

## **RISK MANAGEMENT POLICY STATEMENT**

### **1. 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, 2001: "Worth the Risk: Improving Management in Local Government"

### **2. Policy Statement**

2.1 Caister on Sea Parish Council recognizes that it has a responsibility to manage risks effectively in order to protect its employees, volunteers, assets, liabilities and community against potential losses, to minimize uncertainty in achieving its goals and objectives and to maximize the opportunities to achieve its vision.

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

2.3 Risk Management is an integral part of the Council's management processes.

### **3. Objectives**

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

3.1 Integrate risk management into the culture of the council

3.2 Manage risk in accordance with best practice

3.3 Anticipate and respond to changing social, environmental and legislative requirements

3.4 Prevent loss, disruption damage and injury and reduce the cost of risk thereby maximizing resources

3.5 To inform policy and operational decisions by identifying risks and their likely impact

3.6 Raise awareness of the need for risk management

These objectives will be achieved by:

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

#### **4. Responsibility for Risk Management**

The Council recognises that it is the responsibility of all Councillors and the Clerks 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.

#### **5. Risk Management Strategy**

##### **Guidelines for all working parties:**

- 5.1 Every working task set is risk assessed and the risk information is shared with those present.**
- 5.2 For every working party doing work on behalf of the Council, the "Leading body" is the Parish Council.
- 5.3 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 responsibility for the risk assessment and is familiar with the tasks set for the event]
- 5.4 Any requests on the day to "vire" from the schedule shall be firstly risk assessed before the task in hand is started.
- 5.5 Refer to Lone Working Policy – Annex B
- 5.6 Operational mobile phone should be made available on site
- 5.7 Protective clothing and equipment in use as appropriate to the task set
- 5.8 No individual volunteer shall be allowed use of heavy-duty mechanical equipment. Therefore, only hand-held tools are to be used.

Signed .....A Baker.....Chair

Date 6<sup>th</sup> September 2021

To be reviewed annually