

**ST JOHN & ST LUKE**  
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**CLAY HILL**

**PCC of St John & St Luke, Clay Hill**

**Registered Charity number 1151418**

**Policy Statement on Risk Management**

<b>This version:</b>	1.1
<b>Date of Issue:</b>	31 January 2022
<b>Date of Review:</b>	26 April 2022
<b>Signed by:</b>	Paul Bates Interim PCC Chair

This document sets out the policy of the Parochial Church Council of the Parish of St John and St Luke, Clay Hill, (PCC) regarding Risk Management

1. A Risk is an uncertain event or set of events that, should it occur, will have an effect on the achievement of parish objectives. A Risk is measured by a combination of the probability of it occurring and the magnitude of its impact on the objectives.
2. Risk Management is the process of making and carrying out decisions that will minimise the adverse effect of problems upon the parish.
3. The Risk Management process is vital to the personal health and safety of staff, volunteers, members of the congregations, visitors and contractors and the safety of the public. In financial terms, it is vital to the PCC's ability to pursue parish objectives, commence and operate activities and to perform duties in an efficient and professional manner.
4. The Parish Risk Register is maintained by the Parish Health and Safety Officer as Parish Risk Manager and reviewed at each PCC meeting.

## Clay Hill Policy on Risk Management

5. Types of Risk:
  - Financial risk is monitored by the PCC under the guidance of the Vicar, Churchwardens and the PCC Treasurer.
  - Health and Safety Risk is monitored by the PCC in accordance with the PCC's Health and Safety Policy and under the guidance of the PCC Health and Safety Officer.
  - Reputational Risk to the churches and parish is monitored by the PCC under the guidance of the Vicar and Churchwardens.
6. The PCC has responsibility for ensuring that it appropriately develops, implements, monitors, evaluates and revises plans to manage risks associated with the conduct of, and activities in, the parish churches and halls.
7. At least monthly, the Churchwardens and Hall Buildings Managers carry out a risk assessment of all buildings and grounds using a Building Checklist. These assessments look at all the issues regarding the normal use of each building including all regular church services and outside groups using the buildings.
8. For activities not covered by these regular risk assessments, including parish fairs, concerts and parish trips, the organiser must ensure that an adequate risk assessment is undertaken and appropriate risk mitigation steps put in place before the activity can take place.
9. Co-operation is needed and expected from all members and users of the churches, church hall and surrounding grounds. Only by working together with common objectives will it be possible to ensure the success of this risk management policy.
10. Any member of the PCC or wider parish community who identifies a potentially unacceptable risk relating to any aspect of parish activity, should promptly raise the matter with the PCC Secretary or relevant officer so it can be appropriately considered.
11. The parish Risk Management Process diagram is shown on page three.
12. This Risk Management Policy Statement will be reviewed annually to ensure continuing appropriateness.

# Risk Management Process

