

St Albans Mencap Risk Assessment for Staff

Risk	Level of Risk	Mitigation Strategies	Reduced Risk	Likelihood	Review Cycle	Responsible Persons	Monitoring Progress	Training Requirements
Safeguarding Issues	High	<ul style="list-style-type: none"> - Regular safeguarding training - Clear reporting procedures - Background checks 	Medium	Low	Quarterly	Safeguarding Lead	<ul style="list-style-type: none"> - Monthly safeguarding reports - Regular audits of safeguarding practices 	<ul style="list-style-type: none"> - Mandatory safeguarding training for all staff - Annual refresher courses
Health and Safety Incidents	Medium	<ul style="list-style-type: none"> - Regular safety audits - Staff training on health and safety - Emergency protocols 	Low	Medium	Monthly	Health and Safety Trustee/ Manager	<ul style="list-style-type: none"> - Incident reports and analysis - Regular safety drills and inspections 	<ul style="list-style-type: none"> - Health and safety training for all staff - First aid training for designated staff
Data Breaches	High	<ul style="list-style-type: none"> - Secure data storage - Regular audits - Staff training on data protection 	Medium	Low	Quarterly	Data Protection Trustee/ Manager	<ul style="list-style-type: none"> - Regular data security audits - Monitoring access logs and incident reports 	<ul style="list-style-type: none"> - Data protection training for all staff - Regular updates on data security practices
Financial Mismanagement	Medium	<ul style="list-style-type: none"> - Regular financial audits - Clear financial policies - Staff training 	Low	Low	Annually	Finance Trustee/ Manager	<ul style="list-style-type: none"> - Quarterly financial reviews - Annual external audits 	<ul style="list-style-type: none"> - Financial management training for relevant staff - Annual policy review sessions
Discrimination Claims	Medium	<ul style="list-style-type: none"> - Equality and diversity training - Clear anti-discrimination policies 	Low	Medium	Quarterly	HR Trustee/ Manager	<ul style="list-style-type: none"> - Regular feedback from staff and service users - Monitoring of complaints and resolutions 	<ul style="list-style-type: none"> - Equality and diversity training for all staff - Regular workshops on inclusion

Reputation Damage	High	- Effective communication strategies - Crisis management plans	Medium	Low	Annually	Communications Trustee/ Manager	- Media monitoring - Regular review of public feedback and engagement	- Media training for communications staff - Crisis management training for key staff
Volunteer Turnover	Medium	- Volunteer support programs - Regular feedback sessions	Low	Medium	Bi-annually	Volunteer Coordinator Trustee/ Manager	- Volunteer satisfaction surveys - Monitoring retention rates	- Volunteer induction training - Regular support and development sessions
Compliance Issues	High	- Regular policy reviews - Staff training on legal requirements	Medium	Low	Quarterly	Compliance Trustee/ Manager	- Compliance audits - Regular review of policy adherence	- Compliance training for all staff - Regular updates on legal requirements

Review Cycle Process

1. **Monthly Reviews:** Conduct monthly reviews for risks with medium likelihood to ensure timely identification and mitigation.
2. **Quarterly Reviews:** Conduct quarterly reviews for high-risk areas to ensure ongoing compliance and effectiveness of mitigation strategies.
3. **Bi-annual Reviews:** Conduct bi-annual reviews for volunteer turnover to address any emerging issues and improve retention strategies.
4. **Annual Reviews:** Conduct annual reviews for financial management and reputation damage to ensure long-term stability and public trust.