

## 1. Risk Assessment

The following risks are considered.

### **Reduction in Income**

Income from subscriptions is more stable and is enough to cover administrative costs.

Income from fund-raising is unpredictable and varied. If income dropped significantly then we would reduce our budget for expenditure on research grants. The policy is that we don't promise money if we don't have the funds to cover it.

### **Loss of the Database**

The master database is on the HSP Group server. A copy of the database is taken at intervals to JRM's laptop which is then copied to a local fault tolerant server.

Unlike other databases that I (JRM) support it is not possible to automate this process and I have to rely on a diary to remind me to do it manually.

### **Loss of committee**

Some members of the committee have long experience with the Group and some have particular skills, technical and people skills, which will be difficult to replace.

Action to minimise risk??? To be discussed

### **Loss/misuse of funds**

Access to the bank account is limited. The Treasurer holds the one and only chequebook and cheques require 2 signatures.

The Treasurer is the only one to have access to the bank funds with on-line banking. Funds could be mis-appropriated and the loss not realised until the next annual audit of the accounts.

We currently have a diligent examiner of the accounts so any offence is unlikely to remain undiscovered.

Grants to individuals or organisations are paid with the agreement of the committee voting. Individuals' use of funds is validated by asking them for evidence of use. Research organisations are asked to provide a summary in layman's terms on the progress of their research.

### **Loss/hack of website**

The website could be hacked or deleted. I believe that the hosting company takes backups and restores the website files following a hardware failure. However, I am not so sure about the CMS that is behind the current website.

When we transfer to a WordPress host we should ask the website manager to backup the site regularly.

**Third party claims**

What could these be? Someone having an accident using FlexyFoot and then claiming against us as we recommended the product?

[End of Document]

Next review: 2019