

Naphill Village Hall – Risk Assessment

Based on the 6 Main Duties of the Essential Trustee (Charity Commission)

Step 1: Risk Identification	Step 2: Risk Assessment			STEP 3: MANAGING RISKS			
List of Possible Risks	Impact (1-5)	Probability (1-5)	Score	What are we already doing about it?	What more can we do about it?	When will it be done?	Who will do it?
Managing the Charity's Resources							
(1) Theft of assets	5	1	5	Bank accounts all require double signatures for withdrawals	Check bank signatories at regular intervals	Ongoing	Treasurer controls access
(2) Damage to major assets	5	2	10	Reviewed and adjusted insurance cover during 2018	Maintain the correct level of cover	Ongoing	Treasurer
(3) Quality of decision making	4	4	16	Decision making protocol agreed	Review Trustee structure to decide if a smaller decision-making group would be more effective	2019/20	Chairman
(4) Lack of strategic maintenance plan	4	4	16	Strategic working party set up to prioritise long term maintenance and development of the facilities	Lack of funds is a current obstacle – we are at risk of another major financial outlay (boiler?)	Ongoing	Treasurer and Strategic Working Party
(5) Failing to provide the facilities that the community needs	2	3	6	Fundraising for play area, strategic working party	Community requirements survey	March 2019	To be agreed
Compliance with the Law and with our Scheme							
(6) Data breach	3	2	6	Data protection policy agreed	Adhere to data protection policy	Ongoing	Secretary & All Trustees
(7) Major health and safety incident	5	4	20	Working on new policy and health and safety risk assessments	Complete risk assessments, resolve major risks identified	May 2019	All Trustees
(8) Serious safeguarding incident	5	2	10	Safeguarding policy agreed	Monitor safeguarding incidents/educate hirers	Ongoing	Secretary & Lettings Sec
(9) Serious discrimination case	5	1	5	Equalities Policy agreed	Adhere to Equalities Policy and monitor and react to any incidents	September	Secretary & all Trustees

Reviewed February 2019

Acting in the Best Interests of the Charity							
(10) Failure to declare an interest before decisions are made	5	1	5	Declaration of interests is standing agenda item	Be clearer about recognising and declaring interests	Ongoing	Chairman & all Trustees
(11) Decision made that is not in the best interests of the charity or the community	5	1	5	Decision making protocol agreed	Adhere to decision making protocol	Ongoing	Chairman & all Trustees
(12) Decision made that benefits an individual over the community/charity	5	1	5	Decision making protocol agreed	Adhere to decision making protocol	Ongoing	Chairman & all Trustees
Trustees are Accountable							
(13) Trustees act subversively if a decision is made that they do not like	5	3	15	There have been occasions over the last two years where this has happened. Better quality of decision making would resolve the issues	Adhere to decision making protocol	Ongoing	All Trustees
Carry Out Our Duties for the Public Benefit							
(14) Actions taken that are outside the Scheme	5	1	5	Trustees are all aware of the scheme	Review Scheme annually at AGM	April	Secretary
Act with Reasonable Care and Skill							
(15) Trustees are not appointed appropriately	5	1	5	Trustee appointment process is adhered to	Ensure new Trustees are correctly appointed	Ongoing	All Trustees
(16) Trustees influence the views of others without proper research	5	5	25	Trustees frequently express views that are not founded on fact and this does currently influence others	Give all Trustees adequate time to prepare before a decision is made	Ongoing	Chairman
(17) Failure to seek the views of specialists where necessary	5	5	25	Specialist views are sometimes sought but there is no actual agreed framework for doing this currently	Agree what level and type of decision requires specialist input	Ongoing	All Trustees
Operational Risks							
(18) Profit making organisations using The Crick without a	3	3	9	Groups are using The Crick for a profit but do not have a Lettings Agreement and are not therefore	Those responsible have been spoken to, situation being monitored	Ongoing	All Trustees

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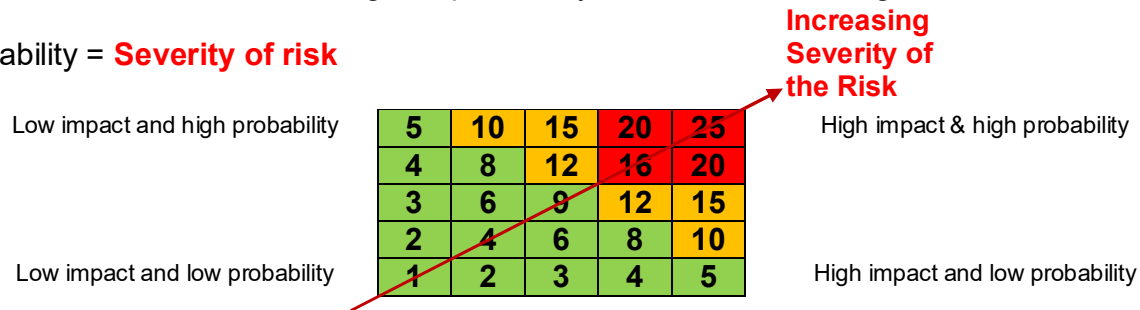
Lettings Agreement				covered by our insurance and do not have to comply with any of our policies			
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Scoring:

Impact – score 1 to 5 with 5 as the highest impact of an event occurring

Probability – score 1 to 5 with 5 as the highest probability of an event occurring

Impact x Probability = **Severity of risk**



RAG Status

- Risk score less than 10 **Green**
- Risk score 10 to 15 **Amber**
- Risk score over 15 **Red**

Main benefit of this revised system is the unambiguous prioritization of risks that need to be addressed.