BARLASTON VILLAGE HALL

CHARITY NO:522602
RISK REGISTER
BVH01-08

RISK REGISTER

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	November 2025

This document was reviewed by:

The Sole Trustee	9 December 2025

This document version was approved by:

The Sole Trustee at their meeting on	9 December 2025

Document Review schedule:

Next Mandatory Review at	AGM 2026

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	9 December	BVH01-08	New Policy	n/a

Barlaston Village Hall – Risk Register

The Risk Register sets out the potential risks associated with operating and maintaining the village hall, along with the measures we use to manage them.

We maintain a Risk Register to support good governance, ensure community safety, and help trustees make informed decisions about maintenance, events, and future planning.

It will be reviewed periodically and at the AGM

Risk Area	**Specific Risk**	**Likelihood (Low/Med/High)**	**Impact (Low/Med/High)**	**Overall Risk Rating**	**Controls / Mitigation Measures**	**Responsible Person**	**Next Review Date**
Financial	Insufficient income to cover running costs	Medium	High	Medium/High	Maintain 3 months' reserves; monthly financial monitoring; annual budget review	Treasurer	Monthly / Annually
Safeguarding	Harm to child or adult at risk	Low	High	Medium	Safeguarding policy; Named Safeguarding Lead; DBS checks; staff & volunteer training	Safeguarding Lead	Annually
Health & Safety	Injury to staff, volunteers, or visitors	Medium	High	Medium/High	Health & Safety policy; risk assessments for activities; first aid equipment; regular building inspections; Food Hygiene Certificate	VHMC/Sole Trustee	Quarterly

Risk Area	Specific Risk	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Overall Risk Rating	Controls / Mitigation Measures	Responsible Person	Next Review Date
Property	Fire or structural damage. Deterioration of building fabric (roof, walls, flooring) leading to safety issues or costly repairs	Medium	High	Medium/High	Professional Fire risk assessment; insurance; regular maintenance; emergency plan; Regular building condition checks; planned maintenance schedule; prompt repairs;	Sole Trustee	Annually
Reputation	Negative publicity from complaint or incident	Low	Medium	Low/Medium	Complaints policy; prompt investigation and response; clear communication	Committee Chair	Annually
Legal / Compliance	Breach of charity law or regulations	Low	High	Medium	Policies in place (Finance, Safeguarding, Health & Safety); Sole Trustee oversight; annual reviews; alcohol/entertainment/performing rights licenses up to date	Sole Trustee	Annually
Operational	Loss of key volunteer or staff	Medium	Medium	Medium	Documented procedures; clear roles and responsibilities; succession planning	Committee Chair	Annually

Risk Area	Specific Risk	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Overall Risk Rating	Controls / Mitigation Measures	Responsible Person	Next Review Date
IT / Data	Loss or breach of personal data	Low	Medium	Low/Medium	Data protection policy; secure storage; limited access; GDPR training; ICO Registration	Clerk / Data Officer	Annually

Signed on behalf of Sole Trustee: ……
Chair, Barlaston Parish Council

Review Date: [at AGM]