

York Area Quaker Meeting's Risk Register: February 2017

This Table summarises York Area Meeting's & our Local Meetings' approaches to identifying and managing risks, as reported during late 2016.

As recommended in the previous report (Trustee Minute February 2015/15.1) two risk items have been added:

- A check that all fire exit doors can be opened from the inside without a key whenever the building is in use.
- “working at height” (ie. off chairs, tables, ladders and stepladders) in the health and safety section.

RISKS	Friargate	Acomb	Harrogate	New Earswick	Thirsk	Area Meeting
<u>A. Criminal Activities</u>						
Assault	Entrance doors have magnetic locking which is controlled by staff	No indicators of risk	Warden has personal alarm, Alarm will be provided for part-time cleaner	No high risk	No high risk	
Safeguarding children	DBS checks and other vetting procedures now apply as per national policy for volunteers working with children. Special procedures apply in respect of known sex offenders attending Meeting. Two named co-ordinators apply our local policy.	DBS checks on volunteers working with children. Two references required for each volunteer. One named co-ordinator. Parents or carers remain on premises.	Enhanced DBS checks on all volunteers (including young people aged 16 and above) working with children. Always more than one volunteer. Named Children's Advisor Have local policy.	Always two volunteers, of whom at least one is always vetted through DBS. Has policy - copy provided.	DBS checks in place or in progress for all volunteers working with children. Always more than one adult. Named co-ordinator. Geof Sewell No policy save as above	Policy written, two AM co-ordinators appointed; a named Trustee has oversight
Safeguarding vulnerable adults	Same co-ordinators as for children. Policy being developed.	One named co-ordinator	Convenor of Overseers is our co-ordinator.	Convenor of overseers monitors and intervenes where necessary.	Andrew Burns is named co-ordinator	Policy written, two AM co-ordinators appointed; a named Trustee has oversight
Burglary	Locking-up procedures in place. Burglar alarm, with service contract	Locking up procedures in place	Locking-up procedures in place including checking fire doors are bolted.	Locking-up procedures in place, including checking fire doors are bolted	Window locks are now in place, and we have a small fixed safe for confidential documents. Locking-up procedures in place: padlock on gate.	N/A

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Theft	Money is removed from the office regularly. There is a wall safe in the office which is locked when no staff are present. Staff are on duty most of the time when the building is open. Records and archives are secured, and access is restricted.	Door is never left open and unattended. Bell warning is used when no-one is on the door. There is a locked cupboard for sensitive Information.	Warning notices displayed and included in Lettings Brochure. Few casual callers. Accounts/sensitive information secured in locked office.	Warning notices displayed, including not allowing use of toilets by those not using building. Cloakroom can be locked. Front door has locking/unlocking knob on inside. During Meeting doorkeeper has monitor to alert to entry via front door. Contractors warned to keep building locked. Archives in locked cupboard, records in locked cabinet, both with restricted access	No money left on premises. Warning notice displayed.	N/A
Vandalism	Access to the building is restricted when not in use	Security precautions improved after vandalism in 2006, with regular reviews.	Minimal risk, so no action required	Anti-climb measures (and notice). Premises checked at least three times weekly	Minimal apparent risk, so no other action required	N/A

<u>B. Property Protection</u>						
RISKS	Friargate	Acomb	Harrogate	New Earswick	Thirsk	Area Meeting
Water damage	Archives stored above floor level against risk of water damage	Building structure is surveyed every five years.	Regular maintenance of down-pipes. No risk of external flooding. Some risk from flat roof including guttering/water drainage: monitored by Warden and Premises Committee	No significant risks, but vigilance in respect of any possible leakages. Archives stored above floor level	Building not currently at risk of flooding, but premises Committee will deal with any leakages.	N/A
Loss of computer files	Computer files backed-up daily. Server has mirrored hard drives; It is protected by an uninterruptible power supply in case of power failure.	Regular backups are maintained.	Booking information backed-up every month. Backups stored off site.	Files are stored in multiple locations. The clerks monitor the situation annually.	We discussed the implications of a shift from manuscripts to digital media and are awaiting clarification from AM Archives Group. All our minutes are copied to the Clerks of AM & Trustees.	Backups of Trustee papers ensured by being circulated to all. Convenor and Treasurer send back up copies to each other routinely. Key papers of AM widely circulated and stored.

<u>C. Financial Risks</u>						
RISKS	Friargate	Acomb	Harrogate	New Earswick	Thirsk	Area Meeting
Reduced income	Income and expenditure are routinely monitored by staff, the Treasurer, Resources Committee and by the Friargate Building Group	Lettings cover PM running expenses, and members give generously. PM receives annual budget & accounts and would take any required action	Routine monitoring by Treasurer and Subscriptions Officer, and by Premises/Finance Committee	Routine monitoring by Finance Committee and Treasurer	Routine monitoring by Treasurer's group within the Finance Committee.	<p>Annual review of consolidated accounts by Trustees, advised by Auditors</p> <p>An annual budget is prepared and both income and expenditure monitored against this by Treasurer and Trustees.</p>
Investments lose value	No longer applicable	N/A	N/A	Routine monitoring by Finance Committee and Treasurer	Monitored by the Finance group within the Finance Committee.	
Expenditure too high in relation to income or reserves	Income and expenditure are routinely monitored by staff, the Treasurer, Resources Committee and by the Friargate Building Group	Reserves policy ensures sufficient reserves to maintain building to a high standard	<p>Routine monitoring of lettings and expenditure by Treasurer and Subscriptions Officer and by Warden and Premises/Finance Committee.</p> <p>Reserves policy defined monitored and implemented.</p>	An annual budget is prepared and both income and expenditure monitored against this by Finance Committee and the Treasurer on a regular basis. Final donations to BYM and other Quaker bodies are agreed by LBM in the light of Finance Committee's recommendations following year end results.	Review by Finance & Premises Committee. We now propose to have operational funds, a sinking fund and a reserves policy in line with Trustees recommendations	
Unwise grants	Collections Committee vets all requests	We do not make any grants	Small Approved budget, and all requests carefully considered a by Group consisting of Treasurer, Elder & Overseer.	LBM approves grants.	N/A	

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Dishonesty	Double entry book-keeping system. Business Manager reconciles all transactions to bank monthly. Treasurer checks reconciliations and transactions recorded against invoices and bills. All cash received counted, bagged, and held in safe within locked office.	Procedures recommended by Trustees are followed.	Procedures for checks and safeguards in place in accordance with requirements of Memorandum of Understanding	All collections are recorded and verified by a second signatory. All significant spending is authorised by LBM. Treasurer reports quarterly to LBM. No cash payments are made, and there are two signatories on all cheques. Annual accounts prepared by the auditors of Area Meeting accounts.	Safeguards within current procedures under review. 2 persons now check donations and written record of amount.	Annual audit of accounts. AM Funds: Treasurer and Convenor authorise payments over £500.

<u>D. Health and Safety</u>						
RISKS	Friargate	Acomb	Harrogate	New Earswick	Thirsk	Area Meeting
Fire	Notices explain procedures for evacuation. Electrical equipment is tested regularly and staff are vigilant for potential fire hazards.	Regular fire safety checks. Signs indicate procedures for evacuation	Users informed of evacuation procedures. Regular fire safety check	Notices explain procedures for evacuation Fully automatic fire alarm system for evacuation. System checked weekly.	Notice explains procedures for evacuation, and users are advised Regular Fire Safety Checks of Extinguishers and automatic alarms,.	Insurance of buildings in place
Emergency Exits can they be opened from the inside without a key whenever the building is in use?	Yes	Emergency exits can all be opened without keys from the inside	Yes	Yes	Emergency Exits are opened from inside without a key whenever the building is in use	N/A
Tripping up etc	Staff are vigilant as to loose rails, trailing cables, upturned carpet edges etc	No trailing wires or other hazards	Warden checks for hazards with warnings to users as necessary. Annual safety inspection carried out by Warden and H&S Officer	Trip hazards identified and minimised appropriately Salt to clear ice for entrance path kept at Meeting House	Trip hazards identified and minimised appropriately	N/A
Working at height (ie. off chairs, tables, ladders and stepladders)	Safe working practices are adopted. A budget proposal will be made to buy a more stable ladder to be used to change light bulbs in the Meeting Room	No unqualified persons are authorised to work at height and professional tradesmen working at height are responsible for following their own safety guidelines.	Warden and cleaner reminded of safety procedures	Single storey building. Access to loft restricted	Caretaker and members advised not to use chairs or ladders to gain height, appropriately insured trades people brought in as required	

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Hazardous activities	Procedures are in place to ensure compliance with Health & Safety Regulations, and advises volunteers and contractors about hazardous activities	No significant risk	Appropriate notices displayed. All contractors advised of possible risks. If sole worker, members of Meeting present or on call.	Screen that divides rooms operated only by responsible adults. Appropriate step-stools and ladders available for use. All contractors advised of possible risks. If sole worker, members of Meeting present or on call	No significant risks	N/A
Kitchen safety	Cleaning materials are stored out of reach of children. Any food left in the refrigerator is thrown away. There are warning notices near the hot water taps and boiler. The kitchen is cleaned regularly. Internal and external users are required to sign an agreement and to sign a check list of completed actions before leaving the building	Hazardous materials are kept out of reach of children.	Hazardous materials locked away. The Warden regularly checks the refrigerator for perishable items that require disposal. Prominent warning notice on water boiler. Kitchen checked and cleaned as necessary 3 times a week. Full clean weekly. Deep cleaned twice a year.	Access to kitchen controlled by hirer, or Friend on duty. Cleaning materials on high shelf. No fridge, and no fresh food stored in building. Prominent warning notice on water boiler. Kitchen checked and cleaned as necessary three times weekly. Full clean weekly	Cleaning materials stored in cupboards. Perishable foods stored occasionally. Kitchen checked and cleaned regularly. Warning notice on boiler.	N/A
Accidents and First Aid	First Aid box is kept in kitchen. Incidents are recorded in Accident Book. CYPC also keep a file to record incidents. This is reviewed by the Committee.	There is a first aid box in the kitchen	First Aid Box in kitchen. Accident Book is maintained. All users advised to have mobile phone to summon emergency services.	First Aid Box and Accident Book in kitchen, with advisory note in cloakroom. All users advised to have mobile phone to summon emergency services	First Aid Box in kitchen cupboard with notice on the door, contents checked regularly, also Book in kitchen to record hazards/accidents	N/A

RISKS	Friargate	Acomb	Harrogate	New Earswick	Thirsk	Area Meeting
Getting locked in	Duty staff check building when locking up. It is possible to get out without keys.	The Meeting House is very small – checking is on the checklist for those locking up.	Exit by back door and fire doors always possible.	Users advised to check building, including toilets, before locking up. All external doors can be opened from inside without a key.	Users advised to check building before locking up	

<u>E. Other risks of non-compliance with legislation</u>						
RISKS	Friargate	Acomb	Harrogate	New Earswick	Thirsk	Area Meeting
Disability legislation	Wheelchair access is now provided to all parts of the building. Procedures for evacuation of wheel-chair users have been previously approved by the Fire Officer. However, no fire officers are now available to advise us. Elders have published advice for the safe, orderly evacuation of the building in the case of fire or other incident and will be holding a rehearsal shortly after Meeting for Worship.	Fully compliant with DDA except for one room upstairs.	Wheelchair access, but not to upstairs rooms (or to Courtyard without assistance). Procedures for evacuation of wheel-chair users approved by Fire Officer. Disabled toilet available. Working towards becoming fully DDA compliant	Wheelchair access to all parts of the building.	Fully DDA compliant	AM holds meetings in local Meeting Houses.
Data Protection	Compliance checked and confirmed	Compliance checked and confirmed	Compliance checked and confirmed Personal Financial details secure and restricted.	Compliance checked and confirmed	Compliance checked and confirmed	BYM holds Data Protection Certificate. We follow their advice and are therefore compliant. ICO Registered.
Waste disposal	Arrangements that comply with York City Waste Acceptance criteria	We generate almost none	Arrangements that comply with Waste Acceptance criteria	Waste is sorted for recyclables, taken home by members and disposed of appropriately	Arrangements that comply with Waste Acceptance criteria for Hambleton DC	
Employment law	Arrangements for appointments confirmed with Trustees	No employees	Arrangements for appointments confirmed with Trustees via Employment Sub Group	No employees	Arrangements for appointments to be confirmed with Trustees	Trustees advise on terms of appointments as necessary, and review contractual arrangements

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