



Risk Management Policy

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Approved by: Trustees

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Revision Log:

Revision	Amendments
01	Drafted
02	Objects added

Next review of document: 09/05/26

Purpose:

To ensure the safety, security, and sustainability of the FoBP's operations, assets, visitors, volunteers, and employees, while minimizing potential risks to achieve the FoBP's Objects.

Object of FoBP:

To promote and encourage the conservation, preservation and improvement of Broomfield Park ("the park") to ensure that the park remains and is enhanced as an area of natural beauty, a habitat for wildlife and an attractive parkland **and public amenity** and to provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation **of all local residents and especially** individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Scope:

This policy applies to all activities, events, assets, personnel, and stakeholders associated with the park charity.

Policy Statement:

FoBP is committed to identifying, assessing, and addressing risks to protect its resources and ensure the safe enjoyment of the park by all stakeholders.

Key Responsibilities:

- **Trustees/Board:** Oversee risk management and review the policy annually.
- **Management Team:** Implement and monitor risk mitigation strategies.
- **Staff & Volunteers:** Report potential risks promptly and adhere to procedures.

Risk Categories:

1. **Operational Risks:** Risks related to daily operations, including maintenance of facilities, safety protocols, and volunteer coordination.
2. **Financial Risks:** Risks involving fundraising, donations, budgets, and fraud prevention.
3. **Environmental Risks:** Risks such as extreme weather, pollution, or wildlife concerns affecting park conditions.
4. **Legal & Compliance Risks:** Risks related to laws, regulations, permits, and governance requirements.

5. **Reputational Risks:** Risks that could impact public perception, such as negative media or community issues. These could lead to loss of donor or beneficiary (park community/stakeholders) confidence and also impact the morale of volunteers.

6. **Governance Risks:**

Risks relating to inappropriate organisational structure, Trustee body lacks relevant skills or commitment and conflicts of interest.

Risk Management Process:

1. **Risk Identification:** Regularly evaluate all areas of operation to identify potential risks.
2. **Risk Assessment:** Analyse the likelihood and impact of identified risks using a standardized matrix.
3. **Risk Mitigation:** Develop strategies to reduce, transfer, or accept risks where appropriate.
4. **Monitoring:** Conduct ongoing reviews and audits to ensure risk controls are effective.
5. **Reporting:** Document and report risks and incidents to the relevant authority within the organization.

Training and Awareness:

Provide regular training for staff and volunteers on risk management procedures and ensure clear communication channels for reporting risks.

Incident Response Plan:

Outline specific actions to take in case of emergencies, accidents, or other incidents, with assigned roles for handling such situations.

Review and Updates:

This policy will be reviewed annually or after major incidents to ensure it remains current and effective.
