



Risk Policy

Policy Owner – Russell Odom – Deputy Chair

Date of Policy – January 2024

To be Reviewed; Every 12 months

Version - 1

Policy Applicable to; All Leaders including Trustee Board Members, Young Leaders, Volunteers, Suppliers, Contractors and members of the Public who are involved with 2nd Acomb (St. Stephen's) Scout Group.

In brief

We manage risks in order to keep our young people safe, ensure the continual operation of the Group, and meet our legal obligations. This policy sets out how we do so and the responsibilities we all have.

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Who are we?

Our Scout Group, 2nd Acomb (St. Stephen's) Scout Group, known as 2nd Acomb Scouts, is a youth charity.

Our mission is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

We are incorporated by royal charter and are regulated as a member of The [Scouts Association](#) in the United Kingdom.

We are also registered with the Charity Commission and our registration number is **524830**.

We hold an annual general meeting (AGM) every year.

This is where members of the charity trustee board (our trustees) are elected. Any parent, guardian or carer of a youth member can volunteer to be on the trustee board at the AGM. Every parent, guardian or carer also has the right to attend the Annual General Meeting.

We are based at The Scout Hut at the rear of Acomb Parish Church Hall, Front Street Acomb, York, YO24 3BX and at the church hall Our Lady's Catholic church, Cornlands Road, Acomb, York, YO24 3DX.

Introduction

Risk is a part of life, and our Scouting activities are no different. Risk cannot be removed entirely, but can be managed by reducing the probability of adverse events (individual risks) occurring, or the impact if they do, or both, with consideration for the time and monetary resources required to do so.

It is a principle of Scouting that we provide our young people with [EXCITEMENT, but not DANGER. ADVENTURE, but not HAZARD](#). We must, therefore, ensure we can manage the "danger" and "hazard" parts.

Further, it is our responsibility to manage risks which might impact our ability to deliver on our mission, which we achieve through providing activities to our young people. This includes risks to the operation and viability of the group, and to the resources we use to provide our Scouting activities.

Finally, the Charity Commission require that the Trustees of 2nd Acomb Scouts have considered the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established to manage those risks.

This policy sets out how we meet these obligations.

Risk identification

We aim to foster a culture in which risks are raised and addressed as a matter of course, with openness, honesty and without fear. All adult members of the group are encouraged to think about risk and are required to raise any risks they see to the Trustee Board.

Specific actions take place to identify risks:

- Individual Scouting activities and events are subject to risk assessments by qualified leaders in accordance with standard Scout organisation practices ([POR section 9](#));

these assessments may uncover wider risks which need to be managed outside the context of the activity.

- Any significant safety events are reported to the Trustee Board, and these are considered with a view to whether there are any underlying risks which need to be addressed.
- The Trustees work to identify risks through their knowledge of the group's operations on an ongoing basis.
- The Trustees hold an annual risk brainstorming session prior to production of the Trustees' Annual Report, with reference to [CC16 Annex 2](#).
- Risk assessments for buildings and other property are carried out on a scheduled basis, including:
 - Safe Scouting Premises audit
 - Building risk assessment
 - Fire risk assessment
 - Minibus risk assessment

All identified risks from these activities, as well as those raised on an *ad hoc* basis, enter the risk management process.

Risk management

The Trustee Board use Charity Commission guidance ([CC26](#)) as the basis of our risk management approach. The Trustee Board regularly review and assess risks which have been identified, and plan for the management of those risks.

All risks progress through this lifecycle:

1. Identification – any member of the group sees or suspects that a risk exists, or another process/review/audit/activity uncovers it.
2. Recording – the existence of the risk is recorded.
3. Assessment – the risk is given an initial (“gross”) score (if this is low, the risk may jump to the final step without action).
4. Assignment of ownership – one member of the Trustee Board is nominated as the owner of that risk, to ensure it is managed.
5. Action plan – a plan is made to reduce the risk to an acceptable level – an outline plan is devised by the Trustee Board, and refined by the risk owner with more detail if needed.
6. Assignment of action – a person is given responsibility for ensuring the action plan is carried out (they may do this themselves, or with other people).
7. Action – the plan is carried out and the results reported back.
8. Re-assessment – the risk is scored again following completion of the actions to see what residual (“net”) risk remains.
9. Outcome – the risk is either:
 - Accepted: the residual risk is low enough that no further action is needed; or
 - Further treatment: re-enters the process (it is recorded again on the register);
or

- Retained: kept on file for regular review, usually only until it can be moved into one of the other states.

Risks are assessed for their likelihood of occurrence, and their impact if they were to occur, each on a scale of 1 to 5:

Impact

| Descriptor | Score | Impact on service and reputation |
|----------------------|-------|---|
| Insignificant | 1 | <ul style="list-style-type: none"> • no impact on service • no impact on reputation • complaint unlikely • litigation risk remote |
| Minor | 2 | <ul style="list-style-type: none"> • slight impact on service • slight impact on reputation • complaint possible • litigation possible |
| Moderate | 3 | <ul style="list-style-type: none"> • some service disruption • potential for adverse publicity - avoidable with careful handling • complaint probable • litigation probable |
| Major | 4 | <ul style="list-style-type: none"> • service disrupted • adverse publicity not avoidable (local media) • complaint probable • litigation probable |
| Extreme/Catastrophic | 5 | <ul style="list-style-type: none"> • service interrupted for significant time • major adverse publicity not avoidable (national media) • major litigation expected • resignation of senior management and board • loss of beneficiary confidence |

Likelihood

| Descriptor | Score | Example |
|-----------------|-------|--|
| Remote | 1 | may only occur in exceptional circumstances |
| Unlikely | 2 | expected to occur in a few circumstances |
| Possible | 3 | expected to occur in some circumstances |
| Probable | 4 | expected to occur in many circumstances |
| Highly probable | 5 | expected to occur frequently and in most circumstances |

These scores are combined to produce a risk score. Given for the nature of the activities we undertake with young people, our place in the community, and the need to protect our Group and the wider Scouting movement, we are a risk-averse organisation; we err on the side of addressing risks that may be higher impact, even if unlikely to occur. We also ensure that risks with lower impact are not forgotten, to reduce the chance of a buildup of cumulative impact through cascades of smaller events.

In accordance with this principle, Charity Commission guidance, and modern risk management methodologies, we use the formula **(impact x likelihood) + impact** to calculate a risk score of 2 to 30:

| | | <i>Remote</i> | <i>Unlikely</i> | <i>Possible</i> | <i>Probable</i> | <i>Highly probable</i> |
|-----------------------------|----------|---------------|-----------------|-----------------|-----------------|------------------------|
| | | 1 | 2 | 3 | 4 | 5 |
| <i>Insignificant</i> | 1 | 2 | 3 | 4 | 5 | 6 |
| | 2 | 4 | 6 | 8 | 10 | 12 |
| <i>Minor</i> | 3 | 6 | 9 | 12 | 15 | 18 |
| <i>Moderate</i> | 4 | 8 | 12 | 16 | 20 | 24 |
| <i>Major</i> | 5 | 10 | 15 | 20 | 25 | 30 |
| <i>Extreme/Catastrophic</i> | | | | | | |

A risk which scores **15 or above** is considered urgent, to be addressed as quickly as possible. An action plan must be formulated, assigned and work completed as soon as reasonably practicable.

Risks with a score of **8-12** should have action plans initiated at the next quarterly Trustee Board meeting after they are raised, and progress on actions is expected to be ongoing. Risks with a residual score of 8 or more after actions have been completed must not be closed as Accepted – further mitigating actions must be initiated.

Risks with an initial score of **4-6** are considered to require mitigating action, which may take place as a low priority; risks that have been reduced to this range after action (residual risk score) may be closed as Accepted if there is no reasonable action plan which will reduce them further.

Risks with a score of **2 or 3** (insignificant and unlikely) may be accepted without action.

Risk Register

The Group's Risk Register records and supports the risk management process. It is a living document which is updated whenever new information is received, or decisions are made, and forms the basis of the risk review at every Trustee Board meeting. It is a spreadsheet kept on SharePoint, editable by all members of the Trustee Board and viewable by the Leader Team.

All historical risks and the actions/decisions which were taken, are retained (but usually filtered out of sight) in case needed for audit/reference purposes.

Responsibilities

All adult members of the group must report any risk they discover, introduce, exacerbate, or reasonably suspect to exist, to the Deputy Chair (deputychair@secondacombscoutgroup.co.uk) as soon as reasonably practicable; if a timely acknowledgement is not received, they must escalate to the Group Scout Lead Volunteer (gslv@2ndacombscoutgroup.co.uk).

The **Deputy Chair** (or GSLV, if unavailable) is responsible for:

- Acknowledging receipt of risk reports to the reporter.
- Entering new risks onto the Risk Register, and initial risk assessment scoring.
- In the case of any new risk initially assessed as urgent:
 - Immediately communicating details to the Trustee Board; and
 - Working with the Trustee board to agree a risk owner, action plan and target date.
- General administration of the Risk Register.

The **Trustee Board** is responsible for:

- Discussing every open risk in the quarterly Trustee Board meetings and ensuring progress is being made as appropriate.
- Ratifying (and adjusting, if needed) the initial assessment of new risks, and confirming acceptance of any risks deemed not to require action.
- Assigning one Trustee as owner of each risk.
- Formulating and agreeing an outline action plan for any risk requiring one, with a view to reducing the likelihood, impact or both.
- Setting a target date for the action plan to be completed.
- Re-assessing risks where the action plan is complete, and confirming whether to accept it, continue to remediate via a new action plan, or (exceptionally) retain for future consideration.
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Each risk's **Risk Owner** is responsible for:

- Refining the outline action plan into a more detailed plan as needed.
- Ensuring the action is assigned to an action owner to carry out the plan.
- Keeping track of the status of the risk and actions, and proactively making sure that it is addressed in a timely fashion, commensurate with the level of risk and target date.
- Receiving reports from the Action owner and reporting back to the Trustee Board.

Each risk's **Action owner** is responsible for:

- Carrying out the agreed action plan, making all effort to do so by the target date.
- Escalating any significant changes in the situation, impediments, necessity to deviate from the agreed action plan, or threats to the target date back to the Risk owner.
- Reporting back the progress and outcome of the actions to the Risk owner.