



MARDEN PARISH COUNCIL **RISK MANAGEMENT POLICY**

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Risk Policy Statement

Marden Parish Council (MPC) has a responsibility to manage risks effectively in order to protect its employees, Councillors, volunteers, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.

MPC is aware that some risks can never be eliminated. Therefore, MPC has undertaken risk assessments to manage these risks.

Definition of Risk

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance.

Approach to Risk

MPC's approach to risk management is that we should try to identify and manage risks in the most cost-effective manner within the overall resources available.

For all functions and assets of MPC risks have been identified and documented in individual risk assessments (see Annex 1 – list of MPC risk assessments). The impact is assessed, control measures which we feel are appropriate are put in place together with the frequency of when the risk should be reviewed – maximum one year.

Responsibility

MPC is responsible overall for the health and safety of all Cllrs, its staff, volunteers and the community when working/volunteering for MPC or using any of the facilities/assets. The Clerk has delegated powers to review the risk assessments at any time and present to the Full Council for adoption.

The co-operation of all Cllrs and staff is required to ensure that council resources are not wasted as a result of uncontrolled risk.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

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If any Cllr is aware of any action which has not received a risk assessment the Clerk should be informed.

Assessing Risks

The key risks identified above have been assessed for the potential consequences of a risk occurring (impact) and consider how likely this is (likelihood). The assessment of potential impact and likelihood are then used to arrive at a risk assessment for each risk of high, medium or low. The risk assessment enables MPC to decide which risks it should pay most attention to when considering what measures to take to manage them.

LIKELIHOOD	IMPACT		
	Negligible	Moderate	Severe
Highly Likely	Medium (M)	High (H)	High (H)
Possible	Low (L)	Medium (M)	High (H)
Unlikely	Low (L)	Low (L)	Medium (M)

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Annex A

List of Risk Assessments

Amenities

Cemetery
 Changing Rooms
 Christmas
 Events
 Grounds Maintenance
 Litter Pick
 Memorials (Cemetery)
 Play Equipment & Play Trail
 Playing Field
 Play Scheme
 Public Conveniences
 Southons Field Beacon
 Southons Field
 Use of Strimmer
 Tree Planting

Finance

Financial Risk Assessment

Office/HR/General

COSHH BBQ Gas
 COSHH Line Marking Paint
 COSHH Mower Fuel
 Health & Safety
 Health & Wellbeing
 Highly Contagious Infectious Diseases
 Lone Working
 Manual Handling/Heaving Lifting
 Office Alarm
 Office Fire
 Office
 Parish Assets
 Speed Indicator Sign

Adopted: 2020

Reviewed: 6th April 2021 / 8th March 2022 / 14th March 2023 / 12th March 2024 / 14th January 2025 / 10th March 2026

Review date: March 2027

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