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| RISK | PROBABILITY | PREPARATION | RESPONSE |
| Extreme weather | More likely with Climate change, our location, flooding, snow etc. | Working from home arrangements agreed and in place | Board agree to arrangements |
| IT failure | Power cuts are possible over winter in particular  Equipment failure | Maintain hard drive back-ups, use one drive cloud storage  Replacement of old and outdated equipment. | Regular checks of system back ups  Ring fence an IT replacement fund |
| Loss of historical paper documents | Unlikely unless through fire or flood at Sports Club | Improve our security of valuable documents. Scan and digitise all useful files for storage on cloud. | Reduce need for storage of old paper files. |
| Loss of Directors | Resignation, illness, possible | Maintain recruitment of director numbers to minimise impact of loss | Systems in place to co-opt additional assistance in emergency. |
| Loss of staff - manager | Resignation, illness, possible, also retirement. | Ensure all processes are recorded to allow smooth transition | Recruitment for replacement.  Allow for succession training where possible |
| Cyber security, hacking accounts, ID theft. | Possible | Fully utilise security of One drive for document storage.  Insurance cover for cyber security breech. (Hiscox)  Password protect all IT systems. | Contact Insurers.  Change passwords for all social media and access to accounts |
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| DATE OF CHANGE | CHANGED BY | COMMENTS |
| 25.11.2020 | The Board | Initial agreement of policy implementation |
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