| Who/what might be impacted? | How might they be impacted? | What can you do to reduce the impact? | Who needs to carry out the action? | When is the action needed by? | Who do you need to communicate with? | Done (date and by whom) |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation:** |  |  |  |  |  |  |
| Trustees |  |  |  |  |  |  |
| Staff |  |  |  |  |  |  |
| Volunteers |  |  |  |  |  |  |
| Beneficiaries |  |  |  |  |  |  |
| Finances |  |  |  |  |  |  |
| Premises |  |  |  |  |  |  |
| Events |  |  |  |  |  |  |
| Suppliers |  |  |  |  |  |  |
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| **Services/contracts/activities:** |  |  |  |  |  |  |
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| **Other considerations:** |  |  |  |  |  |  |
| Eg community groups, elderly people, mental health groups, hate crime, community spaces |  |  |  |  |  |  |
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