

FOVANT PARISH COUNCIL

Policy: Risk Management

Ratification Date : 24/03/2025

This policy supports the council in identifying, quantifying, assessing, managing and reviewing risks

Review due in March 2026

1. Introduction

Fovant Parish Council has adopted this risk management policy in accordance with guidance set out in the Governance and Accountability for Local Councils (JPAG) Practitioner Guide (2024) and the health and Safety at work act 1974.

2. Approach to Risk Management

A risk is anything that can threaten or impact upon the assets, finances, people, operation, or reputation of Fovant parish council. Risk management is the planned and systematic approach to the identification, analysis, and control of all risks. Controls take the form of policies, procedures, audits, and reports which together ensure an effective and efficient parish council operation.

Fovant Parish Council manages risk at two tiers:

1. A risk register is maintained to identify and control, known council business activities.
2. Individual risk assessments are completed for specific occasions where the activity or Location is deemed as a potential risk for those undertaking the activity. These will include but not be limited to:
 - Any work instigated by the Parish Council but supported by village volunteers.
 - Any work undertaken in the water way running through Fovant.
 - Any movement of SID's equipment.
 - Any clearance of foot path/bridleway.
 - Mowing, strimming, and hedge cutting.
 - Litter picking.

3. The Risk Management Process

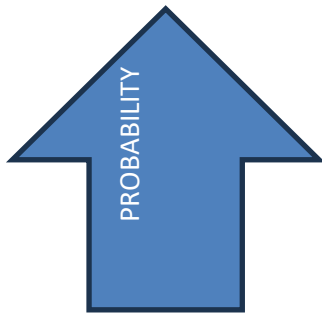
The process of risk management should be continual and consist of a cycle of:

Identify – Identify and documenting the risks. The clerk is responsible for identifying and recording any risks. The risks can be identified through either planned inspections or by ad hoc risks being identified by councillors or members of the public.

All identified risks must be evaluated and posted on the risk register.

Evaluate – Assess the severity of the identified risk by assessing its impact and likelihood using the risk assessment methodology. On identification the clerk will consider the likelihood of impact the risk may have utilising the risk matrix and giving the risk a risk factor.

The risk matrix considers the likelihood of the risk happening and the potential impact it would have.



| | | |
|----------------|--------------|------------|
| Medium (3) | High (6) | High (9) |
| Low (2) | Medium (4) | High (6) |
| Low (1) | Low (2) | Medium (3) |
| Negligible (1) | Moderate (2) | Severe (3) |



If the risk factor identified is high, it may not be possible to await a formal response or outcome from the council. The risk factor table below provides guidance for the clerk in taking appropriate action in a timely manner.

| Risk Factor | Impact | Action |
|-------------|----------------|---|
| Red | High/very high | Immediate notification to the chair and vice chair Identify remedial action for implementation |
| Amber | Medium | Immediate notification to the chair and vice chair. |
| Green | Low | Notify chair and vice chair |

Mitigation – Prepare and implement controls to reduce the risk for consideration by the council.

Review and report – Review the risks identified and the effectiveness of the controls implemented. The clerk is responsible for monitoring the risk and reporting findings on.

All completed risk assessment should be passed to the chair and vice chair for consideration prior to being entered on to the risk register.

All risk assessments will be discussed at a full meetings four times per year as part of an agenda item to ensure the validity of the risk and its impact.

An annual review of the current risk register will take place yearly by full council at the same time as the risk assessment policy is reviewed.

