



St Andrew's Church, Oxshott - PCC Policy Document

Risk Management Policy

Custodian	Version Number	Date Approved by PCC	Issue Date	Review Date
Churchwardens	2	November 2022	November 2022	2023

Introduction

Risk management is the process of making and carrying out decisions that will minimise the adverse effect of accidental losses upon St Andrew's Church ("St Andrew's" or "the church"). The risk management process is used to foresee and mitigate risks associated with church operations covering the personal health and safety of volunteers, employees and the safety of the public using the building, clergy staff and volunteers to perform their duties, financial and governance risks.

The risk management programme exists to support the PCC's risk management goals and objectives. These goals and objectives include:

Financial Risk

1. Avoiding exposure to accidental loss by ensuring that the potential benefit of functions, contracts, programmes or activities outweighs the mitigated risks involved.
2. Preventing loss by identifying loss exposures and implementing policies and procedures to reduce risk of these losses occurring.
3. Controlling losses which do occur by:
 - a. Assisting and supporting injured parties
 - b. Developing contingency plans for possible loss scenarios
 - c. Proper documentation and investigation of losses
4. Determining the most cost-effective balance of risk financing tools

Personal Risk

Health and Safety in the church environment is very important. The PCC seeks to ensure that no-one's health and safety is compromised by anything that it does, or fails to do by:

1. Appointing a Health and Safety Officer who undertakes regular site risk assessments and reviews and reports to the PCC at least once per year.
2. Maintaining an up to date Health and Safety policy
3. Maintaining an Accident book and ensuring that accidents reported are reviewed and any lessons learned are implemented.

Risk management process

1. The primary tool for effective risk management is the Risk Register which should be maintained by a Risk Management Co-ordinator appointed by the PCC.
2. The Risk Register should be held electronically in a place available to all PCC members.
3. The Risk Register should be reviewed at least annually at PCC and at any point where there is a substantial change in the risk profile of the church. For example, pandemic, commencement of a large financial commitment, major changes to the building
4. The Risk Register identifies those responsible for mitigating actions. The Standing Committee should ensure that these actions are being undertaken when they meet.

This policy was adopted by the PCC meeting on.....22nd November 2022.....

Rebecca Mayhew
Church Warden