

Risk register - 1st Hoveton and Wroxham Sea Scout Group

Step 1: Identify the risks				Step 2: Assess the risks					Step 3: Control the risks					Step 4: Monitor the risks			
ID	Date added	Category	Risk owner	Risk	Impact	Pre-control			Post-control			How will the risk be monitored	Further actions	By when	Responsible	Last review date	
						Impact score	Likelihood score	Score	Impact score	Likelihood score	Score						
1	07-Feb-24	Operational	Lead Volunteer	Insufficient Volunteers to run all Section Meetings	Sections may have to close	2	2	6	Ongoing recruitment. Existing volunteers helping with other sections. New recruitment plan	1	2	4	Discuss at BOT meetings	Complete new recruitment plan.	Plan completed . Implementation ongoing	Chair	09-Feb-25
2	29-Feb-24	External	Chair	Damage to HQ premises by fire, storm, vandalism or other external threat	May have to meet at alternative premises	3	1	4	Building is new and meets current building regulations. Carry out regular assessments to identify any changes and new risks. Identify alternative premises. Ensure insurance is adequate. Ensure contingency funding targets are met and maintained	3	1	4	Discuss at BOT meetings		Ongoing	Chair	09-Feb-25
3	29-Feb-24	Financial	Chair	Drop in support results in insufficient funds coming in to cover expenses	Group could face cutting back on activities or even insolvency	3	1	4	Ensure contingency funding targets are met and maintained. regular reviews	1	1	2	Review financial status at all BOT meetings		Ongoing	treasurer	09-Feb-25
4	29-Feb-24	Governance	Lead Volunteer	Trustees and Leaders fall behind in essential training	Poor quality Scouting or poor governance	2	1	3	Monitor uptake of training and intervene in good time. All staff to have regular reviews	1	1	2	Lead Volunteer in conjunction with District training		Ongoing	Lead Volunteer	09-Feb-25
5	29-Feb-24	Data protection	Chair	Data breach.	Failure to meet GDPR requirements. Impacts on Group and Young People depending on the data	3	1	4	Ensure GDPR training is up to date. Make sure sound practices are in place	1	1	2	Discusses at all BOT meetings		Ongoing	Chair	09-Feb-25
6	29-Feb-24	Legal and Regulatory	Lead Volunteer	Group impacted by bad publicity following an incident of some type	Loss of reputation, members leaving. Possible legal issues	4	1	5	Ensure that all Scouting rules are followed and training is up to date. Create a culture of compliance and risk assessment. Stop any activity if new risks appear.	4	1	5	Ensure training is up to date. review past and future events at BOT meetings. Monitor changes to POR		Ongoing	Lead volunteer	09-Feb-25
7	29-Feb-24	Financial	Chair	Theft of equipment	Resources unavailable for Scouting activities. loss of funds	2	1	3	Ensure all equipment is stored safely and review security regularly. Ensure insurance is adequate and up to date	2	1	3	Treasurer to monitor insurance annually. Security to be discussed at BOT meetings and security measures		Ongoing	Treasurer, Chair	09-Feb-25
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