

# Risk Management for Community Groups

COMMUNITY AND PARTNERSHIP  
TEAM 2021



# Your Action Plan

RISK MANAGEMENT FOR COMMUNITY GROUPS- ACTION PLAN – Print this out or maintain on alternative screen during the training.

Group Lead: \_\_\_\_\_ Date: \_\_\_\_\_

|   |  |                             |  |                           |  |                           |  |                          |  |  |
|---|--|-----------------------------|--|---------------------------|--|---------------------------|--|--------------------------|--|--|
| 1. Identify uncertainties/issues/potential hazards that you hadn't thought of | Add items here from the course : eg Fire; finance;   | BY WHO; BY WHEN:            |  |                           |  |                           |  |                          |  |  |
| 2. Assess the risks (you can do this after the training)                      | <table border="1"> <tr> <td style="background-color: red; color: white;">High risk; high probability</td> <td></td> </tr> <tr> <td style="background-color: yellow;">High risk low probability</td> <td></td> </tr> <tr> <td style="background-color: yellow;">Low risk high probability</td> <td></td> </tr> <tr> <td style="background-color: green;">Low risk low probability</td> <td></td> </tr> </table> | High risk; high probability |  | High risk low probability |  | Low risk high probability |  | Low risk low probability |  |  |
| High risk; high probability   |  |                             |  |                           |  |                           |  |                          |  |  |
| High risk low probability   |  |                             |  |                           |  |                           |  |                          |  |  |
| Low risk high probability   |  |                             |  |                           |  |                           |  |                          |  |  |
| Low risk low probability  |  |                             |  |                           |  |                           |  |                          |  |  |
| 2.a Prioritise the Risks  | - Likelihood x impact<br>Creates a score – high score are priorities for mitigation or avoidance   |                             |  |                           |  |                           |  |                          |  |  |
| 3. Risk control measures that you already do, risk control measures           |  |                             |  |                           |  |                           |  |                          |  |  |

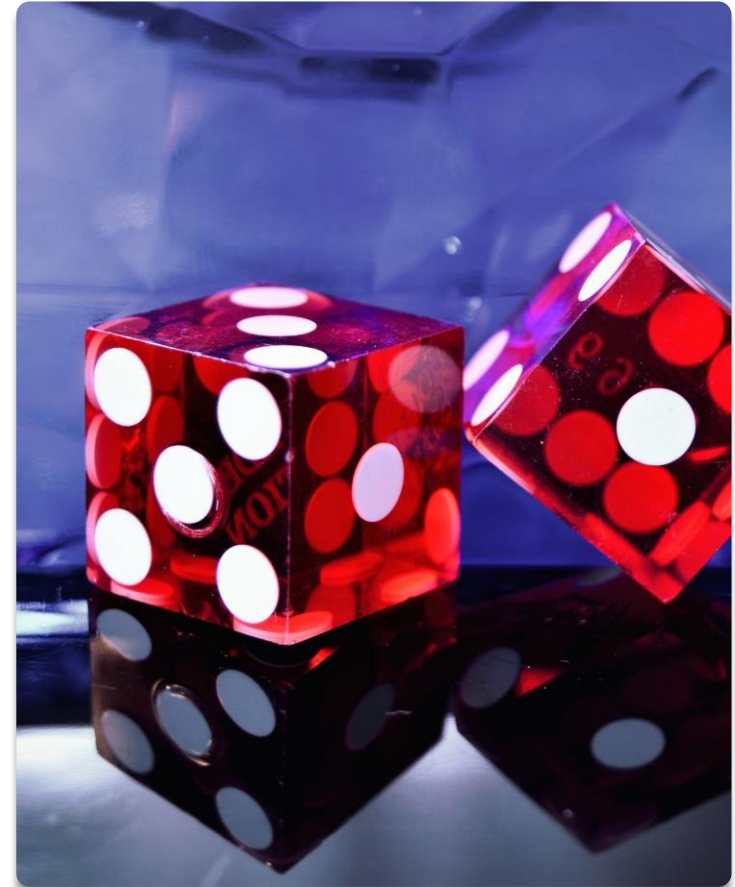
# The advantages of good RM:



What is risk  
management ?

## PROBABILITY X IMPACT

- for Core work
- For project work

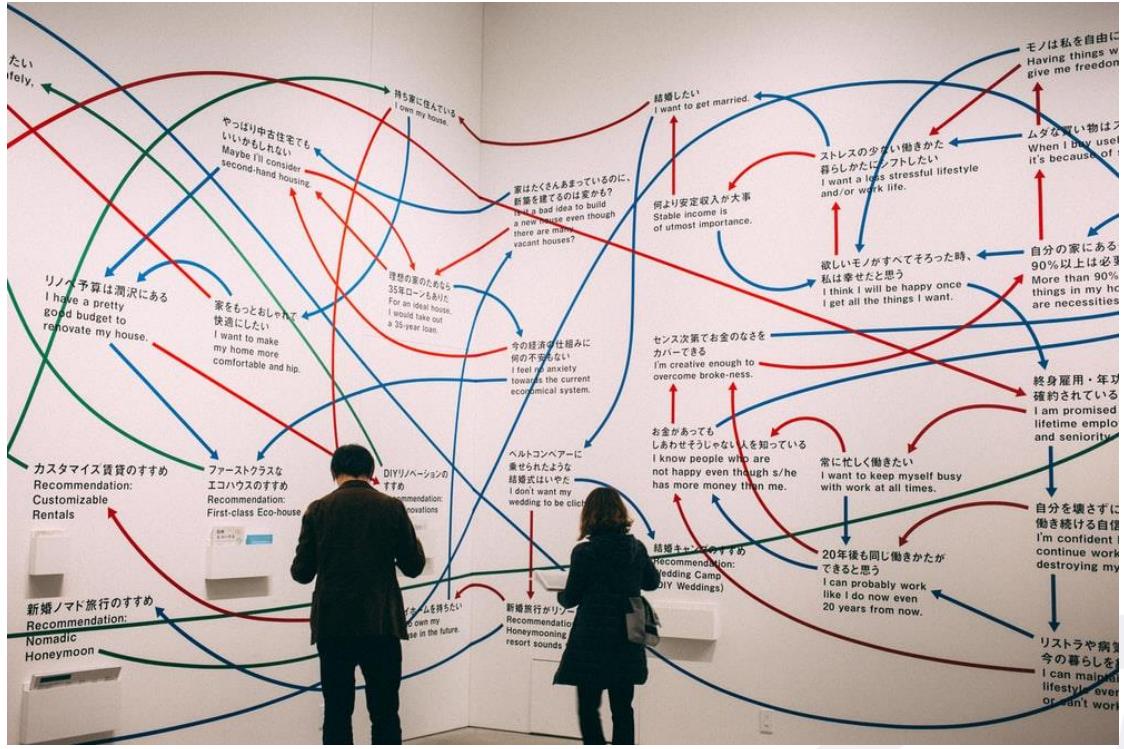


# What are the elements of good Risk Management?

- ▶ Identify hazards
- ▶ Assess the risks
- ▶ Risk Control
- ▶ Record findings
- ▶ Review the controls



# Identify hazards(1): the Risk Register



Identify hazards (2)-

# Risk vs Impact:

- ▶ The Difference between **Risk** and **Impact**
- ▶ The **risk** is NOT that the project will be late – that's an **impact**. You need to search your project plans to find the things that could make your project late.
- ▶ Express those **risks**: “we have underestimated the likely duration of xxx task”

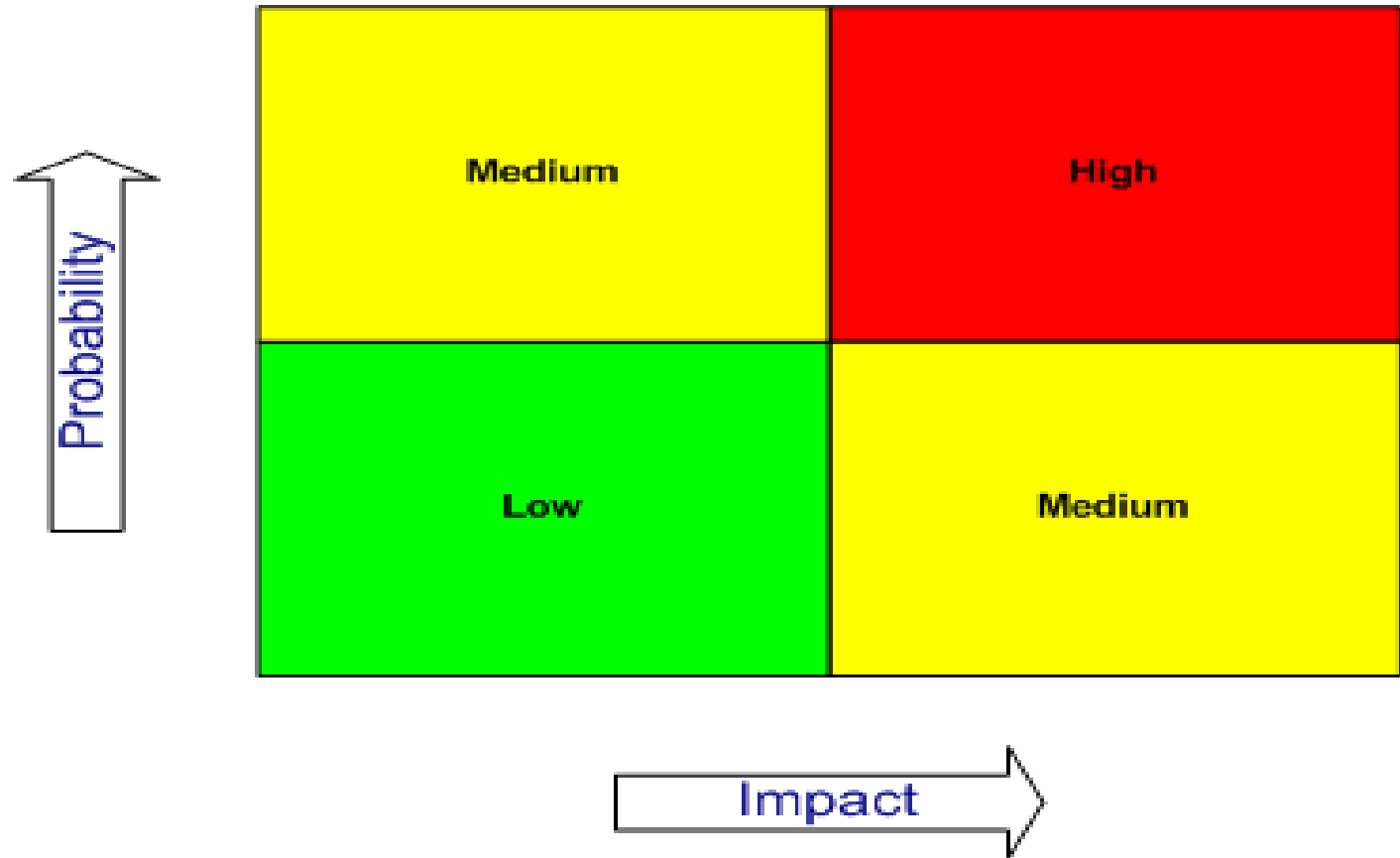
# IDENTIFYING HAZARDS (3) FOR THE THIRD SECTOR

- ▶ Safeguarding
- ▶ Managing the health and safety of staff and volunteers
- ▶ Premises, fire and environmental risks
- ▶ Reputational risk
- ▶ Legal risk
- ▶ Financial risk
- ▶ Infection risk
- ▶ Digital risk- data security



Assess the risks (1)

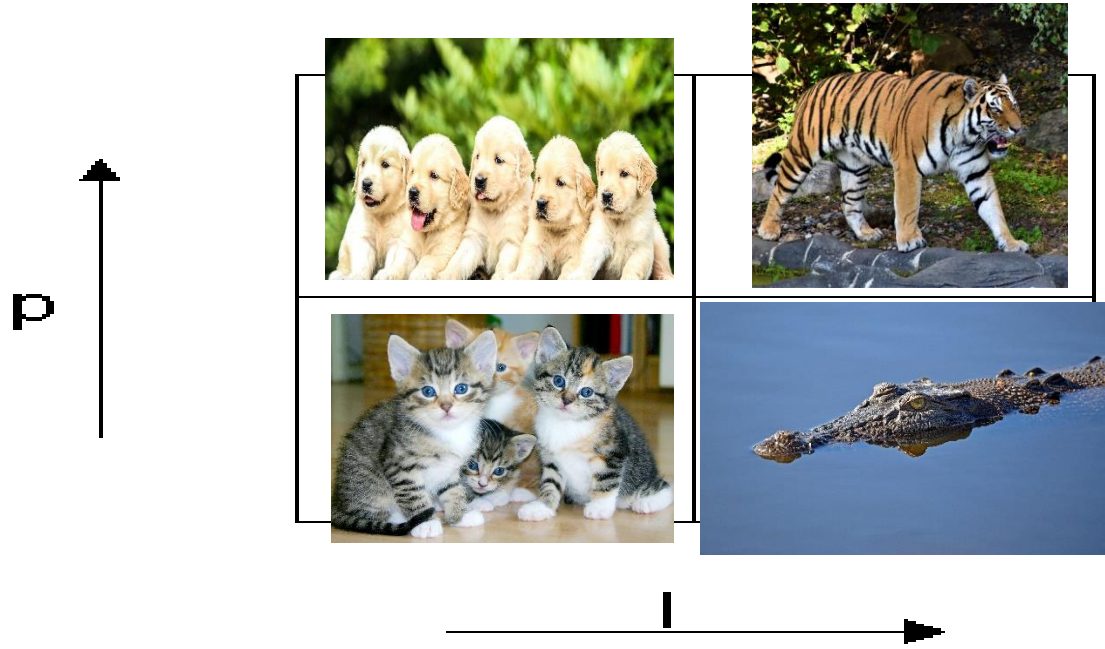
# Analyse -risk classification



# Assess the risks (2)

## Making it memorable:

### Classifying Risks



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## Assess the risks (3) **Tigers:**



## Assess the risks (4) Alligators



# Assess the risks (5) Puppies



## Assess the risks (6) Kittens



Control the risks (1)

# The elements of risk control

- ▶ Risk protection – insurance
- ▶ Mitigation
- ▶ Risk transfer
- ▶ Plan for emergencies
- ▶ Measure and control – audits, reviews, risk registers, status meetings and reports

Control the Risks (2)

# Who is responsible for Risk Management?

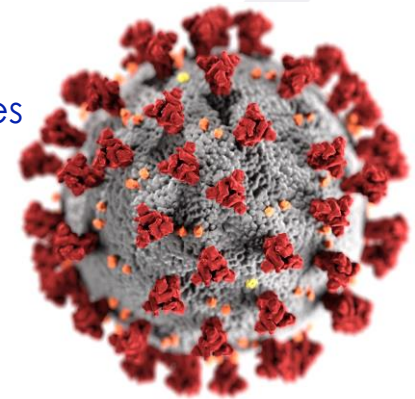
- ▶ Boards
- ▶ Managers
- ▶ Staff and volunteers
- ▶ Regulators
- ▶ Sub-contractors



## Control the Risks (3)

# COVID risks

- ▶ Coronavirus: Universities, colleges and community learning and development providers –guiding principles
  - ▶ Sustaining protective behaviours
  - ▶ Ensuring vulnerable staff/students are supported and protected
  - ▶ Up to you to decide balance between online/offline learning
  - ▶ it is expected that local/community based facilities should permit access to organisations and groups who can demonstrate that they have adequate mitigation measures in place



Control the Risks(4)

# Statutory Risk controllers

- ▶ HSE – the Health and Safety Executive
- ▶ ABC Environmental Health and other regulatory functions
- ▶ OSCR – charity regulator
- ▶ Public health and infection control
- ▶ Scottish Govt guidance for the community learning and development sector
- ▶ Fire (Scotland) Act 2005 and Fire Safety (Scot) Regs 2006  
(for non-domestic buildings)

# Quick quiz: which of these activities do you need a licence from ABC for ?

- ▶ Selling vegan burgers to raise £ for an animal charity
- ▶ A volunteer offers hashtag tattoos for suicide awareness at your fair
- ▶ Running a shop selling donated goods
- ▶ A raffle draw at the annual pantomime



Control the Risks (5)

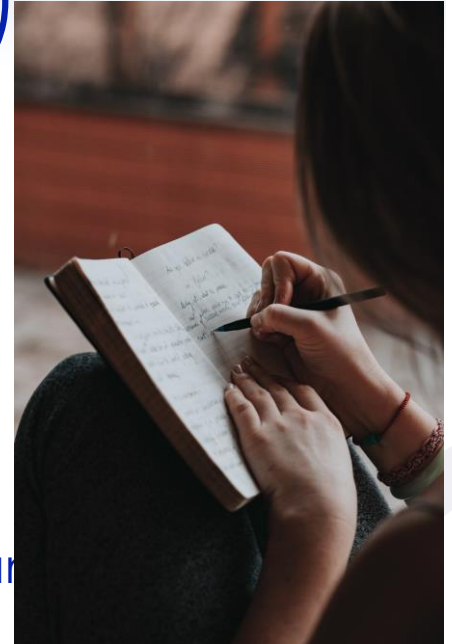
How much risk can you tolerate ?

The “Waterline” technique



# Record your Findings (step 4)

- ▶ Accidents and near misses at work book
- ▶ Standing item on Board agenda
- ▶ Risk assessment forms
- ▶ Conduct a SWOT or PEST analysis in business plan
- ▶ Whatever paperwork you use, ensure everyone knows what the process is and where to find it!



# Review your Controls (Step 5)

- ▶ Review your insurance policy
- ▶ Check your staff and volunteer training
- ▶ Check your accident and near-misses handbook
- ▶ Review your risk register/policy
- ▶ Prompted by changes – to staff, processes, regs



# The obligatory any questions slide....

- ▶ No seriously – questions welcome
- ▶ If not now then.....
- ▶ [communitydevelopment@argyll-bute.gov.uk](mailto:communitydevelopment@argyll-bute.gov.uk)
- ▶ .....and thanks for listening.
- ▶ Stay safe out there.....

