

Ardleigh Parish Council Risk Management Policy

The Parish Council is responsible for putting in place arrangements for the management of risk. The Clerk (with the Chair or other Councillors) shall prepare, for approval by the Council, risk management policy and assessment in respect of activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

When considering any new activity, the Clerk (with the Chair or other Councillors) shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

Strategic Risks and major threats

The greatest risk facing the Council is not being able to deliver the activity or services expected by Parish residents.

This risk assessment is a strategic examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify 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, insofar as is practicable, making sure that all employees and members are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following main points have been followed and the register constructed accordingly.

- Identify the areas to be reviewed.
- Identify what any risks and document
- Assess the risk and document the findings
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise where required.

Risk control is the process which is taken to reduce the likelihood of a risk event occurring or mitigates the effects that risk should it occur. This risk control approach is to use the four T's Process:

- Transferring Risk can be achieved through the use of various forms of insurance, or the payment to third parties who are prepared to take the risk on behalf of the Council.
- Tolerating Risk is where no action is taken to mitigate or reduce a risk. This may be because the cost of instituting risk reduction or mitigation activity is not cost-effective, or the risks of impact are at so low that they are deemed acceptable to the Council.
- Treating Risk is a method of controlling risk through actions that reduce the likelihood of the risk occurring or minimize its impact prior to its occurrence. Also, there are contingent measures that can be developed to reduce the impact of an event once it has occurred.
- Terminating Risk is the simplest method of dealing with risk. It involves risk elimination. This is done by altering an inherently risky process or practice to remove the risk. If an item presents a risk and can be changed or removed without it materially affecting the business, then removing the risk should be the first option considered; rather than attempting the treat, tolerate or transfer it.

Points and areas identified are dealt with in the table that follows and assessed and recorded accordingly. The aim is to proactively address the risks especially where the likelihood of occurrence or resulting impact (or a combination of the two) is assessed as high.