

Bowls England Risk Management Plan

Document Title	Risk Management Plan				
Author	Board Members Bowls England				
To Be Approved By	The Board of Bowls England			Chief Executive	
Comments					
File Name					
REVISION HISTORY					
Rev	Section	Type	Date	Author	Remarks
0.1			6/9/08	W. H. Pryse	First Draft

Table of Contents

1. Introduction	3
2. Purpose and Scope	3
3. Stakeholders	3
4. Risk Management Process	4
5. Risk Management Organisation & Responsibilities	4
6. Functional Management Responsibilities.....	5
7. Risk Register	6
8. Risk Avoidance Approaches	7
9. Risk mitigation management.....	7
10. Risk Contingency Plans	8
11. Annual review:	8
12. Risk Tracking and Reporting Approach	8

1. INTRODUCTION

Bowls England - a Company limited by Guarantee and not having a Share Capital - is the National Governing Body (NGB) for the sport of outdoor level green Bowls in England. The Company was established in January 2008 out of an amalgamation of the former English Bowling Association (EBA) and English Women's Bowling Association (EWBA).

Bowls England is governed by an elected Board and employs a Chief Executive, six full-time and three part-time staff, who are collectively accountable to its Members i.e. the 70 County Associations.

Bowls England will implement a procedure to reduce risks and potential legal liability, via a process which is designed to address potential problem areas before they actually lead to any operational problems or legal proceedings. The aim is to attain a safer environment for all and to maintain "legally safer" operational procedures.

2. PURPOSE AND SCOPE

This plan outlines the processes and procedures that will be used to identify, evaluate, prioritise and manage the key strategic risks inherent in the Bowls England organisation.

The purpose of the defined processes and procedures will be to avoid, reduce or control risks which threaten its aims and objectives and to allocate responsibility for managing those risks.

The objective is to protect the Members & Staff (physical, moral, ethical / discrimination, legal etc) and the assets and financial resources of Bowls England, by identifying and reducing risk, together with the potential for loss.

Scope:

- Avoid, reduce or control risks through careful management.
- Secure the well-being of Members, employees and service users.
- Ensure probity and sound ethical conduct.
- Protect the reputation and image of Bowls England.
- Secure the assets of the Bowls England.
- Avoid financial loss through fraud or corruption.
- Ensure the integrity and resilience of information systems.
- Avoid criminal prosecution or litigation.

3. STAKEHOLDERS

Impact of any identified Risks upon Stakeholders – who have been identified in the Strategic Plan – will be established within their strategic and organisational context.

4. RISK MANAGEMENT PROCESS

The Risk Management Process framework has been divided into two areas:

Planning

- Identify, Evaluate & Select all Risks to Manage
- Define Risk Avoidance, Mitigation & Contingency approaches

Control

- Monitoring and Reporting actions & frequency
- Management Organisation and Responsibilities

5. RISK MANAGEMENT ORGANISATION AND RESPONSIBILITIES

The Directors will:

- Determine the general approach to risk management, including the allocation of risk management responsibilities
- Select risk issues to be included in risk management
- Assign an owner for each Risk Item
- Work with the Committees / Staff / Suppliers to identify probabilities and impacts
- Define a risk statusing, monitoring and reporting approach
- Approve the risk management plan

The Chief Executive will:

- Review periodically all risk avoidance, mitigation and contingency actions
- Manage the identification and implementation of corrective actions associated with risk issues
- Evaluate the effectiveness for current risk avoidance and/or mitigation activities
- Approve implementation of contingency plans
- Approve the addition and deletion of risk issues

6. FUNCTIONAL MANAGEMENT RESPONSIBILITIES

Each Director must:

- Identify risk issues within their respective discipline
- Estimate risk probabilities and impacts
- Assemble the risk data, prioritize risks, and work with their Committee and the Chief Executive to select the risk issues for risk management
- Prioritize risk issues and recommendations of activities for risk management
- Identify risk avoidance and/or mitigation approaches
- Identify risk contingency plans

Directors must pro-actively:

- Implement risk avoidance and/or mitigation plans
- Report risk issues status
- Evaluate the effectiveness of current avoidance, mitigation and contingency actions
- Collect risk status, update the risk database, develop risk reports
- Recommend the implementation of contingency plans
- Implement risk contingency plans as appropriate
- Identify new risk issues

7. RISK REGISTER

ID No.	Risk Issue	Probability (H/M/L)	Performance Impact (H/M/L)	Cost Impact (H/M/L)	Risk Exposure (H/M/L)	Notes
1	Safety of Members and Staff involved in Bowls England events	L	M	L	L	Performance impact is H for staff and L for Members
2	Staff retention	L	H	L	L	
3	Safety for participants, coaches, officials, spectators, &volunteers	L	L	L	L	Coaches, spectators and officials – BE has no control
4	Compliance with the law, regulations, standards of behaviour, duty of care.	L	H	H	L	
5	Public image & reputation with stakeholders, regulators, sponsors & media	L	H	L	L	
6	Financial controls Internal processes & procedures Investment of Reserves	L	H	H	L	
7	Financial viability Income – Affiliation & Competitions Costs – Loss of sponsorship Budget – Membership acceptance	L M L	L M L	L M L	L M L	
8	Business Continuity Planning Loss / inaccessibility of: Working environment Communications Working data / physical files	L	L	L	L	
9	Major Competitive event outcomes:	M	M	H	M	

8. RISK AVOIDANCE APPROACHES

The Directors will protect individuals and the resources of Bowls England by reducing risk and potential for loss in the following areas:

Member, Staff & Volunteers

- Physical
- Moral
- Ethical
- Discrimination

Resources of Bowls England

- Assets
- Financial resources
- Working environment
- Communications

9. RISK MITIGATION MANAGEMENT

Appropriate insurance cover is the main strategy used to manage risk, so it is vital that Bowls England protect their assets with adequate insurance.

The following will be considered:

- Public liability insurance
- Civil liability insurance
- Products liability insurance
- Professional indemnity insurance
- Limit of Indemnity
- Workers' compensation
- Voluntary workers' insurance
- Directors' and officers' liability insurance
- Personal accident insurance
- Other forms of insurance

Bowls England will also review its affiliation policies with regard to Membership at both Club and Individual level.

10. RISK CONTINGENCY PLANS

This section will be developed when we have identified all of the risks and determined what we can do about them.

11. ANNUAL REVIEW

As part of the annual Self-Assurance Review, the following items will be addressed:

- A review/appraisal of the previous year's risk management report
- A 'risk identification' exercise for the year ahead
- Evaluation of identified risks using risk assessments
- Manage risks through application of risk management techniques
- Record and monitor risks using risk registers
- Assigning responsibility for risks to appropriate personnel.

Risk Management is an iterative on-going process that enhances the continuous improvement of the organisation.

Risk identification is not necessarily an annual process. Board/Committee/Staff members are encouraged to report and update risk registers and carry out assessments throughout the year.

12. RISK TRACKING AND REPORTING APPROACH

The owner of each Risk Item will track the status of that Risk Item and update the Risk Management Report on a bi-monthly basis and inform the Chief Executive of any change of status as it happens.

The Chief Executive will review the status of each Risk Item with the Directors at each Board Meeting and take action as necessary.