

Loxwood Parish Council

RISK MANAGEMENT Policy

The management of risk is an important part of the Loxwood Parish Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment happens all the time, but once a year, the Council brings the risk assessments for Operational and Personnel Risk; Asset Risk; Data Protection Risk and Financial Risk to the Council for review for the next financial year.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

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

- Identifies the subject and identifies what the risk(s) may be
- Identifies the level of risk
- Identifies and evaluates the management and control of the risk(s)
- Reviews, assesses, and revises procedures if required
- Identifies any relevant timeframe(s) and responsible party

Risks will be identified according to the following Rating criteria at least annually or when an event requires.

RISK ASSESSMENT RATING CRITERIA- Low/ Medium/ High

Likelihood	Highly probable 76-99%	4				
	Medium 26-75%	3				
	Low possibility 1-25%	1				
FINANCIAL IMPACT and/or REPUTATIONAL IMPACT and/or HEALTH & SAFETY IMPACT			1	2	3	4
			Low	Moderate	Serious	Major
			I M P A C T			
			Loss of up to £1,000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
			Minimal / localised damage to reputation	Damage to reputation within the Parish	Damage to reputation within the region	National damage to reputation; intervention by Government
			No health and safety impact	Minor injury, possibly treatment by health professional	Serious injuries	Fatality or life-changing injuries

RISK APPETITE AND APPROACHES TO MANAGING RISK

Likelihood	Highly probable 76-99%	4		TREAT (take action to reduce risk exposure by introducing measures / controls)		TERMINATE (i.e., stop the activity that generates the risk)
	Medium 26-75%	3				
	Low 1-25%	1	TOLERATE (an informed view reached that the risk is accepted)			TRANSFER (usually via insurance or other contractual arrangement)
			1	2	3	4
			Minor	Moderate	Serious	Major
			I M P A C T			