



Royal Clarence Marina Residents' Association Risk Management Plan

1. General information

- **Association name:** Royal Clarence Marina Residents' Association
- **Date of plan:** 05 November 2025
- **Review date:** 04 November 2026
- **Prepared by:** Malcolm Parker-Thompson (Secretary)
- **Approved by:** Paul Edwards – Chair (via AGM)
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2. Scope

This plan covers all activities of the Residents' Association, including:

- Organisational governance (e.g., committee duties, annual general meetings).
- Social events (e.g., summer/Christmas Social events, Coffee Mornings etc).
- Financial management (e.g., Membership fees, payments/misc receipts).
- Communications and data management (e.g., newsletters, resident data, emails).

3. Risk identification

Category

	Potential risk/hazard	Potential consequences
Financial	Loss of membership fees	Insufficient funds to run events/maintain website etc.
	Mismanagement of funds	Damage to reputation, potential fraud, legal action.
Legal/Compliance	Non-compliance with data protection (GDPR)	Fines, loss of trust, legal action.
	Breach of constitution or rules	Disputes among members, legal action.
	Injury at an event	Public liability claims, increased insurance costs.
Reputational	Mishandling a resident complaint	Loss of member trust, negative word-of-mouth.
	Poor communication with residents	Dissatisfaction among members, difficulty in recruiting volunteers.
	Lack of volunteers for an activity	Inability to run planned events or initiatives.
	Disputes between committee members	Committee dysfunction, inability to make decisions.

4. Risk assessment and mitigation

Risk	Likelihood	Impact	Mitigation/control actions	Post Mitigation Risk	Responsibility
Financial - Mismanagement of funds	Low	High	<ul style="list-style-type: none"> Two committee members must sign all cheques and Majority approval of Committee Officers to approve spend from funds. Maintain transparent financial records and present a financial report at the AGM. Annual review of accounts. 	Low	Treasurer, Committee
Operational - Injury at an event	Low	High	<ul style="list-style-type: none"> Create a specific risk assessment for each event. Ensure adequate public liability insurance is in place. Have a first-aid kit and trained person on site. 	Low	Event Coordinator/Secretary
Reputational - Mishandling a resident complaint	Medium	Medium	<ul style="list-style-type: none"> Establish a clear, documented complaints procedure. Appoint a single point of contact for complaints. Ensure all committee members are trained on the procedure. 	Low	Secretary
Legal - Non-compliance with GDPR	Low	Medium	<ul style="list-style-type: none"> Appoint a data protection lead. Securely store all resident data, both physical and digital. Get explicit consent for using residents' contact information. Non-Disclosure Agreement in place 	Low	Secretary

5. Risk monitoring and review

- **Monitoring frequency:** This plan should be reviewed by the committee at least once every 1 year.
- **Incident reporting:** Any incident or near-miss, however minor, should be documented and reviewed by the committee to identify if the risk management plan needs updating.
- **Annual review:** The full risk management plan should be a standard agenda item for the Annual General Meeting (AGM) to ensure all members are aware of and agree with the approach.

6. Emergency procedures (Action Plan)

Secretary to detail what to do in the event of an emergency. Including:

- **Emergency contacts:** A list of key contacts, including committee members, emergency services, and insurance provider.
- **Response Plans:** A clear, step-by-step plan for different scenarios (e.g., a serious injury at an event, discovering a financial discrepancy).