

UKBHC: Risk Assessment Template for Professional Standards Authority

Risk Matrix

RISK MATRIX		←----- IMPACT.....->				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
^ . . . LIKELIHOOD . . . V	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	2	3	4	5

Scoring

Score	Likelihood	Definition	Impact	Descriptor
5	Is highly likely to occur at some time in normal circumstances	Very High > 80%	Critical long term damage or harm to service users/public. Critical reputation impact. Intervention by other agencies. Huge financial impact.	Catastrophic All potential benefits lost.
4	Likely to occur at some time in normal circumstances	High 60 – 80%	Major damage or harm to service users/public. High reputation impact – national press and tv coverage. Minor regulatory enforcement. Major financial impact.	Critical Loss of 80 – 100% of benefits
3	Likely to occur in some circumstances at some time	Medium 40 – 60%	Noticeable damage or harm to service users/public. Extensive reputation impact due to press coverage. External criticism likely. High financial impact.	Significant Loss of 50 – 80% of benefits
2	Is unlikely to occur in normal circumstances but could occur at some time	Low 20 – 40%	Minor damage or harm to service users/public. Minor reputation impact. Moderate financial loss.	Marginal Loss of 25 – 50% of benefits
1	May only occur in exceptional circumstances, highly unlikely	Very Low < 20%	Insignificant damage or harm to service users/public. Little or no loss of front line service. No reputation impact.	Negligible Loss of <25% of benefits

Risk Template

	Headline Risk	Description of Risk	Inherent Risk Factor	Identifying existing controls and effectiveness of mitigation	Is risk increasing, decreasing or static?	Residual Risk Factor	Risk Owner
1	Board Governance						
1a	Board Skills	Board does not have the required skills to fulfil its role effectively	9 L3 I3	Robust recruitment process. Clarification of skills required	Decreasing	6 L2 I3	UKBHC Chair and Board
1b	Financial resources	Board does not ensure that it has the financial resources that it requires to fulfil its functions	12 L3 I4	Annual review of membership fees Treasurer's report at each Board meeting where income and expenditure is reviewed	Decreasing	8 L2 I4	UKBHC Chair and Board
1c	Policies and Procedures	Board does not have the policies and procedures in place to meet PSA requirements	10 L2 I5	Regular review of on going PSA requirements with action plan and timeline. Current action plan is in place to meet outstanding actions required by PSA Monitoring that actions are carried out.	Decreasing	8 L2 I4	UKBHC Chair and Board
1d	Board role and function	Board strays from its role and function taking on areas which are not in its scope	8 L2 I4	Regular review of agendas and discussion at Board meetings to ensure this does not happen	Decreasing	5 L1 I5	UKBH Chair and Board
1e	Dealing with complaints	Board inadequately investigates complaints thereby damaging its reputation	12 L3 I4	Robust processes in place for investigation of complaints which are rigorously followed and reviewed	Decreasing	8 L2 I4	UKBH Chair and Board
2	Registrants						
2a	Register of registrants	Board does not ensure that register of registrants is maintained	12 L3 I4	Registrar's report at each Board meeting and review of any trends of registrant numbers	Decreasing	4 L1 I4	UKBHC Registrar
2b	UKBHC membership	Board inadequately communicates the value of UKBHC membership to the chaplaincy population with the result that membership numbers fall	9 L3 I3	Engagement events encouraged Regular newsletter produced	Decreasing	9 L3 I3	UKBHC Board
2b	Registrants do not submit CPD summary.	Registrant fails to submit a summary of CPD undertaken that year.	12 L4 I3	Application of Code of Conduct and Fitness to Practice UKBHC development of sample CPD appraisal scheme.	Decreasing	6 L2 I3	UKBHC Registrar

3	Safeguarding						
3a	Compliance with UKBHC Code of Conduct and Safeguarding Policy	UKBHC does not apply procedures when reviewing applicant for register	12 L3 I4	Ensure evidence of appropriate Disclosure Certificate and valid safeguarding training	Decreasing	5 L1 I4	UKBHC Board
3b	Safeguarding issue raised against UKBHC registrant	Potential harm to public by registrants remaining on register if UKBHC not informed of local investigations. Failure to implement UKBHC policy and procedures.	8 L2 I4	UKBHC LOGR should be notified within 5 working days of an issue being raised and suspension of registrant pending investigation. Removal from register and notify employer if	Static	4 L1 I4	UKBHC Board
3c	Safeguarding Training	Board unaware of current Safeguarding issues leading to inappropriate actions/resource allocation. LOGR directors fail to maintain awareness and training.	10 L2 I5	Ensure board and LOGR directors have ongoing training and awareness of safeguarding responsibilities.	Static	5 L1 I5	UKBHC Board