

## **St John's Church Kenilworth PCC**

### **PCC Risk Management Policy**

#### **Purpose of this document**

This document provides details of the approach to risk management adopted by the PCC of St John's Church, Kenilworth. It is intended to provide part of the governance required by the PCC to ensure that the PCC, as Trustees of the charity, identify and evaluate possible risks, are aware of those that have been recognised (and are on the risk register) and regularly assess how those risks are being managed.

#### **Principles**

- Risk is a standing item on the agenda at PCC meetings;
- We maintain a risk register and we review its content at least twice a year at PCC meetings. However, PCC members can ask questions, or request a risk (either an item on the register already or one which they think ought to be included) is discussed, at any time;
- As part of our management of risks, we monitor the preventative/remedial actions we have identified;
- We have appointed a member of the PCC to be the responsible person on Risk Management;
- However, risk (like health & safety) is a responsibility of all Trustees, staff and volunteers. We encourage all members of the church to raise potential risks (as well as items of health & safety), relevant to the operation of church activities, with the PCC;
- We have identified policies which will enhance the effectiveness of the charity and will assist us in managing risk. A separate list of these is maintained by the PCC.

#### **Policies**

A list of Policies is maintained by the Church Wardens and current policies can be found on the Church website.

#### **Reporting**

The PCC will include a statement on risk management in its annual report. This will identify the major risks to which the church is exposed and will confirm that the PCC is satisfied that adequate systems are in place to manage those risks.

## **Risk Appetite**

The PCC is responsible for the system of risk management and internal control. Given the scope of the church's activities, encompassing children, vulnerable adults and people who might, more broadly, be described as being in difficult circumstances which make them vulnerable (even if only temporarily), the PCC has adopted a low-level of risk tolerance in these areas and has the appropriate controls in place.

The PCC has appointed a Safeguarding Lead and a separate member of the PCC to lead on this item at a PCC level.

In addition, the PCC is aware of the risk to the church of financial instability and has appointed a Finance Committee to support the PCC Treasurer in this key area.

In line with ICO guidance on GDPR legislation which came into effect in May 2018, the PCC has appointed a member of the Standing Committee to oversee GDPR (The PCC Secretary) and a member of the PCC to be the Co-ordinator for GDPR matters.

## **Policy on Covid-19**

The Health & Safety Policy contains information on the PCC's approach to Covid-19. Generally, this will closely follow guidance from the UK Government, the Church of England and the Diocese of Coventry.

June 2021 - Agreed at PCC 21 July 2021