ATWELL WILSON MOTOR MUSEUM
Risk Management Policy

1. Introduction

Atwell Wilson Motor Museum ("the Museum") is an independent charitable museum dedicated to preserving, interpreting and exhibiting historic motor vehicles and motoring heritage for the benefit of the public.

The Museum is operated primarily by volunteers under the direction of its Board of Trustees. Risk management arrangements are intended to be proportionate to the Museum's size and resources.

This policy should be read alongside the Museum's Health & Safety, Safeguarding, Volunteer, Data Protection and Incident Reporting policies.

2. Purpose

- Structured risk management.
- Protect people, finances and assets.
- Support legal compliance.
- Support informed Board decisions.
- Promote continuous improvement.

3. Scope

Applies to Trustees, volunteers, contractors and all Museum activities.

4. Principles

- Proportionate
- Prevent where practicable
- Clear responsibility
- Open reporting
- Regular review

Risk Appetite: The Museum accepts reasonable and well-managed risks necessary to deliver its charitable objectives.

5. Risk Categories

- Governance & Compliance
- Operational
- Collections
- Financial

- Strategic
- IT & Cyber Security
- Reputational
- Environmental & External

6. Risk Management Process

Risks are identified through meetings, inspections, external audits, volunteer feedback, incident reports and legislative changes.

The Risk Register records risks, owners, controls, ratings, actions and review dates.

The Board will formally review the Risk Register at least every six months. High and critical risks may be reviewed more frequently.

7. Roles and Responsibilities

Board of Trustees

- Approve this policy.
- Review the Risk Register.
- Ensure appropriate controls.
- Monitor significant risks.

Volunteers

- Work safely.
- Follow procedures.
- Report hazards and incidents.
- Attend relevant training.

8. Insurance

Appropriate insurance is maintained including Public Liability, Employers' Liability, Trustee Indemnity, Buildings, Contents, Historic Vehicles and Events where applicable.

9. Training

- Health & Safety
- Safeguarding
- Fire Safety
- Manual Handling
- Handling and moving exhibits
- Emergency Procedures
- Data Protection

10. Emergency Preparedness and Business Continuity

Procedures exist for fire, medical emergencies, flooding, security incidents, utility failures and business continuity.

Drills and scenario testing will be conducted at least annually.

11. Policy Review

Reviewed annually or sooner following significant change or major incident.

Appendix A – 5 × 5 Risk Matrix

Impact ↓ \Likelihood →	**1 Rare**	**2 Unlikely**	**3 Possible**	**4 Likely**	**5 Almost Certain**
5 Very High	5	10	15	20	25
4 High	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Low	2	4	6	8	10
1 Very Low	1	2	3	4	5

Appendix B – Risk Register Template

Risk	Owner	Controls	Likelihood	Impact	Residual	Actions	Review

Document Owner	Board of Trustees
Approved By	Board of Trustees
Version	1.0
Approval Date	25/08/2026
Review Frequency	Annually
Next Review	25/08/2026