

## 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.	None	15/6/16 DP
002	Changes to firearm legislation.	Keep updated.	PGG	Low	Low	Lobby against any proposed changes.	Low	Continually	None	15/6/16 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.	None	11/6/16 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	None	4/7/16 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.	Future talent identification.	4/7/16 PAD

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.	None	1/1/16 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	None	12/8/16 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	Continually	Send reminder to laptop users annually.	12/8/16 PAD
009	Loss of income from Sport Wales	Maintain grant funding at current level	PAD	Medium	High	Build up a reserve fund	High	Review quarterly to ensure maximum amount is put into reserves	Look for alternative sources of funding	12/8/16 PAD
010	Loss of key individuals from WTSF	Have a shadow for each key position	MW	Medium	Low	Develop a succession plan	Low	Review annually	None	1/4/16 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.	None	1/5/16 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	Regularly contact maintained	The WTSF newsletter to be sent to all clubs and grounds	8/4/16 AG
013	Activities not adequately funded	Full funding	PAD	Medium	Medium	Regular communication with Sport Wales	Low	Appropriate planning so no surprises	Constant monitoring	1/4/16 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.	None	1/4/16 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	None	15/6/16 MW
016	Financial Procedures and controls	All procedures followed	PAD	Low	Low	All procedures and controls reviewed annually	Low	All key staff to be trained in financial procedures and controls	Quarterly	1/7/16 PAD
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	Review annually	1/10/15 MW & WJD

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	1/10/15 PAD
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Key for initials:

DP – David Phelps

WJD – John Dallimore

PAD – Paul Donovan

PGG – Paul Gumm

RW – Robert Warnes

MW – Martin Watkins

AG – Alan Green