



## **Risk Management Policy**

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Revision Log:

<b>Revision</b>	<b>Amendments</b>
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.

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