RISK REGISTER (as an Annex)

Effective Date: 28.01.2026
Review Cycle: Annually
Risk Owners: Director and Project Manager (Joint Risk Leads)

Risk Rating

Level	Definition	Response Time
Low	Minor disruption with minimal impact	Within 5 working days
Medium	Moderate impact on operations or wellbeing	Within 48–72 hours
High	Major harm, legal breach, or reputational damage	Within 24 hours

HUMAN RESOURCE RISKS

ID	Risk	Controls / Mitigation	Level	Owner
HR-01	Staff or volunteer burnout	Supervision, well-being support, and workload monitoring	Medium	Director / PM
HR-02	Inadequate training or misconduct	Mandatory induction, policies, refresher training	Medium	Director / PM
HR-03	Interpersonal conflict	Clear reporting lines, mediation, and supervision	Medium	Director / PM

OPERATIONAL RISKS

ID	Risk	Controls / Mitigation	Level	Owner
OP-01	Health and safety breach	Health & Safety procedures, incident reporting	High	Director / PM
OP-02	Service disruption due to illness or infrastructure failure	Contingency planning, shared responsibilities	Medium	Director / PM
OP-03	Food hygiene non-compliance	Food safety procedures, hygiene checks, training	High	Director / PM

FINANCIAL RISKS

ID	Risk	Controls / Mitigation	Level	Owner
FIN-01	Misuse of funds or fraud	Financial controls, dual authorisation, record keeping	High	Director
FIN-02	Failure to comply with donor or grant conditions	Grant monitoring and reporting procedures	Medium	Director
FIN-03	Non-compliance with UK Charity Commission regulations	Governance oversight, annual reviews	High	Director / Board
FIN-04	Non-compliance with Greek AMKE regulations	Governance oversight, legal review	High	Director /PM/ Board

SAFEGUARDING RISKS

ID	Risk	Controls / Mitigation	Level	Owner
SAFE-01	Harm, abuse, neglect, or exploitation of service users	Safeguarding Policy, reporting procedures, training	High	Director / PM
SAFE-02	Harm, abuse, neglect, or exploitation of staff or volunteers	Safeguarding and Wellbeing Policies	High	Director / PM
SAFE-03	Failure to comply with safeguarding reporting obligations	Mandatory reporting and staff training	High	Director / PM

REPUTATIONAL RISKS

ID	Risk	Controls / Mitigation	Level	Owner
REP-01	Negative media exposure	Communications protocols, leadership oversight	Medium	Director/PM
REP-02	Misconduct by staff or representatives	Code of Conduct, supervision, and disciplinary procedures	Medium	Director / PM
REP-03	Breach of public trust	Transparency, accountability, and governance	High	Director / Board

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LEGAL & REGULATORY RISKS

ID	Risk	Controls / Mitigation	Level	Owner
LEG-01	Non-compliance with immigration regulations	Legal guidance and record keeping	Medium	Director/ Board
LEG-02	Non-compliance with tax or employment regulations	Professional advice and annual reviews	High	Director/ Board
LEG-03	Non-compliance with food safety regulations	Food safety procedures and inspections	High	Director / PM
LEG-04	GDPR or data protection breach	Restricted access, encrypted storage, staff training	High	Director

TECHNOLOGICAL RISKS

ID	Risk	Controls / Mitigation	Level	Owner
TECH-01	Data loss	Password-protected and encrypted storage, backups	Medium	Director
TECH-02	Cyberattack or malware	Antivirus software, secure passwords, and access controls	High	Director
TECH-03	Unauthorised access to confidential systems	Restricted access and regular permission reviews	High	Director


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