



KENSINGTON GARDENS BOWLING AND TENNIS CLUB

RISK MANAGEMENT POLICY

AMENDMENTS

Date	Summary of Amendment
19 th August 2019	Policy created and adopted by the Board of Management
18 th April 2023	Update template
17 th June 2025	Under 4 Risk Areas, addition of psychological as an element of participant safety. Under 5. Responsibilities, addition of the title Risk Manager and addition of the responsibility to develop and maintain a risk register. Minor editorial changes.

1. CONTEXT AND DEFINITION

The Kensington Gardens Bowling and Tennis Club accepts that there are risks affecting the club. A risk is defined as the chance of something happening that will have an impact upon the organisation. Risks can be physical (improving safety for participants), as well as financial, legal, ethical and social. Risk Management is about assessing potential risks within the club and acting to reduce the likelihood or consequence of them occurring.

2. RATIONALE FOR MANAGING RISK

Identifying potential risks and creating a risk management policy for the club, can have the following benefits:

- Good management practice
- Reducing unexpected and costly surprises
- Assistance with strategic planning
- More effective and efficient allocation of resources
- Encourage more people to participate in club activities.

3. COMMITMENT TO RISK MANAGEMENT

The Kensington Gardens Bowling and Tennis Club has a commitment to use risk management practices to support and enhance our activities in all areas of the organisation. We will endeavour to:

- develop and use a risk management plan to minimise reasonably foreseeable disruption to operations, harm to people and damage to property;
- ensure risk management is an integral part of all our decision-making processes;
- identify and take advantage of opportunities as well as minimise adverse effects;
- strive to continually improve our risk management practices;
- implement risk management effectively;
- train people to implement risk management effectively.

4. RISK AREAS

The following areas of risk will be covered in the Club's risk management plan:

- Financial;
- Participant Safety (facilities, equipment and environment, psychological);
- Coaching;
- Legal;
- Human resources (volunteer and paid).

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5. RESPONSIBILITIES

The Board of Management of the Kensington Gardens Bowling and Tennis Club will appoint one Board member as Risk Manager, who will be responsible for oversight of the implementation of a risk management approach to club management. The Risk Manager will develop and maintain a risk register based on input from the working group for each risk area.

The Board is responsible for the development and implementation of a risk management plan in the club. Section Committees and members of the club will be involved in the development of the plan and will be responsible for managing risks in specific areas.

The Board of Management will appoint one club member as the responsible person for each risk area. Each responsible person will convene a working group of at least three people which will determine, for that risk area, the items of potential risk and responses to mitigate those risks. A variety of people with knowledge and expertise in these areas should be invited to join these working groups.

6. MONITOR AND REVIEW

The Board of Management will monitor and review the implementation of the risk management program. Once the plan is complete, it will be reviewed for effectiveness on an annual basis.

7. POLICY REVIEW

This policy will be reviewed biennially to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SIGNATURES:

Signed: _____

Club Chairman

Date: 17/6/25

Signed: _____

Club Secretary

Date: 17/6/25

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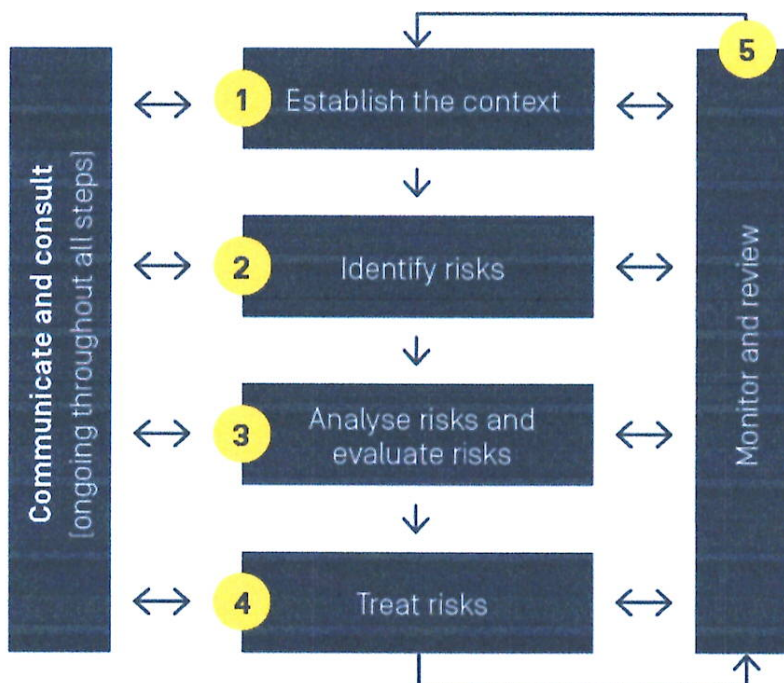
APPENDIX 1 RISK MANAGEMENT PROCESS

Risk management is a five step process:

- Step 1 – Establish the context
- Step 2 – Identify the risks
- Step 3 – Analyse and Evaluate the risks
- Step 4 – Treat the risks

Throughout each step, it is essential that there is consultation and communication with everyone in the club’s functions, activities and events.

Risk Management Process



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APPENDIX 2 CRITERIA FOR EVALUATING RISK AND DECIDING UPON RISK PRIORITY

Table 1: Likelihood scale

What is the likelihood of the risk event/problem occurring in a year?

RATING	LIKELIHOOD
5	ALMOST CERTAIN: will probably occur, could occur several times per year
4	LIKELY: high probability, likely to arise once per year
3	POSSIBLE: reasonable likelihood that it may arise over a five-year period
2	UNLIKELY: plausible, could occur over a five to ten year period
1	RARE: very unlikely but not impossible, unlikely over a ten year period

Table 2: Consequences scale

What is the loss or damage impact (severity) if the risk event occurred?

RATING	POTENTIAL IMPACT
5	CATASTROPHIC: Most objectives may not be achieved, or several severely affected; death; huge financial losses
4	MAJOR: Most objectives threatened, or one severely affected; extensive injuries; major financial loss
3	MODERATE: Some objectives affected, considerable effort to rectify e.g. sport injury – requires medical attention and has some impact on participation in sport and/or other activity; high financial loss
2	MINOR: Easily remedied, with some effort the objectives can be achieved e.g. sport injury requires first aid treatment and prevents immediate participation in sport and/or other activity; medium financial loss
1	NEGLIGIBLE: Very small impact, rectified by normal processes e.g. sport injury that does not prevent participation; low financial loss

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3 Risk Analysis Matrix

This enables assessment of the risk priority, which assists decision-making about appropriate actions.

		CONSEQUENCES				
		5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Negligible
LIKELIHOOD	5 Almost certain	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	4. Likely	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	3 Possible	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	2. Unlikely	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	1. Rare	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key :

1. Extreme	Extreme risks. Avoid risk or give urgent attention to suitable controls to reduce risk.
2. Major	Major risks. Avoid risk or give attention to suitable controls to reduce risk.
3. Medium	Medium risks. Give attention to suitable controls to reduce or transfer the risk.
4. Minor	Minor risks. Risk may be accepted or managed by routine procedures

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APPENDIX 3 RISK REGISTER

To be used in conjunction with the Risk Analysis Matrix

Risk Area :

Date of risk review :

Reviewed by :

The risk	Risk Evaluation		Existing controls in place	Risk Priority
	Consequences	Likelihood		
eg. Trip over a sprinkler head	Potential sprained ankle Minor	Unlikely	Yes Sprinkler heads recessed	Minor
eg. Rusty light tower collapsing	Potential death of bystanders catastrophic	possible	No	Extreme

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APPENDIX 4 RISK ACTION PLAN

To be used in conjunction with the Risk Analysis Matrix

Risk Area :

Date of risk review :

Reviewed by :

Risk (from risk register)	Actions to treat risk	Person responsible	Timetable for implementation	Monitoring of risk

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