

SWBT RISK ASSESSMENT

Please note : with no employees and no direct face-to-face client contact, The Trust could be considered a “low risk” organisation, however its dependence on outside sources for its income and on BASW UK for administrative and technical support could place it in a “medium risk” category.

Step 1: Risk Identification	Step 2: Risk Assessment		STEP 3: MANAGING RISKS					
List of Possible Risks	Impact (H/M/L)	Likelihood (H/M/L)	What are we already doing about it?	What more can we do about it?	When will it be done?	Who will do it?	How will we review progress?	Reviewed Level of Risk
1.Computer system hacked / corrupted.	High	Low	Liaison with BASW & admin support services.	Review insurance cover, data processing agreement and back-up facility.	December 2021 business meeting.	Business meeting decision.	First business meeting in 2022.	Low.
2.Computer system disabled / out of action.	High	Low	Liaison with BASW & admin support services.	Review insurance cover, data processing agreement and back-up facility.	As above.	As above.	As above.	Low.
3. Complaint from applicant that is upheld as correct.	Medium	Medium	Independent trustee informs chair and action taken to remedy situation.	Procedure already in place.	N/A	N/A	Annual Report	Medium.

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4. Adverse media publicity threatens reputational damage.	High	Low	Potential to engage BASW's Media & Comms Team expertise.	Scope out potential scenarios.	To be discussed.	To be discussed.	To be discussed.	Medium / Low
5. Banking Facilities (operational & investment) in crisis / declared bankrupt.	High	Low	Liaison with BASW & finance / accountancy team	Review insurance cover in place – to include compensation schemes.	To be discussed.	To be discussed.	To be discussed.	Low.
6. Trustee(s) accused of fraud and/ or actions requiring disciplinary action(s).	Medium	Medium	Procedures in places to manage misconduct / refer to Police as required.	Review procedures on a timely and agreed basis.	As per review schedule.	Business meeting decision.	Compliance with review schedule.	Medium.
7. Succession planning inadequate to maintain efficient & effective management of Trust.	High	Low	Tenure arrangements in place complemented by skills audit.	Review tenure arrangements & forward planning.	See action log & business meeting agenda.	Business meeting decision.	Business meeting decision.	Medium.
8. Injury to trustee travelling to / in course of business.	Low	Low	Ensure insurance is in place & medical action is taken as required.	Review arrangements if already in place – health & safety.	As per review schedule.	Business meeting decision.	Business meeting decision.	Low.

The Social Workers' Benevolent Trust was established in 1971 on the initiative of the British Association of Social Workers
 And is registered with the Charity Commission.
 Charity No: 262889

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9. Trust's income deteriorates to the point where identified need is unable to be met.	High	Low	Existing protocols with BASW (MOU) and ongoing fundraising strategy.	Utilise expertise available to secure / expand finding sources.	Ongoing (see MOU) to include media presence.	Business meeting & treasurer review.	As per business meeting schedule – standing item.	Medium.
10.Ensure trustee membership reflects equality & diversity criteria.	Medium	Medium	Recruitment drive in place using BASW EDI expertise.	Emphasise retention and ease-of-access arrangements to maximise participation. Consider payment to BASW for service or alternative provision.	Ongoing to include business meeting review.	Business meeting decision.	Business meeting review to include feedback from new trustees.	Medium.
11. Withdrawal / non-availability of BASW's admin. support for Trust.	High	Low	Subject to regular review within MOU.	Emphasise retention and ease-of-access arrangements to maximise participation. Consider payment to BASW for service or alternative provision.	Ongoing review via MOU team and business meetings.	MOU team, business meetings and wider trustee group.	Scheduled MOU review and business meetings X2 p.a.	Medium.

Date to be reviewed

June 2022

/Group responsible for review

Whole Board