustees |
| Breach of Charities Act and mal-administration because Trustees lack relevant skills | Trustees | H | L | Trustee training programme |  |  |
| Negligence at Quaker public event leads to food poisoning, accident, or injury from goods sold | LMs | M | M | Risk assessment of all events |  |  |
| Adverse publicity and Loss of reputation & income, due to ill-judged room hire or tenancy by group with concealed agenda | LMs | H | L | Room hire to new groups discerned at MfWfB |  |  |
| Loss of data/ documents due to computer problems | ALL | M | M | Vigilance at backing up  Appropriate storage of files etc.  Compliance with Data Protection  Retention of Records Policy  See MoU 3 & Appendix 1 | Triennial review of MoU  Annual completion of Appendix 1 of MoU by LM Clerks | 2019: LMs to complete Appendix 1 of MoU ‘Data protection checklist’ and return to Penny Harding |

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| **Risk: regulatory** | **Lead** | **Impact** | **Likelihood** | **Control** | **Method of Review**  **(including timescale)** | **Action**  **(including timescale)** |
| Non-compliance with charities legislation | Trustees | M | L | Regular trustee meetings  Timely presentation of Annual Report  Trustee training  Support from Friends House | At least 6 trustee meetings in the year. Content of Annual Report reflects feedback from Friends, Friends House and Charity Commission. | 2019: Annual Report to AQM in July |
| Non-compliance with financial regulations | Trustees | M | L | Finance policy  Treasurer training  Regular trustee meetings  See MoU 5a | Annual review of policies and procedures  At least 6 trustee meetings in the year |  |
| Non-compliance with employment legislation | Trustees | M | M | Trustee training  Lead & deputy Friend  Employment policy  See MoU 7 & Appendix 3 Equal Opportunities & Diversity Policy | Annual review of policies and procedures |  |
| Non-compliance with data protection legislation | Trustees | M | M | Training  Appoint lead Friend  Data Protection policy regularly reviewed  See MoU 3 & Appendix 1 Data protection checklist | Annual review of policies and procedures  Annual completion of Data protection checklist by LM clerks | 2019 completion by LM clerks of data protection checklist |
| Non-compliance with health and safety legislation | Trustees | H | M | Health &Safety policy regularly reviewed  Training as appropriate | Annual review of policies and procedures |  |