

# MOORLAND ROAD COMMUNITY LIBRARY



## RISK MANAGEMENT POLICY inc. Risk Register

### 1. Introduction

1.2 This policy is concerned with risks faced by Moorland Road Community Library (the Organisation) that could prevent it meeting its objectives which are:

- (1) the advancement of education for the benefit of the public, in particular but not exclusively, in the area of Moorland Road, Bath and the surrounding area, by the provision of a community lending library and associated services
- (2) the promotion for the benefit of the public, in particular but not exclusively, in the Moorland Road area of Bath and the surrounding area, without distinction of sex, sexual orientation, race or of political, religious or other opinion, by associating together the said residents and local authorities, voluntary and other organisations, in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents

1.3 The Trustees are responsible for identifying, managing and assessing these risks. This policy is designed to provide an overview of our approach to identifying, reviewing and assessing risks and confirmation of our processes for this.

1.4 The overall aim is not to avoid all risks but to ensure that decision making and forward planning are supported by a considered understanding of risk, and the chance of unpleasant surprises minimised.

1.5 Charity Commission Guidance (Charities and Risk Management) says that although there is no statutory requirement for smaller charities (i.e. those with a gross income below the statutory audit threshold) to make a risk management statement, trustees should still be concerned about the risks their charity faces, and they are encouraged to make a risk management statement as a matter of good practice.

1.6 Risk management is just one part of the Organisation's system of internal controls. Other aspects are policies and procedures, reporting arrangements, business planning and budgeting.

### 2. Identifying Risks

2.1 The Charity Commission offers a list of categories of possible risks as follows.

- Governance Risks

- Operational Risks
- Financial Risks
- External Risks
- Compliance with Law and Regulation

2.2 These categories have been used to identify and structure a register of risks for review.

2.3 In terms of the range of charities Moorland Road Community Library is a smaller organisation with a single straightforward aim. Therefore, our approach to risk is accordingly proportionate.

2.4 The risk register should include actual risks rather than all potential risks and risks where causes and mitigating factors are closely linked will be assessed together.

2.5 The Organisation is committed to maintaining awareness of changes in government policy affecting its work, the needs of beneficiaries and fundraising opportunities, but as a small local charity does not have a role in influencing national policy, so this is not at present an area included in the risk register.

### 3 Assessing Risks

3.1 The Charity Commission provide a “heat map” model to assist with assessing the overall impact of risk. The overall risk severity rating is a combination of the impact and likelihood of each risk with red being the most severe risk and blue the least. Inevitably a degree of judgement is involved.

#### Risk “Heat Map”

Impact/ Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable
Extreme/ Catastrophic	YELLOW	RED	RED	RED	RED
Major	YELLOW	YELLOW	RED	RED	RED
Moderate	GREEN	YELLOW	YELLOW	RED	RED
Minor	GREEN	YELLOW	YELLOW	YELLOW	YELLOW
Insignificant	BLUE	BLUE	GREEN	GREEN	GREEN

**Red – high, yellow – medium, green – low, blue – very low**

3.2 The overall aim is to help the Trustees focus on priorities for action.

3.3 Whilst the Trustees need to focus on the most severe risks the possibility of the cumulative impact of minor risks should not be ignored.

3.4. The Risk Register for Moorland Road Community Library drawn up in October 2020 is attached at Appendix 1.

#### **4. Mitigating Actions**

4.1 The risk register records both existing mitigating action and new action identified as necessary.

4.2 Actions should focus on how exposure to risk can be limited, reduced or controlled.

4.3 The Trustees are expected to take an open and receptive approach to solving risk problems.

#### **5. Respective Roles**

5.1 The Trustees have a fundamental role to play in the management of risk including:-

- Influencing the culture of risk management at the Organisation
- Approving major decisions affecting the risk profile of the Organisation
- Identifying and monitoring the management of fundamental risks
- Satisfying itself that less fundamental risks are being actively managed

5.2 Role of key Trustees and volunteers:-

- To implement policies and follow procedures relevant to risk management
- To identify and evaluate key risks for consideration by the Trustees
- To provide adequate and timely information to the Trustees relevant to the status of risks

**This policy has been approved by the Trustees of Moorland Road Community Library.**

**DATE: 4 January 2022**

**REVIEW DATE: 4 January 2024**

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APPENDIX 1

Category	Risk	Impact	Likelihood	Mitigation	Further Actions required
<b>Governance</b>	Trustees misconduct	HIGH	LOW	Oversight of fellow trustees, discipline, regular meetings, adherence to policies and decisions	None
	Changes in local politics may impact on Library services	HIGH	LOW	None	None
	Lack of professional advice/guidance with regard to library systems	HIGH	LOW	Relationship with Library Management Services Communication with o/s bodies, e.g. CLIP etc	More training for Trustees
	Lack of awareness of changes in law & regulations leading to non-compliance with legislation	HIGH	LOW	Regular updating of policies	More training for Trustees
<b>Operational</b>	Trustees leaving organisation	HIGH	MEDIUM	Mutual support and encouragement, sharing workload	Plan for the future Decide on skills required and recruit more trustees
	Sustainability of energy of Trustees	HIGH	MEDIUM	Recognise where the workload lies. Offer support.	Better planning, more strategy, share the load
	Insufficient number and quality of volunteers	HIGH	MEDIUM	Continue to support and encourage all volunteers	Ongoing recruitment
	Possibility of safeguarding issues	HIGH	LOW	T1 Training in place Policies in place Continuing support	Look at online training for refresher training of current volunteers

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	Day to day management of volunteers may be compromised	MEDIUM	MEDIUM	Support currently provided by 1 VC/Trustee	Plan for the future Decide on skills required and recruit more VCs
	Computer systems failing	HIGH	LOW	Manual backups in place	Ensure all volunteers are aware of processes
	Building: lease, condition of building	HIGH	LOW	Sign lease Communicate with Council	Sign lease Keep communication channels open
	COVID	HIGH	MEDIUM	Regular covid risk assessments Continued communication with volunteers and customers	Seek advice on ventilation
	Management of OBS	MEDIUM	MEDIUM	TinyCat	Rationalise process, build confidence within volunteers
<b>Financial</b>	Failure to raise sufficient funds to keep library open	HIGH	LOW	Planning, horizon scanning	Develop annual fundraising plan
	Rising costs of energy bills and impact on funds	HIGH	HIGH	Fleeces provided for volunteers Draught exclusion improved	Seek technical advice about ventilation requirements (see Covid above)