

NORTH WEST LONDON AREA QUAKER MEETING RISK REGISTER

Updated by Trustees and approved by Area Meeting 23 September 2025

Item	Risk	Impact	Likelihood	Action Required	Responsible Body	Action to be taken
Human Resources	Attrition of Members	High	Medium	Outreach	AM Oversight Group	Ask Oversight Group to monitor Tabular Statement. Continue to support Outreach.
	Lack of Nurture of Members	High	Medium	Inreach and keeping members	AM Oversight / Elders	Os & Es to report and to meet at the AM level
	Safety of Children	High	High	Safeguarding Policy at AM level, including DBS checks for volunteers and Training for LM and AM roles	Safeguarding Coordinator	Ensure that LMs have AM Safeguarding Policy in place and that it is implemented
	Safety of Vulnerable Adults	High	High	Safeguarding Policy at AM level, including DBS checks for volunteers and Training for LM and AM roles	Safeguarding Coordinator	Ensure that LMs have AM Safeguarding Policy in place and that it is implemented
	Support during a Serious Complaint process including Safeguarding	High	Medium	The Accuser and the Accused be offered support by independent Friends	Oversight Team (if already involved) or Safeguarding Coordinator or Trustees	Trustees when alerted to a complaint ensure support to individuals is in place
	Expertise for tasks	High	High	Selection and Training	AM Nominations	Ask AM Noms to advise of any requirements and AM Noms to guide all new appointees to training (at AM/LM's expense).

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	Capacity to cope with tasks and faithful execution by Role Holders	High	High	Mentoring of role holders Sufficient members to do basic tasks	Local Oversight team & AM and LM Noms Committees.	Ask AM Noms and local Oversight team to be mindful of this
	No willingness or availability to undertake essential tasks	High	High	Clear job descriptions Effective Nominations Com. Sharing of tasks Task audit	AM Nominations Committee	Ensure that AM Noms Cttee is functioning correctly and that necessary appointments are made
	People unsupported in the work they do	Medium	Medium		LM Oversight team	Nominations Cttee to take care of those holding office or undertaking specific tasks
	Discrimination on the grounds of race, colour, sex, sexuality, age, birth, wealth, language, religion ...	High	Medium	Training, Outreach, one-to-one conversations	AM and LM Noms and Oversight teams, and everyone	Invite training courses from outside AM or indeed Quakers
	Problems arising through LMs having Resident Quakers in Meeting Houses	High	High	Good management, clear lines of communication, agreements to include the precise end of term with specified duties & obligations on both sides	Premises Committee, LM, AM and LQPT	Annual Report to AM by LM on the progress of the RQs through their term of service

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Premises	Routine minor work to maintain and care for buildings	Low	High	<ul style="list-style-type: none"> Programme of regular checks and maintenance activities. (Detailed in LQPT handbook) Maintain effective communication with LQPT with quota payments and work to be done Use LQPT list of contractors 	LM Premises Committees (appointed by AM) AM/ LM Treasurers for payments. Trustees meetings twice a year.	Ensure that Premises Committees are functioning effectively and are well supported. Improve response from LQPT on queries about urgent work.
	LQPT ceasing the Quinquennial reviews	Medium	Certain	<ul style="list-style-type: none"> Vigilance on state of buildings 	LM Premises Committees	Develop stronger relationship with LQPT
	Major structural fault or problem develops	High	Low	<ul style="list-style-type: none"> Request survey and emergency work (Detailed in LQPT handbook) 	LQPT in consultation with Premises Committees	Ensure that programme of surveys is being implemented
	Theft from Meeting Houses or individual Friends/ Attenders	Medium	Low	<ul style="list-style-type: none"> Check security of buildings as part of regular maintenance checks 	Premises Committees	Ensure that Premises Committees include this aspect in regular checks
Liability	Public & Employers liability	Medium	Low	<ul style="list-style-type: none"> Building & Public Liability Insurance is taken out by LQPT. Employers Liability insurance by AM 	LQPT	Check that certificates are displayed as required. Check insurance covers Safeguarding issues

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Records	Loss by fire etc Loss by fading Loss of electronic records	High High High	Low Low Medium	Secure storage Use of acid free paper Keep back-up on Dropbox/Google Drive	Keeper of Records Archivists Record holders Friends House Library	Ask Archivist to confirm arrangements Maintain back-up
	Data Protection	Medium	Low	Ensure all committees and groups are aware of data protection requirements	AM Clerk and Oversight team	Circulate information on this if required
Public Protests	High - with the recent change in the law in 2023 the risk of our previous practice has changed	High	Medium	Individual members to inform and consult with LM and AM where possible when a planned protest in support of a leading might lead to arrest	LM and AM	Inform LMs by circulating this Risk Register
Pan London Governance	Loss of members. Giving withheld. Secularisation of our Society.	High	Medium	Any transition from our present NWLAM charity to a single pan London charity needs to be done with care	Trustees, Clerks and LM Treasurers	Liaise with individuals LMs and with AM in Session before any final transition
War, Global Pandemics and Climate Crises	Potential disruption of all Quaker Worship and Witness	High	High	Trustees to convene immediately to identify and seek to mitigate risks	Trustees	Implement Government regulations and hold HMG in the light.
Reputation	Reputational Damage	High	Medium	Implementation of BYM's Memorandum of Understanding (MoU)	Trustees	Social Media policy to be created. MoU to be explained to LMs & AM

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Reparations	We do not lead on this issue but are overtaken by unexpected events	High	Medium	Monitor this arising sensibility	Trustees	Attend conferences, read research, engage in dialogue
Risk	Risk Register	High	Low	Avoid the complacency arising from having a Risk Register	Trustees	Awareness of Risk is an action not a policy
BYM 2025 Minute 30: Genocide in Gaza	Alienation of the Jewish community in NW London and the fear it may engender within that community	High	Medium	Dialogue - explaining Minute 30 both within and beyond the Quaker community,	LM Clerks and all members	Try to work on projects with the Jewish Community in NW London to build ties.

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Finance	Fraud	High	Low	<ul style="list-style-type: none"> • Treasurer checks accounts monthly against bank statements, on-line. • Quarterly bank reconciliation checked by a 2nd person • all payments supported by documentation • Examiner checks annual accounts and accountant double-checks them. • 2 authorisers required for payments over £300 • Number of approved authorisers max of 3. • AM to authorise signatories • AM care in appointment of AM Treasurers • All transactions through bank account (no cash account). Use card readers. • Examiner to check that expenditure is properly documented and authorised (refer to AMFC budget/ QQ & Interfaith purposes) 	AM Co-Treasurers, Examiners, Accountant. Bookkeeper Appointments – AM Clerk & Noms	Check these procedures are implemented

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				<ul style="list-style-type: none"> When someone is employed in a professional capacity, check membership of professional body and indemnity insurance 		
	Deficit or cash flow problems	Medium	Low	<ul style="list-style-type: none"> Budgeting & expenditure control Quarterly check on progress, especially LM payments 	AM Treasurers	Bookkeeper to check and report to AM Treasurers
	Loss of Income	Medium	Low	Collecting	AM Treasurers / LM Treasurers	Collecting & budgeting by LMs
	Loss of Investments	High	Low	Annual review	AM Finance Committee	Investment Group
	Monthly collections	Low	Low	Follow Quaker values and interests	LMs	Check Quaker values are followed
	No AM Finance Committee in place	High	Medium	All LM Treasurers to be aware of their place on Finance Cttee	AM Noms, AM Treasurer & Trustees	Trustees to monitor that AM Finance Cttee is meeting