



NEWICK PARISH COUNCIL

Risk Management Policy

1. Introduction

1.1 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

1.2 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk

2. Objectives

2.1 The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

2.2 These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees

3. Methodology

- The organiser of an event or activity shall be responsible to the council for identifying the need for and undertaking, a risk analysis assessment
- The assessment will identify potential risks and their consequences in accordance with the matrix below.
- The assessment shall identify risks, consequences, risk rating and any proposed mitigation and submit it to the council in tabular form.

RISK ASSESSMENT MATRIX TEMPLATE

| RISK RATING KEY | LOW | MEDIUM | HIGH | EXTREME |
|---|--|---|---|---|
| | 0 - ACCEPTABLE OK TO PROCEED | 1 - ALARP (as low as reasonably practicable) TAKE MITIGATION EFFORTS | 2 - GENERALLY UNACCEPTABLE SEEK SUPPORT | 3 - INTOLERABLE PLACE EVENT ON HOLD |
| | SEVERITY | | | |
| | ACCEPTABLE LITTLE TO NO EFFECT ON EVENT | TOLERABLE EFFECTS ARE FELT, BUT NOT CRITICAL TO OUTCOME | UNDESIRABLE SERIOUS IMPACT TO THE COURSE OF ACTION AND OUTCOME | INTOLERABLE COULD RESULT IN DISASTER |
| LIKELIHOOD | | | | |
| IMPROBABLE RISK IS UNLIKELY TO OCCUR | LOW - 1 - | MEDIUM - 4 - | MEDIUM - 6 - | HIGH - 10 - |
| POSSIBLE RISK WILL LIKELY OCCUR | LOW - 2 - | MEDIUM - 5 - | HIGH - 8 - | EXTREME - 11 - |
| PROBABLE RISK WILL OCCUR | MEDIUM - 3 - | HIGH - 7 - | HIGH - 9 - | EXTREME - 12 - |

- In general, mitigation will not be required for low risk (green) outcomes
- Medium risk (yellow) outcomes will require details of necessary factors required be applied to mitigate the risk
- High risk (amber) outcomes will normally preclude acceptance of that risk. Exceptionally where such an activity is deemed essential by the event organiser, the safety case shall be forwarded to the council for acceptance of the proposal. Such acceptance does not remove responsibility for the safe conduct of the event from the organiser.
- Extreme risk (red) outcomes will preclude acceptance of the event.

ApprovedJanuary 2020

Signed.....(Chairman)