

Lions Club of Maidenhead CIO

Management of Risk

Bodies covered by this policy

This policy covers the activities of the Lions Club of Maidenhead CIO.

1 Introduction

- 1.1 Risk has been defined as 'the chance, great or small, that damage or an adverse outcome will occur as the result of a particular hazard'. Risk may cause loss or harm and is measured in terms of the probability or frequency with which it may occur and the resulting impact on the organisation. A hazard could include a trailing cable across a floor, or the failure of volunteers to attend.
It is important to note that the existence of a hazard does not always constitute a risk.
- 1.2 Risk Management is about good management; it is about being risk-aware but still being able to take risks in a controlled and managed environment.
- 1.3 In terms of the Lions Club of Maidenhead CIO the Trustees need to maintain a risk register and implement effective control measures on those risks considered to most seriously threaten the successful achievement of objectives.
- 1.4 The failure to manage risks effectively and economically has direct resource costs in excessive premiums paid for insurance, payments being made for injuries or other losses suffered, unavailability of staff, in this case our volunteers, repairs to or replacement of equipment if damaged, cost overruns and delays to implementation of the several elements which constitute the organisation of events.
- 1.5 Certain risks can also result in criminal prosecutions against the organisation and individuals; this type of risk may not be transferred via insurance. The management of risk is the responsibility of all those involved in an event, in whatever capacity they carry out their duties, and makes good sense.

2 Risk Management

- 2.1 Risk Management is a key element of corporate governance. It provides for a planned and systematic approach to the identification and quantification of risks and the appraisal of options for managing and controlling such risks.
- 2.2 The Risk Management process is usually shown as a cycle.
The five key elements are:

- **Identification of the risks to which an event is exposed.**

There is a need to identify risks that may arise if informed decisions are to be made about policies or service delivery. The key element of this stage is that all appropriate categories of risk are considered in relation to the specific objective; suggested risk categories are detailed in part 3 of this paper.

- **Evaluation of those risks in terms of likelihood and impact.**

*Analysis of the risk – available data should be used to provide information to help assess the likelihood of any risk arising, and the consequence or impact it may have if it does arise.
Profiling risk – risks can then be profiled or prioritised according to their likelihood and impact.*

Lions Club of Maidenhead CIO

Management of Risk

- **Control of such risks by taking measures to eliminate them or reduce the frequency or severity where possible.**

Action can then be determined, based on the Club's appetite for or tolerance to risk and the availability of resources, which, in the context of a volunteer organisation, may be limited.

- **Financing the risks, either by self or by risk transfer – for example, to an insurer.**

Determining action – the best course of action can then be determined; should the risk be avoided, eliminated, reduced, transferred or accepted.

Controlling risk – once appropriate action is decided for each risk, the control process can start. This involves taking action to minimise the likelihood of a risk occurring, and/or reducing the severity of the consequences should it occur.

- **Monitoring the results and responding to change.**

Progress in managing risks will be monitored and reported so that the potential for loss is eliminated or minimised.

3 Risk Categories

Risks can be categorised as part of the identification and evaluation process to help focus areas of risk:

Number	Risk Category	Description
1	Reputation Risks	Risks that relate to the logo or image of Lions Clubs International and which may cause embarrassment to the organisation and adversely affect 'public confidence' in Lions Clubs International, and the Lions Club of Maidenhead CIO.
2	Information Risks	Risks that relate to the loss or inaccuracy of data, systems and the timeliness of reported information.
3	Financial Risks	Risks that relate to losing monetary resources or incurring unacceptable liabilities.
4	People Risks	The risks associated with a volunteer organisation i.e., recruitment, retention and failure to attend.
5	Regulatory Risks	The risks related to the regulatory environment such as financial regulation, corporate governance, health & safety, data protection and other legislation.
6	Physical Risks	Risks related to fire, security, accident prevention and health & safety.
7	Business Continuity Risks	Risks associated with the continuation of the Club in the event of a disaster, reliance on operational equipment or loss of sponsorship or funding.
8	Contractual Risks	Risks associated with the failure of contractors to deliver services to the agreed cost and specification.
9	Environmental Risks	Those risks relating to pollution, noise, or the on-going energy efficiency of on-going service operations.

Lions Club of Maidenhead CIO

Management of Risk

10	Economic Risks	Risks associated with the inefficient operation of systems and the duplication of effort. Consider the concept of 'over-controlled'.
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4. Risk Assessments

Risk assessments are required for all events,

The Club Safety Officer is responsible for ensuring that a risk assessment is carried out for each activity, recorded and retained. Activities which take place at multiple venues and/or on multiple dates can be the subject of a generic risk assessment, which includes the requirement to take account of the unique risks of each site.

The organiser of any Lions activity is responsible for carrying out a risk assessment with the Activities Lead, for the implementation of any actions listed in the assessment and for ensuring that all Club members, helpers and other participating organisations are correctly briefed.

The final risk assessment is to be signed off by the organiser and the Club Safety officer.

To assist in drawing up the necessary risk assessments for an event, the following should be considered:

- **Step 1: Identify the Hazards** (A hazard is anything that could be, or has the potential to cause harm)
- **Step 2: Identify who will or could be harmed** (Injured or made ill)
- **Step 3: Prioritise the associated risks** (How likely is the harm to occur and how severe will the harm be if it does occur?)
- **Step 4: Identify what actions you need to take to remove or control those risks.** (These are your Control Measures)
- **Step 5: Review.** You should review and (if necessary) revise your assessments, to ensure that they stay up to date and take account of any changes in the workplace or procedures.

Risk assessments are not intended to be all-encompassing or necessarily prompt comment on each section. Lions organising an event should select the sections which may affect the event they are planning.

Similarly, Lions should grade all risks identified as High, Medium or Low. Obviously, high risks should be eliminated prior to the event, and alternatively, it may be better to adopt a less risky option, prevent access to the hazard or reduce exposure to the hazard. Consideration should also be given to risk reduction, i.e. ensuring trained medical staff are available to treat injuries should they occur.

If appropriate, Lions should make use of the MD 105 "Health & Safety Guidance for Lions" issued by the MD 105 Health & Safety Officer, and saved on the MD Lions Members Area website with other H & S materials including risk assessment templates: <https://lionsclubs.co/MembersNews/>

5. Incidents

Any incident that results in an injury or a potential injury at a Club event should be reported to the event organiser. An incident log must be completed at the time of the incident – see the form

Lions Club of Maidenhead CIO

Management of Risk

attached. The log is then passed to the Club Safety Officer to be held on file and/or escalated to the District Safety Officer if deemed necessary. The incident log includes any actions necessary to mitigate a repetition of the incident.

The accident/incident report is attached at the end of this document.

6. The Lions Club of Maidenhead CIO Accident /Incident Report Form process.

- The Lions Activities Director is the Club's Safety Officer responsible for issuing the forms and overseeing the process.
- Copies of the form are to be made available to the organiser of the event and held by the designated Safety Officer for that event.
- All and any Accident or Incident reported to the Safety Officer warrants the mandatory use of this form.
- The form may be completed by any member of Maidenhead Lions and must be completed in full. If the Accident or Incident involves a third-party stall holder, then full details of that stall holder must be included. This information is essential for insurance purposes.
- The form must be returned to the designated event Safety Officer for safe keeping and then returned to the Club Safety officer.
- The Safety Officer will initiate a review of the incident with the Club Directors and document any actions necessary to resolve outstanding issues and also help prevent reoccurrence of such Accidents or Incidents.
- The Club Safety officer will hold a log of all completed forms and hold forms on file for five years.

Lions Club of Maidenhead CIO

Management of Risk

The Lions Club of Maidenhead CIO

Accident/Incident Report Form

Event Name:	Date:
Injured Person (if any): Name, Address, Contact Details:	
Category: Lion, Helper, Member of the Public, Stall Holder, Organiser, Other (delete as appropriate)	
Date & Time of Accident/Incident: (delete as appropriate)	
Date & Time Reported:	Reported to:
Details of Injury (if any):	
Details of Action Taken:	
Names of Persons and Role Involved:	
Check List (complete as appropriate and supply names/organisation):	
First Aid Administered:	Ambulance Called:
Taken to Hospital:	Taken Home:
Circumstances of Accident/Incident & Location:	
Names, Addresses and Contact Details of Witnesses:	
Name, Address & Contact Details of Person Completing this Form:	
Signature:	
Signature of Club Safety Officer:	

Lions Club of Maidenhead CIO

Management of Risk