

ST JOHN THE BAPTIST WESTBOURNE AND WOODMANCOTE MISSION CHURCH

POLICY – RISK MANAGEMENT

1 INTRODUCTION

The PCC has responsibilities to its members, volunteers, the Diocese, the wider Church of England and the Charity Commission including:

- governance e.g. modus operandi of the PCC, Standing Committee, other committees, recruiting of trustees, volunteers etc with relevant skills, conflict of interest
- operational e.g. of basic services supporting the running of the church, pricing (e.g. hire of buildings, fundraising); employment and volunteer issues, health and safety issues, fraud and misappropriation
- external e.g. public perception and adverse publicity, demographic changes, government policy
- ensuring that the identification, assessment and mitigation of risk is linked to the achievement of the PCC's aims and objectives
- ensuring the process covers all areas of risk
- reviewing the evaluation and management identification of risk
- ensuring that risk management is ongoing and embedded in the culture of the PCC

This risk management policy summarizes the PCC's policy on these matters.

2 IDENTIFICATION AND MANAGEMENT OF RISK

Risk is identified through examination of:

- what is going to happen
- what else could happen
- what could go wrong
- why could it go wrong
- where could it go wrong
- when could it go wrong
- what are the other implications
- external factors.

Risk is managed by consideration of:

- the likelihood of it happening (Low, Medium, High)
- how often will it might happen
- the impact of the harm or loss (Low, Medium, High)
- how it can be avoided and/or the consequences minimized

The PCC will take overall responsibility for the implementation and review of risk management and will consider any additional action that needs to be taken to mitigate the risk, either by lessening the likelihood of it occurring, or lessening its impact.

In the case where the PCC's buildings are hired out, the hirers are responsible for performing their own risk assessment and submitting it with their booking form and their public liability insurance documents. These conditions are stipulated in the contract.

3 RISK ASSESSMENTS

Assessments of specific risks are held on the Box document control system with RA reference numbers. These include, but are not limited to:

- RA00 Risk assessment template
- RA01 Administration
- RA02 Finance
- RA03 Operations - Westbourne
- RA04 External
- RA05 Regulation
- RA06 Sunday School
- RA07 Choir practices
- RA08 Income tax evasion
- RA09 Operations - Woodmancote
- RA10 St John's church fire risk assessment
- RA11 Parish Hall fire risk assessment

Other risk assessments may be added from time to time as circumstances dictate.

The standard format for these assessments is found at RA00 but assessments may adopt a different format to suit the nature of the activity. The important principle is to record the fact that risks have been considered and the conclusions recorded.

4 DOCUMENT REVIEW

This policy is reviewed annually.

VERSION	DATE	DETAILS	BY
Draft	17.07.23	New document.	Stewart Taylor
1	26.07.23	Approved	PCC meeting 26.07.23