



## **PD 05**

### **Charities and Risk**

The risks to which SGUK may be exposed concerning the Operational Performance of SGUK and its objectives

#### **Evaluation and Proposed Action for the Main Risks**

What risks should be considered?

The term "risk" is used in the guidance to describe the uncertainty surrounding events and their outcomes that may have a significant effect, either enhancing or inhibiting: -

- 1. Operational performance**
- 2. Achievement of objectives of SGUK**

The following more detailed risk assessments have been undertaken to ensure appropriate actions are taken

**Board** Operational performance

**Assessment date** 4<sup>th</sup> May 2018  
**Last Assessment** 10<sup>th</sup> August 2017

## RISK ASSESSMENT REPORT FORM

**Assessors** M Nixon plus, review WP

**Assessment reference** PD 05-1

**Personnel involved** All the trustees, honorary, and possibly some MAC members

**Background/description/purpose of assessment:** Following the development of a new constitution in 2014 it was identified from Charity Commission guidelines that the organisation was subject to several risks. These required identifying, evaluating and control measures put in place in order to minimise a harmful outcome. Following the event shown below and the review of the risks a different format would be used that would provide a clearer overview. Changes to have a Board of Trustees and a MAC with a revised Constitution adopted in February 2018 required a more extensive review of the risks. A further review was undertaken in May 2018 to ensure adequate safety measures were in place

**Evidence of previous hazardous events:** In March/April 2016 the Chairman and then the Vice Chairman took seriously ill. There were no real contingency measures in place for such an unexpected event. Subsequently an Emergency Trustees Meeting was called which resulted in several suggestions and a full review of the constitution and policies/procedures in place that helped control the organisation. The elected trustees had never fully realised their responsibilities and these changes will now address those issues

Reference	OBSERVATIONS/ISSUES Hazard conditions and existing controls (identify the hazard and state why it exists. Identify existing control measures)	Risk Level	REQUIRED and/or SUGGESTED CONTROL MEASURES (refer to guidance, examples, regulations and standards to select appropriate measures to reduce risk by at least one level, with no increase in risk elsewhere)	Action by:		
				Who	When	Priority
PD 05-1a)	Inability to recruit Trustees to continue the services of Board A quorum of five elected Board members is required to discuss and agree items If the total of elected members drops below this – action needs to be taken	H	i) Impress the importance of recruitment via mail shot to existing member groups ii) Existing trustees to visit their contact groups and encourage participation iii) Proposed changes to the constitution will allow personnel from non-member organisations to join the board	Secretary + Board	Only if scenario arises	Set when required
				Board	"	"
				Board	"	"
PD 05-1b)	Inability to sustain current sponsorship levels	H	i) All Board members to approach organisations, local group contacts with a view to obtaining further sponsorship which will be co-ordinated by the EWP ii) New organisations to be identified that can be approached for funding iii) Apply for lottery funding	Board	"	"
				Board	"	"
				Secretary + Board	"	"

PROMOTING HEALTH & SAFETY NATIONWIDE

Registered Charity No: 1048425  
 Established 1947

Approved

Reviewed  
 May 2018

Revision 5

Next Review Date  
 May 2019

## RISK ASSESSMENT CONTINUATION FORM

Reference	OBSERVATIONS/ISSUES Hazard conditions and existing controls (identify the hazard and state why it exists. Identify existing control measures)	Risk Level	REQUIRED and/or SUGGESTED CONTROL MEASURES (refer to guidance, examples, regulations and standards to select appropriate measures to reduce risk by at least one level, with no increase in risk elsewhere)	Action by:		
				Who	When	Priority
PD 05-1c)	Loss of RoSPA as secretariat	M	i) Approach other organisations (e.g. IIRSM, BSC, BSIF etc) to see if they could assist ii) See if SGUK can provide the Secretariat from internal resources iii) Examine any other suggested alternatives	Chair	Only if scenario arises	Set when required
				Board	"	"
				Secretary + Board	"	"
PD 05-1d)	Financial malpractice – Treasurer	N	Unlikely but check figures at meetings	Board	ongoing	N/A
PD 05-1e)	Succession planning for officers	H	i) Identify potential replacement to shadow duties at earliest opportunity a. Initially this should be from within the trustees b. Or by approaching Groups to see if anyone willing to be co-opted and take on role pro-tem until elected  If the above measures are unsuccessful then external organisations can be approached for assistance e.g. accountants at a negotiated cost to ensure continuity	Chair	Ongoing as required	A
				Board	If a) fails	

**Signed:  
Assessor**

**Name:**

**Print**

**Date:**

**Signed:  
Review WP**

**Name:**

**Print**

**Date:**

**Board**

Inability to achieve objectives

**Assessment date**

4th May 2018

**Last Assessment**

10th August 2017

**RISK ASSESSMENT REPORT FORM****Assessors**M Nixon  
plus review WP**Assessment reference**

PD 05-2

**Personnel involved**

All the trustees

**Background/description/purpose of assessment:** Following the development of a new constitution in 2014 it was identified from Charity Commission guidelines that the organisation was subject to several risks. These required identifying, evaluating and control measures put in place in order to minimise a harmful outcome. Following the event shown below and the review of the risks a different format would be used that would provide a clearer overview. Changes to have a Board of Trustees and a MAC with a revised Constitution adopted in February 2018 required a more extensive review of the risks. A further review was undertaken in May 2018 to ensure adequate safety measures were in place

**Evidence of previous hazardous events:** For some time, it was realised that the objectives of the organisation were not being fully met but no formal review was considered until the February 2016 MAC meeting. The elected trustees had never fully realised their responsibilities and these changes will now address those issues by revising the objectives to be more relevant in an updated constitution and using them below

Reference	<b>OBSERVATIONS/ISSUES</b> Hazard conditions and existing controls (identify the hazard and state why it exists. Identify existing control measures)	Risk Level	<b>REQUIRED and/or SUGGESTED CONTROL MEASURES</b> (refer to guidance, examples, regulations and standards to select appropriate measures to reduce risk by at least one level, with no increase in risk elsewhere)	Action by:		
				<b>Who</b>	<b>When</b>	<b>Priority</b>
PD 05-2a)	Help maintain and grow a national network of active, engaged health and safety Groups who participate in raising health and safety issues within their communities and for the public benefit	M	i) Identify Board members or other volunteers who could assist ii) Look at and establish different methodologies to what currently used	Chair	ongoing	A
				Board	ongoing	B
PD 05-2b)	Help to maintain and establish accessible safety groups in all parts of the UK as well as the IoM and Channel Isles. Currently large grey areas of UK identified as having no groups available	M	Board members on internal WP to look at how problem can be tackled	IWP	ongoing	B
PD 05-2c)	Help and encourage most safety groups to be active and engaged at the level of the best	L	Board members liaising with their allocated groups	Board	ongoing	B

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				<b>Who</b>	<b>When</b>	<b>Priority</b>
<b>PD 05-2d)</b>	Try to ensure SGUK is recognised as the hub of the safety groups movement	<b>L</b>	Publicise achievements at every appropriate opportunity	Chair & others	ongoing	<b>B</b>
<b>PD 05-2e)</b>	Act as an authoritative and respected participant in the health and safety system	<b>L</b>	Chair & Vice chair to control external output via WP	WP	ongoing	<b>B</b>
<b>PD 05-2f)</b>	Assist groups to be recognised by SMEs as a friendly source of help and advice on a wide range of health and safety issues	<b>L</b>	Board members to encourage their allocated local groups to get involved with small businesses by whatever means deemed appropriate	Board	ongoing	<b>A</b>

**Signed:  
Assessor**

**Name:  
Print**

**Date:**

**Signed:  
Review WP**

**Name:  
Print**

**Date:**