| 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 |  |  |  |  |  |  |
| Office Volunteers (Hasel) | Building shutdown and remote working | Enable remote working for Hasel and have regular check in meetings by email /phone/ Teams | Alex | 24/03/2020 | Hasel and Community Inks team | 17/03/2020 by Alex |
| Office Volunteers (other) |  |  |  |  |  |  |
| Community Link Volunteers |  |  |  |  |  |  |
| Beneficiaries |  |  |  |  |  |  |
| Finances |  |  |  |  |  |  |
| Premises |  |  |  |  |  |  |
| Events | Likely for all face-to-face meetings to be cancelled / postponed. | Message to all groups and meeting attendees notifying of plans. Offer alternatives via Zoom conference where possible | All staff | Decision by end of this week |  |  |
| Suppliers |  |  |  |  |  |  |
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| **Services/contracts/activities:** |  |  |  |  |  |  |
| Clearing House Groups | Unable to deliver face-to-face meetings | Offer telephone, email and video conferencing support. Message sent to current groups and added to website | All staff involved with CH | 20/03/2020 | All existing groups and new groups (via website) |  |
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| **Other considerations:** |  |  |  |  |  |  |
| Eg community groups, elderly people, mental health groups, hate crime, community spaces |  |  |  |  |  |  |
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