



RISK ASSESSMENT AND RISK MANAGEMENT POLICY

Adopted: 5th May 2026

Review Date: May 2027

1. Introduction

Woodham Ferrers & Bicknacre Parish Council recognises its responsibility to identify, assess and manage risks that may impact its activities, services, assets and reputation.

This policy sets out the Council's approach to risk management and supports the Council's system of internal control in accordance with proper practices and the Annual Governance and Accountability Return (AGAR).

2. Purpose

The purpose of this policy is to:

- Identify and evaluate risks facing the Council
- Ensure appropriate control measures are in place
- Reduce the likelihood and impact of risks
- Support informed decision-making
- Protect public funds, assets and service users

3. Risk Management Framework

The Council's risk management framework consists of two elements:

3.1 Risk Register

The Council maintains a **Risk Register** (in Excel format), which:

- Identifies key risks across all areas of activity
- Categorises risks (e.g. governance, financial, operational, assets, IT, projects)
- Assesses each risk using likelihood and impact scoring
- Records control measures in place
- Identifies any further actions required

The Risk Register is the Council's primary tool for managing risk.

3.2 Supporting Risk Assessments

Where appropriate, the Council will prepare separate, detailed risk assessments for specific activities, sites or projects.

These may include (but are not limited to):

- Public open spaces (e.g. Priory Fields)
- Events organised or supported by the Council
- Infrastructure (e.g. EV charging points)
- Other higher-risk activities as identified

These assessments provide more detailed, operational controls.

4. Risk Identification and Assessment

Risks will be identified through:

- Council decision-making processes
- Review of services and assets
- Internal and external audit
- Advice from the Clerk and professional bodies
- Feedback from residents and stakeholders

Each risk will be assessed using:

- **Likelihood (1–5)**
- **Impact (1–5)**

A combined risk score will be used to prioritise action.

5. Control Measures

The Council will manage risks through:

- Adoption and review of Standing Orders and Financial Regulations
- Internal control procedures
- Regular financial monitoring
- Insurance cover for insurable risks
- Appropriate policies (e.g. GDPR, Health & Safety, IT)
- Regular inspection and maintenance of assets

6. Roles and Responsibilities

Council

- Approves the Risk Register and this policy
- Reviews risks annually
- Ensures appropriate action is taken

Parish Clerk (Responsible Financial Officer)

- Maintains and updates the Risk Register
- Identifies new and emerging risks
- Ensures control measures are implemented

- Reports significant risks to the Council

Councillors

- Consider risks when making decisions
- Contribute to the identification and management of risks

7. Review and Monitoring

- The Risk Register will be reviewed **at least annually**
- Additional reviews may take place where significant changes occur
- The review forms part of the Council's **annual review of the effectiveness of its system of internal control**

8. Links to Other Policies

This policy should be read in conjunction with:

- Financial Regulations
- Standing Orders
- Internal Controls Policy
- Health & Safety and Risk Assessments
- Data Protection and IT Policies