



Bagshot Playing Fields Association

Risk Management Policy & Procedures

The BPFA Pavilion,
College Ride,
Bagshot,
Surrey. GU19 5ET

1. Objective

The BPFA is a totally self-funded charity. Its success is maintained by ensuring that the pavilion and playing field are used to their fullest by members of the local community. The charity relies on volunteers to run operations and ensure all financial costs are covered by hiring out the facilities.

The objective of this policy is to identify the risks & threats to the charity and set out mitigation processes and recovery measures in order to protect financial sustainability, reputation and ongoing community benefit.

Prioritisation of Risks

Risks are prioritised based on their combined impact and likelihood. Medium or high-rated risks must be actively reviewed and mitigation actions monitored.

Priority risks currently include:

- financial sustainability and reserves;
- tenancy and rental conditions; and
- volunteer capacity.

Monitoring & Review

Risk management is a subject that is discussed at least quarterly at one of the regular committee meetings. Furthermore, at least annually, the following subjects are reviewed and considered:

- formal review of the risk register;
- review cash reserve levels;
- confirm tenancy and financial forecasts;
- review volunteer capacity; and
- update mitigation actions and recover measures.

2. Risk Identification & Register

Financial Risks

Risk	Likelihood	Impact	Rating	Migation(s)
Inadequate reserves & cashflows	Medium	High	Medium	maintain a minimum reserve level equal to 6 months core operating costs
Dependency on limited income sources	Medium	Medium	Medium	actively review hall hire pricing annually
Return of pavilion to SHBC at end of tenancy	Medium	High	Medium	build a relationship with SHBC early regarding rent reviews and tenancy renewal
Increase of rent from SHBC	Medium	Medium	Medium	actively review hall hire pricing annually

Operational & External Risks

Risk	Likelihood	Impact	Rating	Migation(s)
Poor public perception and reputation	Medium	High	Medium	communicate positive impact on community via social media and parish channels respond promptly and professionally to complaints or concerns publish financial transparency information in line with charity rules
Lack of volunteers for committee roles	Low	Medium	Low	recruit in advance through community channels

3. Document Control

Approved by Committee : 13/01/2026

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