

Staffordshire Archives and Heritage Service

Risk Register 2022-2023		Likelihood	Impact	Score	Mitigations
1	Failure of environmental controls in strongrooms	2	2	4	Continuous monitoring of environmental controls. Bi-annual checks of air conditioning equipment. Prompt contact with property services and contractors. General Risk Assessments updated annually
2	Fire at service points and strongrooms	1	3	3	Fire detection systems: incl high sensitivity detection in all strongrooms, linked to central monitoring station. Weekly testing. Quarterly checks. Prompt reporting of faults. Fire Risk Assessment reviewed annually. Insurance for conservation following emergency which is reviewed annually.
4	Flood/water ingress in strongrooms	2	2	4	Secondary packaging of vulnerable material. Weekly visual inspection of buildings. Flood detection systems at outstore and in SRO basement. Prompt reporting of faults. Insurance for conservation following emergency which is reviewed annually.
5	Vandalism at sites	1	2	2	Security systems: incl intruder alarm systems linked to central monitoring station, CCTV systems where appropriate. Weekly visual inspection of exterior of building. Faults reporting procedure
6	Theft of / damage to collections while in public use	1	3	3	CCTV in place in all reading rooms. Continuous supervision of reading room by staff. Controlled issue and return of documents. Registration of readers. Code of Conduct for Readers. Terms of deposit insurance clause.
7	Theft/damage/ loss of archives while in transit between offices	1	2	2	Correct manual handling. Vehicle security. Provision of mobile phones for staff use. Insurance for documents while in transit by staff / others
8	Damage/loss of Digital Archives	2	2	4	Secure digital repository to be achieved through Preservica system. Restricted access with no ability to delete. Full documentation of digital archives upon accession. Collection of information about file formats, dates created though use of DROID programme. Use of stable, well documented, open formats. Fixity checking and migration.
9	Potential Sale of Collections by Owners	1	2	2	Full documentation of ownership of collections. Terms of deposit of collections including compensation clause. Service fundraising strategy and guidelines
10	Damage to archives caused by erroneous conservation treatment	1	2	2	Appropriate professional knowledge and qualifications of conservators. Continuing CPD. Adherence to BS 4971 (2002)- Repair and Allied Processes for the Conservation of Documents.
11	Risk to staff and members of the public whilst in attendance at Service events at external venues	1	2	2	Provision of mobile phones for staff use. Liaison with building manager. Assessment of risks associated with the venue to be used for the event. Assessment of risks associated with tasks and activities undertaken.
12	Lone Working of Staff Offsite	2	2	4	Staff Guidelines for Lone Working. Provision of mobile phones for staff use. Inform other staff by email if working at collection stores.
13	Harm to children on work placements with the service	1	3	3	Induction training. Assessment of risks associated with tasks allocated. Supervision of placement. Staff awareness of child protection issues. CRB checks for staff responsible for manaing placements.
14	Impact of a pandemic on service delivery	1	3	3	Follow PHE guidance. Regular handwashing. Introduction of social distancing. Identify mimimum staff levels. Identify individual staff risks and vulnerable conditions. Regular review of Business Continuity Plan and plans for emergency closure. Ensure all staff have access to ICT to maintain remote services and digital offer. Maintain emergency call out list.
15	Harm to volunteers working on projects with the service	1	2	2	Induction training. Volunteers are informed of the procedures for emergency evacuation, first aid provision, manual handling, health and safety, guidelines for safe use of equipment. Risk assessment of all tasks allocated. Supervision of volunteers.
16	Inability to transform service, build new storage and access facilities for the service	2	2	4	Deliver Staffordshire History Centre project and Stoke-on-Trent City Archives relocation. Ensure members are informed of progress, risks and alternative plans. Ensure key staff are identified to work on the project. Ensure public awareness of the project and vision behind it. Training and investment in staff and volunteers to deliver high quality offer. Fundraising to support project delivery. Highlight cost increases at an early stage.
17	Home working of staff	2	2	4	Lack of equipment- ensure all staff can use office equipment at home. Work/life balance - ensure staff use flex, lieu, leave as appropriate and take breaks. Isolation - maintain timetable to attend offices, regular team meetings, and 1-1s with managers.
<p>The likelihood of the risk occurring on a scale of 1-3: 1<25%; 2 =25% to 45%; 3>45%</p> <p>The impact the risk would have if it where to occur, on a scale of 1-3 affecting budget, quality and timescales</p>					