

**Uffington Museum Trust – Registered Charity 292109  
General Risk Assessment for Tom Brown’s School Museum**

<b>Assessment Completed by</b>	<b>Mrs K Pilcher and Mr S Jenkins</b>
<b>Location</b>	<b>Tom Brown’s School Museum Uffington</b>
<b>Date</b>	<b>January 2021</b>
<b>Adopted by Uffington Museum Trust</b>	
<b>Date for Review</b>	<b>October annually for January sign off or earlier as required</b>

**Record of Review, Amendment and Additions**

<b>Detail of Review / Amendment / Addition</b>	<b>Person Completing Review / Amendment / Addition</b>	<b>Reviewed and approved for issue by</b>	<b>Date</b>

**Key:**

**LIKELIHOOD** (L) = Frequent (5), Probable (4), Occasional (3), Improbable (2), Remote (1)

**SEVERITY** (S) = Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)

**DEGREE OF RISK** (DR) = LIKELIHOOD x SEVERITY

**RESIDUAL RISK \*** is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable. This risk assessment covers General matters; separate risk assessments will be carried out as required for events.

**INSURANCE:** The level of employee and public liability insurance cover to be reviewed by Uffington Museum Trust at renewal each year.

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			L	S	DR		L	S	DR
<u>Section 1</u>	<u>Property</u>								
<b>Old Schoolroom building and land</b>	General public, including elderly and disabled, volunteers, visitors and Uffington Museum Trustees and Friends	Injuries due to issues with the building and land	3	4	12	<p>All building ownership and maintenance issues are the responsibility of Uffington Parish Council</p> <p>However:</p> <ul style="list-style-type: none"> <li>• High level check of building and land completed at least monthly by Curator</li> <li>• Professional Architects report commissioned every 3 years</li> <li>• Any damage/maintenance requests are reported to UPC in a timely manner by Curator / Friends</li> <li>• Public liability insurance in place</li> </ul>	2	4	8
<u>Section 2</u>	<u>Financial / Business</u>								
<b>Banking</b>	Trustees and Treasurer	Inconsistency in accounts	2	3	6	<ul style="list-style-type: none"> <li>• Bank accounts reconciled monthly by Treasurer</li> <li>• Accounts reviewed quarterly by Trustees</li> <li>• Annual Audit by independent assessor</li> </ul>	1	3	3
<b>Electronic Banking</b>	Trustees and Treasurer	Loss through theft/fraud	2	4	8	<ul style="list-style-type: none"> <li>• Dual authorisation of all payments made electronically</li> <li>• Payees bank details cross checked to written document (e.g. invoice) by second authoriser</li> <li>• <b>Secure storage of passwords and PIN numbers by individuals in accordance with the Financial Regulations</b></li> </ul>	1	1	1
<b>Cash / Cheques</b>	Trustees and Treasurer	Loss through theft	2	2	4	<ul style="list-style-type: none"> <li>• Reduced usage due to electronic banking</li> <li>• Catlin Insurance Co for loss</li> <li>• Duplicate summary of cash taken at weekend opening. Copy to Treasurer with original overviewed by Curator</li> <li>• Reviewed quarterly by Curator</li> <li>• Dual authorisation of cheques</li> </ul>	1	1	1

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<b>Financial control and records</b>	Trustees and Treasurer	Loss – actual or by discrepancy	2	3	6	<ul style="list-style-type: none"> <li>Quarterly overview of financial records at Trustees meeting</li> <li>Maintain paper bank statements</li> <li>Regular reconciliation of accounts with bank statements</li> <li>Quarterly statement of bank position by Treasurer</li> <li>Annual independent External audit</li> </ul>	1	3	3
<b>Maintenance of Accounts</b>	Trustees	Loss of Treasurer / his computer results in inability to maintain accounts / pay invoices	2	4	8	<ul style="list-style-type: none"> <li>Treasurer’s computer backed-up and duplicate account data kept off site – away from home</li> <li>Nominated Trustee to have access to backed up data, including any Treasurer passwords</li> <li>Most invoices paid electronically through UMT account which has Treasurer, Chair and minimum one other Trustee able to set up and authorise. Cheque book fall-back, with multiple signatories</li> </ul>	1	4	4
<b>Statutory Duties</b>	Trustees	Loss of Chair / Treasurer results in inability to complete statutory duties, e.g. CC returns	2	2	4	<ul style="list-style-type: none"> <li>At least one other Trustee to have access to necessary sites and sufficient knowledge to stand in</li> </ul>	1	2	2
<b>Business risks</b>	Trustees	Various, including computer failure	3	2	6	<ul style="list-style-type: none"> <li>Keep proper financial records</li> <li>Treasurer’s computer to have up to date anti-virus and malware protection</li> <li>Account data to be backed-up and duplicate back-up kept off-site – away from home</li> <li>Meet statutory Charity Commission requirements</li> <li>Arrange timely annual audits</li> <li>Ensure all activities are within legal powers applicable to the charity</li> </ul>	1	2	2
<b>Risks to Trust</b>	Trustees	Legal challenges on charity procedures, expenditure and activities	2	3	6	<ul style="list-style-type: none"> <li>Trustees and employees declare interests as appropriate</li> <li>Expenditure to be within legal powers of Trust, and properly authorised</li> <li>Minutes issued as drafts and replaced when formally approved</li> <li>Compliance with Financial Controls Policy</li> <li>Annual review of insurance level against recommended level of cover</li> <li>Annual review of Trust policies and procedures</li> </ul>	1	2	2

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<b><u>Section 2A</u></b>	<b>Data protection / GDPR</b>								
<b>Handling of information</b>	The Trustees and donors of items to the museum	Loss (or misuse) of data ('data breach') could lead to a fine, compensation to individuals and reputational damage	3	4	12	<ul style="list-style-type: none"> <li>The Trustees have carried out an information audit on electronic and hard copy data, to understand who holds personal data. All unnecessary data has been cleansed and the data held by Trustees will be limited</li> <li>The Trustees do not hold any sensitive personal data other than basic details required for the Charity Commission</li> <li>Donors of items to the museum collection provide name, address and contact details only &amp; agree to the museum holding this information on MODES</li> <li>An information audit is carried out annually to delete obsolete files and E-mails</li> <li>Privacy notices maintained covering use of personal data by the Trust, Trustees and charity</li> </ul>	1	4	4
<b><u>Section 3</u></b>	<b><u>Personnel</u></b>								
<b>Trustees</b>	Trustees	Trustees fail to comply with CC guidelines	2	1	2	<ul style="list-style-type: none"> <li>Trustees ensure charity is operated within Charity Commission guidelines and act in good faith</li> <li>Trustees to read and sign Trustees Code of Conduct annually</li> </ul>	1	1	1
<b>Trustee unlimited liability</b>	Trustees	Trustees carry unlimited personal liability for any museum liabilities that cannot be met from museum funds / insurance policies	2	5	10	<ul style="list-style-type: none"> <li>UMT insurance reviewed annually against recommended level of cover</li> <li>UMT have very minimal liabilities as the building and land are owned by UPC</li> <li>No potential liability for Trustees to cover rent arrears as no rent paid. Stipulated in lease for the 35 year term</li> <li>Trustees accept unlimited liability position when appointed by signing the Trustee Code of Conduct</li> </ul>	1	5	5
<b>Employment – Lone Working</b>	Friends/rota volunteers and curator	Injury / death whilst lone working	2	3	6	<ul style="list-style-type: none"> <li>Compliance with Lone Working Policy</li> <li>Individuals to notify family/friend when working in the museum of anticipated timescale for returning home</li> </ul>	1	3	3

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<b>Risks to volunteers</b>	Trustees, volunteers	Accident or injury on museum business	2	3	6	<ul style="list-style-type: none"> <li>All volunteers receive training on rota responsibilities</li> <li>Volunteer Agreement and training guide read annually or when new volunteers commence rota duties</li> <li>Compliance to Health and Safety policy</li> <li>Annual review of public liability insurance level</li> </ul>	1	2	2
<b>Risks to the public</b>	General public, including elderly, disabled and vulnerable	Failure to safeguard the public who visit the museum and come into contact with the charity	2	4	8	<ul style="list-style-type: none"> <li>Compliance with Safeguarding policy</li> <li>Designated person with DBA check responsible for arranging group visits</li> </ul>	1	4	4
<b>Meetings in the Old Schoolroom</b>	Trustees, Visitors and Clerk to UPC	1. Failure to escape in event of fire.	2	4	8	<ul style="list-style-type: none"> <li>Fire instructions and exit signs in place – only 1 entrance/exit in Old Schoolroom</li> <li>Entrance/exit kept clear at all times</li> <li>Annual inspection of fire extinguishers</li> <li>Fire exit clearly marked</li> </ul>	1	4	4
		2. Access around entrance/exit door. Risk of trip hazards and obstruction.	2	2	4		1	1	1
<b>Access – physical and online</b>	Public	Failure to ensure everyone has access to the museum and its collections resulting in discrimination	3	1	3	Physical <ul style="list-style-type: none"> <li>Limited wheel chair access available via path from road</li> <li><b>New path to be installed February 2021</b></li> <li><b>Specific disabled parking space to be made available opposite building</b></li> <li>Gallery exhibitions and displays restricted due to stairs shown on ground floor computer</li> <li>Advice received from RNIB on font size and design for displays</li> </ul> Online <ul style="list-style-type: none"> <li><b>New website design to comply with access guidelines for the visually impaired</b></li> </ul>	2	1	2