

SOUTHERN MARCHES AREA QUAKER MEETING

CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Risk Register

Good Practice in the Management of our Meetings

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 Warning notices about particular known hazards to be announced / displayed
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	Those in charge of catering for each event to monitor this & ask contributors to label food
Loss of experienced trustees, AQM & LM post-holders and other volunteers or staff: too few are called to service	Trustees Nominations	H	H	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 <i>See MoU 9, 10,11 &12</i>	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. Each LM to try to identify a potential Trustee AQM E&O Meetings twice a year	Succession planning for trustee tenure: Stagger release dates Each trustee to talk to LM Friends about the positive service of being a trustee THIS IS AN EXISTENTIAL THREAT TO OUR AREA MEETING & LOCAL MEETINGS AS CURRENTLY INSTITUTED & ORGANISED. IS IT ALSO AN OPPORTUNITY? SIMPLER MEETINGS ADDRESSES THIS AS A MATTER OF URGENCY

Lack of worshippers	ALL	H	M	<p>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</p>	<p>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</p>	<p>Agree Action Plan and review dates with struggling LM</p>
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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	<p>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</p>	<p>Policy reviewed annually or when legislation changes</p>	<p>Follow Guidelines if safeguarding issue arises. Close liaison between lead trustee and Safeguarding Officer</p>

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	MOU adopted by SMAQM Circulate MOU to all LMs <i>MOU is a "live" document & needs to be circulated after every significant change</i>
Investment in building project fails to deliver expected return	Trustees	M	M	Well considered forward planning Establish publicity and promotion group Funding applications		Pales Management Group to complete Options paper including identifying risks as soon as planning decision received
Breach of general security of premises, including possibility of damage or theft	Trustees	M	L	List of key holders to be maintained & kept up to date by identified Trustee Each meeting & event to identify who will check building and lock up Any valuable equipment to be kept securely		Property checklist Each meeting & event to identify who will check building and lock up

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	Property checklist circulated (but not all completed). This serves to update AM risk register with all premises related risks.
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	Premises committees & LM clerks to be sent copies of relevant policies & checklists
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	LM Clerks to advise Trustees of any issues as they arise
General safety of all visitors to premises	All	M	M	Door keepers, stewards of events to be vigilant		Warning notices about particular known hazards to be announced / displayed
Burial Grounds	Trustees	L	L	Appoint custodians Regular checks See MoU 6d	Annual review of burial grounds: trustee agenda item	Trustee agenda item – needs to be scheduled for 2020

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		Trustees should sign up for trustee updates from BYM, and familiarise themselves with resources available on www.quaker.org.uk/our-organisation/quaker-roles/trustees Trustees to identify skills gaps and Nominations to “advertise” for people with those skills to offer themselves as potential trustees
Loss of experienced trustees, AQM & LM post-holders and other volunteers or staff	ALL	H	H	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		THIS IS NOW AN EXISTENTIAL THREAT TO OUR AREA MEETING & LOCAL MEETINGS AS CURRENTLY INSTITUTED & ORGANISED. IS IT ALSO AN OPPORTUNITY? SIMPLER MEETINGS ADDRESSES THIS AS A MATTER OF URGENCY
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 Trustees should sign up for trustee updates from BYM, and familiarise themselves with resources available on www.quaker.org.uk/our-organisation/quaker-roles/trustees
Breach of Charities Act and mal-administration because Trustees lack relevant skills	Trustees	H	L	Trustee training programme		Trustees should sign up for trustee updates from BYM, and familiarise themselves with resources available on www.quaker.org.uk/our-organisation/quaker-roles/trustees

Negligence at Quaker public event leads to food poisoning, accident, or injury from goods sold	LMs	M	M	Risk assessment of all events		Event organiser to carry out risk assessment & be vigilant
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	LMs to complete Appendix 1 of MoU 'Data protection checklist' and return to assistant clerk of trustees by September 2020

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 2020
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	LMs to complete Appendix 1 of MoU 'Data protection checklist' and return to assistant clerk of trustees by September 2020
Non-compliance with health and safety legislation	Trustees	H	M	Health & Safety policy regularly reviewed Training as appropriate	Annual review of policies and procedures	

Risk: global pandemic	Lead	Impact	Likelihood	Control	Method of Review (including timescale)	Action (including timescale)
<p>Please note: these matters may also pertain to local and national public health concerns, but the experience of covid-19 in 2020 is what has informed this. Social distancing (2 metres apart), self-isolating, and “lockdown” were among the measures introduced by the Government to reduce the spread of the disease. Places of worship were closed, and physical gatherings banned. The event was “unprecedented”. At the time of writing (May 2020) it looks as if some of these measures will be in place for months to come.</p> <p>Several of the risks identified above also pertain.</p>						
Not meeting together in person including children and young people	LM Clerks, Elders & Overseers, Pastoral Care Leads, CYP Leads & ALL	H	Unknown (specific to circumstances)	HM Government and / or BYM instruction & guidelines	See control	Maintaining contact and pastoral care via: Use of Zoom (for example) for MfW, MfWfB, and social interaction Use of telephones, emails, social media, letters for keeping in touch with, and supporting, each other
Illness and / or death of significant numbers of Friends	ALL	?	?	HM Government / Public Health England / WHO guidelines	There may need to be “difficult conversations” with some Friends about what is safe and appropriate to their own health circumstances, and the potential impact on others	Adherence to guidelines on hygiene, social distancing, & self -isolating There may need to be “difficult conversations” with some Friends about what is safe and appropriate to their own health circumstances, and the potential impact on others

Managing temporarily closed Meeting Houses	Premises Cttee / LM Clerk	H	Unknown (specific to circumstances)	HM Government and / or BYM instruction & guidelines	See control	Trustees, Premises Cttees, LM Clerks to keep each other notified of developments Care-taker inspections to be undertaken & reported weekly Common sense measures to be taken, such as switching off, or keeping on low, water, electricity etc as appropriate
Impact on income, including "rent holidays" for tenants, cancellation of room bookings, and reductions of giving by Friends whose incomes are affected	Trustees, Treasurers	H	Unknown (specific to circumstances)	Monitoring of accounts by LM Treasurers and AM Treasurer, reporting to Trustees Reporting of significant changes (such as requests for "rent holidays" and cancellation of room bookings)	Review of accounts to LMs, AM, and Trustees (this may be at year end, depending on duration of measures taken)	LM Treasurers to keep QuickBooks accounts up to date Accounts to be assessed for impacts at year end Budgets to be adjusted accordingly for next year Aid for charities from Government to be assessed for relevance to our situation(s)

<p>Coming out of lockdown</p>				<p>Compliance with HM Government / BYM instructions & guidelines highly recommended!</p>	<p>Trustees to assess guidance for gatherings / re-opening premises in connection with LM Clerks and Premises Committees with due regard for social distancing, hygiene, safeguarding of those with vulnerable health etc.</p>	<p>Actions which might be advisable include placement (or removal) of furniture; use of gaffer tape on floors to aid social distancing; supply of soap, hot water, paper towels, hand sanitiser, and cleaning materials for surfaces; encouraging people with symptoms, and those with significant health concerns to stay away (there may need to be “difficult conversations” with some Friends about what is safe and appropriate to their own health circumstances, and the potential impact on others); maintaining contact with each other by means outlined above; not re-opening room booking availability too soon; not recommencing MfW too soon</p>
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