

Ottery St Mary Church PCC Managing Risk Policy.

A degree of risk must be accepted in all life's activities, but steps should be taken to ensure risk is kept to a minimum.

"Risk" is used in this policy to describe the uncertainty surrounding procedures and their outcomes that may have a detrimental effect to the mission of the church, the trust invested in it and its reputation.

How risk is managed:

Safety

- A health and safety policy is in place.
- Health and Safety is reviewed at each meeting of the Fabric Working group and that group has named individuals who hold responsibility for actions that require immediate attention.
- Health and Safety is a standing item on the PCC agenda
- There is a check list of safety checks that are carried out (at varying degrees of interval) through the year. This is held in the office with the log book.
- Risk assessments are on file for every event held in church, including a generic risk assessment for the day to day running of the church.
- Notices about the inherent risks associated with being near or in an ancient building are displayed on public noticeboards within and without the church.
- Serious accidents are reported through RIDDOR as appropriate.

Strategic management

- The PCC reviews the 10-year strategic plan and notes the SWOT analysis.
- Governance compliance is treated with utmost seriousness: a gap in officer holders is not accepted.

Safeguarding

- The safeguarding team meets quarterly to monitor the dashboard, address training needs and evaluating the church's compliance with National Standards on safeguarding.
- Safeguarding is a standing item on the PCC agenda.
- Each group that works with children and/or vulnerable adults assesses any safeguarding concerns at the end of each session and notes them securely.
- The PCC follows a 3 year review cycle for the national standards.
- Safeguarding links are clear and accessible on the website

Financial

- Finance is a standing item on the PCC agenda.
- The PCC has a Goods and Purchasing Policy with strict controls on how money can be spent. A reserves policy is part of our annual reporting.
- The Treasurer is supported by a Finance Group that meets 3 times a year.
- The Treasurer does not bank cash.
- Any large reordering project or maintenance of the building has to be priced and agreed by the PCC, including a risk register.
- The church insurers are informed of work that requires a faculty and/or scaffolding and are contacted for any project where their specialist advice is needed.

Technical

- GDPR is a standing item on the PCC agenda.
- Whose data is stored is reviewed periodically, and GDPR consent is gained at all times when personal information is to be stored.
- The website is GDPR compliant.
- Data is stored in a password protected environment.

Church Hire

In the case where the church buildings are hired out, the hirers are responsible for performing their own risk assessment and submitting it with their booking form and their public liability insurance documents. These conditions are already stipulated in the letting agreement.