

St Michael and All Angels' Church, Sandhurst Parochial Church Council (PCC)

Risk Management Policy

Introduction

St. Michael and All Angels' Church is a registered charity and the PCC are the trustees of the charity. As a PCC we are aware of the risks to the work of the charity, and to take appropriate action to manage them. This policy sets out the structure and hierarchy of Risk Management at St Michael's.

Hierarchy of Risk Management

In the parish there are three levels of risk management as illustrated in the table below:

Scope/level (Risk to..)	Responsible	Guidance/framework	Review frequency
STRATEGIC			
Governance/Strategic (Entire Parish/Charity)	PCC/PCC Sec	CC26 http://www.parishresources.org.uk/pccs/managing-risk/	Annual
OPERATIONAL			
Facilities/Insurance (Buildings/fabric, employees +3 rd parties)	PCC/Church wardens	https://www.ecclesiastical.com/churchmatters/churchinsurance/church-insurance-made-simple/index.aspx	Annual
Health and Safety (People)	PCC/Church wardens	https://www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/self-assessment/index.aspx	Annual
Safeguarding (Vulnerable people and reputation)	Rector + Safeguarding Officer	CofE and Diocesan Safeguarding system https://www.oxford.anglican.org/mission-ministry/safeguarding/	Annual
TACTICAL			
Group at church (People and facilities involved)	Group leader	https://www.ecclesiastical.com/churchmatters/churchinsurance/church-insurance-made-simple/people-on-church-premises/index.aspx	Annual
Special event (People and facilities involved)	Event organiser	https://www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/planning-church-events/index.aspx	Before event

Strategic Risks

The Governance/Strategic Risk Assessment is undertaken in accordance with both CC26 and the CofE guidance, simplified in a manner appropriate to the size and complexity of St Michael's as a charity. PCC members should familiarise themselves with it, and raise any matters of concern at any time – it is intended to be a live document that we will re-visit at least annually.

Each year there are a number of actions identified which the Rector's Council will ensure are carried out.

Operational Risks

The PCC annual plan includes an annual review of the policies and risks in each of the three identified areas. The responsibilities for ensuring we are complying in these areas are, as noted above, with the Church Wardens (Insured Risks and Health and Safety), and the Rector and Safeguarding Officer for the Safeguarding policy.

Tactical Risks

Group leaders for groups that meet regularly such as Youth Groups, Young Church etc should conduct, and keep updated, a risk assessment appropriate to their activity.

When special events are to take place on behalf of the church (eg Youth Trips) a risk assessment should be carried out, and specific permission sought from the PCC for the event – this is a requirement of our Insurers to maintain our Public Liability cover for the event.

The PCC secretary will ensure that the groups and events have the appropriate assessments in place.

Approval and Review

This policy will be reviewed every two years by the PCC to ensure it meets current legislation and guidance and is appropriate to the needs of the parish.

This policy was approved and adopted by the PCC at its meeting on Wednesday 12th June 2019

Signed: _____

Rector

Signed: _____

Churchwarden

Signed: _____

Churchwarden