Risk Register Parentline 2026

Risk No	Description of Potential Risk	Description of Potential Impact	Risk Owner (ultimately risk is the responsibility of the full Board)	Steps to Mitigate	Monitoring Frequency	Likelihood (1-5)	Impact (1-5)	Controls (1-3)	Risk Rating
Risk Category: Governance										
1	Non-compliance with Governance Code	Insufficient controls Issues with Charity Regulator, closure of charity	Governance and Risk sub-committee	Board training, governance training, constant review of progress by Board, Strategic plan,	Annual	1	5	1	5
2	Lack of skills on the Board. Loss of key Board members	No forward planning, Stagnation of charity, CEO is overburdened or has no direction	Nominations Succession and Remuneration sub-committee	Succession planning, Board training, Regular discussion of skills required.	Ongoing	4	3	1	12
Risk Category: Strategic										
1	Loss of expertise i.e. trainer, admin	Unable to train volunteers, disorganised office, delay with official paperwork	CEO	Succession planning, Use temporary staff, new training programme, 2 trainers, calendar of deadlines. Handover documents	Ongoing	4	2	1	8

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2	Not Maintaining ethos	CR issues, CRO issues.	Governance and Risk sub-committee	Regular review of policies and procedures, good knowledge of the Constitution, regular Board meetings. Yearly work plan, Strategic plan. Compliant with Governance Code	Ongoing	1	5	1	5
Risk Category: Compliance (Legal or Regulatory)									
1	Health and Safety of staff and volunteers	Health and safety hazards, wellbeing of volunteers and staff, Increase remote Working.	CEO	Maintain, implement, and update standards in health and safety policy, Wellbeing policy for volunteers. Well-being training sessions. Peer to peer support. Reflective sessions for volunteers. Regular communication with CEO.	Annual	2	3	1	6
2									
Risk Category: Operational									

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1	Loss of CEO Illness of CEO Loss of staff IIlness of staff	Period of uncertainty,	Board Nominations, Succession and Remuneration sub-committee	Annual review for staff. Regular Chair/CEO & CEO/staff meetings Succession planning. Employ temporary staff Handover documents	Annual	2	5	1	10
2	Loss of volunteers, quality of volunteers	Reduction of service, added stress for volunteers and staff, low morale.	CEO	Regular recruitment, support for volunteers, ongoing training monthly, Motivation through more communication and wellbeing sessions	Ongoing	2	4	1	8
Risk Category: Financial									
1	Loss/reduction of funding	Loss of service, closure of chari	CEO Finance Committee Possibilities and Opportunities sub-committee	Maintain a low-cost strategy, Lobby funders to influence funding decisions, Source new funders.	Ongoingl	3	5	1	15

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2	Insufficient funds for projects	Reduction of service, loss of staff, Stagnate.	CEO Finance Committee Governance and Risk sub-committee	Generate fundraising opportunities, increase donor base, lobby for corporate sponsorship,	Ongoing	3	3	1	9
Risk Category: Environmental or External									
1	Global Risk Pandemic etc.	Serious illness, Closure of charity	CEO	Compliance with all Govt Requirements. Liaise with Carmichael Centre regularly, Remote phone access, Zoom meetings, Implement Volunteer wellbeing policy. Newsletter	Ongoing	2	4	1	8
2	Cyber-attack, Fire damage. Hacking	Loss of confidential information. GDPR problems	CEO Strategic sub-committee	Back up data, use cloud computing, keep files secure, use secure passwords. Risk spread through different companies.	Ongoing	2	2	2	8
Risk Category: Reputational									

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1	Complaints by clients	Adverse media coverage, reputation damage.	CEO Chair of Board	Comprehensive training for volunteers, ongoing training for volunteers, peer supervision of volunteers.	Ongoing	1	3	1	6
2	Dishonest dealings by Board/staff	Adverse media attention, court proceedings, closure of charity	CEO Full Board	Robust financial controls, Contracts of employment, Signed Board Code of Conduct Policy. Good office ethics. Good Board Ethics.	Ongoing	1	5	1	5

The Matrix for assessing impact, likelihood, and effectiveness of existing controls

Each risk is scored in terms of:
* **likelihood** i.e. the probability of future occurrence, how likely the risk it is that the risk will occur and how frequently it has occurred in the past.
* **impact** i.e. the impact on the organisation and external stakeholders if the risk occurs.
* **effectiveness of existing controls** i.e. given the controls which are currently in place, how effective are they at mitigating the risk.

A scale of **1** to **5** is used for **Likelihood** and **Impact**, and **1** to **3** is used for the effectiveness of existing **Controls**, according to the following matrix:

Likelihood Scale of 1 - 5	Impact Scale of 1 - 5	Controls Scale of 1 - 3
1 = Rarely, if ever	1 = No significant impact	1 = Controls highly effective
2 = Possible	2 = Minor impact	2 = Controls effective, but could be improved
3 = Likely	3 = Significant but containable impact	3 = No controls / controls are ineffective
4 = Very Likely	4 = High impact	
5 = Unavoidable / already occurring	5 = Extremely detrimental impact	

The risk score is determined **by multiplying the risk impact by the risk likelihood by the effectiveness of the controls**.

The following traffic light system can be used on a risk register to highlight / prioritise risk:

Risk Level	Risk Score	Action / Response
High	25+	CEO/Board act immediately using outside expertise if necessary.
Medium	13 – 24	Standing agenda item – work on resolving within 12 months
Low	0 – 12	Monitor in 12 months