



Risk Management in the Scout Group

What is Risk Management

In its simplest form it is about developing a plan to identify, deal with and minimise the adverse effects on your Group if or when they happen.

You begin managing risk by looking for the things that could go wrong – for instance someone could slip on a wet floor when it has been raining outside or burn themselves when cooking burgers on the BBQ at your summer fete. You can find ways to deal with these risks to reduce them happening and therefore reduce the impact if they happen.

Managing risks can help you to create a safer volunteering environment in your Group and help you to comply with the law.

Failing to manage risks can cause a wide variety of problems to the Group including

- Injuries to members of the Group, their families or members of the public
- Loss or damage to property or equipment
- Loss of reputation and reduction of membership

Correctly applied risk management can benefit your Group

- A safe working environment
- Increased fund-raising opportunities
- A protected and valued reputation
- Compliance with the law

In a Scouting context we have tried to capture the main headings and then will work down from there – this list is suggestive and not extensive

Group / Group Management

- 1) Management – Executive Committee / Responsibilities / Communication
- 2) Administration – Communication / Data Protection / Asset Register
- 3) Financial – Correct Accounting Procedures / Annual Budgets / Theft
- 4) Trustees – Suitability / Responsibilities / Annual Returns
- 5) Maintenance – Property / Equipment / Regular Repairs & Renewals
- 6) Insurance – Level of Cover / Who is Responsible for Renewal

Scouting / Membership

- 1) Leadership – Training / Motivation / Support / Responsibilities
- 2) Adults – Suitability / Training / Support / Responsibilities
- 3) Children – Guidance / Achievement / Development / Enjoyment / Fun
- 4) Programme – Safe / Exciting / Challenging / Balanced / Modern
- 5) Activities – Safe / Planning / Risk Assessments / Training / Support

Development

- 1) Development Plan – Focus / Vision / Achievable /
- 2) PR / Marketing – Vision / Opportunities /
- 3) Profile – Brand Awareness / Common Values

Problems

- 1) Safeguarding – Protection / Awareness / Reporting / Control
- 2) Accidents – Risk Assessments / Reporting / Control
- 3) Complaints / Disputes – Understanding / Proactivity / Reporting / Resolve

In each of these areas we need to

- Identify the hazards (what could go wrong)
- Assess (you need to look at the risks and your current precautions in place)
- Review (regularly review and revise when necessary)
- Record (keep a record of your assessments)

Special activities or events

You should carry out a separate assessment any time you run an event that is outside of your normal activities. E.G. New fundraising event / fireworks display / street collection / Group or family Camp.

How to manage your risks

- Identify – Every Group will face a variety of risks. It is important to examine every risk no matter how small and agree a control measure.
- Assess – Understand your risks - what could go wrong. a) How likely is it that the risk will happen and, b) What would be the consequence if it did happen?
- Prioritise – Once you have assessed your risks you need to prioritise and consider how to control them
- Decide – Agree the control measure – a) Special training for individuals: b) Transfer the risk or get the trained professionals in: c) Live with the risk: (or a combination of all three)

It is a good idea to record the risks you identify and display them where everyone can see. Review the risks on a regular basis or following major works or planning a new activity of event.

Types of Risks

Scout Groups in general are diverse and are likely to face a variety of risks at a range of levels. The Charities Commission identifies the following **risk classification system** and outlines the type of risk that could fall into these five categories.

- Governance Risks – including inappropriate organisation structures, difficulties in recruiting suitable adults and potential conflicts of interest
- Operational Risks – including service quality and development, employment or health and safety issues, fraud and misappropriation
- Financial Risks – including accuracy of financial information, budgetary forecasts, cash flow, reserves, and diversity of income streams
- External Risks – including public perception and adverse publicity, demographic changes and government policy
- Compliance Risks – including breach of trust law, employment law and regulatory requirements relating to fund-raising and management of charity funds

Probability of Occurrences			Catastrophic	Critical	Moderate	Minor	Negligible
Definition	Meaning	Value	A	B	C	D	E
Frequent	Occurs frequently and will be continuously experienced unless action is taken to change events	5	5A	5B	5C	5D	5E
Likely	Occurs less frequently if the current process is corrected	4	4A	4B	4C	4D	4E
Occasional	Occurs sporadically. Potential issues are discovered during focused review	3	3A	3B	3C	3D	3E
Seldom	Unlikely to occur Minimal issue identified during review	2	2A	2B	2C	2D	2E
Improbable	Highly unlikely to occur	1	1A	1B	1C	1D	1E

Risk Levels

Colour Code Risk is High - 5A, 5B, 5C, 4A, 4B, 3A

Colour Code Risk is Medium High - 5D, 5E, 4C, 3B, 3C, 2A, 2B

Colour Code Risk is Medium Low - 4D, 4E, 3D, 2C, 1A, 1B

Colour Code Risk is Low - 3E, 2D, 2E, 1C, 1D, 1E

Hazard / Risk	People at Risk	Existing Controls	Additional Controls	Risk Level	Target Date
Theft or the misappropriation of Group funds	The Scout Group	2 signatures on every cheque, regular Exec meetings, monthly balance sheets to committee members	Regular banking and effective procedures operated in the Group	Low	On-going

