**Sported Risk Register Template**

You can use the following table in order to summarise risks associated with a proposed plan. It is a valuable exercise for a committee to discuss and complete as a part of the planning process to determine whether the outcomes outweigh the risks and to develop a strategy for mitigating the risks identified.

We have included an example of a risk register on the following pages to aid your discussion.

If you would like to discuss the risk assessment with a member of our team, please contact Network Services at membership@sported.org.uk.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Consequences** | **Risk Level** | **Mitigating Actions** | **Early Warning Signs** | **Other** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Example Risk Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Consequences** | **Risk Level** | **Mitigating Actions** | **Early Warning Signs** | **Other** |
| Insufficient Depth & Breadth of Management | Unsustainable strain on management team / breakdown in relations with building users | Medium to High | Resources available from partners, particularly Golden BeltTraining & development | Fall in users; low staff morale |  |
| Shortage of Sufficiently Qualified Coaches | Sessions can’t be run / sessions are poorly supervised – users stop attending | Medium | Develop existing coaches & suitable volunteersUtilise resources in partner orgs | Fall below 10 coaches  |  |
| Poor Governance | Won’t be able to bid for contracts or apply for grants | Medium | Recruit Trustees / Directors from partnersDevelop governance with Sported volunteer | 2 consecutive rejections for bids |  |
| Poor Financial Controls | Won’t be able to anticipate or plan for income/expenditure | Low | Develop a cash flow forecast, annual budget and income statement with Sported Volunteer |  |  |
| Poor Project Management of Building Conversion | Cost and Timescale Over-runs | Low to Medium | Use experienced builders to project manage |  |  |
| Unexpected Problems with the Fabric of the Building | Unbudgeted (potentially unaffordable costs) / parts of the building not usable for a period | High | Develop reserve policy with a Sported volunteerRegular inspection & maintenanceInsurance & sinking fund | Visible signsRed flags identified during inspections |  |
| Vandalism | Cost of rectification / parts of the building not usable for a period | Low | Develop relationship with local police authorityDevelop relationship with local youth groups and or groups that are focused on anti-social behaviour |  |  |
| Failure to Secure Building Users | Failure to secure necessary income stream | Medium | Registry of interest developed Marketing PlanReferral network developed |  |  |
| Failure of the Café | An important part of the offering to users of the building would be unavailable | Low |  |  |  |
| Failure to Grow the Boxing & Fitness User Base | Revenue lower than budgeted, weakening business case | Low |  |  |  |
| Costs of Services Purchased from Local Authority Increase Unexpectedly | Operating costs higher than budgeted, weakening business case | Medium to High | Investigating installation of solar panels on roofAgree long term contract with Council |  |  |
| Failure to Secure Sufficient Funding to Complete the Building Conversion | Can’t Run all of the Planned Sessions so Users Turned Away | Medium | Parts of conversion work deferred until funding available |  |  |
| Local Competition Attract Away Potential Users, Coaches & Volunteers | Fewer Users and Lower Revenue & Less Capacity to Run Sessions | Low |  |  |  |