



Hear My Music Risk Assessment – update September 2026

UNADJUSTED RISK				WITH MANAGEMENT ACTION			
RISK	PROB 1-5	IMPACT 1-5	COMB 1-25	MITIGATION	PROB 1-5	IMPACT 1-5	REVISED 1-25
Operational capacity/processes in a small part-time team leave us vulnerable to staff burnout, capacity issues during AL/sickness absence.	3	4	12	Overhaul of operational processes to ensure that we are maximising efficiency. Regular wellbeing check-ins. Forward planning.	2	3	8
Ageing HMM HQ host venue - vulnerable to climate-related damage. Low energy efficiency - failure to reduce carbon footprint and meet net zero targets - expansion unfit.	3	4	12	Work with landlord to encourage increased sustainability and shared operations. Secure extra time and space within the venue and make use of the venue when other groups are not using it.	2	4	8
Reduced Local Authority budgets impacting schools' delivery - reduced income to organisation, reduced hours for freelancers.	4	4	16	Monitor schools' statutory obligations and adapt accordingly/actively remind them of their obligations to prevent cutting of services that meet statutory outcomes.	3	4	12

Use of AI leaves us vulnerable in a rapidly developing world. (separate risk matrix available)	4	4	16	Cautious approach and an investment into knowledge and a depth of understanding. Using AI only for the agreed uses and three monthly policy updates.	3	3	9
Failure to meet statutory legislation requirements (eg: UNCRC, disability legislation) leading to reputational damage, loss of partners & stakeholders	2	4	8	Keep up to date with current legislation. Current Board Member who works for the government team implementing UNCRC into policy. Embed rights-based values into everyday practice. Follow National Autistic Society and disability information Scotland. Training for core team	1	4	4
Relatively small board with high retention. Could lead to issues of stagnation, complacency, lack of diverse perspectives, lack of peer scrutiny.	4	3	12	Active EDI policy with diverse board member recruitment an action point. Knowledge of the sector and awareness of changing landscapes. Active board member recruitment and re-election policy.	2	3	6

Governance - conflicts of interest, board recruitment policy, internal board member conflicts, behaviour of board member bringing HMM into disrepute.	2	4	8	Conflict of interest policy active and updated annually. Board members are re-elected every three years. Peer scrutiny of board members. Creative Director no longer on the board.	1	4	4
Reduced government support for Arts and Culture, reduced Creative Scotland/National Lottery funding opportunities leading to curtailment of project delivery, loss of core staff.	3	5	15	Difficult to reduce the probability of this happening- can only mitigate the impact if it does happen - through plan for financial resilience, fundraising action plan, consolidating other income streams, working towards not being dependent on funding and having sustainable income. Current reduced risk due to regular funding until 2028.	2	3	6
Ethical responsibilities - banking, social media output, potential donors/investments/reputational damage. Conflict with existing policies and missions.	2	4	8	Scrutiny of engagement with named risk factors.	1	4	4

Loss of funding stream(s) leading to curtailment of project delivery, loss of core staff.	3	5	15	Difficult to reduce the probability of this happening, we can only mitigate the impact if it does happen - through our plan for financial resilience, fundraising action plan, consolidating other income streams, working towards not being dependent on funding and having a sustainable income. Current reduced risk due to regular funding until 2028.	2	3	6
Continued cost of living increase - impact upon freelance rates and subsequent reduction in delivery hours/increase in costs	3	4	12	Continue to develop and implement our existing plans for financial resilience, fundraising action and sustainable income.	2	4	8
Continued 1-3 year funding cycles impacts long-term development and sustainability. limits capacity to offer freelance hours, or to consider salaried practitioner posts	4	4	16	Focus on plan for financial resilience, fundraising action plan, consolidating other income streams, working towards not being dependent on funding. Current reduced risk due to regular funding until 2028.	3	4	12

Increased demand for ASN support in music education and cultural activity could leave us unable to meet demand for our services, long times on waiting list could eventually reduce demand as people give up and go elsewhere - poor reputation in the community for actually helping people who are enquiring.	3	4	12	Address the most in need in the short-term and grow organically. Communicate with stakeholders and monitor demand. Continue to train and support employees. Expand core staff team if necessary.	2	4	8
EDI - not meeting targets for diversity and inclusion - staff and/or board not representative of communities served. Communities underrepresented in our delivery and output. Narrow social base of staff risking reputation of being non-diverse.	2	3	6	Regular and effective monitoring systems in place. Active targeting of under-represented groups through collaboration with other organisations, development of bespoke HMM projects and selective recruitment of new board members. EDI action plan current and active.	1	3	3
Intellectual property theft - resources, logo/branding.	2	3	6	Have a clear HMM brand on all resources.	1	3	3
Data protection of vulnerable participants	3	4	12	Password protection and details kept secure and monitored. Annual update of our GDPR and data management policy.	2	4	8



Participant forum - online safeguarding	2	4	8	Close monitoring of participants' online activity.	1	4	4
Loss of data - incident or criminal activity	3	4	12	Data kept secure, password protected.	2	4	8
Reliance on car transport for core staff and freelancers - failure to reduce carbon footprint and meet net zero targets	3	3	9	Travel strategies embedded into sustainability policy. car sharing, public transport, bicycle use whenever possible. Monitoring of mileage and emissions using ClaimExpenses. Registered with Cycle Friendly Employer scheme.	2	3	6
Reliance on car transport for participants - failure to reduce carbon footprint and meet net zero targets	3	3	9	Make participants/parents/support workers aware of public transport options however many of our participants' disabilities prevent them accessing public transport - there is almost nothing we can do to change this *Consider transport options as long-term strategy*	3	3	9

Necessary use of plastic/non-recyclable materials and instruments leading to failure to reduce carbon footprint and meet net zero targets	3	4	12	Purchasing priority: Secondhand, refurbished, ethically sourced Instruments have long life span and therefore not adding to waste. Ethos of repair and looking after equipment embedded into practice.	2	4	8
Safeguarding - participants injury or incident during music sessions/inside the building - leading to vulnerable people getting hurt and reputational damage.	2	5	10	Continued focus on managing distressed behaviour Practitioner training and minor incident monitoring are in place allowing us to take intervention action and prevent minor issues escalating Church has own risk assessment policy for safety inside? Church warden on site daily to address any possible risks related to condition of building	1	5	5
Safeguarding - Participant injury or incident on arriving/leaving music sessions/outside the building, leading to vulnerable people getting hurt and reputational damage.	2	5	10	We are not responsible for participants' safety outside the building however participants' parents/support workers are always informed they can arrive/leave via	1	5	5

Hear My Music

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				rear car park entrance away from busy main road...			
Safeguarding - practitioner injury or incident.	2	5	10	Continued focus on managing distressed behaviour Practitioner training and minor incident monitoring are in place allowing us to take intervention action and prevent minor issues escalating Public liability insurance covers practitioners suing us for injury.	1	5	5
Possibility of data breach leading to bad publicity, criminal prosecution, large fine.	2	5	10	Strong Password protection in place. Public liability insurance covers legal action. Depth of personal data not extensive and stored within our secure Google drive	1	5	5