



BEXHILL-ON-SEA TOWN COUNCIL RISK MANAGEMENT POLICY FOR APPROVAL

What is Risk Management?

Risk is threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services.

Risk management is the process by which risks are identified, evaluated, addressed and reviewed. The Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

The council is aware that some risks cannot be eliminated fully and has in place strategy that provides a structured, systematic and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives

The objectives of risk management policy are to:

- . Integrate risk management into the culture of the council
- . Manage risk in accordance with best practice and legislative
- . Minimise loss, disruption, injury and damages
- . Inform policy and operational decisions by identifying risks and their likely impact
- . Raise awareness of the need for risk management

These objectives will be achieved by:

- . Identification of risk
- . Undertaking risk assessments
- . Managing the risk and recording actions
- . Incorporating risk management considerations into council processes
- . Providing appropriate training
- . Establishing clear roles, responsibilities and reporting lines
- . Effective communication with, and active involvement of, employees and other stakeholders

Risk Register

The risk register enables the town council to assess the risks that it faces and confirm that it had taken appropriate steps to manage those risks.

The council has broken the risks into twelve areas:

1. External Premises
2. Workspace Area
3. Meeting Room
4. Kitchen Area
5. Toilet Area
6. Garden Area
7. Other Areas
8. Physical Assets
9. Public Liability
10. Legal Liability
11. Finance and Banking
12. General

The risks are identified, described and evaluated according to the potential consequence of the risk occurring (impact) and how likely this is (likelihood) i.e. high, medium and low risk. The response to risk may involve one or more of the following responses:

- . Tolerate the risk – for the risks where the downside is containable with appropriate contingency plans or if the controls cannot be justified (e.g. because they would be disproportionate, and for unavoidable risks, e.g. terrorism.
- . Address the risk – by imposing controls so that the Town council can continue to operate; or by setting up prevention technique.
- . Transfer the risk – by buying a service from specialist external body or taking out insurance
- . Terminate – the activity giving rise to the risk (or not start) which involve intolerable tasks or those where no response can bring the risk to a tolerable level.

The risks are identified, assessed and recorded on the following risk register and will be reviewed by the council not less than annually.