

South Gloucestershire LINK

Draft Risk analysis – risk management plan

Inherent risk is assessed on a scale of Low / Medium / High risk

Impact – of risk (High impact = low risk)

Likelihood – are the potential risks

Sub heading	Risk / hazard	Inherent risk			Action to Risk mitigate risk	Risk: High Medium Low
		<ul style="list-style-type: none"> • Impact • Likelihood • Total out of 10 				
Governance : 1. Direction and strategy	Lack of strategic planning for LINK	8	4	32	LINK Strategic plan 2008 – 2011 Annual review	M
2. Organisational structure	Short term LINK staff shortage (e.g. sick leave)	8	6	48	Protocols and systems in place	M+

3.	Long term LINK staff shortage (long term sick leave, maternity leave)	9	5	45	Staff management policies Bring someone in on short term replacement	M
4. LINK Participants	Inability to recruit new LINK participants	7	7	49	Communication policy – accessible venues and times Website Community Engagement	H
5.	Lack of skills within LINK participants	6	6	36	Induction / regular support / training	M
6.	Action by LINK participants detrimental to LINK	7	4	28	Induction, Code of conduct	L
7. Reporting	LINK monitoring report to local authority / DoH	7	2	14	Unable to meet target deadlines / slippage of deadlines Established process for	L

					meeting deadlines	
8. LINK Budget	Inadequate budgetary control	9	4	36	Financial procedures in place with the host	L
9. Financial Reporting	Inadequate Financial Reporting	9	4	36	Financial procedures in place within the Governance task group	L
10.	Dependency on LINK grant – long term outcome for the South Gloucestershire LINK	10	7	70	Increase income generation – long term	H
11. Recognition	Lack of achievable public profile for LINK	7	6	42	PR element and communication strategy	M
12. Compliance: Data protection	Image of LINK Legal action Compliance with	8	4	32	TCF Data Protection Registration Complaints procedure -	L

	data protection				pending	
13. Equality and diversity	Compliance with legislation	8	4	32	Policies and procedures plus adequate support to access LINK services	L
14. Health and Safety regulation	Prosecution / Injury of LINK participants	8	3	24	Indemnity insurance in place Duty of care, induction of participants, basic training TCF as Host employment policies and lone working policy	M
15. Employment Legislation	Contravention of legal requirements	8	2	16	TCF as Host employment policies	L
16. CRB Checks / ISA	Staff or LINK participants accused of abuse	8	2	16	Clear lines of reporting and policies in place. CRB checks for all volunteers Enter and View	L

					activities	
17.	Human Rights Act – other new anti - discrimination legislation	8	2	16	Develop and keep up dated with knowledge	L
18.	Lack of resources to do the community engagement work	8	5	40	Regular review of the work of the community development staff	M
19.	Restricted IT skills and knowledge of staff	7	5	35	IT support in place at TCF / induction of new technology or systems Planned training for staff	L
20.	TCF premises change	8	5	40	Lease negotiated with landlord for 5 years	M

