# 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

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

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

### Risk #1:

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

### Risk #2:

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

### Risk #3:

Description of risk	Damage it could do	
A staff member or volunteer physically or sexually abuses a child	Serious injury to the child. Could potentially result in legal liability t	
	our NPO. Could destroy our NPO's reputation in the community.	

### Risk #4:

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

### Risk #5:

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

## Risk #6:

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

# 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> <li>Develop policy requiring helmet use for all transportation related to NPO.</li> <li>Developing policy prohibiting transportation of children without express written permission from parents. Develop permission forms and distribute to parents.</li> </ol>	1. Linh 2. Linh	<ol> <li>30-March</li> <li>15-April</li> </ol>
	3. Require proof of driving license for all persons driving for the NPO.	3. Duc	3. 15-March
	4. If the NPO owns a vehicle, purchase insurance for that vehicle.	4. Linh	4. 15-March
	5. If the NPO owns a vehicle, make sure it is appropriately maintained.	5. Huang	5. Ongoing
Computer equipment is stolen from our office	<ol> <li>Subscribe to a "cloud" service to routinely back-up data.</li> <li>Make sure that the office is securely locked when unattended.</li> </ol>	Linh     Everyone; last     person to leave	1. 1-March     Ongoing
A staff member or volunteer physically or sexually abuses a child	Do reference checks of prospective employees and volunteers before letting them work or volunteer for the NPO.	<ol> <li>Trang</li> <li>Linh</li> </ol>	1. Beginning 1-March
	<ol> <li>Develop policies defining and prohibiting child abuse.</li> <li>Train all employees and volunteers on these policies and give them copies of the policies.</li> </ol>	3. Linh 4. Linh	2. 1-June 3. 15-June
	<ol> <li>Give parents information about specifically how and to whom they can report concerns. Follow up immediately on any report received.</li> </ol>	T. LIIII	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> <li>Research fire insurance and buy a policy.</li> <li>Subscribe to a "cloud" service to routinely back-up data.</li> <li>Purchase fireproof file cabinets to store important documents and money.</li> </ol>	<ol> <li>Duc</li> <li>Linh</li> <li>Huang</li> </ol>	<ol> <li>1. 15-April</li> <li>2. 1-March</li> <li>3. 1-April</li> </ol>

Risk Description	Actions to be taken to help prevent this risk	Person responsible for implementation	Due date
A child becomes ill during a tutoring session.	<ol> <li>Provide clear instructions to tutors about what to do if a child becomes ill during a tutoring session.</li> <li>Get contact information from parents so that they can be reached if a child becomes ill.</li> </ol>	1. Trang 2. Trang	1. 1-April 2. 15-April