

EFFINGHAM PARISH COUNCIL

STATEMENTS OF GUIDANCE AND POLICY

15. Risk Management Policy

Approved by Effingham Parish Council at its meeting on 29.11.2022
(minute **304/22**)

Introduction

Effingham Parish Council (EPC) recognises that it has a responsibility to take all reasonable and practical measures to safeguard its staff, the people it works with and provides services for; and to protect the environments for which it is responsible. The Council meets these responsibilities through its day-to-day operations including the management of risk.

EPC has put in place arrangements for the on-going management of risk. The Clerk, with the Finance and General Purposes Work Group, undertakes six-monthly risk assessments to investigate all its risk areas. It reports to Council over all EPC's areas of business, identifying and recording any risks and hazards and measuring them from low risk (1) to high risk (5).

Areas of risk affecting EPC

The areas of risk affecting EPC's business and where it has a duty of care are identified in the list below. The areas of risk identified are: physical, operational and strategic.

Physical

Bus shelters (3)

Salt bins (10)

Shops area and village centre

Burial Ground

Allotments

Parish Room, Office and WC

Operational and strategic

Operational risk Compliance

Operational risk Financial

Operational risk Business continuity

Operational risk Management of people, projects and events

Strategic risk

Problems Identified

The risk inspection sheets ask the questions for:

- A. Physical Risks - Is there damage, deterioration, or dilapidation to the physical asset, is there a risk of harm to users or others?

The Clerk is responsible for the physical inspections of premises and the recording of physical risks.

- B. Operational and Strategic risks – Are there any problems, concerns or difficulties, are there adequate protections and back-ups is there a threat of reputation damage to EPC?

The F&GP is responsible for the collection of Operational and Strategic risks. These will largely emanate from the Internal Audit of EPC undertaken 6 monthly by the internal auditor. Other risks will be discussed and reported by the F&GP at their meetings.

The questions and categories on the Risk Inspection Sheets will be considered six monthly by the F&GP.

The Risk Inspection Sheets and remedial actions will be reported to EPC six monthly.

Seriousness of the risk

The risk assessment also identifies the seriousness of the risk from 1 to 5 where one is low risk and five is high risk. The identified sheets will be studied by EPC and remedial actions will be taken where this is required.

1 is Very Low a 0 – 10% chance of occurring

2 is Low a 11 – 25% chance of occurring

3 is Medium a 26 – 50% chance of occurring

4 is High a 51 – 75% chance of occurring

5 is Very High above 75% chance of occurring

Where a risk is so serious or high-risk that it needs immediate attention the Clerk and Chairman (in the absence of the Chairman the Vice Chairman) will decide on the remedial action needed without recourse to a meeting of Council. The Clerk and Chair will endeavour to rectify the problem as soon as possible. Where remedial action may depend on a repair or similar action to remove any threats to, for instance, employees or users, alternative safety action may be necessary immediately, for instance, calling in an expert or putting up signs and/or warning tape to exclude employees or users from an unsafe area.

The Clerk and/or Chairman (in the absence of the Chairman the Vice Chairman) will inform councillors of the situation and actions taken as soon as possible.

Impact of Risk

A column on the risk inspection sheets will show the impact of the risk from 1 to 5 where a 1 is small impact in financial terms to 5 a very high (devastating) impact in financial terms. The risks will be categorised by the F&GP at their 6 monthly meetings.

- 1 impact very small financial loss less than £500
- 2. impact small financial loss between £501 and £1000
- 3 impact medium financial loss between £1001 and £5000
- 4 impact high financial loss between £5001 and £25,000
- 5 impact very high loss over £25,001

Risk Register

The Risk Assessment Sheets when completed also represent EPC's Risk Register. The Risk Register will be discussed at the F&GP every six months and all risks will be considered. Those requiring action will be identified and actions collected and reported to the F&GP members and to EPC. The Council will keep The Risk Assessment Sheets as an on-going Risk Register and the sheets will be discarded in line with EPC's Disposals Policy.

Risk Assessment Sheets

The Risk Assessment Sheets cover 7 columns and are shown below. The example below shows both a physical risk, in the first three rows, and an operational risk in rows 4 to 6.

Potential Hazard	Is there any damage/dilapidation or risk of harm	How urgent or serious is it? 1 =Very Low 5 = Very High	What remedial action is required	Financial Impact if known 1 = Very Low, 5 = Very High	Outcome/re solution
Bus Shelters (3)					
Area in front of TW White					
	Is there any damage/dilapidation or risk of harm Or risk of problems	How urgent or serious is it? 1 =Very Low	What remedial action is required	Financial Impact if known 1 = Very Low,	Outcome/re solution

		5 = Very High		5 = Very High	
Operational Compliance Risk					
Failure to comply with existing law, and with policies adopted by Parish Council					

The Risk Assessments sheets

Column 1 is the identified hazard the description of the Risk

Column 2 is the description of the problem

Column 3 is the seriousness of the problem

Column 4 is the remedial action necessary

Column 5 is the financial impact if known

Column 6 is the outcome/resolution of the problem

Frequency of Risk Assessments and Reports

EPC will endeavour to undertake risks surveys twice per year, but a minimum of once a year. The F&GP will meet to consider risks twice per year and EPC will consider a risk management report twice per year.

In addition, councillors and residents report problems and EPC is taking actions on problems, prioritising problems and resolving problems all through the year. These may be added to the risk register and risk assessment activities as necessary.

Limits of action

EPC will use all reasonable endeavours to mitigate risk but there will be times when they will have to be notified and informed of a problem to know about the matter.

Similarly, EPC will use reasonable endeavours to inform authorities or land owners when there are dangers due to problems on land owned by others.

Risk Identification Sheets

The Risk Identification Sheets are attached below and are an integral part of this policy.