



The National Honey Show Ltd. Risk Register

| Risk Category | Risk Title | Date Identified | Risk Level | Risk Action Method | Risk Owner | Completion date |
|--|--|-----------------|------------|--|------------|-----------------|
| 1. Are our objectives being met | Loss of credibility and reputation | Low | High | Maintain healthy team, review objectives as per constitution; ensure we are fulfilling them; monitor feedback from attendees at the show | Exec. | Ongoing |
| 2. Can we continue to achieve these objectives | | | | | | |
| 3. Factors that may stop us achieving our objectives | Lack of volunteers | Possible | High | | | |
| | Not able to book venue | low | High | | | |
| | Volunteers do not have right skill set | Possible | Moderate | | | |
| | Inadequate funds to cover expenditure | Low | High | | | |

| Risk Definition | Impact of risk | Likelihood | Impact | Planned action or existing control | Responsibility | Completion date |
|--|--|-------------------|---------------|---|------------------------|----------------------------------|
| i. potential damage to reputation | Occupational risk, accidents Allegations Behaviour of staff | Low | High | Policies in place: At risk Conflict of Interest Complaints Confidentiality Supervision | C.O. Staff | Annual review of policies |
| ii. compliance with laws and regulations | High | Moderate | High | Monitor, listen to advice offered and given; professional assistance | Executive | Ongoing |
| iii. human resource issues Loss of key personnel Volunteers | | Medium | High | Ensure succession planning, back up arrangements and the like | | |
| iv. Health and Safety issues | Serious | Low | High | H&S on agenda of each meeting; risk assessments undertaken; daily monitoring at show | H&S officer | Ongoing |
| v. Disaster recovery | | | | | | |
| vi. Economic factors | | | | | | |

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|------------------------------|-----------------------|-------------------|---------------|--|-----------------------|---|
| vii. Financial issues | | | | | | |
| viii. Accommodation | Serious | Low | High | Contract in place with venue for the next several years | Exec. | Monitor and review towards end of contract period. |

Approved by The National Honey Show Ltd. Board:

Date:

Signed (Chairman):

ReviewCycle 5 years