

Bredenbury Group Parish Council Risk Management Policy Statement

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies.

Risk management can be defined as a means of reducing adverse events occurring by systematically assessing, reviewing and then seeking ways to minimise their impact or possibly prevent their occurrence. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Risk Policy Statement

Bredenbury Group Parish Council recognises that it has a responsibility to manage risks effectively. This will ensure that:

- Councillors, assets, liabilities and the community are protected against potential harm or loss
- there is clarity in our plans about what we need to do to achieve our objectives
- services and plans are delivered through effective management
- continuing services are provided to meet the needs of the community
- the Council's reputation is maintained
- avoidable financial losses are minimised
- opportunities are maximised.

It is recognised that any reduction in the risk of injury, illness, loss or damage benefits the whole community.

Bredenbury Group Parish Council is aware that some risks can never be eliminated fully but it has in place a strategy that provides a structured, systematic and focused approach to managing risk. Risk management is an integral part of the Council's management processes.

Approach to Risk Management

Bredenbury Group Parish Council's approach requires that all risks are systematically identified, managed in the most cost-effective manner within overall resources available and recorded in a risk register

The impact of each risk is assessed, those affected are identified, appropriate control measures are put in place and the frequency with which the risk should be reviewed determined. The risk register informs the Council's decision-making process by providing a central reference of all risks.

The process of identification and assessment of risk will be conducted as outlined in accompanying risk management guidance.

Responsibility for Risk Management

The co-operation and commitment of Councillors, and the Clerk as an employee, is required to ensure that harm or loss is minimised and council resources are not wasted as a result of uncontrolled risk.

It is the responsibility of all Councillors and the Clerk to:

- be familiar with this policy and to have regard to risk in carrying out their duties.
- ensure the policy is adhered to
- raise any concerns about operational processes and report incidents/accidents and near misses
- comply with any safe systems of work or processes developed to reduce risk
- lead or participate in the risk assessment processes, and assist in the development and implementation of plans to address the risks identified
- review the policy and risk register at least annually

The Clerk will coordinate the assessment of risk, maintain the risk register and any necessary action plan on an ongoing basis and provide reports to the Council based on the levels of risk. The policy and the risk register will be reviewed at least annually by the Council.

The Chairman will ensure that the activities of the Clerk are risk assessed as per the Health and Safety at Work Act 1974 and that the Clerk receives training in both health and safety and organisational risk assessment.

Monitoring

The risk register and any action plan developed will be reviewed at appropriate intervals.

The monitoring process should confirm:

- that all current risks have been reviewed and any additions identified have been entered
- that the action plan has been reviewed and actions are on track for completion within agreed deadlines
- whether any risks need to be removed
- whether any new risks have been identified that need to be added
- that the risk register is up to date for new and existing risks

This Policy Statement was reviewed 2023

Review

This Policy Statement and Risk Register to be reviewed annually.

Signed: *J Hulse*
Chairman John Hulse

Date: 25th October 2023