

Arnesby Village Hall Trust Risk Map

13 June 2023

Item	Risk Cause/Effect	Risk Score No Controls	Controls and Assurance	Risk Score with controls	Action Required and Due Date
Governance	Inquoracy prevents decisions. Disputes between trustees. Decisions breaching Charity Commission rules. Lack of trustees willing to take on Officer roles. Trust fails to uphold charitable objectives. Charity Commission intervention.	8	Constitution and annual report to Charities Commission.	5	Brian to propose amendments for consideration by a working party agreed at AGM. To include management committee of 7 with quorum of 4. Jenny to consider use of Signal or Whats App to improve communications. Terry to update Arnesby Village website for Trust
Serious Detriment and Safeguarding	Harm (financial, psychological or physical) caused to anyone by actions or inactions of the Trust	6	Bodily injury covered by insurance. Also Public Liability insurance cover and Personal Accident cover.	6	Jenny to check with Acre and introduce their safeguarding policy. Will require commitment from all trustees.
Budget	Income does not meet outgoings. Failure to predict major costs and make adequate provision. Inadequate control over regular costs leading to deficit.	8	Annual budget setting. Expenditure limited to maintenance, running costs and improving facilities. Business interruption insurance and legal expenses cover. Extra grants in 2020/21	5	Terry to draft simple Financial Regulations to be considered alongside amendments to constitution. Issues include reserve, authorisation limits, management accounts, declarations of interest and discounts on standard hire rates.
May Fayre	Inability to hold event due to Covid 19. Lack of enthusiasm in village for event.	7	Mayre Fayre sub-committee established under existing constitution	4	
Covid 19	Ineffective prevention measures lead to Trustees, volunteers or hall users contracting Coronavirus. Losses due to low bookings.	7	Trustees have indemnity cover. Extra grants have boosted income. Covid compliance covered by both risk assessment and hiring conditions.	4	
Bookings	Accidental double booking causing event cancellation. Dispute with customers over terms and conditions. Demands for compensation.	6	Hiring conditions defined. Bookings made by Bookings Secretary. Losses partially covered by insurance	4	Terry checking feasibility of on-line bookings and payments. Brian to tweak hiring conditions to include user risk assessments on safeguarding and H&S.
School partnership	School causes damage beyond wear and tear. School use clashes with other use (eg elections). Fee charge does not reflect usage. Lack of clarity over responsibilities for both parties.	7	Informal agreement between parties. School contributes to costs.	6	Brian to check with Acre about flexible pro-forma licence agreement
Probity	Decisions benefit one or more trustees without declaration of interest. Premises, funds or equipment misused for personal benefit.	7	All bookings at standard rate except community groups that receive 50% discount. Booking secretary monitors use of equipment. Partially covered by Fidelity insurance	6	Terry to include this in draft Financial Regulations
Theft	Bank account hacked and funds removed. Equipment taken without consent and not replaced.	7	Insurance cover as assurance. Equipment low value and unlikely to be lost.	7	Draft Financial Regulations to cover levels of authority on expenditure (£1000 max for officer authorisation). <i>Will also need to cover cyber security</i>
Complaints	Complaints from customers or others not recorded, acted upon in good time or reported back to Trustees.	6	Informally managed by Chair	6	Bruce to draft 2 stage policy and procedure
Major property damage	Major damage due to fire, storm, flood or other accidental or natural causes.	7	Covered by insurance, property inspection regime and financial regulations/budgeting	5	
H&S	Personal injury to members of public using the hall. Prosecution by Health & Safety Executive. Civil action by injured parties	7	Existing risk assessment and programme for inspections and maintenance of fire alarm, electrical equipment and circuits. No asbestos to register. Legionella risk reduced by regular usage. All H&S activity logged.	5	
Use of Volunteers	Injury, death, property damage or financial loss whilst volunteers carrying out tasks on behalf of Trustees. Lack of skills, supervision, planning or risk assessment.	7	Use of volunteers limited to minor skills. Covered by Employer's Liability insurance. Contractors used for specialist works.	5	Bruce to draft document for using volunteers
GDPR	Personal data (addresses, phone numbers, email addresses etc) disclosed without authorisation.	7	Officer contact details only publicly available. User contact information deleted after 21 days.	5	Jenny checking if pro-forma consent form can be adopted for all trustees to opt-in.
Maintenance	Dilapidation due to lack of inspection and maintenance. Higher than expected repairs costs. Increased risk of injury to hall users.	6	Trustees agree programme of works annually. Minor works picked up through Chair's inspections at least monthly. Specialists called in as required. Maintenance log kept.	4	
Equipment	Personal injury due to lack of maintenance or retention of defective equipment	5	Most equipment owned and maintained by users. Trust owns tables, chairs, cutlery and crockery which do not need maintenance but are replaced as needed.	4	