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**SHCG Risk Register concerning the outbreak of Covid-19**

**Timeframe applicable: w/c 23rd March 2020 onwards *(until further notice)***

The world is experiencing the impact of a global pandemic due to the outbreak of Covid-19. Based on similar trajectories across the world, there is a probability that the risk of infection, and infected persons, in the UK will grow exponentially over the coming weeks and months. Whilst the infection is presenting with mild impact to most of the population, there is a need to ensure that infection spread is curtailed to protect the most vulnerable.

We are already seeing a change in habits of our sector in terms of meetings and events which is likely to affect and impact on our activity. This risk assessment is to ensure that we can plan and deliver our activity with as little disruption as possible, whilst ensuring we do not put our trustees, members, and stakeholders unnecessarily into vulnerable positions.

Consequently, this risk register assesses the activity of Social History Curators Group (SHCG) effective from 23rd March 2020 until further notice – the situation will be monitored over the next few weeks and months. The identified risks allow us to plan our way of working to ensure impact on our delivery, trustees, members and stakeholders is minimal. Fortunately, much of our work is conducted remotely and virtually already, meaning that overall risk to our activity is low. We take our duty as a responsible organisation seriously and we wish to ensure that our work does not contribute to the spread or impact of Covid-19.

For any concerns about, or additions to, the risk register, please contact Verity Smith (Chair) via Jessica McKenzie (Secretary) at: [enquiryshcg@gmail.com](mailto:enquiryshcg@gmail.com)

**Events identified as high risk and in need of immediate postponement and subsequent rescheduling are:**

1. Seminar - Disposals and Rationalisation: 25th March
2. Conference 2020: 25th-26th June

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| Identified Risk | Likelihood | Consequence | Level of Risk | Risk Management |
| Risk of infection to trustees and members by travelling to events / meetings | **Medium** | **High** | **Medium** | Curtail all but essential travel to both meetings and events via public transport. We do not envisage any essential travel needing to take place during this period.  Develop a digital approach to meetings:   * Move group and one to one meetings to Zoom / Skype * Conduct discussions using email and telephone * Assess which meetings / events can be realistically held digitally   Where meetings / events are deemed unsuitable to be moved to a digital platform:   * Contact all event spaces, caterers, contributors and delegates to confirm the event / meeting will be rescheduled. Highlight any costs incurred as a result of rescheduling at the earliest time * Advise all delegates / contributors who have already paid for travel / accommodation to amend/cancel their bookings * Where possible, set a rescheduled date for postponed events * Ensure that all are aware that this is a moveable feast and there is no guarantee that we would not have to reschedule for a second time * Monitor throughout the potential of rescheduling and suitable dates – act accordingly |
| Risk of infection to trustees / members / delegates / stakeholders at events / meetings | **Medium** | **High** | **Medium** | Develop a digital approach to meetings:   * Move group and one to one meetings to Zoom / Skype * Conduct discussions using email and telephone * Assess which meetings / events can be realistically held digitally   When meetings / events are rescheduled, strict infection control should still be maintained. This includes:   * Providing access to hand sanitiser and hand washing facilities * Ensuring lunch is covered and at minimal risk of infection from coughing and sneezing * No hand shaking and minimal personal contact |
| Risk of lack of delegates to events / meetings because of the perceived or real risk (cancellations both in advance and last minute, meaning that meetings are ineffectual and events with low attendance) | **High** | **High** | **High** | Develop a digital approach to meetings:   * Move group and one to one meetings to Zoom / Skype * Conduct discussions using email and telephone * Assess which meetings / events can be realistically held digitally   Where meetings / events are deemed unsuitable to be moved to a digital platform:   * Contact all event spaces, caterers, contributors and delegates to confirm the event / meeting will be rescheduled. Highlight any costs incurred as a result of rescheduling at the earliest time * Advise all delegates / contributors who have already paid for travel / accommodation, amend/cancel their bookings * Where possible, set a rescheduled date * Ensure that all are aware that this is a moveable feast and there is no guarantee that we would not have to reschedule for a second time * Monitor throughout the potential of rescheduling and suitable dates – act accordingly |
| Delay in activity because of postponement of events / meetings or lack of attendance | **High** | **High** | **High** | * Assess all activity and highlight any potential areas which may be impacted due to postponement of events or meetings * Liaise with venues/speakers, where relevant, to agree delayed delivery * Ensure a reschedule of the event / meeting is made at the earliest, sensible opportunity, and keep all those involved updated on any potential changes * Advise all delegates / contributors who have already paid for travel / accommodation, amend/cancel their bookings ASAP |
| Risk of infection to Trustees | **Medium** | **High** | **Medium** | * Where trustees believe, or are confirmed to have Covid-19, they should follow NHS guidelines which are currently to stay at home, rest, take relevant over the counter medication, and seek support where symptoms progress through calling 111. * Any trustees who become ill with suspected Covid-19, should, where possible, email [enquiryshcg@gmail.com](mailto:enquiryshcg@gmail.com) so that we can ensure workloads are suspended, and keep in touch to ensure support for returning to work is available. * Chair to keep in contact with trustees to ensure organisational activity is maintained where possible. |