

Risk Management Register

Risk ID Number	Risk Description	NGB Objective	Responsible Person	Probability of Occurrence (H/M/L)	Impact (H/M/L)	Risk Reducing Action	Residual Risk (H/M/L)	Monitoring Process	Further Action Required	Review Date/Initials
001	Lead exposure at target area.	Regular cleaning.	DP Supervised by WJD	Low	Low	Regular (weekly) removal of lead.	Low	Indoor & outdoor ranges to be monitored 2 monthly.	Aug 2018	Last Feb 18 DP
002	Changes to firearm legislation.	Keep updated.	PGG	Low	Low	Lobby against any proposed changes.	Low	Continually	None	19/6/18 PGG
003	Positive drug test.	All drug tests to be clear.	WJD & RW & Coaches	Low	Low	Regular discussion with athletes & updates from UKAD.	Low	Yearly at squad training weekend.	Jan 2019	Last Jan 18 WJD
004	Challenges to team selection.	Full acceptance to all selections.	WJD	Medium	Medium	Athletes to be advised of procedures and clear appeals process.	Low	After each team selection	Dec 2018	Last Dec 17 WJD
005	Loss of income if no medals won at Gold Coast 2018	Ensure medal success.	PAD/WJD	Medium	Medium	Full training and support given to HP athletes by coaches.	Medium	Review progress after every competition.	Oct 2018	Last Apr 2018 WJD

006	Theft or damage to equipment.	All assets to be protected	PAD	Medium	Low	Take out insurance cover on all assets.	Low	Review annually at policy renewal.	Dec 2018	Last Feb 2018 PAD
007	Loss of data on Sport Wales laptops by Sport Wales.	Safeguard all data.	Sport Wales IT dept.	Low	Low	Regular back up by IT dept, see email 18/9/14	Low	None	Sept 2018	Last Sept 2017 PAD
008	Loss of data on Sport Wales laptops by WTSF.	Safeguard all data.	PAD	Medium	Low	All laptop users to use S drive to back up data.	Low	Send reminders to laptop users	Sept 2018	Last Sept 2017 PAD
009	Loss of income from Sport Wales	Maintain grant funding at current level	PAD	Medium	High	Build up a reserve fund	High	Look for alternative sources of funding	Oct 2018	Last Apr 2018 PAD
010	Loss of key individuals from WTSF	Have a shadow for each key position	MW	Medium	Low	Develop a succession plan	Low	Review quarterly to ensure succession plan in place	Nov 2018	Last Nov 2017 MW
011	Policies not annually reviewed	Affect governance and perception of WTSF	PAD	Medium	High	Ensure annual review of all policies	Medium	Review self-assurance progress regularly	Nov 2018	Last Nov 2017 PAD

012	Reduction in number of clubs and grounds	Regular increase in shooting grounds and clubs	AG	Medium	Medium	Ensure data base is kept up to date and “Have a go events” are regularly held	Low	The WTSPF newsletter to be sent out to all clubs and grounds	Feb 2019	Last Jan 2018 AG
013	Activities not adequately funded	Full funding	PAD	Medium	Medium	Regular communication with Sport Wales	Low	Appropriate planning so no surprises	Sept 2018	Last Mar 2018 PAD
014	Failure to comply with conditions of funding	Full funding from Sport Wales	PAD	Low	Low	Regular review to monitor progress	Low	At 6 weekly Board Meetings.	Aug 2018	Last Mar 2018 PAD
015	Difficulties in recruiting staff with required knowledge	For all directors to contribute with key skills	MW	Medium	Medium	Run recruitment campaigns	Low	As positions become vacant	Aug 2018	Last Jun 2017 MW
016	Financial Procedures and controls	All procedures followed	MW	Low	Low	All procedures and controls reviewed annually	Low	All key staff to be trained in financial procedures and controls	Monthly Jul 2018	Last Jun 2018 MW
017	Strategic plans lack clarity	Strong growth through clear plans	MW&WJD	Medium	Medium	Ensure objectives linked to KPI’s	Medium	Strategic 4 year plan to be reviewed by the Board	Annually next Oct 2018	Last Mar 2018 MW &

018	Disaster recovery for IT and (NGB) business	No interruption from outside bodies or influences	PAD	Medium	Medium	Business Continuity Plan in place. Full IT contract with Sport Wales	Low	Review BCP and IT contract	Annually Next Jul 2018	WJD Last Jul 2017 PAD
019	Event management	Smooth running of events	AG	Medium	High	Carry out risk assessment prior to each event	Medium	Recruit sufficient volunteers for all events	After each event Next Jul 2018	Last Feb 2018 AG
020	Reputational damage caused by child abuse case	Implement NSPCC safeguarding standards	PAD	Low	High	Complete NSPCC Safeguarding standards including case management process	Medium	Support safeguarding officer with implementing standards	Annually Next Mar 2019	Last Apr 2018 PAD

Key for initials:

DP – David Phelps

WJD – John Dallimore

PAD – Paul Donovan

PGG – Paul Gumn

RW – Robert Warnes

MW – Martin Watkins

AG – Alan Green