

Risk Register

Purpose

It is important for organisations of all sizes to consider potential risks that would impact their ability and capacity to deliver, in order to help plan and minimise disruption.

A Risk Register is a helpful way to capture all of the key risks and rate them in terms of:

- Probability (likelihood they will happen).
- Impact (consequences if the risk occurred).

Scoring these components on a scale of 1-5 enables a risk rating to be calculated.

It is vital for all staff and trustees to be aware of the framework, so that there is a consistent approach to reporting and handling risks of a serious nature.

Probability

1	Rare	Not likely to happen or will only happen in exceptional circumstances
2	Unlikely	Not expected to happen but there is a remote possibility that it will occur
3	Possible	May occur on some occasions but not frequently
4	Likely	Is likely to occur or will happen on more occasions than not
5	Certain	Likely to occur in the majority of cases

Impact

1	Insignificant	No impact on our objectives
2	Minor	Slight impact on our objectives
3	Moderate	Some impact on our objectives; possible adverse publicity
4	Significant	Impact on our objectives & affecting delivery over several areas; adverse publicity
5	Major	Impact on our objectives requiring radical review; national/international media interest

The risk rating (RR) is identified by multiplying the probability of the risk by the impact or severity of the risk.

The minimum risk would be 1: 1(probability) x 1 (impact) = 1 (RR).

The highest risk would be 25: 5 (probability) x 5 (impact) = 25 (RR).

Contents

The scale and detail of the Risk Register will be dependent on the size of your organisation, finances, nature of services and so on. For example, a large group that owns their own building will have multiple risk factors to consider in relation to their building, compared to a small grass-roots group hiring a venue once a month.

It can sometimes be difficult to determine what to include – as there are many extremely low probability risks that would have a significant high impact on services if they were to occur. For example, unlikely but possible risks impacting services delivered in a venue may include: a terrorist attack in the area, gas explosion, plane crash and so on. It would be impossible and unhelpful to include every such eventuality, but the examples above could be recorded as ‘external incident impacting venue’ rather than listing out each possible risk.

We have all learnt through the pandemic that risks with a very low probability can and do sometimes happen and so it is important to be as prepared as possible.

Use

There are various layouts and approaches to using a risk register – below is a brief outline of a simple approach you could take:

- Consider each area of risk and the impact it would have.
- Consider what you are already doing to minimise / mitigate the risk.
- Based on this current position rate the probability and impact of the risk and multiply the scores together to get a total.
- Then consider any further action that could be explored to further reduce the risk and create an action plan.
- The register should be reviewed at least annually: at the review, any actions undertaken will then become part of your ‘current measures in place’, a new score rating may be required and new actions to explore can be considered.

It is not possible to provide a template register due to the wide range of different delivery models across our membership. We have provided a brief overview below to give you an idea of how to structure your Risk Register.

Groups may find Excel a more convenient format as the ratings are automatically calculated and the colour-coding formatted. Please use this [link](#) to access the Excel version.

	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
PROBABILITY		1	2	3	4	5
		IMPACT				

Risk Register (Review period – minimum once a year)

Agreed on: date

Updated on: date

Probability rating from 1 (low chance of happening) to 5 very likely to occur.

Impact rating from 1 (very minimal disruption) to 5 huge impact.

Total rating is probability multiplied by impact.

Risk Category	Risk	Impact	Current measures taken to mitigate / minimize risks	Owner	Probability 1 (low) 5 (high)	Impact 1 (low) 5 (high)	Rating	Action plan to further reduce risk
Building	<p>Consider potential risks – these will vary depending on whether you own / lease / or hire the venue. Risks may include factors such as:</p> <ul style="list-style-type: none"> • Closure due to flooding. • Boiler breakdown / no heating. • Room double booked. • Increase in running or hire costs. <p>Example below:</p>							
Building	Closure due to flooding	Clubs unable to run / impact on service users.	List of local venues for hire available for temporary relocation. Zoom deliver as back up.	Manager	2	5	10	Explore cost of building 'health check' / maintenance plan
Financial	<p>Consider potential risks – these will vary depending on the complexity of your finances / size of organisation / bank a/c regulations etc. Risks may include factors such as:</p> <ul style="list-style-type: none"> • All A/C signatories off (A/L, sick leave etc.) • Over reliance on grants with no other means of generating income. • Breach of mandatory Charity Commission / Companies House Regulation and SORP. • Fraud or malpractice. <p>Example below:</p>							
Financial	<ul style="list-style-type: none"> • All A/C signatories off (compassionate leave, sick leave etc.) 	Unable to access bank a/c leading to outstanding payments; Individual's finances required to cover any urgent costs.	<p>Two signatories in place each with individual access.</p> <p>A/L dates to be coordinated to ensure minimum 1 signatory available.</p>	Treasurer	2	4	8	<p>Identify & register 3rd signatory.</p> <p>Develop and agree emergency cover protocol</p>

Human Resources Risk	<p>Consider potential risks – these will vary depending on the size of your team and nature roles. Risks may include factors such as:</p> <ul style="list-style-type: none"> • Team overstretched / burnout. • Unable to recruit to vacancy. • Discrimination at work. • Safeguarding of vulnerable adults and children. <p>Example provided below:</p>							
Human Resources Risk	Team overstretched / burnout.	Poor decision-making; long term absence; loss of key staff; loss of reputation.	Careful planning: monitoring caseload; ensuring robust supervision / appraisal and support is in place; good communication; self-care training support.	Team leader	3	4	12	Implement team days to focus on wellbeing.
Risk to Reputation	<p>Consider potential risks – these will vary depending on the size of your team, nature of service etc. Risks may include factors such as:</p> <ul style="list-style-type: none"> • Unable to provide reporting information on time to funders. • Unable to deliver strategic targets. • Breach of confidentiality. • Damaging media coverage or sustained negative profiling by external organisation. <p>Example provided below:</p>							
Risk to Reputation	Unable to provide reporting information on time to funders.	Funders lose trust and confidence in us through missed deadlines. Negative impact on future grant applications.	Reporting deadlines recorded in Team Calendar. Diary reminders set in advance. Regular updates planned with funders, where appropriate.	Funding lead	2	3	6	Develop annual reporting plan

Governance Risks	<p>Consider potential risks – Risks may include factors such as:</p> <ul style="list-style-type: none"> • Non-attendance / non-involvement of Trustees. • Difficulty recruiting / retaining Board members. • Loss of organisation knowledge / key relationships. <p>Example provided below:</p>							
Governance Risks	Non-attendance / non-involvement of Trustees.	Organisation is poorer as a result of a lack of diversity of people and skills across the Trustee Board.	Skills audit to identify Board development needs both individual and collectively. Exit interviews for departing trustees.	Chair	3	3	9	Create a Trustee recruitment pack, Including relevant knowledge on our aims and targets.
Infrastructure Risks	<p>Consider potential risks – Risks may include factors such as:</p> <ul style="list-style-type: none"> • Inadequate Insurance Cover • IT data lost or hacked. • Laptop or phone lost. • Insufficient equipment / personal equipment in use. <p>Example provided below:</p>							
Infrastructure Risks	Inadequate Insurance Cover.	Organisation is at risk of financial burden or legal action as a result of not having appropriate insurance in place.	Annual review call with insurance broker – discounted provision via Consortium membership.	Chair	1	5	5	
External	<p>Consider potential risks – Risks may include factors such as:</p> <ul style="list-style-type: none"> • Political agenda negatively impacting service delivery. • Gender critical views resulting in cancellation / rejection of services. • HBT attacks via social media. <p>Example provided below:</p>							

External	HBT attacks via social media.	Impact on staff (& / or service user wellbeing). Damage to Organisational reputation	Access to Consortium Wellbeing resources to support team. Social media reporting & blocking facilities	Comms lead	5	4	20	Develop crisis comms strategy
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Example Risk Register

Please review the information above and then use the table below to develop your own Risk Register – adapting the Risk areas to meet your organisation needs. An Excel version is available [here](#).

	5	5	10	15	20	25
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