



Risk Assessment

Risk Description	Baseline Controls	Controls confirmed in place	Recommendations/Actions
Damage/loss/theft to BPC and third party assets/property, plus injury etc to individuals (either third party/volunteers or BPC members/employees)	Adequate insurance including, Employers and Public Liability	Insurance in place. Meeting with brokers took place in Feb 25 to review changes to requirements and 2025/26 policy, including desktop review of pavilion insurance value.	Review annually
	Up-to-date Asset Register	Signed off in Mar 25 Review of BNF assets completed.	FCM Asset Register sign-off Continue to update register in real time to ensure accuracy, for Mar 26 sign-off
	Risk Assessments	Risk assessments and processes in place for BNF volunteer activities.	Review Risk Assessments for volunteers using BPC equipment. Review other Risk Assessments in place/need for new ones.

<p>Safety of BPC facilities</p>	<p>External third-party assurance inspections are undertaken.</p> <p>Risk Assessments</p> <p>Contractors, plus third party and public users of BPC facilities are aware of their responsibilities to ensure safety on BPC land/use of facilities, and have insurance where required.</p>	<p>Review of previous inspections undertaken, sourced some new suppliers, and completed inspections based on previous list in 2025. Obtained quote for installing fire alarms. Associated paperwork (hard and soft copies) now in one place. Health and Safety guidance from HALC obtained</p> <p>Insurance documents from sports clubs using the Recreation Ground received. Signage/Safety Equipment in place for new pond at BNF in place.</p>	<p>Review inspections against HALC guidance to produce a summary schedule, and agree an internal programme of review to ensure compliance.</p> <p>See section above.</p> <p>Ensure new signage at Recreation Ground required contains any relevant H&S information</p>
<p>Governance- Ensuring BPC is compliant with relevant legislation, aware of changes to legislation, other guidance and good practice.</p>	<ul style="list-style-type: none"> - HALC Silver Service membership and access to legal services - Internal Audit advice - EHDC Electoral Services advice 	<p>HALC membership in place, and accessed services when required. Internal audit recommendations actioned. New councillors have attended introductory course. Available HALC courses are provided to staff/councillors. Councillor lead on policies/governance appointed,</p>	<p>Embed policy/governance review as per new FAGC ToRs.</p>

		and FAGC ToRs with renewed emphasis on governance signed off by FCM.	
Business Continuity Risks	Secure IT services in the cloud. Business Continuity Plan		Complete review of IT services and associated policies (including requirement for new over-arching IT policy). Further work on a full Business Continuity Plan required, to include premises and people.
Financial Risks	Covered in separate Financial Risks and Policies. Internal and external audits	Associated financial policies and Standing Orders signed off. Clean bill of health from external audit received in 24-25.	Ensure advice from internal audits is followed/actioned.
Revenue/Income Risks	Ensure all revenue raising contracts are reviewed annually and invoiced accurately. Annual precept process and sign-off. CIL/S106 monies are drawn down and managed. Awareness of available grants	Taken legal advice on existing contracts and reviewed pricing. Completed process for FY25-26. EHDC CIL drawdown completed, and reviewed/updated EMRs.	Complete process of agreeing outstanding sports club contracts. 26-27 precept review to be completed Dec 25.
NEW: Relationship between BPC and HPO/BNF Charity is understood, documented and managed		Management Agreement documenting all aspects of relationship (financial, governance, and other associated issues in areas	Reviewed annually

		referenced above) drafted and agreed.	
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Adopted 09/12/2025 at Full Council Meeting

Review date 31/03/2026