

APPENDIX D

**Social Action Plan 2018-20 Risk Register**

**Negative Risks that offer a threat to the Social Action Plan 2018-20 and its Aims (Aim - Reduce Level of Risk)**

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
	<b>Volunteer injury or damage to health</b>	Volunteering activity that involves the use of machinery, tools, ladders etc. have a risk of accidents. Some volunteering activity is potentially stressful	Volunteers leave, projects suffer reputational damage, potential project closure	Open		Personal Safety	DM	Ensure that all projects have proper health and safety policies and procedures which include reducing stress at work and that they apply to volunteers (as well as paid staff)		1	3	3		1	3	3	16/02/18
	<b>Dishonesty on the part of volunteers or participants</b>	Volunteer could present a threat to a vulnerable person OR could be at risk when visiting a vulnerable person in their home	The vulnerable person suffers loss (theft or fraud),	Open		Fraud & Corruption Loss	DM	Ensure that projects have thought through how they will control risk to vulnerable adults including DBS and safeguarding procedures		1	3	3		1	3	3	16/02/18
	<b>Exploitation, harrassment of volunteers and or participants</b>	Volunteer could present a threat to a vulnerable person OR could be at risk when visiting a vulnerable person in their home	Volunteer or vulnerable person suffers injury or harrassment/bullying.	Open		Personal Safety	DM	Ensure that projects have thought through how they will control risk to vulnerable adults including DBS and safeguarding procedures		1	5	5		1	5	5	16/02/18
	<b>Child Sexual Exploitation (CSE)</b>	Volunteer in school perpetrates CSE	Physical and emotional damage to the child/young person. Reputation of the project. Reputation of the City Council and its partners.	Open		Personal Safety	DM	All volunteers are interviewed and DBS checked. All schools have a safeguarding procedure in place which is explained to all volunteers BEFORE they start in schools.		2	5	10		2	5	10	16/02/18
	<b>Abuse of Can do Bristol website by a 3rd party</b>	Inappropriate/Illegal postings by users	Potential risk to vulnerable people, fraud, harassment,	Open		Legal	DM	Website Terms and Conditions covers this issue. Site admin have to approve all postings before they 'go live' on the site.		2	3	6		2	5	10	16/02/18
	<b>Cyber attack' on Can do Bristol website</b>	Breach of site security	Website becomes unavailable or malfunctions. Data protection breach	Open		Service provision	DM	Site security conforms to GDPR standards.		1	3	3		2	3	6	16/02/18
	<b>Can do Bristol undermines other local social action initiatives</b>	Website inadvertently displaces activity on a third party site to the detriment of local projects	Local projects unable to recruit volunteers or confusion as to what is the correct 'route' to offer help through	Open		Communities	DM	Ensure the website is open to all. Widget allows users to easily post and update on their own sites as well as Cando		1	3	3		1	3	3	16/02/18
	<b>Can do Bristol site does not work as expected</b>	Bugs' cause the site to malfunction. Functionality does not meet the needs of users	Loss of confidence in the site, loss of/not enough users leading to the site failing to meet its Social Action Plan objectives	Open		Reputation	DM	All features will be beta-tested thoroughly before they are released for general use. Functionality has been widely discussed with partners, other local authorities and CVS's. The site has a 'report a bug' facility		3	1	3		2	2	4	16/02/18
	<b>Failure to complete the Can do Bristol site</b>	Failure to deliver Volunteer Bank, Campaigns and Smart Mob	Site does not deliver some of the functionality that has been identified as being important to the delivery of social action plan outcomes	Open		Reputation	DM	Currently going through the business case process for the final features of the Can do Bristol site.		2	3	6		1	3	3	16/02/18

	<b>Failure of site management for Can do Bristol</b>	Insufficient time/resources devoted to ensuring the site is working as it should (site admin). Lack of user support and advice.	Poor take-up of site capabilities which undermines its ability to meet city needs identified in the Social Action Plan	Open		Programme / Project Management	<b>DM</b>	We have the support of our contractor (site admin) as well as both CoS staff being site admin. We will need to consider getting additional help from partners (e.g. Knowle West Media Centre)		2	3	6		1	3	3	16/02/18
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