

The Oasis Centre - Cornwall Risk Assessment and Policies

Introduction

Modern society has a heightened awareness of concerns relating to issues such as Safeguarding, Insolvency, Data Protection and Health and Safety and there is a requirement for every charity, however small, to consider the range of risks that surround or are inherent in its activities.

The Oasis Centre - Cornwall is not exempt from this requirement. Indeed, Charity Commission guidance recommends that every charity should (1) identify the major risks to which it is exposed; (2) ensure that those risks are reviewed regularly; and (3) establish systems and procedures to manage those risks.

What follows is a list of the risks identified so far and an outline of how they are addressed by The Oasis Centre – Cornwall.

Risk Identified	Policy Adopted and Action Taken
All common risks faced by charity trustees for which appropriate insurance is readily available.	The Charity maintains insurance policies to cover these risks.
The risk of damage to plate glass during the annual hurling in St Columb.	The cost of insurance cover is prohibitive and not the best use of funds. The window is protected by screens and the risk of damage thus reduced is acceptable.
Safeguarding risks affecting the vulnerable people that the Charity serves.	These risks are addressed by the Safeguarding Policy. Trustees and volunteers are given the training they need.
Risks associated with (1) the use of the Charity's premises; (2) attendance at events organised by the Charity in other locations; (3) accidents; (4) the personal safety of volunteers; and (5) the assessment of those risks.	These risks are addressed by the Health & Safety Policy. The Risk Assessment Form considers Travel and Activities. Trustees and volunteers are given the training they need.
Risks from faulty equipment.	The Charity has arranged for all electrical equipment and the fire extinguishers to be checked professionally on a regular basis.
Risks arising from transport arrangements organised by the Charity.	The Charity requires all those providing transport to carry their own insurance cover for passengers.
Risk to the charity from frauds and scams and those risks facing Trustees, volunteers and the vulnerable people who look to the Charity for assistance and guidance on such matters.	The Charity receives frequent updates from Action Fraud and the police regarding scams and similar fraudulent activity. This information is available to Trustees and volunteers and is on the website.

Risk of the embezzlement of the Charity's funds.	The signatures of two Trustees unconnected with the payee are required on every cheque issued by the Charity. The Trustee maintaining the primary records and the Trustee preparing the accounts are unconnected individuals. Monthly figures are made available to all Trustees.
The risk that (1) due to economic causes or other circumstances outside the control of the Trustees grant income may cease to be available; and/or (2) donations from other sources may dry up.	These risks are addressed by the Reserves Policy.
The risk of losing the services of the Charity's volunteers.	The risk is addressed by both the Volunteer Policy and the Support Policy. The Trustees have developed activities that have the volunteers as their focus and encourage the teamwork among its volunteers.
Risks that might arise from weaknesses in the Trustee structure or from the inadequacy of Trustee skills.	The Charity has widened the range of Trustee skills and provides training for those Trustees who need it. The Charity welcomes and takes pride in its links with Transformation Cornwall, which provides much needed guidance.
The death or incapacity of any individual who currently performs a key role in the Charity's activities.	The risk is addressed by the Succession Policy.
Risks to the Charity's computer systems and website as a consequence of attacks made by malicious persons.	All personal data and other sensitive material is held on a computer having its security professionally installed and all users have appropriate training. The website is managed professionally.
Risks such as loss of data and unauthorised access to sensitive material as a consequence of computer theft or destruction.	The data stored on the charity's computers is passworded and/or encrypted and regularly backed up to a remote location.
The risk of breaching the provisions of the new Data Protection Act	The risk is addressed by the Data Protection Policy.
A new or unidentified risk	This risk assessment is to be repeated annually and all policies reviewed each January.

The Charity's Risk Assessment Record Form (attached) is to be used to assess the risks of particular activities organised by the Charity or in which the Charity is involved.

Adopted by the Trustees on 22nd May 2018 and to be reviewed annually in January.



RISK ASSESSMENT RECORD FORM – THIS PAGE FOR GENERAL ACTIVITIES

To be completed for each planned activity to be undertaken by the Charity.
 When complete, this form is to be held on file for not less than six years.
 If there is insufficient space for an entry, please continue it overleaf.

Assessor(s) Name(s)			Short Description and Date(s) of the Planned Activity. If any outing or vehicle is involved, see also the next page.	
Assessment Date				
Leader of the Activity				
Others Involved			Location of Activity	
			Number of People Involved and likely Age(s)	
Risk Identified	Affecting Whom	Possible Outcome	How Likely*	Action Planned to Reduce the Risk
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

*On a scale of 1 (extremely unlikely) to 10 (almost certain)

Signature(s) of the Assessor(s)

Date



RISK ASSESSMENT RECORD FORM – THIS PAGE FOR VEHICLES AND OUTINGS

To be completed for each planned activity to be undertaken by the Charity.

When complete, this form is to be held on file for not less than six years.

If there is insufficient space for an entry, please continue it overleaf.

Risk	Affecting Whom	Possible Outcome	How Likely*	Action Planned to Reduce Risk
TRAVEL RISKS				
Accidental Fatality				(1) Minimum Two Volunteers Accompanying (2) List of Names and Roll-Call Every Stop (3) Mobile telephone(s) (charged) (4) Safety Belts (all passengers) (5) Doors and Exits (clear of baggage) (6) Comprehensive Vehicle Insurance (7) Compliance with Highway Code (8) Vehicle Condition (tyres, lights and brakes) (9) First Aid Kit and Safety Equipment (10) Safe Evacuation Under Supervision
Accidental Injury				
Other Accident				
Vehicle Breakdown				
Road Closure/Delays				
VENUE AND ACTIVITY RISKS				
Venue Dangers				(1) Prior Venue/Activity Assessment (2) Prior Danger/Risk Identification (3) Minimum Two Volunteers Accompanying (4) List of Names and Regular Roll-Calls (5) Mobile telephone(s) (charged) (6) Compliance with Signs and Instructions (7) Attention to Crowding (8) Attention to Weather Change (9) Alertness to Vulnerabilities
Venue Emergency				
Venue Closure				
Activity Dangers				
Weather Considerations				

*On a scale of 1 (extremely unlikely) to 10 (almost certain)

Signature(s) of the Assessor(s)

Date