

Risk	Responsibility & Monitoring	Likelihood	Impact	Controls	Previously
A. Continuation of Society.					
A.1 Inadequate strategic planning & direction	Chair & Officers	Low	High	Pilot Study supported by TAS House. Recommendations implemented by a newly formed Executive Committee in September 2018.	
A.2 Inadequate Succession Planning	Chair & Officers	Medium	High	All Executive Committee Members to talk to members to explore their interests with a view to them joining the Executive and/or Teams in the future. Practice of co-option to continue.	
A.3 Inability to secure appropriate number for Committee	Chair & Officers	Medium	High	As A.2 + active recruitment of volunteers.	
A.4 Inability to appoint appropriate persons as Officers	Chair & officers	High	High	AS A.2 + Executive Committee to set out succession to all 8 Executive roles.	7
A.5 Insufficient skills-mix/expertise on Committee	Chair & officers	Medium	High	As A.2 + Nominees to the Executive Committee to write a personal statement outlining their skills and experience of committee work.	
A.6 Low membership numbers	Chair & Officers	High	High	From October 2012 spreadsheets to record attendees & visitors at lectures to identify patterns & trends. Proactive recruitment drive and incentives for renewals.	
A.7 Conflict of interest: personal, political views, against ideals & objectives of TAS and or TASF	Chair & officers	Low	Medium	Standing item: 'Declarations of Interest' on agenda for Executive committee meetings. If appropriate member to leave meeting whilst discussion in progress.	
A.8 Adverse Publicity/reputational risk	Chair & Officers	Low	Medium	All written information published on behalf of the Society should be prepared and presented in full compliance with the 'Procedure for preparation & presentation of documents & booklets' [Approved by the ECM January 2017.]	

B.3 Insecurity of assets	Treasurer	Low	Medium	Register kept by Treasurer & Secretary. Annual verification of information. Secure storage facilities rented and supervised by Society Archivist.	<u>Previously</u>
B.4 Banking arrangements/uncertainty of security of funds	Treasurer	Low	High	Banking arrangements to be reviewed annually by the Executive Committee or at such other time as turmoil in the financial markets may occur.	
B.5 Application of Good Causes Account	Chair & Officers	Low	Medium	Manner in which the account is used to be reviewed annually and feature in the Society's Annual Report.	
B.6 Cash Handling	Treasurer	Low	High	Members to be encouraged to keep minimum cash transactions and Officers/organisers who handle/hold to maintain appropriate records. Card & online payments encouraged.	
C. Information Technology					
C.1 Failure to protect data	Chair & Officers	Low	High	No information about members to be given to external sources or to members except selected Executive Members and then only with the Chair's Approval.	
C.2 Insecurity of Data	Chair & Officers	Low	High	Chair, Secretary, Treasurer, Membership Secretary, Programme Secretary, Comms Officer to have access to TASF data on /user and password controlled TAS website. Minimum of members' data can be held by the Treasurer, Membership Secretary and Comms Officer on their personal computers relevant only to the efficient running of the Society. No other members of the Executive Committee may hold membership data files on their personal computers. New GDPR rules were accepted and implemented by the Society in May 2018. Policy to clarify where back-up data is held and access to it. Executive to have a member with role for IT development.	
D. Successful programme of lectures, SIDs, etc.					
D. 1 Cancellation of lecture at short notice	Programme Secretary	High	High	Policy 'Cancellation of lectures' [2020]	Policy 'Cancellation of lectures' [2010]

D.2 Lecturer unable to attend at short notice	Programme Secretary	High to Medium	Medium	Alternative lecturer and DVDs available	
D.3 Venue not usable at short notice [e.g. flooding; loss of electrical power; national or global pandemics; other unforeseen circumstances]	The Lowther Theatre /Chair/ Programme Secretary/Comms Officer/ Membership Secretary	High	High	If > 1 week, explore alternative venue. If < 1 week, implement 'Cancellation of Lecture Policy'. Consider identification of alternative venue. Show lecture via Zoom	3 Venue not usable at short notice [e.g. flooding]; loss of electrical power
D.4 Inadequate variety of content	Programme Secretary	Low	Medium	Integrated planning with analysis over a 3-year period. Executive approval of proposed programme.	
D.5 Failure of projector/computer The Lowther theatre. Failure of Zoom	The Lowther Theatre Chair/TASF Volunteer Venue / TASF	Low/medium	High	Regular maintenance & servicing of TASF held equipment; Liaison with venue's technical team before lectures, SIDs, and other events - managed by the Programme Secretary. Reciprocal arrangements with other local society.	
Other venues					
D.6 Lack of procedure for dealing with emergencies [eg. illness, accident, fire] Other venues	Chair & Officers The Friends of the Lowther Venue / TASF	Low	High	The Friends of the Lowther & Lowther policies. TASF Policy 'Safety & First Aid' [2020] Fire evacuation practised annually. TASF Fire Stewards on duty at other venues for SIDs and events. Venues policies	Policy 'Safety & First Aid' [2009] Fire evacuation practised annually & Fire Stewards on duty at all lectures, SIDs and events.
D.7 Insecurity of venue	Chair & Officers	Low	High	Confirmation of bookings 3 years in advance.	
D.8 Unexpected unavailability of SID Coordinator	Programme Secretary	Low	Medium	'Back-up Committee Member' to be agreed at time of organisation and to be available on the day.	
E. Successful visits, tours, events					
E.1 problems with transport [no show, poor driver, poor vehicle standards]	Team Leaders: Programme, Events, Tours [as relevant]	Low	High	For overnight stays, travel with officially recognised company – ABTA/ATOL bonded. Supervision during journey; seatbelts available for all passengers. For day trips, travel with local reputable company. Drop off / pick up places agreed.	
E.2 Problems with venue	Team Leaders: Programme, Events, Tours	Low	High	Frequent checks beforehand with venue or Tour Operator. Ensure latter sends information regarding expectation of mobility, early starts, catering etc.	

	[as relevant]			Emergency meeting point established. Wet / bad weather arrangements in place.	
E.3 Financial failure of tour operator	Team Leaders: Programme, Events, Tours [as relevant]	Medium	High	Travel with officially recognised company ABTA/ATOL bonded. Terms & conditions document sent on booking.	
E.4 Lack of procedure for dealing with emergencies, sickness, accident	Chair & Officers	Medium	High	Emergency telephone number and next of kin numbers required for each of the group as standard procedure on all booking forms. Tour leader to have up to date basic first aid certificate. Safety & First Aid Policy applies.	
E.5 Health / disability problems	Team Leaders: Programme Events, Tours	Low	Medium	Executive Committee members / Team Leaders must not assume role of carer in the event of person with identified health / disability issues booking on a tour / visit. The person must be accompanied by his/her own carer. Each person booking on a tour must complete the Emergency Medical Information form giving personal details of ill health problems and medication in a sealed envelope to be opened only in case of emergency. These forms to be returned to members at the end of the tour / visit. Equality & Diversity Policy 2019 applies.	
E.6 Late cancellations	Team Leaders: Programme, Events, Tours [as relevant]	Low	Medium	Policy 'Events organisers' fees & refunds [2011]' Booking conditions to be sent out with invoice. The latter to state the deposit paid and the remaining balance with due date.	
E.7 Lack of procedure for organising visit / tour / event	Team Leader: Programme, Events, Tours	Low	High	Procedure to include information on forms, Risk Assessment Form to be completed if relevant. Back-up staff and roles/responsibilities if appropriate, free places. Visit Report Forms to be fully completed and returned to TAS House [Education Department]. [as relevant]	
E.8 Injury to member or third party through negligence of Executive Member, Team Leader: Events, Tours,	Chair & Officers	Low	High	Ensure up to date copy of TAS Insurance Summary showing cover of liability for injuries due to negligence is available to view. This to be downloaded from the TAS website in January and displayed on The Arts Society Fylde website. Two people to stay with ill person until help arrives. i.e. ambulance / doctor.	

E.9 Unavailability of Visits / Tour Coordinator	Chair & Officers	Low	Medium	Back-up Committee Member [agreed at time of organising tour] to be available for all visits / tours.	
F. Compliance with legislation:- national and TAS					
F.1 Failure to ensure DBS checks are in place where appropriate	Chair & Officers	Low	Medium	TASF member without clearance from the Disclosure & Barring Service *[DBS] to be accompanied at all times by person with clearance if relevant.	
F.2 No policy regarding aspects of Health & Safety [eg fire]	Chair & Officers	Low	High	Policy 'Safety and First Aid [2020]; annual rehearsal of evacuation procedure for lecture theatre	Policy 'Safety and First Aid [2009]; annual rehearsal of evacuation procedure for lecture theatre
F.3 No policy for working with children and vulnerable adults	Chair & Officers	Low	High	Policy 'Permission to use photographs and examples of artwork' [2012] and Policy 'Working with children and vulnerable adults [2012].	
F.4 Policies compliant with current legislation See Appendix B.	Chairs & Officers, [delegated to Policy Review & Management Coordinator]	Low	High	Annual Review of policies reported to the Executive Committee in February.	

From September 2020 new regulations and responsibilities are included in Appendix 1 for the protection of the Committee and Members during the Coronavirus pandemic.

C. McHugh [Secretary]

19.05.19

reviewed 17.10.2020.

Next review June 2021