

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 is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.’

Audit Commission, Worth the Risk: Improving Risk Management in Local Government (2001:1 (10))

Policy Statement

Great and Little Plumstead Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, volunteers, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council’s management processes.

Objectives

To provide as risk free an environment for staff, councillors and volunteers as much as is practicably possible.

The objectives of the Council’s Risk Management strategy are to:-

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources
- To inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management.

These objectives will be achieved by:-

- Establishing clear roles and responsibilities within the Council for risk management
- Providing opportunities for shared learning on risk management across the Council
- Providing risk management training and awareness sessions where appropriate
- Incorporating risk management considerations into the Council’s management processes e.g. project management
- Effective communication
- Monitoring arrangements on an on-going basis

Responsibility for Risk Management

The Council recognises that it is the responsibility of all Councillors and all members of staff to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed at service provision, and to the meeting of the Council's objectives and community needs.

This policy has the full support of the Council and its staff, who recognise that injury, loss or damage does not benefit the community. It is fully committed to ensure that the Council's resources are not squandered as a result of uncontrolled risk, and that Great and Little Plumstead is as healthy and safe as possible a place to live and work.

Risk Management Strategy

Guidelines for all working parties:

Every working task set is risk assessed and the risk information is shared with those present

- For Every Working Party doing work on behalf of the Council, the “Leading body” is the Parish Council.
- A leader and deputy leader is identified for each individual working party event. If the leader and deputy leader cannot attend, the working party is only permitted to continue if the substituted leader takes the responsibility for the risk assessment and is familiar with the tasks set for the event.
- The leader or deputy leader will ensure at the start of each working party that all present are informed of the Council’s duty of care to all staff and volunteers
- Any requests on the day to “vire” from the schedule shall be firstly risk assessed before the task in hand is started.
- Under no circumstances should there be any lone working.
- Operational mobile phone on site at all times.
- Protective clothing and equipment must be used as appropriate to the task set.
- Unless deemed competent by the leader or deputy leader, no individual volunteer shall be allowed use of mechanical equipment (chainsaws, heavy duty strimmers, motor- driven vehicles). Therefore, should only use hand-held tools.