

Arnesby Village Hall Trust Risk Map

January 2026

Item	Risk Cause/Effect	Likelihood no controls	Controls and Assurance	Impact with controls	Comments/Action Required and Due Date	Total Risk Score
Governance	Inquoracy prevents decisions. Disputes between trustees. Decisions breaching Charity Commission rules. Lack of trustees willing to be active. Trust fails to uphold charitable objectives. Charity Commission intervention.	8	Constitution and Trustees annual report to Charities Commission. Ops Group manages day-to-day.	4	Constitution needs updating for 2026 AGM. Annual report needs submission with accounts in May 2026	12
Serious Detriment and Safeguarding	Harm (financial, psychological or physical) caused to anyone by actions or inactions of the Trust	6	Bodily injury covered by insurance. Also Public Liability insurance cover and Personal Accident cover. Safeguarding policy in place	4	Do we need a guidance note on reporting serious incidents? By end May 2026? Safeguarding policy needs review in 2026.	10
Budget	Income does not meet outgoings. Failure to predict major costs and make adequate provision. Inadequate control over regular costs leading to deficit.	10	Annual budget setting at AGM. Expenditure limited to maintenance, running costs and minor improvements. Business interruption insurance and legal expenses cover.	8	AVHT using reserves to cover budget deficit including works. Needs fund raising for major projects and changes to fee charges, especially the school. Financial policy needs review in 2026.	18
Fund Raising	Lack of enthusiasm in village for fund raising activities. Too few volunteers to get involved. Too slow to implement ideas or missed opportunities.	8	Successful events such as supper clubs and lottery cover operational deficit. Fund raising requirement now much lower.	6	Fund raising ideas for major works need to be implemented by end 2027	14
Business Interruption	Another pandemic. Long term power outage. H&S risk closes hall for a period.	6	Insurance cover. Generator hire. Government/Council grant as with last pandemic.	4		10
Bookings	Confusion over booking causing event cancellation. Dispute with customers over terms and conditions. Demands for compensation. User damage or disruption.	6	Hiring conditions defined. Bookings now made online and vetted by Bookings Secretary. Losses partially covered by insurance. Deposit scheme implemented.	4	No significant damage in 2024/25	10
School partnership	School causes damage beyond wear and tear. School use clashes with other users and causes village resentment. Fee charge does not reflect usage. Lack of clarity over responsibilities for both parties. School is closed down.	10	School contributes to 20% of operational costs and has not contributed to major works. No formal agreement.	8	Memorandum of Understanding drafted for discussion with the school. Needs to be agreed before next AGM.	18
Probity	Decisions benefit one or more trustees without declaration of interest. Premises, funds or equipment misused for personal benefit.	8	All bookings logged at standard rate, including trustees. Partially covered by Fidelity insurance	6	Charities Commission guidance needs circulation by May 2026, Chair to request declaration of interest at meetings.	14
Theft	Bank account hacked and funds removed. Equipment taken without consent and not replaced.	6	Virgin Money has fraud protection measures. 2 signatures required. Insurance cover as assurance. Equipment low value and unlikely to be lost.	4		10
Complaints	Complaints from customers or others not recorded, acted upon in good time or reported back to Trustees.	6	Complaints policy in place	2	Do we have a means of recording complaints? Does the Secretary need to keep a file?	8
Major property damage	Major damage due to fire, storm, flood or other accidental or natural causes.	6	Covered by insurance, property inspection regime and financial regulations/budgeting	4	Ned to check amount of cover for 2026. And any excess. We only do H&S inspections. Do we need a condition inspection by a surveyor every year or two?	10
H&S	Personal injury to members of public using the hall. Prosecution by Health & Safety Executive. Civil action by injured parties	6	Existing programme for logging monthly H&S inspections. Annual maintenance of fire and equipment. PAT testing annually. No asbestos to register. Legionella risk reduced by regular usage. Insurance cover.	4	Firs Risk Assessment needs commissioning for statutory compliance.	10
Use of Volunteers	Injury, death, property damage or financial loss whilst volunteers carrying out tasks on behalf of Trustees. Lack of skills, supervision, planning or risk assessment.	6	Use of volunteers limited to minor skills. Covered by Employer's Liability insurance. Contractors used for specialist works. Briefing note provided to volunteers.	4	Review briefing note for 2026. Has it ever been used?	10
GDPR	Personal data (addresses, phone numbers, email addresses etc) disclosed without authorisation.	6	Only officer contact details publicly available. Online booking system preserves user confidentiality. Trustee info offline.	4		10
Maintenance	Dilapidation due to lack of inspection and maintenance. Higher than expected repairs costs. Increased risk of injury to hall users.	6	Trustees agree programme of works annually. Minor works picked up through Chair's inspections at least monthly. Specialists called in as required. Maintenance log kept.	4	Major refurbishment complete. Does Chair do monthly inspections? Is there a maintenance log and who keeps it?	10
Equipment	Personal injury due to lack of maintenance or retention of defective equipment. Inability to hold events.	6	Most equipment owned and maintained by users. Trust owns tables, chairs, cutlery and crockery which do not need maintenance but are replaced as needed.	4	Store has been cleared of defective equipment. School allocated their own store.	10

Risk Score Matrix

Certain
Very Likely
Possible
Very Unlikely
Impossible

Likelihood Risk Score Matrix

10 Fatality/Bankruptcy/regulator closes down Trust
8 Serious Injury/financial loss/regulatory intervention
6 Minor injury or financial loss
4 Reputation damage
2 No consequences

Impact

10
8
6
4
2

Colour Code for Total Risk (add likelihood and impact scores together)

16 to 20 high risk

12 to 16 risk to be managed and monitored

10 and under, low risk but still needs monitoring