

## Risk and Hazard Management Policy

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**Approved by:** Parish Council

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### INTRODUCTION

Risk is the probability that an occasion or event (with some probability and likelihood) will arise that presents a danger to members of our church family, staff, volunteers or the general public. A hazard is any source of potential damage, harm or adverse health effects on someone or something.

St Mark's will endeavour to minimise the hazards and risks that its property or activities may pose to anyone using the premises or involved in its activities. St Mark's is committed to put procedures in place that will as far as possible ensure that risks and hazards are minimised and their consequences averted.

### PURPOSE

The purpose of this document is to put into place a risk and hazard management process by which risks and hazards are identified, evaluated and controlled.

### PROCEDURE AND RESPONSIBILITIES

#### Responsibility

It is the responsibility of the Vicar and the Wardens to carry out risk and hazard assessments in relation to St Mark's property and its activities and to take appropriate action to mitigate risks and hazards which are identified.

It is the responsibility of the Vicar to ensure that:

- A Risk Management Officer for St Mark's is nominated; and
- Effective risk and hazard management procedures are in place, applicable to all relevant areas; and
- Risk and hazard management procedures are reviewed regularly; and
- Recommendations arising from risk and hazard assessments are implemented; and
- Staff and volunteers are aware of all applicable risks and hazards and are familiar with St Mark's risk and hazard management procedures.

It is the responsibility of the Risk Management Officer to ensure that:

- Risk and hazard management assessments are carried out in relation to St Mark's property and its activities; and
- Risk and hazard management checklists are prepared in relation to St Mark's property and its activities; and
- Risk and hazard management checklists are reviewed regularly by relevant staff or volunteers with the assistance of the Risk Management Officer to ensure that no risks or hazards have been overlooked or have ceased to be relevant; and

- Each risk and hazard management checklist is conducted to completion at least once each year to ensure that procedures are in place to avert the risk or hazard or to mitigate its impact; and
- Copies of up to date risk and hazard management checklists are kept in a central Risk Management Register.

It is the responsibility of all staff and volunteers to ensure that:

- They are familiar with St Mark's risk and hazard management procedure applicable to the activity they are involved in; and
- They observe those risk and hazard management procedures; and
- They inform the leader of the activity, the Risk Management Officer or the Vicar if they become aware of any risk or hazard not covered by existing procedures.

### **Procedures**

The Risk Management Officer will be responsible for the risk and hazard assessment in relation to St Mark's property.

The Risk Management Officer shall nominate appropriate leaders (staff or volunteers) of all St Mark's activities to be responsible for the risk and hazard assessment in relation to those activities.

The risk assessment for property and activities should involve:

- Identifying the risks and hazards attached to the property or to every element of the activity with the impact and the likelihood of that risk eventuating; and
- Identifying existing precautions that are in place;
- Identifying additional remedies, precautions or practices required to avert or mitigate the impact of those risks and hazards; and
- Recording those risks and hazards, those precautions and those remedies in the form of deliverable checklists.

### **Risk Management Checklists**

The Risk Management Officer will ensure that:

- A checklist is prepared in relation to each part of St Mark's property and all relevant activities; and
- Each risk management checklist is reviewed once a year to ensure that no risks have been overlooked; and
- Each risk management checklist is completed once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- A current copy of each risk management checklist is held centrally in St Mark's Risk Management Register.