CHIDHAM AND HAMBROOK PARISH COUNCIL

RISK MANAGEMENT POLICY

What is Risk Management?

Risk is the threat that an event or action will adversely affect the council's ability to achieve its objectives and to successfully implement its strategies and services. Risk Management is the process by which risks are identified, assessed and controlled. It is a key element of the council's governance framework.

This policy has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has adequate arrangements in place to minimise them. The Council recognises that some risks can never be totally eliminated, however, it has put in place a strategy that provides a structured and systematic approach to minimising risks that may affect the council.

Risk assessment is a systematic examination of the parish council's services & activities, assets, workforce and eternal environmental factors that enables the council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This risk register exists to enable the Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the hazard or activity to be reviewed.
- Identify what risks may exist or arise.
- Evaluate and describe the management and control of the risks and record findings.
- Review, assess and revise if required.

The council has broken down the risks it faces into six categories:

1. Financial and Management Risks
2. Operational Management
3. Physical Equipment or Areas
4. Home Office Risks
5. Liability
6. Councillors' propriety

Each of these categories is considered in detail over the following pages. The risks are identified and described together with an evaluation of two risk headings – the **likelihood** of the risk occurring and the **impact** on the organisation of the risk occurring – each assessed as to their significance on the organisation (High, Medium and Low). Arrangements are described as to how the council proposes to manage or control the risk to what it considers to be a satisfactory level.

Adopted: Council 5 December 2019