


Clay Hill Policy on Risk Management

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**

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| <b>Signed by:</b>      |  |

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. The Charity Commission encourages all charities with a gross income below the statutory audit threshold (income of £250,000) to be concerned about the risks their charity faces and to make a risk management statement as a matter of good practice. (*Charity Commission Guidance CC26*)
2. The PCC complies with the requirement to include in each Annual Report 'a description of the principal risks and uncertainties facing the charity as identified by the charity trustees (PCC Members) together with a summary of plans and strategies for managing those risks'. (*PCC Accountability; The Charities Act 2011 and the PCC*)
3. 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.
4. Risk Management is the process of making and carrying out decisions that will minimise the adverse effect of potential problems upon the parish.

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5. 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.
6. The Parish Risk Register is maintained by the Parish Health and Safety Officer as Parish Risk Manager and reviewed at each PCC meeting.
7. Principal 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.
8. 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, St Luke's Church, St John's Church and St John's Church Hall.
9. At least monthly, the Churchwardens and St John's Hall Building Manager 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.
10. For activities including parish fairs, concerts and parish trips not covered by these regular risk assessments, 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.
11. Co-operation is needed and expected from all members and users of St Luke's Church, St John's Church and St John's 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.
12. 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.
13. The Parish Risk Management Process diagram is shown on page three.
14. This Risk Management Policy Statement will be reviewed annually to ensure continuing appropriateness.

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## Risk Management Process

