



PORTREATH
PARISH COUNCIL

**Portreath Parish Council
Risk Management Policy
Adopted: 1st February 2021
Next Review Due: Annually**

What is Risk Management?

Risk is a threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services. Risk management is the process by which risks are identified, evaluated, addressed and reviewed. 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. 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 and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives

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

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.

Risk Register

The risk register enables the parish council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks.

The risks have been broken down into several areas:

- Finance & Management
- Administration
- Assets and Property

The document had been produced using the following plan:

- Identify the areas to be reviewed
- Identify what the risks maybe
- Evaluate the management and control of risk and record findings
- Review, assess and revise as necessary.

Response to risk might involve on or more for the following responses.

- Tolerate the risk—for the risks where the downside is containable with appropriate contingency plans or if the controls cannot be justified (e.g. because they would be disproportionate; and for unavoidable risks, such as terrorism.)

- Treat the risk—by imposing controls so that the parish council can continue to operate; or by setting up prevention techniques
- Transfer the risk—by buying a service from a specialist external body or taking out insurance
- Terminate the activity giving rise to the risk (or not start) which involve intolerable tasks or those where no response can bring the risk to a tolerable level.

The risks are identified, assessed and recorded on the following risk register and will be reviewed by the council not less than annually.

Review

Date	Amendments/Changes/ recommendations	Minute Reference	Sign
11/05/26	To enable the document to be accessible separate the Risk Register from the Policy.	26092	L Jose