



## VAN Gallery Risk Register

Risk Identifier	Risk Category	Description of Risk	Risk Analysis			Control Measures	Risk Owner
			Likelihood (1-5) 1=Very unlikely 2=Unlikely 3=Possible 4=Likely 5=Very likely	Impact (1-5) 1=Insignificant 2=Minor 3=Moderate 4=Major 5=Catastrophic	Risk Score Likelihood x Impact		
R001	Data Protection	Unauthorised access to members details held on file in VAN Gallery	2	4	8	<ol style="list-style-type: none"> <li>1. Artist/Maker's Agreement forms kept locked in safe</li> <li>2. Members bank details not held on paper forms</li> </ol>	
R002	Data Protection	VAN members contact details passed to member of public by volunteer steward without members consent	3	3	9	<ol style="list-style-type: none"> <li>1. Training and/or instructions provided to all volunteer stewards</li> <li>2. Volunteer stewards sign document to acknowledge receipt and understanding of instructions</li> </ol>	
R003	Data Protection	Member of public's contact details processed without their consent	3	3	9	<ol style="list-style-type: none"> <li>1. Notepad used to record member of public's contact details includes consent tick box</li> <li>2. Training and/or instructions provided to all volunteer stewards</li> <li>3. Volunteer stewards sign document to acknowledge receipt and understanding of instructions</li> </ol>	



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R004	Data Protection	VAN member's details continue to be held and processed after membership expires	3	3	9	Explicit consent to store and process details requested after membership expires	
R005	Data Protection	Unauthorised access to Gmail and/or Contacts	3	3	9	<ol style="list-style-type: none"> <li>1. Gmail password changed on a regular basis</li> <li>2. Gmail disabled on gallery mobile phone</li> <li>3. Contacts not visible on Home Screen of gallery mobile phone</li> </ol>	



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R100	Safety and Well-being	Falling down stairs	3	4	12	<ol style="list-style-type: none"> <li>1. Notice at top of staircase reminding volunteers to take care descending and ascending stairs</li> <li>2. Reduce the need for volunteers to go downstairs by having all day-to-day items stored at gallery level</li> <li>3. Yellow edge markers on stairs</li> <li>4. Additional measure: light switch at top of stairs to operate lights in basement and improve lighting on stairs</li> </ol>	
R101	Safety and Well-being	Falling from step ladders while working at height	3	4	12	<ol style="list-style-type: none"> <li>1. Instructions in Volunteers' Handbook regarding the use of step ladders</li> </ol>	

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R102	Safety and Well-being	Stored 3m step ladder falling on person(s)	2	3	6	1. Stored 3m step ladder secured to stair rail by means of elasticated bungee straps	
R103	Safety and Well-being	Fire	2	5	10	1. No naked flames in gallery 2. All electrical items used in gallery to be PAT tested 3. 2 Fire extinguishers (1 foam, 1 powder) located by entrance to gallery and another 2 located by fire exit in basement 4. Instructions in Volunteers' Handbook about procedures to be followed in the event of a fire	

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R104	Safety and Well-being	Volunteers being mugged while collecting or dropping off key to gallery	2	4	8	1. Instructions in Volunteers' Handbook regarding procedure to be followed when collecting or dropping off key to gallery	
R105	Safety and Well-being	Injuries resulting from broken glass (desk, pictures, jewellery cabinets)	3	3	9	1. Pictures secured to walls with appropriate fittings 2. Glass items placed away from edge of display areas 3. Glass cabinets secured to walls where possible 4. Instructions in Volunteers' Handbook regarding procedures for hanging and removing display items	
R106	Safety and Well-being	3D items falling off tables, plinths and trestles	3	3	9	1. 3D items placed away from edge of display areas 2. Legs of trestles secured where possible	

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R107	Safety and Well-being	Customers not maintaining social distancing and spreading Coronavirus	3	4	12	1. Advise customers to maintain social distancing as required	
R108	Safety and Well-being	Volunteers not maintaining social distancing and spreading Coronavirus	2	4	8	1. Protective screen erected on desk 2. Additional health and safety instructions documented for volunteers in the gallery	
R109	Safety and Well-being	Volunteers spreading Coronavirus through exhaled droplets	2	4	8	1. Volunteers advised to wear face masks 2. Face masks provided for volunteers 3. Volunteers to maintain social distancing 4. Additional health and safety instructions documented for volunteers in the gallery	



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R110	Safety and Well-being	Customers spreading Coronavirus through exhaled droplets	3	4	12	<ol style="list-style-type: none"> <li>1. Protective screen erected on volunteers' desk</li> <li>2. Volunteers encourage social distancing</li> <li>3. Additional health and safety instructions documented for volunteers in the gallery</li> </ol>	



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R111	Safety and Well-being	Customers and volunteers spreading Coronavirus through touching surfaces and art works	3	4	12	<ol style="list-style-type: none"> <li>1. Hand sanitiser and sign at entrance to gallery</li> <li>2. Volunteers to point out location of hand sanitiser to customers</li> <li>3. Cleaning and disinfecting products provided in gallery</li> <li>4. Signs in gallery requesting that customers do not touch items</li> <li>5. Gloves provided for volunteers in gallery</li> <li>6. Volunteers to ask customers to refrain from touching items unless purchasing</li> <li>7. Volunteers to wipe down touch points at the start and at the end of the shift</li> </ol> Continued on next page	





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R111 continued	Safety and Well-being	Customers and volunteers spreading Coronavirus through touching surfaces and art works	3	4	12	8. Additional instructions documented for volunteers in the gallery including a list of typical touch points 9. Card reader used for payments to prevent or reduce handling of coins and notes 10. Additional instructions documented for volunteers in the gallery on how to use the card reader and mobile app	



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R112	Safety and Well-being	Volunteers spreading Coronavirus through contaminated face masks or gloves	2	4	8	<ol style="list-style-type: none"> <li>1. Used face masks and gloves are disposed of in designated waste bin</li> <li>2. Additional instructions documented for volunteers in the gallery including safe disposal of face masks and gloves</li> </ol>	
R200	Financial Loss	Cash stolen from cash box	3	3	9	<ol style="list-style-type: none"> <li>1. Limit amount of cash stored in cash box</li> <li>2. Surplus cash locked in safe</li> <li>3. Surplus cash taken to bank on regular basis</li> <li>4. Instructions in Volunteers' Handbook about procedures for cash handling/storage</li> </ol>	