LINCOLNSHIRE FAMILY HISTORY SOCIETY

Internal Risk Management Policy (13)

Review details are on the final page

1. Purpose and Scope
This policy outlines how the Executive Committee (Trustees) of the Lincolnshire Family History Society identifies, monitors, and mitigates operational, financial, and strategic risks. The objective is to protect the Society's members, digital resources, physical assets, and charitable reputation while fulfilling its mission to assist genealogical research across the historic county of Lincolnshire.

2. Risk Appetite and Responsibility
The society maintains a cautious risk appetite for financial stability and data protection but accepts managed IT risks to deliver online talks and remote member services.

The Executive Committee holds ultimate legal responsibility for reviewing the Society's risk profile annually.

Branch Coordinators and Volunteers are responsible for identifying localised risks during physical meetings, transcription projects, and Resource Centre operations.

3. Core Risk Categories and Controls

A. Physical and Branch Meeting Hazards
Risks: Slips, trips, injuries, or medical emergencies involving members or guests at the Lincoln Resource Centre or local branch venues (Bourne, Grimsby and Lincoln).

Policy Control: The Society will maintain continuous Public Liability Insurance. Branch volunteers must ensure venue compliance with local health and safety rules, ensuring clear fire exits and safe cabling for AV equipment.

B. Data Protection and Digital Security
Risks: Cyber breaches, loss of member subscription data, or corruption of unique genealogical datasets within the Members Only Area.

Policy Control: Access to membership databases is strictly restricted to designated administrative roles. All data handlers must use password-protected devices.

C. Financial Controls and Reserves
Risks: Misappropriation of funds, book/journal sales shortfalls, or unexpected expenditure increases threatening the society's ongoing operations.

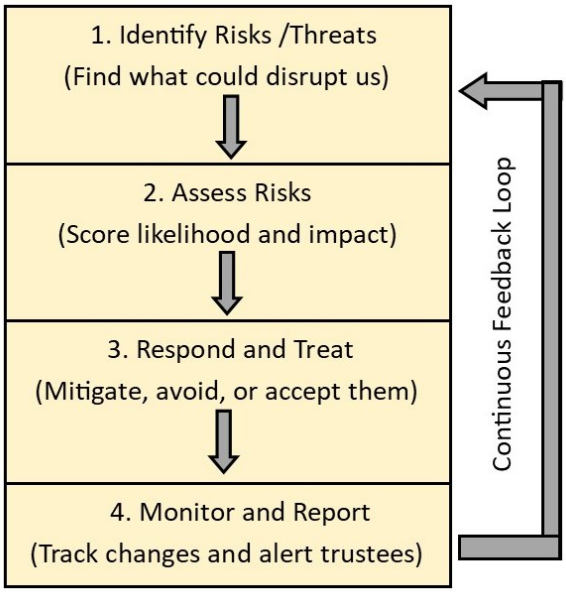
Policy Control: In line with the LFHS Financial Reserves Policy, all bank transactions require dual trustee authorization. Annual accounts must be verified independently before submission to the Charity Commission.

D. Governance and Continuity
Risks: Sudden loss of key executive officers (e.g. Treasurer, Secretary, Webmaster) leading to operational paralysis. To avoid operational disruption, access to key systems (banking, website, social media and journal publication) should be shared among multiple committee members. The society will use its detailed role descriptions to cross-train members wherever practical and only as volunteer capacity allows.

4. Risk Register Maintenance
The Executive Committee should maintain an internal Risk Register, reviewing and updating it at least once per year or following any significant "Serious Incident".

APPENDIX

There is a 4-stage strategy for risk assessment shown by the table below. The severity of a risk can be assessed using the 3 x 3 matrix which follows the table. (Some authorities use a 4 x 4 matrix)



3 = Highly Probable	MANAGE	TAKE ACTION	TAKE ACTION
2 = Possible	MONITOR	MANAGE	TAKE ACTION
1 = Unlikely	MONITOR	MONITOR	MANAGE
	1 = Minor/Negligible	2 = Moderate	3 = Very Serious

| 1 - 2 | Low Risk | Accept and Monitor: Keep under review|

| 3 - 4 | Medium Risk | Mitigate: Implement policy recommendations. |

| 6 - 9 | High Risk | Immediate Intervention: Stop the activity, implement restorative measures |

EXAMPLES

A member may trip over a cable.
Or ***A member may slip and fall: Wet floors from spilled drinks or rain near entrances***
Likelihood 2; Consequence 1; hence 2 x 1 = 2
Tape down all cables and route them away from walking paths. Mop up spilt liquid promptly.

Venue emergency (e.g. sudden fire alarm or structural issue)
Likelihood 1; Consequence 2; hence 1 x 2 = 2
Brief attendees on the emergency exits and assembly point at the start.

An Honorary Officer in hospital unexpected for a long period of time.
Likelihood 2; Consequence 3; hence 2 x 3 = 6
In the event that an officer is incapacitated or uncontactable for more than 14 consecutive days, the Chair (or remaining committee) shall formally appoint an interim officer from the existing membership until they return.
The "Two-Key" Rule (Financial): No single person should hold exclusive access to organisation funds. At least two officers must have online banking credentials and signing authority. The "Shared Vault" Rule (Digital): All vital organisational documents - including meeting minutes, insurance policies, and passwords - must live in a secure, shared cloud environment which is accessible and not on a personal device.

Review of this Policy

This policy will be reviewed annually by the Executive Committee at its first meeting following the Annual General Meeting. The Executive Committee may review and amend this policy at any time if changes in legislation, Charity Commission guidance, best practice, or the Society's circumstances make this necessary. The date of the most recent review will be recorded in the Committee minutes.

Approved by the Executive Committee: 24 September 2026
Last reviewed: No reviews to date
Chairman: Colin Ashworth
Next review: First Committee meeting following the 2027 AGM