

ATTACHMENT 1: Risk Management Worksheet Example

Childhood Literacy NPO

Step 1: Describe your NPO and what it does.

Childhood Literacy NPO Mission Statement: *Our NPO promotes childhood literacy by providing books and tutoring to children ages 5-8.*

2014 Priorities from the Childhood Literacy NPO Strategic Plan:

- *Develop an after school tutoring program using volunteer tutors. By December 2014, 50 children will have received at least 10 hours of tutoring.*
- *Get donated books and distribute them to students receiving tutoring. By December 2014, 100 books will be distributed.*
- *By June 2014, develop a website for our NPO*

Step 2: List potential risks faced by your NPO.

Risks faced by the Childhood Literacy NPO include the following:

- *A child, employee or volunteer is injured in a motor vehicle accident associated with participation in our NPO programs.*
- *A staff member or volunteer physically or sexually abuses a child*
- *Computer equipment is stolen from our office*
- *Someone inappropriately borrows a small amount of money from our petty cash in the office*
- *Water gets into our office during a storm*
- *Our office has a fire*
- *An electrical surge destroys our office equipment*
- *A child becomes ill during a tutoring session*
- *An angry parent starts a campaign to discredit our NPO*
- *Our major donor does not continue their funding*

Step 3: Group these risks according to their *likelihood of occurring* and the *damage they could cause*

<p>Group A</p> <p>Low Risk incident will occur</p> <p>Low Damage if incident does occur</p> <ul style="list-style-type: none"> • <i>Someone inappropriately borrows a small amount of money from our petty cash in the office</i> 	<p>Group B</p> <p>High Risk incident will occur</p> <p>Low Damage if incident does occur</p> <ul style="list-style-type: none"> • <i>A child becomes ill during a tutoring session</i> • <i>Water gets into our office during a storm</i>
<p>Group C</p> <p>Low Risk incident will occur</p> <p>High Damage if incident does occur</p> <ul style="list-style-type: none"> • <i>An angry parent starts a campaign to discredit our NPO</i> • <i>Our major donor does not continue their funding</i> • <i>Our office has a fire</i> 	<p>Group D</p> <p>High Risk incident will occur</p> <p>High Damage if incident does occur</p> <ul style="list-style-type: none"> • <i>A child, employee or volunteer is injured in a motor vehicle accident associated with participation in our NPO programs.</i> • <i>Computer equipment is stolen from our office</i> • <i>A staff member or volunteer physically or sexually abuses a child</i> • <i>An electrical surge destroys our office equipment</i>

Step 4: Determine what risks your NPO will address (list as many risks as appropriate)

Risk #1:

Description of risk	Damage it could do
<i>A child, employee or volunteer is injured in a motor vehicle accident associated with participation in our NPO programs.</i>	<i>Serious injury or death to child or staff/volunteer. Could potentially result in legal liability for our NPO.</i>

Risk #2:

Description of risk	Damage it could do
<i>Computer equipment is stolen from our office</i>	<i>Cost of replacing the equipment. Loss of program and financial information stored on the computers.</i>

Risk #3:

Description of risk	Damage it could do
<i>A staff member or volunteer physically or sexually abuses a child</i>	<i>Serious injury to the child. Could potentially result in legal liability for our NPO. Could destroy our NPO's reputation in the community.</i>

Risk #4:

Description of risk	Damage it could do
<i>An electrical surge destroys our office equipment</i>	<i>Cost of replacing the equipment. Loss of program and financial information stored on the computers.</i>

Risk #5:

Description of risk	Damage it could do
<i>Our office has a fire</i>	<i>Destroy all of the assets of our NPO. Potentially harm people in the office at the time of the fire.</i>

Risk #6:

Description of risk	Damage it could do
<i>A child becomes ill during a tutoring session.</i>	<i>Discomfort for the child, potential for contagion of the disease</i>

Step 5: Develop an action plan for addressing these risks

Risk Description	Actions to be taken to help prevent this risk	Person responsible for implementation	Due date
A child, employee or volunteer is injured in a motor vehicle accident associated with participation in our NPO programs.	<ol style="list-style-type: none"> 1. Develop policy requiring helmet use for all transportation related to NPO. 2. Developing policy prohibiting transportation of children without express written permission from parents. Develop permission forms and distribute to parents. 3. Require proof of driving license for all persons driving for the NPO. 4. If the NPO owns a vehicle, purchase insurance for that vehicle. 5. If the NPO owns a vehicle, make sure it is appropriately maintained. 	<ol style="list-style-type: none"> 1. Linh 2. Linh 3. Duc 4. Linh 5. Huang 	<ol style="list-style-type: none"> 1. 30-March 2. 15-April 3. 15-March 4. 15-March 5. Ongoing

Risk Description	Actions to be taken to help prevent this risk	Person responsible for implementation	Due date
Computer equipment is stolen from our office	<ol style="list-style-type: none"> 1. Subscribe to a "cloud" service to routinely back-up data. 2. Make sure that the office is securely locked when unattended. 	<ol style="list-style-type: none"> 1. Linh 2. Everyone; last person to leave 	<ol style="list-style-type: none"> 1. 1-March 2. Ongoing
A staff member or volunteer physically or sexually abuses a child	<ol style="list-style-type: none"> 1. Do reference checks of prospective employees and volunteers before letting them work or volunteer for the NPO. 2. Develop policies defining and prohibiting child abuse. 3. Train all employees and volunteers on these policies and give them copies of the policies. 4. Give parents information about specifically how and to whom they can report concerns. Follow up immediately on any report received. 	<ol style="list-style-type: none"> 1. Trang 2. Linh 3. Linh 4. Linh 	<ol style="list-style-type: none"> 1. Beginning 1-March 2. 1-June 3. 15-June 4. 15-June
An electrical surge destroys our office equipment	Purchase and install surge protectors for all office equipment.	Huang	1 March
Our office has a fire	<ol style="list-style-type: none"> 1. Research fire insurance and buy a policy. 2. Subscribe to a "cloud" service to routinely back-up data. 3. Purchase fireproof file cabinets to store important documents and money. 	<ol style="list-style-type: none"> 1. Duc 2. Linh 3. Huang 	<ol style="list-style-type: none"> 1. 15-April 2. 1-March 3. 1-April
A child becomes ill during a tutoring session.	<ol style="list-style-type: none"> 1. Provide clear instructions to tutors about what to do if a child becomes ill during a tutoring session. 2. Get contact information from parents so that they can be reached if a child becomes ill. 	<ol style="list-style-type: none"> 1. Trang 2. Trang 	<ol style="list-style-type: none"> 1. 1-April 2. 15-April