### F6 Risk Register

Give each risk a code. This makes it easy to refer to it with others (e.g. in a meeting).

### Identify your risks.

Analyse your risks by scoring the likelihood of them happening and the potential impact.

### Think about your appetite for these risks.

Give each risk a target risk score that reflects the level of risk you’d be happy to accept.

### List the controls that you currently have in place to reduce and control each risk.

Think about your appetite for these risks. Give each one a target risk score that reflects the level of risk you’d be happy to accept.

### Ensure the likelihood and potential impact of each risk with the controls in place.

If your residual risk score is higher than your target risk score (i.e. current controls don’t reduce the risk to a level you’re happy with), list the additional actions needed to reduce the risk further.

### Analyse your risks by scoring the likelihood of them happening and the potential impact.

Rescore the likelihood and potential impact of each risk with the controls in place.

### For ongoing assurance that risks are being controlled effectively, record who is responsible for each risk and when/how they should review it.

#### BTOG

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<tbody>
<tr>
<td>R1</td>
<td>Poor knowledge of Charity Commission regulatory requirements</td>
<td>3</td>
<td>4</td>
<td>12</td>
<td>6</td>
<td>BTOG Trustees and Senior Executive Officer are required to attend regular relevant training and to keep updated on relevant Charity guidelines.</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>To ensure that training is reviewed regularly</td>
<td>Board of Trustees/Senior Executive Officer</td>
<td>In consultation with Risk Committee and as per guidelines</td>
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<tr>
<td>R2</td>
<td>A trustee or other officer of BTOG acting in breach of trust - e.g. investing charity money without permission or contracting for supplies outside of policy</td>
<td>3</td>
<td>4</td>
<td>12</td>
<td>6</td>
<td>The BTOG Policy Portfolio is comprehensive (e.g. financial, procurement, conflict of interest)</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>To ensure existing policies are reviewed and any new policies identified are developed and adopted in a timely manner</td>
<td>Board of Trustees/Senior Executive Officer</td>
<td>As per review dates and at Board of Trustees meetings</td>
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